

# Library Commission Handbook

## Table of Contents

Note: Items with hyperlinks are not included in the handbook, only the Table of Contents.

### PART ONE: LEGAL BACKGROUND

- I. [Boulder City Charter on Advisory Commissions \(Article IX\) and Library Commission \(Sections 132-136\)](#) (website)
- II. [Boulder Revised Code \(BRC\) 2-3-8 Library Commission](#) (website)
- III. By-Laws of the Boulder Public Library Commission
- IV. [Colorado Revised Statutes on Open Meetings](#) (website)
- V. [Boulder City Charter on City Council](#) (website)
- VI. [Boulder City Charter on City Manager](#) (website)
- VII. [Colorado Library Law, Title 24](#) (website)

### PART TWO: LIBRARY INFORMATION

- I. **Commission**
  - A. [Library Commission webpage and contact list](#) (website)
  - B. [Commission Meeting Schedule](#) (website)
  - C. Boulder Public Library Commissioners
  - D. Most Recent Library Commission Priorities Memo for City Council
  - E. 2012 Guidelines for Meeting Action Summary and Minutes
  - F. [Past Meeting Agendas and Minutes \(hard copy of most recent\)](#) (website)
  - G. [City of Boulder Code of Conduct for Boards and Commissions](#) (website)
  - H. Information related to the annual Warner Trust
- II. **Principal Documents**
  - A. [Most Recent Library Master Plan](#) (website)
  - B. [Facilities Sustainability Study-March 2009](#) (website)
  - C. [Most Recent Study Session with City Council](#) (website)
- III. **Library Operations**
  - A. Overview of Library Operations
  - B. Budget and Fund Management
    1. [Current Library and Arts Budget, p. 83-87 of PDF](#) (website)
    2. Most Recent Use and Management of the Library Fund
  - C. [Most Recent Circulation and Usage Statistics](#) (website)
  - D. Regulations, Rules, and Policies
    1. [Library Rules of Conduct](#) (website)
    2. [Library Card Information](#) (website)
    3. [Library Meeting Spaces/Terms of Use and applications](#) (website)

4. [Internet Access Policy and Acceptable Use Policy for Electronic Information Resources](#) (website)
5. [Wireless Internet Access](#) (website)
6. [Materials, Programs & Services Collection Policy \(webpage includes links to the Library Bill of Rights, Freedom to Read, Freedom to View, and the Request for Reconsideration form\)](#) (website)

IV. **Communications**

- A. Commissioner Communication Guidelines
- B. Guiding Principles for Interaction Among Council, Boards, Commissions, and City Staff
- C. Overview of the Boulder Library Foundation (BLF)

V. **Commission Meetings**

**PART THREE: GLOSSARY OF LIBRARY TERMS**

# **BY-LAWS OF THE BOULDER PUBLIC LIBRARY COMMISSION**

## Article I. General Provisions

Section 1. The name of this commission shall be the Boulder Public Library Commission.

Section 2. The principal office of the said Library Commission shall be located at the Main Branch of the Boulder, Colorado, Public Library.

Section 3. The said Library Commission shall have such powers, duties and responsibilities as are now set forth in the Charter (Article IX, sections 132-136) and Ordinances of the City of Boulder, Colorado, or as may be hereafter provided by an amendment to said Charter.

## Article II. Membership

The appointment of members of the Library Commission, the terms of said members, removal of said members, and the filling of vacancies on said Commission shall be as provided in the Charter of the City of Boulder, Colorado, Article IX, Section 130 and by any future amendments to this section of the Charter.

## Article III. Meetings

Section 1. The said Library Commission shall hold regular monthly meetings at such times and places as may be agreed upon by the Commission.

Section 2. Special meetings may be called at any time at the request of at least three members of the Commission. Written notice stating the time and place of any special meeting and the purpose for which called, unless said notice is waived, shall be given to each member of the Commission at least two days in advance of such meeting and no business other than that stated in said notice shall be transacted at the special meeting.

Section 3. Each year at its April meeting the Commission shall elect officers and shall make such other organizational arrangements as may be required for the year.

## Article IV. Officers

Section 1. The Library Commission shall elect a chair, a vice-chair and a secretary. There may also be co-chairs instead of a chair and vice-chair.

Section 2. The chair of the Library Commission shall preside at the meetings of the Commission and shall sign, execute, acknowledge and deliver for the Commission all contracts and writings of any kind required or authorized to be signed or delivered by the Commission. The signature of the chair shall be attested by the secretary.

Section 3. The secretary (or staff designee) shall record the proceedings of each meeting and present

the same for approval at the next meeting of the Commission. There shall be kept a permanent file of the minutes of said meetings and of all reports made to the City Council.

#### Article V. Committees

The chair shall have the right to appoint special committees. Said committees shall be advisory to the Commission and shall not have the authority to act for and on behalf of the Commission.

#### Article VI. Quorum

Three members constitute a quorum and the affirmative votes of at least three members shall be necessary to authorize any action by the Commission.

#### Article VII. Amendments

These By-Laws may be amended at any regular or special meeting of the Library Commission, provided that notice of the proposed amendment has been given to the members of the Commission at the regular meeting preceding the time at which action is taken thereon or providing that said notice of the proposed amendment has been mailed to the members of the Commission at least two weeks prior to the meeting at which action is to be taken upon said amendments. The above and foregoing By-Laws for the Boulder Public Library Commission were read and unanimously adopted by the said Library Commission at its meeting of August 6, 2014.

# BOULDER PUBLIC LIBRARY COMMISSIONERS

## 1906-2014

### ***First Commission***

*Miss Mary Rippon*

*Mrs. Fred White*

*Mrs. Adriana Hungerford*

*Mrs. W.H. Allison*

*Mrs. H.B. Rosenkrans*

Mr. James Cowie

Mrs. Harry M. Pollard

Mrs. C. Henry Smith

Mr. Dan McAllister

Elizabeth L. Olsen

Mary K. Gamble

Mrs. Paul Friggens

Mr. H. B. Millard

Vina Knowles

Mr. Henry W. Callahan

Mrs. J. A. Davis

Elbert Greeman

Mr. Gilbert Callahan

Mr. J. F. Willard

Mrs. R. E. Arnett

Mrs. S. C. Barrett

Mrs. H. O. Dodge

Mrs. C. Henry Smith

Miss Maude McKenzie

Mrs. D. R. Jenkins

Mrs. E. W. Brett

Mrs. Martha Nafe

Mrs. Robert Sterling

Mrs. Gregory W. Cohn

Mr. Maxwell Burger

Mr. W. C. Duvall

Mrs. John D. Gillaspie

Mrs. E. H. Ellis

Ruben L. Olson

Mr. Audley McLure

Mr. Alfred E. Whitaker

Mr. George Clark

Rudolph Johnson

(1951)1956 Eugene H. Wilson 1960

(1954)1957 Mrs. Clyde Reedy 1961 (1956)

1958 Eugene Gullette 1962

1959 Mr. Stanley Hendrickson 1963

(1956)1960 Mrs. James Yeager 1964  
 1961 Eugene Wilson 1961  
 (Jan.) 1962 Ralph Underwager (Aug.) 1962  
 1962 Paul Friggens 1965  
 1962 Mrs. F. K. Bangs 1966  
 1963 Carl Ubbelohde 1965  
 1965 Dolores Kiser 1967  
 1964 James Buchanan 1968  
 1965 F. E. Luethi (March) 1966  
 1966 Mrs. Thomas Bilhorn 1969  
 1966 Paul Friggens 1968  
 1968 Eldred Wolzien 1970  
 1967 Lawrence Coolidge 1971  
 1968 Dolores Kiser 1972  
 1969 Alex H. Warner 1973  
 1970 Janet Roberts (Oct.) 1971  
 1972 Lawrence C. Brown 1974  
 1971 Eldred Wolzien 1975  
 1972 Bryan Morgan 1976  
 1973 Joanne Arnold (May) 1976  
 (Jun.) 1976 Harriet Crowe 1977  
 1974 Doris Hass 1978  
 1975 Dennis DuBe (Jul.) 1978  
 (Sept.) 1978 Alice McDonald 1979  
 1976 Kenneth Charlton 1980  
 1977 Michael Rayback 1981  
 1978 Harriet Crowe 1982  
 1979 Diane Ball 1983  
 1980 Alice McDonald 1984  
 1981 Bob Greenlee (Jul.) 1983  
 (Aug.) 1983 Ridi Van Zandt 1985  
 1982 J. K. Emery 1986  
 1983 Hardy Long Frank 1987  
 1984 Abraham Flexer 1988  
 1985 Francis Shoemaker 1989  
 1986 Janis Van Zante 1990  
 1987 Joseph Geiger (May) 1988  
 (Jun.) 1988 Duane Deyoe 1991  
 1988 Allen Sparkman 1992  
 1989 Jane Butcher 1993  
 1990 Charles Nilon (Jun.) 1991  
 (Jul.) 1991 Michael Schonbrun (Dec.) 1992  
 1993 Ann Cooper 1994  
 1991 Linda Damon 1995  
 1992 Arthur Bronstein 1996  
 1993 Neal McBurnett (June) 1995  
 (Aug.) 1995 Alex Goulder 1997  
 1994 Jeff Skala 1999

1995 Ann Cooper 2000  
1996 Mariagnes Medrud 2001  
1997 Shirley Deeter 2002  
1998 Alex Goulder 2003  
2000 Linda Loewenstein 2003  
1999 Bruce Staff 2004  
2001 Ann Aber 2006  
2002 Lydia Tate 2007  
2003 Catherine Sparkman 2005  
2003 Stephen Topping 2010  
2004 Steve Clason 2009  
2005 Michael Keenan 2008  
2006 Nadia Haddad 2011  
2007 Sam Fuqua 2012  
2008 Annette Mitchell 2013  
2009 James Zigarelli 2010  
2010 Celeste Landry 2014  
2012 Anna Lull 2014

To: Boulder City Council  
Jane Brautigam, City Manager

From: Boulder Library Commission

Subject: Library Commission 2014 Priorities and Input for City Council Retreat

On Wednesday, December 4, 2013, the Library Commission agreed to recommend the following suggestions as input for the January 2014 City Council retreat.

- **Library Operations Funding.** As Boulder voters demonstrated a clear interest in reallocating tax revenues and further investing in core services, we ask that you keep in mind the many service reductions sustained by the library in the last decade - when the demands for library services including restored hours, technology diversity, educational and cultural services, and multi-formatted collections are continuing to increase.

- **Civic Area Plan.** The Library Commission is enthusiastic about many of the ideas and opportunities to improve the Civic Area space and are pleased that the main library will serve as an important cornerstone. As many of the proposed ideas will have significant impacts on the library and our patrons, we hope to be an integral part of this planning discussion. In particular, both in the short and long terms, we encourage Council to focus on the complex issues of security. As a public space in the civic campus, the library struggles with the challenges of providing an open, safe, and comfortable environment for all our patrons. By addressing this topic for the larger encompassing area, Council can help increase the impacts of our efforts.

- **Homelessness.** The Library Commission would like to see the Council expand day services to the homeless population in accordance with its Homelessness priority. In particular, sufficient day services for the homeless population, including those who have drug and alcohol dependencies, could relieve pressure from the library and its environs, allowing more focus on mission critical services.

- **Charter Amendments.** The 1917 Charter of the City of Boulder defined duties and rules of the Library Commission that are outdated and not reflective of today's city governance. Appointed by City Council, the Library Commission then operates under the direction of the City Manager - unlike other City Boards and Commissions. Both of these issues contribute to significant confusion every year. We request that City Council consider proposing amendments to the City Charter, Article IX, Sections 132-136 to better align our prescribed duties and relationship with City Council.

Prior to receiving the City Clerk's request for input to your City Council Retreat, the Library Commission defined its 2014 priorities and identified ways that we require assistance from City Council in completing them. We hope these will be a part of our ongoing discussions with City Council in 2014.

- **Hiring and Transition of a new Library Director.** Working with Bradbury Associates, the City of Boulder is in the process of hiring a new library director, who is expected to be on board in late March 2014. As we hope to attract and hire a great new director, we want to make sure we do our part in making the transition to the BPL and Boulder successful.

★ **Help request for City Council:** As we schedule BPL meetings and community events, we hope City Council members will join us in welcoming our Director and helping him/her get to know our community.

• **Main Library Renovations.** After a busy 2013 working with studiotrope Design Collective (sDC) on the plans for renovating the Main Boulder Library, we're excited to start construction in January 2014 and look forward to completion in late 2014. Our groundbreaking ceremony is currently planned for mid-January and we'll invite you all to join us.

However, there's still significant work to be done. After our community input process and design iterations with the library's Design Advisory Group (DAG), the Studiotrope design presented to the community came back at a cost \$869,370 over the total project budget of \$3,454,287. We were obviously disappointed as the budget was a requirement of the project. As a result, the DAG worked with Studiotrope to scale back components to be included in the renovation and reduce finishes to fit the project within the budget. Unfortunately, this eliminated important elements of the renovation plan and diminishes the final outcome in significant ways that will impact our community and does not adequately reflect their input. While these items are being presented to contractors as "alternates" to the bid process, within the climate of the current construction climate, we have been advised not to expect a favorable outcome. The affected items include:

- Café /Bridge renovation – finishes, furniture, lighting and casework
- Technology lab adjacent to Teen space
- Energy efficient and improved lighting to main stairway, children's area, and fiction
- Audio-visual enhancements to meeting rooms, children's and teen areas
- Second children's restroom (empty room included)
- Furniture for patron seating (other than children's and teen areas)
- New meeting room casework
- Flexible, configurable shelving to improve access to collections

While staff and the commission are anticipating our December 13, 2013 bid opening date to understand the precise impact of the cost overages, we are starting to plan strategies to cover the cost of these important improvements. As our community is investing \$3.4M in this renovation, we want to make sure the environment, comfort, services, and potential of our new library spaces, along with the promises we made to the public, can be realized now as a part of this renovation.

★ **Help request for City Council:** We will need City Council's help in finding the monies required to finish this project in the way that Boulder deserves.

• **NoBo Corner Library.** Thanks to the approval of additional 2014 budget by City Council, we look forward to opening the newest library branch in North Boulder in March 2014. The NoBo Corner Library will be a new library model for Boulder and we hope to work with the community to shape the library services offered in this 570 square foot space. We invite City Council to visit this library and communicate with commission any ideas and feedback you receive from the neighborhood.

• **Virtual Library Branch.** Current society demands a library which embraces and evolves with the best technologies and supports all patrons in their use of, education about, and access to these technologies. With increased budgetary demands for our collection to exist in multiple formats and on-demand, it is essential that we expand our concept of the library's website into a true virtual branch with its own collections, events, assets, community, services, and possible digital collection platform. We will continue to work with staff to define goals, opportunities, and costs associated with building our Virtual Library Branch.

• **Library District Consideration.** As the commission is completing a review of the goals outlined in our 2007 Library Master Plan, in preparation of a new Master Plan to be completed in 2015, we continue our evaluation of expenditures, revenues, and performance measures as well as options to stabilize funding. We will continue our exploration of alternative funding and governance options including creation of a library district.

• **Library and Arts Divisions.** As a result of the City's Arts and Cultural Assessment and critical positions remaining unfilled within the department for planning library and arts programming, many concerns arose from both the Library and Arts communities in Boulder (including the commissions) regarding the distinctions and shared management of these divisions. The Library and Arts Commissions have begun joint discussions and are planning a joint meeting/retreat in 2014 to clarify roles and discover opportunities for collaboration.

Sincerely,

A handwritten signature in black ink, appearing to read "Anne Sawyer", with a long horizontal flourish extending to the right.

Anne Sawyer  
Chair, Boulder Library Commission

## Some Guidelines for Minutes

- Avoid writing a transcript of the discussions, but do include a summary of all topics and any relevant main points or new information.
- Information that is not presented in the commission meeting should not be included in the Minutes.
- Include any questions and summarize all discussions that contribute to the Primary Discussion topic so that the overall scope and concerns are represented; tangential topics need not be included unless they became their own primary discussion point. This should also apply to other topics that take significant meeting time (approx. 10 minutes or more).
- From “Guiding Principles for Interaction Among Council, Boards, Commission 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.” This should also apply to any differences of opinion between Staff and Commissioners.
- Try to use phrases/wording from meeting when possible; but still summarize.
- Consider who “we” refers to. These are commission minutes so “we” should refer to Commission, although more explicit identifiers, where possible, are preferred.
- Avoid any implied opinion; for example, using the verb “claims” when reporting what someone said implies doubt in the speaker’s statement.
- Avoid using titles every time a person’s name is mentioned. The last name is sufficient, saves time when reading and may make for more friendly minutes.
- Avoid interjecting updates to the minutes; use the Director/Commission Memos to do this. One exception is if the information provided during the meeting was incorrect, but important moving forward; include date corrected to Staff/Commission if included.
- Try to be concise where additional phrasing doesn't add discussion detail.

revised 5/21/12

# Our children and our library

By **ALEX WARNER**

Once again the Boulder Public Library faces a crisis. Should such an important center for learning be closed two days a week as expected in 1988? Should it have more permanent funding for the next 24 years in order to keep up with the information needs of our city or every year must it face insufficient funds and space, cuts in staff and the book budget?

Finally, should our citizens, especially the young ones, have the chance to keep on learning in our library in order to become intelligent and better informed citizens?

One place to encourage such individual growth is in the Children's Room in our Public Library. Those



**WARNER**

of us who have taken children to this room are always surprised at such a rich resource for pleasure and learning. We have watched and helped children choose their books, look at carefully chosen movies and listen to live music programs or become caught up in that special magic of a story-teller.

We begin to discover that these fortunate children in such a surrounding can become quite capable of intelligently selecting their own books and other materials.

Parents themselves learn in the Children's Room. This happens especially on weekends or in the evenings when these parents who work have the chance to be there. Watch fathers and mothers show their children how to use a computer. Recently I observed a three-year-old, no doubt a Sesame Street fan, playing with numbers and the alphabet and looking up as they flashed on the screen.

Sometimes parents also come in to check out books on their own to take home and read to their children. In doing so they too can enjoy Curious George's tricks, how Max becomes enchanted with the Wild Things, and that special charm of

E. B. White's "Charlotte's Web." Ironically both parents and children can share and enjoy things together — something so needed these days.

These same parents realize and appreciate teachers who help develop and strengthen each child's individuality. Good elementary teachers and those who work in day-care schools often bring their classes to the Children's Room. In turn the children's librarian encourages both teachers and young students to leave the library with what one child called "my pile of books."

Sometimes they may take home mounted copies of famous paintings to hang up in their rooms. The children's librarian also works closely with parents and the public school librarians as they discuss new books and find the right book for each child.

One asks how can such an important part of our city library be less than a full-time library? The answer comes in your vote on Nov. 3 in the city's general election when you can vote to give our library a dependable fund source for the next 24 years. You will be asked to raise the sales tax by 38 cents for every \$100 spent on purchases in the city.

This tax increase will last only until Dec. 31, 2011. If you vote "Yes" — "Yes" on both parts of the library proposal — you will help pay for the library system's operating expenses, keep the libraries open seven days a week and have more books and additional facilities.

The city, too, profits since it receives more than \$2.5 million annually for 24 years. This amount previously supported the library's operating budget. In turn this money can be allocated from the city's General Fund as the council wishes.

Your "Yes" vote for the sales tax increase and bonding for the library and your "Yes" vote on the second part of the ballot will give our library a dependable source for funding until the year 2011. With these votes you will secure the future excellence of our Children's Room and please those parents and children who will come there.

*(Alex Warner is a former university teacher and former member of the Boulder Public Library Commission.)*

## **CLASSICAL**

### Warner remembered

Alex Warner, who died last month, spent his many decades in Boulder as a professor of English at the University of Colorado; many, however, remember him as a devoted friend of music, and these friends — both of Warner and of music — will gather Sunday at 3 p.m. in the Boulder Public Library Auditorium to celebrate their memories of him in song and word.

Warner began accompanying singers while stationed in Africa during the World War II, and it was there that his special interest in the songs of Hugo Wolf developed.

In Boulder he worked intensely on Wolf with soprano Marion Paton and it was with her that he made his only public appearance at the keyboard here in — what else? — a program of Wolf's songs at the library.

Paton will sing Wolf at the Sunday commemoration; among the speakers are Congressman David Skaggs and Boulder philosopher David Hawkins.

Call 494-6294.

— WES BLOMSTER

JUN 29 1990

### **Concert Sunday for volunteer**

The Boulder Public Library Foundation will hold a concert at 3 p.m. Sunday in remembrance of longtime Boulder volunteer Alex Warner.

Songs by Marion Paton will be featured in the brief concert in the Boulder Public Library auditorium.

Warner died May 21 from heart failure. He was well-known in the community for his activism, donating his time to such organizations as the San Juan del Centro preschool program.

JUN 28 1990

Editor:

1424933

73, heart failure,  
May 22nd, 1990

When Alex H. Warner died at Community Hospital Monday, May 21st, Boulder lost a truly concerned citizen. He had worked for many years as a volunteer to make the city a better place, particularly for underprivileged children and senior citizens. Several years ago he was instrumental in making an old Quonset hut on Canyon Boulevard into a thriving after-school gathering place in what was then an Hispanic neighborhood. Later he devoted a great deal of time and thought to the San Juan Center.

no  
services  
planned

Children were his first concern, but later he recognized the problems of the aged and served as Legislative Chairman of the Colorado American Association of Retired Persons and spent much time at the legislative sessions in Denver. He was also a familiar figure at the Boulder Council meetings. A third major interest was working for a fine public library.

Alex Warner has many interests. He and Dudley Wynn together started the Colorado Quarterly. He and his wife, Marie, an author, taught advanced writing seminars at the University.

~~Unless they were out of town~~ the Warners never missed voting or attending caucus meetings. Class distinctions meant nothing. If he happened to meet someone he recognized, high in government or academic circles, or some young person behind the counter at Furr's, his place *face* would light up with pleasure and he would know the name.

He collected rare books and primitive Alaskan prints. He was a talented pianist. ~~He was a talented pianist,~~ who enjoyed music, opera, symphonies, books, dance, theatre, good movies, history and gardening.

As one of his neighbors for twenty year *pal*haps I can speak for many others who appreciate his contributions to Boulder and the wider community - and who will miss the eager spirit of Alex Warner.

Indicative of his special interests is the list of organizations which he suggested for memorial contributions:

The Boulder Public Library Foundation  
1000 Canyon Blvd. Boulder CO 80302  
Boulder County Head Start  
3650 Martin Drive, Boulder CO 80303  
San Juan Learning Center  
San Juan Del Centro 3164 34th St.  
Boulder, CO 80301

*Or the* University of Colorado Rare Books Room  
University of Colorado Foundation  
1305 University Ave. Boulder CO 80302

*Josephine Robertson*  
550 Spruce, Boulder 80302  
444 5524



**ADVOCATE FOR ELDERLY:** Alex Warner received a Monday morning rose in 1985 for his volunteer efforts at San Juan del Centro preschool and his lobbying efforts on behalf of senior citizens.

## Senior activist, volunteer Alex Warner dies

By MARGIE McALLISTER  
Camera Staff Writer

Longtime Boulder educator and activist Alex Warner died Monday at Boulder Community Hospital from heart failure.

Warner, who felt equally at home with preschoolers and politicians, was actively involved in Boulder causes for more than four decades.

He and his wife, Marie, settled at 602 Spruce St. in 1949 when Warner took a teaching job at the University of Colorado.

And, though the 73-year-old writing instructor officially retired from the university almost a decade ago, he never quit working — giving his efforts to such causes as the San Juan del Centro preschool program; serving as a watchdog at Boulder City Council meetings;

lobbying on such senior citizen issues as "living will" legislation.

His volunteer interests started with preschoolers and youths. At one time, he turned a Quonset hut on Canyon Boulevard near 21st Street into a thriving after-school spot for teenagers. During later years, he devoted his energy to San Juan programs.

But, it was a volunteerism that spanned generations. Most people recognize Warner as a senior citizens' spokesman, serving as legislative chairman of the Colorado American Association of Retired Persons.

"Any generation should participate for all generations — not just for one issue," he stressed.

His issues stretched from more profound debates to icy

sidewalks. He was not beyond bringing an elderly woman on crutches to City Council to complain about icy walks.

He wrote editorial pieces for the Daily Camera, spent endless hours debating issues at the state Legislature, attended caucus meetings and never missed voting in elections.

"You've got to be responsible in a democracy or it slips away from you," he told friends.

He worked for U.S. Sen. Tim Wirth during the past 15 years on several campaign activities and as a member of Wirth's Senior Advisory committee.

"Alex has been a wonderful friend to Wren and me for many, many years," Wirth said Tuesday. "He was a conscientious and committed volunteer. His outstanding dedication to his community was extraordinary. Alex was a mainstay in citizen

action, a model for all of us."

Warner collected rare books and primitive Alaskan prints. Music was all important. Since childhood, he played the piano daily.

"They fed you not only food, they fed you intellectually," Warner once said of his parents. He grew up in small-town Nowata, Okla. He developed a lifetime love for the opera, from listening to it on a crank Victrola.

Those beginnings lasted Alexander Hamilton Warner a lifetime.

He requested that no memorial services be held. His memorial suggestions included donations to the preschoolers at San Juan Learning Center; the Boulder Public Library Foundation; Boulder County Head Start or the University of Colorado Rare Books Room.

# Library's Rich Offerings Aren't Available to Public on Days It Is Closed

By ALEX WARNER

A modern library has become a center for all kinds of information carefully chosen to educate those who seek to learn. Accessibility to such information is paramount. A library closed on Friday, or any other day for that matter, cuts down our chances to seek out this information.

If Boulder's citizens wish their libraries reopened and accessible, we must take action now at the initial stages of the city's budget process. If we delay for another year, the Friday closings may become permanent.

What then should we do? Call or write about our concerns to our elected city representatives and those who work for them in the city government. Find out why our libraries along with other city departments must make budget cuts. Is it just because of the current recession?

## Speak Before Council

Attend the public hearings of City Council and speak during the first 30 minutes of citizen participation. Do this especially during council's public hearings on the 1983 budget in October. We can also write letters to the Camera.

It is vital that we still have free access to the many types of information our libraries offer. Many of us already know that this information comes in various forms.

Let us start with the Media Center in the main library. Here the public can check out 8mm copies of the great Chaplin and Keaton comedies, records and cassettes of one's favorite

symphonies, string quartets or operas, and courses in foreign languages.

Where else can we go in our city to watch a private or group showing of such classics as Griffith's "The Birth of a Nation," Chaplin's "The Gold Rush," W.C. Fields' "The Fatal Glass of Beer" or a Fred Astaire-Ginger Rogers dance classic such as "Top Hat?" Famous American and foreign films are special art forms and deserve a place in our library.

## Superior to TV

In the Children's Room of the main library, children discover special books, records, cassettes, copies of famous paintings and watch quality films that are far superior to the amazing amount of trash and violence on TV. They can listen to a story teller carry on an art that goes back thousands of years.

They will also be able to operate the Atari computer which is often surrounded by fascinated spectators waiting their turn. Computers are a widely used educational tool today and rightfully belong in a Children's Room, especially when surrounded by books.

On the bridge, we can enjoy the view of Boulder Creek and look at the many displays of Boulder's visual arts and crafts. Here Boulder's artists have a chance to show us what they currently are doing. Some of us may wonder what some displays are about, but at least we are training our eyes and our taste for the fine arts.

For many adults, the Reference Room is the

most important part of the library. We can explore the fine collection of maps, historical documents, or use "Moody's," "Value Line," and Thomas' "Register," or a computer to calculate sales projections, income tax, or other business research.

## Study of Cities

In this section the library has one of the few Municipal Government Reference Centers in the country. Professionals and others can study the development of cities, their governments, environmental concerns, growth patterns, as well as city, county, state and national ordinances and laws.

Adjoining the Reference Collection is what many think is the core of any library, the adult book section. After all, the word "library" comes from the Latin "*liber*, a book..." so a library should only have books. The young, as well as a number of the older generation who keep on reading, think otherwise. Yet computers along with other media like books are here to stay.

Those of us who still must always have books should join with those who like and only use certain services offered in our libraries. Right now we must cooperate and work for one point — open our libraries on Fridays. After that, we can continue to offer our separate constructive criticisms.

We cannot leave our main library without commenting on the free concerts and film series it has offered over the years. Imagine yourself a

highly trained musician. You would seek out an auditorium in order to share your work and talents with others. With no other cultural center, the library serves this purpose.

Often we are led back to the book, the record, the video cassette of an opera, concert or a film, thanks to attending a live performance of certain music or seeing a famous film.

## Known for Excellence

The Boulder Public Library system is known for its excellence throughout Colorado and the country. Why, then, with its many forms of media available free to us, should we continue to accept the Friday closings?

Only by active participation in the budget process can we make our wishes known to our elected representatives that reopening the libraries should be one of the main priorities of the Boulder City Council and the city administration.

If it requires an additional one mill levy or a portion of that levy to do this, then we should lobby for that sum. If not, certainly a portion of our present annual budget of around \$40 million should go to this cause. It is worth it.

By asking sensible questions and seeking detailed information, we shall make a vital contribution to our hometown's intellectual growth — something we all should be proud to do. (Alex Warner, of 602 Spruce, is a former, five-year member of the Boulder Public Library Commission.)

## Overview of Library Operations

### **Administration**

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

### **Access Services**

In addition to oversight of the Meadows Branch Library, Reynolds Branch Library, and the NoBo Corner Library, the

Access Services Division includes materials circulation services, maintenance of patron accounts, the homebound delivery program, administration of the holds and Prospector system, shelving, and maintenance of the automated materials handling system.

### **Arts and Culture**

The Arts & Culture Division includes administration and oversight of the Film Program, Concert Series, Lectures, Canyon Gallery Exhibits, Dance Bridge and Arts Resource, community art grants, support for the Dairy Center for the Arts and The Boulder Museum of Contemporary Art, and administrative support for the Arts Commission.

### **eServices**

eServices is comprised of administration and maintenance of library specific IT systems and equipment, including the integrated library system, computer reservation and print release system, computer technology support, the digital branch library, and the integrated library system.

### **Public Services**

Public Services includes basic library services such as reference, reader's advisory, youth services, acquisition of library materials and electronic resources like e-books and informational databases.

In addition, Public Services includes access to the Carnegie Library for Local History collection, programming and events for the library system, adult and family literacy services, multi-cultural outreach, focused programming and outreach for youth.

CITY OF BOULDER, COLORADO

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MEMORANDUM

TO: Liz Abbott, Library & Arts Director

FROM: Jerry P. Gordon, Acting City Attorney *JPG*  
Sandra Llanes, Assistant City Attorney *SL*

SUBJECT: Use and Management of the Library Fund  
City Attorney File – LI AD 265

DATE: December 17, 2007

This memo sets forth answers and suggestions in response to your questions related to the use and management of library funds.

The sources used in this legal analysis include prior city attorney memos from 1960, 1976 and 1982 on the same subject, as well as the City of Boulder Charter and Boulder Revised Code. For your convenience, copies of the prior city attorney memos are included with this memo as attachments.

Questions and short answers

1. Should monies received from contracts with regional libraries reside with the Library Fund? **Yes.**
2. Is it consistent with the City Charter for annual appropriations related to the Library Fund to be made by City Council? **Yes.**
3. Is it consistent with the City Charter for gifts to the library to be kept in an account separate from the Library Fund account? **Yes.**
4. If a balance remains at the end of the year, do monies provided from the General Fund to the library remain in the control of the Library Commission? **Yes.**

Re: Use and Management of the Library Fund

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Discussion:

1. *Monies received from contracts with regional libraries should reside with the Library Fund.*

Article IX, § 135 of the Boulder Charter provides that

All revenue from [the library property 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 . . .".

This language is broad and clear. It means that money collected or derived by the librarian for library purposes becomes part of the Library Fund.

2. *It is consistent with City Charter for annual appropriations related to the Library Fund to be authorized by City Council.*

Charter Section 135 explains how appropriations for the library are to be made. It starts with the following language:

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. .... [emphasis added.]

This means that all money transferred from the city to the library must be appropriated by the City Council. A portion of that money, including money from a dedicated property tax, must be appropriated to the Library Fund. Other money, including the significant amount of additional funding that the city provides to the library every year, is technically discretionary on the part of the city. But whether mandatory or discretionary, all the money that is transferred from the city to the library must be appropriated by City Council.

Re: Use and Management of the Library Fund

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3. *It is consistent with City Charter for gifts to the library to be kept in accounts that are separate from the main Library Fund account.*

Article IX, Section 135 of the Charter provides that all revenue to the Library Fund should be designated as the "Library Fund." However, the same Charter section goes on to explain that:

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 . . . in accordance with the terms and conditions of such gift, devise, or bequest.

A 1960 city attorney opinion suggests that: "[s]pecial accounts . . . be set up for . . . special funds so that . . . [the] funds are not commingled with general city funds or the general Library Funds." This approach is consistent with Charter section 135 and assures that conditional gifts are utilized in the way in which they were intended.

4. *If a balance of funds remains in the Library Fund at the end of the year, the disposition of those funds is within the discretion of the Library Commission with the concurrence of the city manager.*

Every year City Council appropriates money from the General Fund to be transferred into the Library Fund. In recent years, General Fund monies have provided something in the range of 90% of library revenues. Money from a dedicated property tax, from fines and from fees has made up the balance of the Library Fund.

A question has arisen about the disposition of any balance that remains in the Library Fund at the end of the year. During some past years, remaining balances were split at the end of the year. Funds in an amount proportionate to the discretionary city contribution to the Library Fund were transferred back to the City's General Fund and remaining balances were retained by the Library Fund. During other years, however, all remaining balances were retained by the Library Fund.

Article VI Section 102 of the Charter establishes that once Council appropriates General Fund monies to the Library Fund, City Council cannot then remove unused Library Fund balances and use them for other purposes. On the other hand, the Library Commission is empowered by Charter Section 132 to "do any and all things necessary or expedient in connection with library purposes." So, if the Commission determined that returning some portion of "discretionary" city funding is "necessary or expedient," it has the power to do so.

Re: Use and Management of the Library Fund

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Therefore, it appears that the Library Commission (with approval from the city manager) has several options with regard to unused fund balances.<sup>1</sup> It could decide to:

- a) Keep the unused fund balance money in the Library Fund; or
- b) Return the balance to the city General Fund by making a finding that this action is necessary or expedient in terms of maintaining a good relationship with the library's prime funding source; or
- c) Reduce the following year's budget request by an amount equivalent to the proportion of fund balance equivalent to discretionary monies received from the city's General Fund.

cc: Frank Bruno, City Manager  
Stephanie Grainger, Deputy City Manager  
Bob Eichen, Director, Finance  
Kathy McGuire, Budget Manager, Finance  
Jim Marshall, Financial Analyst, Library

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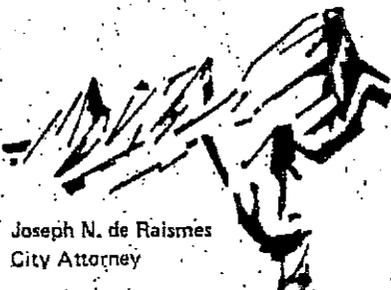
<sup>1</sup> The right to make expenditures from the Library Fund rests with the Library Commission, with the approval of the city manager. While this is never explicitly stated in the Charter, there are several provisions which, when read together, support this correct interpretation. Article IX, §132 of the Charter provides that "Under the direction of the city manager the Library Commission shall have control of the public library . . . and power to do any and all things necessary or expedient in connection with library purposes."

There are further indications in Art. IX, §134 of the Charter that the Library Commission has control of the Library Fund. First, in subsection (d), the Commission is given the power "[t]o purchase books, journals, publications, and other supplies;" and in subsection (e), the Commission is further given the power "[t]o order the drawing of 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."

These provisions are consistent with an overall approach in which the Library Commission has the authority, with city manager approval, to make expenditures for library purposes from the Library Fund.

## CITY OF BOULDER, COLORADO

Office of the City Attorney  
Municipal Building  
P.O. Box 791  
Boulder, Colorado 80306  
Phone 441-3020



Joseph N. de Raismes  
City Attorney

TO: Robert G. Westdyke, City Manager  
Ruth A. Correll, Mayor, and Members of the City Council

FROM: Joseph N. de Raismes, City Attorney

RE: Funding for the Library

DATE: May 13, 1982

Following up on the March 26, 1982 memorandum of the city manager concerning the study session on library issues, the library commission's memorandum of March 24, 1982 concerning the library fund balance, Mr. Eldred Wolzien's April 7, 1982 memorandum captioned "Remarks on the Library Fund Balance" and the public comment received at the May 4, 1982 council meeting from Alice McDonald, Bryan Morgan and Michael Parnell; the city council has requested a review of the charter provisions concerning the library fund balance. After reviewing the relevant charter provisions and the above-referenced comments, it is my conclusion that the city council has the power to appropriate monies for the support of the library to the general fund rather than the library fund, and then to transfer balances, as contemplated by council's April 20, 1982 motion. However, it is further my view that the charter contemplates substantial independence for the library commission, and the funding process may not be used in such a way as to undermine the autonomy of the commission.

Sections 132 through 136 of the city charter do convey broad powers to the library commission concerning the control of the library, including the "power to do any and all things necessary or expedient in connection with library purposes." (Section 132.) The library commission is specifically granted the "charge of and management and custody of" all property acquired for library purposes, subject only to the veto of the city manager. (Sections 133 and 134.) Specifically, the library commission is authorized to make and enforce rules for the library, "to purchase books, journals, publications, and other supplies" and to expend money "from the library funds." (Section 134.) The critical section is Section 135, which requires that the city council make an annual appropriation of not less than 1/3 of a mill into "the library fund," into which "all revenue from such tax, together with all other monies collected by the librarian or that may be derived by gift, devise, bequest, or otherwise, for library purposes, shall be paid. . ." (Section 135.)

Funding for the Library  
May 13, 1982  
Page 2

The one other relevant section of the city charter, Section 102, provides that the city council "may transfer unused balances appropriated for one purpose to another purpose. . ." However, the charter provides that "this provision shall not apply to the water, park and library funds."

Given the plenary authority of the library commission to make expenditures for library purposes, the form of appropriation would not appear to relate in any way to the commission's autonomy. Rather, that autonomy is assured under the charter with regard to all expenditures, subject only to veto by the city manager. Thus, the only question raised by the April 20, 1982 city council motion and the above-referenced documents is the interaction between Section 135 and Section 102 of the city charter; i.e., may the city council appropriate monies for library purposes to the general fund rather than the library fund and thus preserve the option of a later transfer of balances pursuant to Section 102 of the city charter?

The opinions of City Attorneys Guy Hollenbeck and Walter Wagenhals (through Kirk Wickersham) are attached to this memorandum, and, as stated in the city manager's March 26, 1982 memorandum, support the proposition that appropriations may be made to the general fund rather than the library fund, at the discretion of the city council. The wording of Section 102 is the most critical, and it applies to "the library fund" in addition to "the water fund" and "the park fund," not to funds of the library generally. Section 135 specifically does not require that funds appropriated to the library beyond the required 1/3 of a mill be appropriated to the library fund. Rather, the monies required to be paid into the library fund include "all revenue from such tax" (i.e., 1/3 of a mill), together with fees, fines and bequests, according to their terms, and "otherwise derived revenues." Further, Section 134 of the charter speaks in the plural in giving the commission the authority to order the payment of money "from the library funds." Thus, it is apparently anticipated that plural funds may be established for library purposes.

As discussed above, both Guy Hollenbeck and Walt Wagenhals approved the concept that the city council could condition its appropriation of funds over and above the 1/3 of a mill required by the charter, while cautioning that the powers allocated to the library commission dictated prudence. I would wish to re-echo those concerns. Further, however, I must concur that the city charter contemplates the possibility that the city council may restrict funds over and above the 1/3 of a mill required by Section 132. Specifically, I would disagree with the comments of Mr. Wolzien that all appropriations for library purposes must be included in the library fund under Section 135, that all library funds are thus restricted and that library appropriations and balances cannot be transferred to other purposes. (See memorandum of April 7, 1982 at pages 1 and 2.) Rather, it appears to me that the charter contemplated plenary

Funding for the Library  
May 13, 1982  
Page 3

authority over the money earmarked for the library fund, while allowing alternative treatment for other funds. A close reading of Section 135 confirms this impression, in that the last sentence of such section requires that the library commission administer gifts, devises or bequests in accordance with the terms and conditions thereof, including depositing them in separate funds and accounting for them separately according to the specifications of the grant of money, should that be a condition of the receipt of the money.

The only colorable legal counter argument which I can contemplate would be to construe the wording of Section 135 of the charter to require that revenue from a general fund appropriation be deposited in the library fund. To paraphrase Section 135, the requirement is that "all . . . monies . . . that may be derived . . . for library purposes, shall be paid to the city treasury and be designated as the 'library fund.'" However, since the very next sentence indicates that gifts may be made conditional upon particular terms and must be administered in accordance with those terms, it appears that an appropriation beyond the 1/3 of a mill required by Section 135 may be made subject to particular terms and conditions. A similar qualification is contained in Section 133, concerning the terms of the acquisition of property.

Thus, it appears that, contrary to the assertions of Mr. Wolzien and Ms. McDonald, Section 102, when read together with Sections 133 and 135, does not preclude appropriations of general funds for library purposes and transfer of such balances. It is significant that the March 24, 1982 memorandum from the library commission to the city council did not take issue with this view, held by the prior city attorneys quoted therein.

It is important to recognize that the charter provides substantial guarantees of the independence of the library commission, for expenditure of all funds of the library, not simply items deposited in the "library fund". Section 134 is particularly explicit on this point. The provisions of Section 102 concerning transfers of balances do give a potential role to the city council with the exception of monies deposited directly in the library fund, and of course, the city manager has a veto on all expenditures from the library fund. However, these powers may not be exercised in such a manner as to undermine the charter guaranteed autonomy of the library commission. Bona fide budgetary decisions are to be distinguished from usurpation of prerogatives such as the selection of books and programs, for example. The ultimate test is that of good faith.

cc Marcelle Gralapp, Director of the Boulder Public Library  
Members of the Library Commission  
Bryan Morgan  
Michael Parnell

MEMORANDUM

July 1, 1976

TO: Walter L. Wagenhals, City Attorney  
FROM: Kirk Wickersham, Assistant City Attorney lw  
RE: Library Fund Disbursements

Here is the way the Library Fund works at present.  
The figures approximate the actual figures for 1976.

A. Computation of Funds Available for a Fiscal Year.

1. Monies carried over from previous year	\$ 70,000
2. Revenue from earmarked tax (Charter Section 135) gifts, grants, etc. - estimate	\$125,000
3. Money appropriated by Council from General Fund	<u>\$400,000</u>
TOTAL - "The Library Fund" -	\$595,000

B. Library Budget and Appropriation for Fiscal Year as Adopted by Council \$525,000

C. "Library Fund Balance" - money in fund but not appropriated by Council \$ 70,000

The Library Commission, with the approval of the City Manager, has had discretion over expenditure of all money in the Library Fund, up to the amount of Council's appropriation. The question here concerns expenditures from the "Library Fund Balance" -- the \$70,000 in the Library Fund which was not "appropriated" by Council.

One position is that Council must pass a supplemental appropriation to enable the Library Commission to spend that money. ~~The other position is that Council loses all control over money after it is appropriated to the Library Fund.~~

Charter Sections 134 and 135 places control of the Library Fund in the Library Commission, "with the approval of

the City Manager." It is my opinion that the sections are intended to be absolute. Once money is placed in the fund, complete control over it is vested in the Library Commission and the City Manager. Further, it is my opinion that this is a governmental function of the Library Commission which cannot be delegated or transferred. An exception to this, contained in Sections 134 and 135, is a "gift, devise or bequest" with terms or conditions attached. In that case, the Commission shall implement such terms or conditions. Because the function is governmental in nature, a term or condition could only restrict the funds so given; that is, a condition on a gift could not limit the Library Commission's discretion over the general operation of the Library or the whole of the Library Fund.

It is my opinion that the Council's General Fund appropriation to the Library Fund is in the nature of a gift. The "Library Budget" adopted by Council is in the nature of a condition on the gift; however, it is done in such a way as to purport to limit the Library Commission's authority and discretion over the entire Library Fund. According to Jim Piper, there is no way to ascertain whether the "Library Fund Balance" -- the excess in the Fund over Council's appropriation -- is to come from last year's unexpended balance (N.B. -- the amounts are, however, approximately the same), from this year's earmarked money, or from this year's General Fund money. It is simply a limitation on general spending from the Library Fund, and as such violates Sections 134 and 135 of the Code. Since it is invalid, there is no distinction between the moneys on hand in the Library Fund -- the Library Commission may spend any or all of it irrespective of Council's budget.

The Library Commission's authority over the Library Fund is, as mentioned above, subject to approval of the City Manager. When Council has expressed a considered opinion on how much of the Library Fund should be spent in a given year, (as is the case here) the Manager may wish to seek the advice of Council before approving expenditures above that amount. Council's action, however, could not bind the Manager in his discretion. See Charter Section 13.

If, in the future, Council wishes to restrict or otherwise condition the use of its General Fund appropriation to the Library Fund it may certainly do so. Such restrictions could be in the form of earmarking its "gift" for any purpose it deems advisable, specifically including "savings" or a mandatory carryforward. The Library Commission would be bound to spend the general fund appropriation in the manner designated by Council (i.e. in accordance with the terms of the gift), or it would have to "refuse" the gift -- in effect returning the money to the City's General Fund. Council could not, however, restrict the other moneys in the Library Fund in this manner.

MEMORANDUM

May 3, 1960

TO: City Council, City Manager, Library Commission and  
Director of Finance and Record

FROM: City Attorney (Hollenbeck)

SUBJECT: Powers of the Library Commission in re the operation of  
Library facilities and the administration of library funds.

From time to time I receive inquiries as to the powers of the Library Commission. I now have before me a request for a legal opinion as to the proper way to administer donations made to the City or to the Library Commission for library purposes.

In view of the fact that I receive requests for opinions in relation to Library Commission powers from time to time, I would like to go beyond the inquiry recently before me as noted above, and review the entire matter of the Library Commission.

I am sure that you are familiar with the fact that Section 130 and Sections 132 through 136 of the Charter concern the Library Commission. These provisions of the Charter are rather detailed and give to the Library Commission broad powers insofar as the control and operation of library facilities in the city are concerned. Unfortunately, said detailed provisions are not always clear provisions and as a result I receive from time to time inquiries in relation to the Library Commission's powers as noted above.

Let me briefly review this subject and give my opinion in relation to the powers of the Library Commission.

Creation of Library Commission and Composition Thereof

Section 130 of the Charter provides that there shall be a library commission. The commission is composed of five electors, appointed by the City Council, not all of one sex, well known for their ability, probity, public spirit, and particular fitness to serve on such commission. In January of each year the City Council appoints one member for a term of five years. The City Council has the power to remove any commissioner for non-attendance to duty or for cause. All vacancies are filled by the City Council.

Section 130 of the Charter sets out in some detail the manner in which the commission shall be organized, its officers, and the duties of said officers.

### Title and Custody of Library Property

Section 133 of the Charter provides that the title of ~~all property, real and personal, whether 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, rest in the City of Boulder. The Library Commission then is given the power by Charter to take charge of and have the management and custody of said property.

At the present time, I have under consideration the question of the ownership of the present library building. That is, a question presently exists as to whether or not the terms of the transaction whereby the present library facility was acquired, were inconsistent with the ownership thereof by the City. Each question as to ownership of library property, real or personal, will have to be decided as it is presented on the specific facts of the case on the basis of the above principals.

### Powers of the Library Commission

Section 132 and Section 134 of the Charter set forth the powers of the Library Commission. These powers are extremely broad and serve to give to the Library Commission and the City Manager control over the operation of the library facilities. This power, however, can only be exercised by a majority vote of all of the commission's members (note that this is not a majority vote of a quorum but a majority vote of all members) subject to the approval of the City Manager. That is, while the City Manager is not a member of the Library Commission, he has, by virtue of the Charter provision requiring his approval prior to action, been granted an absolute veto power over the actions recommended by a majority of the Library Commission. The City Manager has not, however, been granted powers to initiate any actions.

### Administration of Library Funds

Section 135 of the Charter provides that the City Council shall make an annual appropriation for library purposes, which appropriation 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. The revenue from such tax, together with all other money collected by the librarian or that may be derived by gift, devise, bequest or otherwise, for library purposes, is to be paid into the City treasury and be designated as the "Library Fund". The only exception to this rule is that if money is received by gift, devise or bequest in such a manner that its payment into the City treasury for the Library Fund would be inconsistent with the said gift, devise or bequest, the money then must be handled in a manner consistent with the terms of its gift, devise or bequest. ~~Special accounts should be set up for said special funds so~~

~~Library funds are not commingled with general City funds or the general fund.~~

On the basis of the above, it appears to me that the funds of the library consist of the following and are administered in the following manner:

1. The City Council must make an appropriation of at least one-third of a mill tax levy upon each dollar of assessed valuation of all taxable property in the City of Boulder for library purposes each year. This money, together with all other money collected by the librarian and all money received by gift, devise or bequest for library purposes must be placed in the City treasury in the fund designated as the "Library fund" unless the terms of said gift, devise or bequest are inconsistent with such a handling. In the event that money is received by gift, devise or bequest under terms or conditions which are inconsistent with placing said funds in the City treasury under the Library Fund (money given for a specific purpose) separate accounts or funds must be opened and said money placed therein so that said money is not commingled with other funds of the City or with general library funds.

2. The Library Commission has control over the manner in which said Library Fund is expended subject, only, to the securing of the approval of the City Manager. In the event that the City Manager does not approve an expenditure recommended by a majority of the Library Commission, said expenditure cannot be made.

3. As noted above, any funds received by the City for the Library Commission as a result of public subscription or otherwise which contain any amount of money, as shown, and which are to be expended, are to be placed in a separate fund and to be administered by the Library Commission. These funds must be expended in the manner designated in the gift, devise or bequest. The City Manager must approve the manner in which these funds are administered and expended.

4. In the event that the City Council desires to make an appropriation to the Library Fund in excess of the mill levy above noted, it can do so. However, if it makes a general appropriation in excess of said mill levy to the Library Fund, said funds then fall under the control of the Library Commission, subject to the securing of the approval of the City Manager. In the event that the City Council desires to retain control over the method in which said additional funds are expended, it can do so by making the appropriation for a specific purpose rather than for general library purposes.

5. In the event that monies are obtained for library purposes as a result of a bond issue, it is necessary to look at the terms of the bond election ordinance to determine who has control over said funds. The recent bond election authorized the City Council to issue bonds for the purposes of constructing a new library and furnishing the same. In this particular case, the terms of the ordinance are such that the City Council has control over the expenditure of said bond funds.

6. ~~Checks for the purchase of books and records must be paid for library purposes in accordance with the above.~~ Except in those specific cases where the City Council retains control over funds, checks are issued upon receipt of a request for payment, certified by the Chairman or Secretary of the Commission and approved by the City Manager.

~~Library funds are subject to the annual City audit pursuant to Section 105 of the Charter, as are all other City funds or accounts.~~

**All Commissioner Communications:**

- any two commissioners are allowed to discuss library or commission related topics.
- even if a commissioner has discussed a topic with other commissioners, there is no limit on the conversation other than to avoid attempting to make a decision outside of a public meeting.
- a commissioner should avoid representing another commissioner's opinion to other commissioners, staff, or the public.
- no votes or consensus should be gathered outside of a public meeting; the only exceptions are administrative decisions (i.e. deciding meeting day, time, place, etc.)
- any or all commissioners are permitted to gather outside of scheduled meetings as long as commission business is not discussed.
- if a commission decision must be made in a timeframe not permitting discussion at a regular meeting, a special meeting must be scheduled allowing as much public notice as possible (minimum 24 hours).
- all commission business communications involving more than 2 commissioners or representing a commission opinion to the public are a part of the public record and can be requested by the public at any time.

**Commissioner Email Communications:**

- any email sent to staff and/or one or more commissioners, regarding commission business (administrative business included) is subject to disclosure and considered public record.
- any two commissioners may exchange email on any topic; messages containing (non-administrative) commission business shall not be forwarded to any other commissioner.
- a commissioner may send informational emails to the entire commission; message should include a reminder not to "reply all" to the message. If any commissioner wants to respond or discuss the contents of the email, the topic should be added to our next meeting agenda; "reply all" only to ask for this agenda request.

*Examples of all-commission emails:*

- 1) informational topics to be discussed at our next meeting as "heads up",
- 2) research or public communication to be shared with fellow commissioners, not as a part of an ongoing discussion
- 3) questions being asked of staff

**Questions to Library Staff:**

- before sending a substantive request for information to library staff, a commissioner should discuss with and receive agreement from another commissioner to insure that this is a substantive commission request. The commission as a whole, the director, and the deputy director should then be copied on the request so that they all may be aware of the request.
- if/when staff responds via email or memo to questions from a commissioner, staff will try to answer the question as thoroughly as they can and will copy all commission members. Substantive informational emails should be added to the upcoming meeting's Commission Memo if not already included in the Staff Memo.

- if commissioners have follow-up questions that would require more than 15 minutes of staff time to respond, these should be sent to the commission chair and/or vice chair for inclusion in the “Information Request” prior to the next commission meeting.

**Speaking with the Public as a Commissioner:**

- commissioners should represent their ideas as personal (not as the commission) when expressing opinions, unless the commission has voted on that issue.

## **GUIDING PRINCIPLES FOR INTERACTION AMONG COUNCIL, BOARDS, COMMISSIONS AND CITY STAFF**

Council appreciates deeply the time, specialized knowledge and commitment of members of City boards and commissions. Occasionally, awkward situations have arisen from the lack of clarity about roles and the lack of communication as to how to work seamlessly together. Council realized that articulating some basic principles to guide interactions among boards, commissions, staff and Council might help prevent some of these difficulties. The following guiding principles are offered from the Council in the spirit of partnership and a desire to create a good working relationship.

### **COUNCIL**

1. City policies are established by the City Council. With the exception of limited circumstances (often charter-based), the role of boards and commissions is advisory to the City Council.
2. It is Council's desire to use boards and commissions as the first step for gathering community feedback on difficult and controversial issues as a means to creating viable policy options.
3. All policy expressions on national, international, statewide and county issues should come from Council and not individual boards and commissions. Boards and commissions may suggest that Council take policy positions by resolution but should not independently issue such resolutions.
4. Council members should refrain from discussion with board members any quasi-judicial issues coming before the board. For matters that are not quasi-judicial, Council members may discuss a point of view with board members but should clarify that this perspective may not represent the position of the Council as a whole.

### **BOARDS AND COMMISSIONS**

5. Board and commission members who wish to explain or advocate positions to Council should identify themselves as board members and clarify whether they are speaking from a personal position or on behalf of the majority or minority position that the board has taken.
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.
7. The City Manager is responsible for the budget recommendation to City Council. When a board or commission disagrees with the City Manager's budget, the City Manager should be notified as a matter of courtesy prior to the board or commission members addressing Council.

### **CITY STAFF**

8. Staff takes direction from the City Manager, except as authorized by the Charter. Boards and commissions may request research or other work of staff but, if the work requires more than what staff determines is reasonable, the board or commission, supported by a majority of members at a meeting, must make a direct request of the City Council.
9. City staff ultimately is responsible for supporting City Council. Council expects staff to provide the best professional judgment regarding issues and policies, whether or not boards and commissions agree with those professional judgments. Staff should inform Council when a board or commission disagrees with the staff's position and, when possible, explain the basis of that disagreement.
10. When several boards and commissions review elements of a given proposal or issue, staff reports to Council should reflect the perspectives of all reviewing boards and commissions.

In addition, the City maintains a Boards and Commissions website as an added resource to its boards and commissions. ([www.bouldercolorado.gov](http://www.bouldercolorado.gov), then select Government, select City Council, select Boards and Commissions.)

## **Overview of the Boulder Library Foundation**

The Boulder Library Foundation (BLF) is an independent, non-profit volunteer organization. The BLF was founded in 1974 by Doris Hass and a group of other concerned citizens. Now, as then, the Foundation enables members of the Boulder community to support their Library through tax-deductible gifts.

The Foundation's directors are chosen from a diverse background, ethnically, economically and professionally. Each year two members of the Library Commission are invited to serve on the BLF board.

The mission of the Boulder Library Foundation is to expand and enhance the Boulder Public Library's offerings by providing funding for concerts, films, literary programs and other special events, including children's and teens' activities, lectures, oral history and adult literacy projects.

The Boulder Library Foundation website is <http://www.bplf.net/>.

**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/>)