

**Approved Minutes
For the Boulder Public Library Commission
May 4, 2011**

COMMISSION MEMBERS PRESENT

Sam Fuqua
Anne Sawyer
Annette Mitchell
Celeste Landry
Donna O'Brien

STAFF MEMBERS PRESENT

Jennifer Miles, Acting Library & Arts Director
Mary Jane Holland, Children and Teen Library Manager
Gwen Holton, Branch Library Specialist
Kathleen Janosko, Administrative Specialist II (Finance)
Leanne Rizzo, Administrative Specialist II
Tom Carr, City Attorney
David Mallett, City Budget Transition Team Member

COMMISSION MEMBERS ABSENT

None

PUBLIC PRESENT

None

CALL TO ORDER

The meeting was called to order at 6:45 p.m.

APPROVAL OF MINUTES

The March and April minutes were approved as amended.

PUBLIC PARTICIPATION

None

MATTERS FROM THE DIRECTOR & STAFF

- **Commission Priority Discussion:** Tom Carr, City Attorney, spoke in order to clarify the Library Commission's role and responsibility according to the city charter. He confirmed that the Library Commission possesses an advisory role that can then be considered, and action can be taken accordingly, by the City Manager. The Library Commission may submit their recommendations, regarding library staff positions, to the City Manager. Carr also discussed the possibility of a long range plan for the Library Commission to recommend changes to the wording of the charter.
- **2011 budget process update:** David Mallett, from the Budget Transition Team, discussed the library funds adjustment to base process. Request for adjustments to the 2011 library budget are as follows: 1. A budget supplement from the library fund balance for Main Library renovation projects plan and Main Library Bridge utility installation for café services; 2. A carryover request from 2010 funds was made for new furniture for selected public

areas in the Main Library and painting of selected interior areas at the Meadows Branch and Main Library; 3. A transfer of computer replacement funds from the General Fund to the Library Fund. (Meeting packet materials include detailed information about these budget requests.) The "Revised 2011 Fund Financial Updated with 2010 Actuals" was discussed.

- **2011 Summer Reading Program:** Mary Jane Holland, Children's & Youth Services Manager, presented the details of the Toddler, Children and Teen's Summer Reading Programs, entitled, "One World, Many Stories" and "You Are Here," respectively. A YouTube video was shown at the meeting and will be shown in the Boulder Valley Schools that are located within the City of Boulder. A link to the video will also be displayed on the Library's website. Holland mentioned that research has shown that children, who read for 20 minutes a day during the summer, enter the next school year, *at or above* their grade's recommended reading level.

Update on Library Matters:

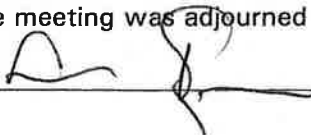
- **Commission meeting schedule-** The meeting schedule was discussed regarding the Library Commission's 2011 priorities for the June and July meetings. The Library Commission will discuss the necessary steps for each priority discussion topic at the June meeting. Their priority of 'Service Options for North Boulder' will be discussed at the July meeting. The Library Commission will meet at the Reynolds branch on Wednesday, July 6th and the Meadows branch on Wednesday, September 7th.
- **Capital Improvement Program (CIP) submission for the Library-** Acting Library & Arts Director, Jennifer Miles informed the Commission of the important deficiency projects being submitted as part of the CIP by the Facilities and Asset Management department on behalf of the library: modernize/upgrade two of the elevators at the Main Library and installation of flood-proof doors at the east entrances of the Main Library's north building.
- **Commissioner Landry's query about book discussion group petition-** The petition will be submitted to the new library director after her arrival on June 13th.
- **Commissioner Landry's query about Library Café and RFID project-** A budget supplemental request was submitted to Council to fund the cost of any utility upgrades necessary to bring café services back to the Main Library Bridge. There was no update regarding the RFID or other big projects for the Library.
- **Commissioner Landry's query about the status of vacant positions-** Commissioner Landry asked whether or not the library would still be considered short staffed, if all of the positions on the Status of Vacant Library Positions table (included in the meeting packet) were filled. Miles clarified that when the approved positions are filled the library would have just 1.5 FTE non-management vacancies and 2.0 FTE management vacancies. Miles explained that she would be making a request to fill the Branch Services Manager position at the Reynolds branch library, as the person that holds this position will be resigning on May 14th, 2011.
- **2011 Library usage statistics- 1st quarter-** A table with this information was distributed and reviewed.

MATTERS FROM THE COMMISSION

- **Update on Library/Commission promotion at the Boulder Creek Festival:** Commission Sawyer recommended against running a booth at the festival as library staff (as discussed at the March meeting) and other necessary resources will not be available. The Library Commission supported this recommendation.

Adjournment – The meeting was adjourned at 8:50 p.m.

Approved By _____



Date _____

6/1/11

**2011 Boulder Public Library Statistics
Through March 31, 2011**

	2011				YTD Comparison		
	Quarter 1	Quarter 2	Quarter 3	Quarter 4	2011	2010	% change
ALL CIRCULATION							
Main ¹	262,463	0	0	0	262,463	265,585	-1.2%
Reynolds	44,124	0	0	0	44,124	40,963	7.7%
Meadows	40,862	0	0	0	40,862	39,652	3.1%
Total	347,449	0	0	0	347,449	346,200	0.4%
CHILDREN'S CIRCULATION							
All libraries	105,392	0	0	0	105,392	103,420	1.9%
MATERIALS SPECIAL REQUESTS							
HOLDS & Prospector Requests- filled by BPL Items ²	41,334	0	0	0	41,334	34,815	18.7%
Prospector - Items requested from other libraries in Prospector	9,023	0	0	0	9,023	8,413	7.3%
WALK-IN VISITORS							
Main	175,083	0	0	0	175,083	178,747	-2.1%
Reynolds	33,002	0	0	0	33,002	34,156	-3.4%
Meadows	30,009	0	0	0	30,009	30,622	-2.0%
Carnegie	784	0	0	0	784	1,105	-29.0%
Total	238,877	0	0	0	238,877	244,630	-2.4%
DIGITAL BRANCH USE							
Library website visits	200,696	0	0	0	200,696	202,009	-0.6%
Arts website visits	4,427	0	0	0	4,427	5,268	-16.0%
Total	205,123	0	0	0	205,123	207,277	-1.0%
Informational database sessions ³	0	0	0	0	0	50,613	0.6%
Reference Questions	24,959	0	0	0	24,959	21,836	14.3%
PUBLIC EVENTS & PROGRAMS							
Total Attendance	17,496	0	0	0	17,496	15,241	14.8%
Total Events & Programs⁴	614	0	0	0	614	593	3.5%
Individual tutor/training sessions⁴	849	0	0	0	849	871	-2.5%

1. Overdrive downloadable item circulation was included beginning in 2010.

2. Overdrive downloadable item holds were included beginning in 2010.

3. In 2009, the number of informational database offerings decreased due to cuts of nearly \$1 million to the statewide database package offered through the Colorado State Library.

4. Individual tutor/training sessions are tracked separately beginning 2010.

Database total is preliminary.