

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

Name of Board/ Commission: Library Commission	
Date of Meeting: May 4, 2022	
Contact information preparing summary: Jennifer Phares	
Commission members present: Jane Sykes Wilson, Steven Frost, Scott Steinbrecher, Benita Duran	
Commission members not present:	
Library staff present: David Farnan, Director of Library & Arts Jennifer Phares, Deputy Library Director Anne Ledford, Youth Services Manager City staff present: None Members of the public present: None	
Type of Meeting: Regular Remote	
Agenda Item 1: Review of Online Meeting Guidelines	
Agenda Item 2: Reminder: Commissioners please log monthly volunteer hours Count Me In Boulder [0:00:23 Audio min.] The Commission logged their service. Duran reported that the notice for the meeting did not appear in the newspaper.	
Agenda Item 3: Approval of agenda [0:01:50 Audio min.] No changes to the agenda.	
Agenda Item 4: Election of officers [0:02:10 Audio min.] Sykes Wilson asked for nominations for Library Commission Chair. Frost nominated Sykes Wilson. Jane accepted the nomination. The commissioners voted unanimously to elect Sykes Wilson as Library Commission Chair. Sykes Wilson asked for nominations for Library Commission Vice Chair. Sykes Wilson nominated Frost. Frost accepted the nomination. The commissioners voted unanimously to elect Frost as Library Commission Vice Chair.	
Agenda Item 5: Public comment [0:06:28 Audio min.] No community members were in attendance.	
Agenda Item 6: Consent Agenda [0:06:42 Audio min.] a. Approval of April 6, 2022 meeting minutes: Frost moved to approve these minutes, Steinbrecher seconded, and the motion was unanimously approved.	
Agenda Item 7: Presentation: Summer of Discovery Program Plan – Anne Ledford, Youth Services Manager [0:07:39 Audio min.] Ledford presented an overview of the 2022 Summer of Discovery (SOD) Program. The program runs June 1 through July 31, 2022. There are four age group challenges: Pre-readers, Readers, Teen and Adult. Program details are here . Frost asked what the communication plan is for SOD. Ledford responded there is already a push in the library newsletter, program booklets (which have the reader logs), email to all Beanstack users, a Spotify ad, HOP bus ads, Colorado Parent ads in two issues, City of Boulder Parks and Recreation Summer Guide, and posters and banners in library facilities. Staff chose not to place an ad in the Daily Camera due lack of Return on Investment. Staff also conducts outreach to BVSD schools. Steinbrecher asked if it be helpful to have the commissioners join staff for the school outreach and suggested sending SOD information to book clubs. Ledford connect commissioners interested in joining staff for outreach with Leanne Slater and will share SOD information with the staff person who coordinates book groups. Sykes Wilson is pleased that outreach to the schools is resuming and requested an email with SOD information that she will send to some non-BVSD schools to include in their newsletters. She likes the new prize - a Parks and Recreation day pass. She asked what the theme and goals are for 2022. Ledford said the theme is “Our Connected World” and is the same for three years for efficiency so staff can focus time on development of the programs and diversifying the prizes. The goals are to at least match 2019 participation levels, for the completion rate to continue to increase, and to make SOD more accessible to Spanish speaking families through more focused outreach. Steinbrecher suggested approaching the schools to track data for children who whose reading progresses through participation in SOD. Farnan said the suggestion is good but the data about children is held as confidential by the library and the schools and getting parental permission to collect/share information would be difficult. Farnan asked Ledford if her staff tracks the schools with the highest participation rate in SOD. Ledford confirmed that registrants are asked which BVSD school they attend which would allow the library to determine school participation. The library partners with BVSD Summer Learning Program to have those students participate in SOD. It may be possible to survey those students. Ledford mentioned that a Nashville, TN library did an assessment of summer school students and may be used as a model. The assessment was funded by the city of Nashville. Farnan suggested that in a future year an opt-in assessment could be created. Sykes Wilson recommended asking the Boulder Library Foundation (BLF) to fund an outside assessment of SOD since it is the longest running library program and one that the BLF has provided significant funding support. The assessment results	

may be a powerful tool for the BLF. Farnan encouraged the commissioners to read SOD keynote author Grace Lin's books. Duran asked if Lin's author talk is in-person. Ledford said her program will be live streaming online and broadcast at the Main Library and neighborhood branches.

Agenda Item 8: Library Director's report

[0:39:22 Audio min.]

a. Q1 Performance Measures

Farnan highlighted several statistics from the reports: the newsletter has 50,000 subscribers and an 35% open rate. A lead indicator of other metrics is patron accounts. The number of new cardholders returned to 2018 and 2019 rates. Total circulation is coming back and is at about 80% as compared to pre-pandemic. The ratio of digital and physical materials offered is one to watch and may be a new normal. Program attendance is still down. This may be partly due to parents' comfort allowing unvaccinated children/teens to come back to the library. Teens may have found other outlets. He expects the numbers to return to pre-pandemic levels eventually.

b. North Boulder Branch Library Project Update

Final approval by Planning and Development Services expected Fri. May 6, 2022. Next step is construction document development to get a Guaranteed Maximum Price by August 2022. Construction anticipated to begin in September 2022. Every month of delay leads to further cost increases requiring more reductions to get the project within budget.

c. Public Services Updates

Patrons spending time in facilities is returning to capacity. When the Main Library banquet seating (booths) opened, it filled immediately. Lots of high school and college students are using the space.

d. Community Resource Connector position

Previously discuss with commission as the peer navigator. The job description will be submitted for classification and compensation review in June 2022. Now titled the community resource connector, it is designed to help unhoused individuals find beneficial services and resources in the community. Duran asked for details about coordination with human services and other organizations. Farnan shared that the position came from a library commission request based on community input several years ago. The position is designed to coordinate the city's peer navigators in human services and the courts. It will have a program-type schedule and bring in partners to serve unhoused community members. Funding was carved out of the budget for contract security although the position won't perform security functions. If this part-time position is successful, the library may look to expand it.

e. Update on Library Commissioner vacancy

Council appointment of a new commissioner may be pushed to the end of June. Council is aware of the technicality that prevented the appointment of a fifth commissioner. Duran asked for details about the technicality. Farnan said the order in which commissioners were appointed resulted in one of the two applicants for the Library Commission being appointed to another board/commission leaving only one applicant for consideration by Council to appoint to the Library Commission. The practice is not to make an appointment if there is only one applicant.

f. Summary of library suspensions

Steinbrecher asked, related to the community connector, if the library will keep data on if having the connector reduces security issues. Farnan said the data collected (patron accounts or suspensions) doesn't track housing status. Some suspension may be related to individuals with substance abuse issues. An effective community resource connector program would connect individuals with resources that address being unhoused, substance abuse, or mental health issues and may have an indirect, positive impact on security issues. The connector would not to intervene, security issues or criminal behavior.

Sykes Wilson asked commissioners to refer to the revised table (See handouts) showing the volume of library use compared to the number of suspensions. She noted that most security incidents and suspensions occur at the Main Library. She thinks the information is important to address community concerns about how the library is as it resumes services after the pandemic.

g. 2022 1st Adjustment to Base budget

Farnan the first Adjustment to the Base Budget is to carryover unspent grant funds from the previous year and fund balance requests to support digital preservation and storage at the Carnegie Library.

h. Sykes Wilson asked for an update on the café. Farnan said the Request for Proposal (RFP) was issued last week. Prior to that, staff has spoken to and given tours of the space to a few vendors. Phares said the RFP is available at www.bidnetdirect.com/colorado and offered to email the link to the commissioners to share with vendors who they may know. The deadline to submit proposals is May 11, 2022.

Agenda Item 9: Library Budget: 2023 library budget requests and assessment of the progress on the master plan goals

[1:09:06 Audio min.]

Farnan gave a brief overview of the memo contents. He said the compensation and equity adjustments for staff are the top priority.

Steinbrecher asked what level of confidence is there for the \$1.4 million of requests being funded. Farnan responded that the library requests are never more what is needed and he has no expectation that all the requests will be funded. He is hopeful for the compensation adjustments and some of the restorations will be funded as they are aligned with the city's equity goals. Farnan is somewhat confident about funding for the north Boulder branch library. Operational costs were preplanned for the 2023 budget, however the library was asked to submit them as a new proposal. All of the 2020-2021 reductions to the library budget were permanent and the proposals that are

restorations are categorized as requests for new money. Due to the restorations, the library's requests will be a larger amount than what has been requested in the past. Farnan has an alternative plan for grant funding the requests for the literacy and outreach program but it is a temporary fix. While the metrics are coming back, some of the program's are suffering low attendance because the library is short staffed. Several staff members have been doing double duty to cover for the reductions. He is confident that the collection development restoration will be accepted. The more money spent on books is a driver for the other metrics. The library commission supports staff's approach for the 2023 budget requests.

Regarding the assessment of the 2018 Boulder Public Library Master Plan goals, Duran asked if city department heads have had a disciplined discussion about the city's investment in the master plans for all departments, related outcomes and goal analyses. Farnan said yes but the analyses differ for departments with dedicated funding, and most other master plans are focused on capital goals unlike the Library's which is service focused. It's not clear to Farnan how the city's overarching goals around climate initiatives, green building, and equity drive the master plans of all departments. The city's equity plan has set policies but not yet driven investment in programs in areas other than housing and human services. The next library master plan will be in 2028 and there is a five-year update identified in the current plan for 2023. Sykes Wilson asked if the update is due end of year 2023. Phares said staff and commission can determine when the update is done. Updates are typically mini-master plan processes and Phares doesn't think the library is currently staffed to conduct an update. Sykes Wilson asked if the budget requests have the same context (and can be grounded in the master plan goals) as the memo in the May library commission packet. Phares said the budget requests are grouped by program area and prioritized. Each proposal has a background section about the program area, a section in which details about the purpose of the request, and section describing how successful outcomes are measured.

Steinbrecher shared advice he gives his students, you may have the most wonderful program, but if there is no funding, there is no program. This is what the library is facing. Farnan said we need to give the staff the tools they need to serve the community (i.e. funding the programs) or we risk losing them. He will pursue temporary grant funds to keep the programs running and keep staff engaged. He is not interested in making hard-tradeoffs, i.e. closing facilities to reach some master plan goals, but that may be the result if funding support from the city doesn't come through. Steinbrecher commented that the city has a shiny object mentality and it gets in the way of funding core services and programs. He shared the Washington Monument strategy (discussed in the Public Administration field), that it may not work to get funding for library programs because the programs aren't widely known and it may backfire. Farnan said the decision to close a facility or cancel a program is deferred to the department. The results of the staff reductions to once successful programs like BoulderReads and the Carnegie Library for Local History have caused a massive decline in program metrics making it a challenge to get the resources restored. Sykes Wilson commented that Farnan has said Making decisions that result in a negative to impact patrons is the last resort.

Agenda Item 10: Update on Library District discussion [1:44:56 Audio min.]

Farnan said the Boulder County Board of County Commissioners (BOCC) didn't adopt a resolution to form a library district rendering the past two years of work on the issue nil. He thinks the Boulder Library Champions will submit a petition but is not clear how the process will move forward. City staff has not received the library district service area boundary map nor the mill levy that are set by the petitioners. Since the resolution process stopped, the establishing entities (city and county) do not determine the boundary or mill levy and there will not be an Intergovernmental Agreement to determine what happens to the assets and the transition prior to an election. The petitioners also determine whether the county will be an establishing entity in the petition process to form a library district. Deadline to submit the petition is sometime in June or July. The BOCC usually determines what will be on the ballot by August. City Council will have the option to opt out of participation in the library district. Timing of this decision is dependent upon the petition being submitted and the county notifying the city. City staff will determine if the decision to opt out goes on the council consent agenda or if a public hearing is necessary.

Duran understood that timeframe of petition process is more accelerated than what Farnan reported. She asked to confirm that only voters in proposed boundary get to vote on the library district. Farnan answered that she is correct.

Agenda Item 11: Items from Library Commission [1:50:43 Audio min.]

a. Discuss whether to hold a July 2022 Library Commission meeting
Sykes Wilson said that past commission have held the retreat in July and this commission cancelled the retreat scheduled in March. She asked the commission if they think it is necessary to meet in July as there are no scheduled business items for July. Frost made a motion to skip holding a July meeting. They said it has been tradition not to hold a July meeting and the decision can be changed in June if something comes up. Sykes Wilson commented that if a new commission member is appointed in June the August meeting will be appropriate for their first meeting. Sykes Wilson seconded the motion. Steinbrecher agreed and asked how the BOCC action and the petition process impact the Library Commission's work that might require a July meeting. Farnan said there are no ramifications for the commission now that formation of the library district may be going the petition process. Steinbrecher recommend using July to provide orientation for new commissioner. Vote was unanimous to skip holding a July meeting.

b. Updates from commissioners representing the Commission in other venues (verbal)
Sykes Wilson shared an update from the Library Champions (she is a member as private citizen). There are three petition signing parties scheduled: Saturday, May 7 from 2 to 4 p.m. at Finkel and Garf Brewing Co. in Gunbarrel, Thursday, May 12 from 4 to 6 p.m. at Rayback Collective in Boulder, and Saturday, May 14 from 10 a.m. to 12 p.m. in front of the Main Library.

c. Boulder Library Foundation (BLF) update (Frost/Steinbrecher)
Frost provided a brief recap of the April BLF meeting. Goodbyes to retiring board members. Five new board members joined: Joel Koenig, Bill Kramer, Adriana Luna, Steven Frost and Jenn Yee. Some policy updates were approved. Steinbrecher reported that Farnan

talked about and answered questions about the library district process and Cyns Nelson presented an overview of the Maria Rogers Oral History Program.

- d. Update on emails and phone calls to Library Commission
 - i. Email about Library District – Heather Ryan

Agenda Item 12: Adjournment

[2:02:05 Audio min.]

Sykes Wilson reported the commission is waiting on guidance from the city about hybrid and in-person library commission meeting. Farnan expects to receive guidelines for the commission to decide the format they prefer for the August meeting.

There being no further business to come before the commission at this time, the meeting was adjourned.

Date, time, and location of next meeting:

The next Library Commission meeting will be at 6 p.m. on Wednesday, June 1, 2022, through a virtual setting.

Commissioner Sykes Wilson approved these minutes on June 1, 2022; and Celia Seaton attested to it.