

City of Boulder
2013 Library Commission

Agenda

Meeting Date: December 4, 2013

Location: North Meeting Room, Main Boulder Public Library

Start Time: 6:00 pm

1. Approval of Agenda
2. Public Comment
3. Consent Agenda
 - a. Approval of Oct. 30, 2013 special meeting minutes
 - b. Approval of Nov. 6, 2013 minutes
4. Commission Priority Discussion and Input
 - a. Main Library Renovation Project Update
 - Construction bid phase
 - Furniture bid documents
 - Café vendor request for proposal document development
 - Public art selection timeline
 - Design Advisory Group meeting summary
5. Matters from the Commission
 - a. Annual letter to City Council – priorities to inform goal setting
 - b. Annual report to City Manager - fulfillment of City Charter, Article IX, Section 136 requirement
 - c. Library Commission application questions (see Commission Memo - Item 3)
 - d. Commission update (from memo)
 - Update on commission emails received
 - Report on 11/4/13 meeting with Judith Anderson, Director of Longmont Public Library
 - People Engaged in Raising Leaders – board fair
6. Matters from the Department
 - a. Library Update (from memo)
 - Boards and commissions input for the city council retreat
 - Library policy review
 - Arts & Cultural assessment – Library Commission position paper and Library Foundation addendum
 - World book night update
 - George Reynolds Branch Library – flood recovery update

- North Boulder Corner Library update
 - General calendar updates
 - Follow up from Oct. Meeting – staff recommended read displays
 - Proposed changes to the minutes format
- b. Update on Operations – Arts and Cultural Services division
 - c. Commission Feedback on the 2014 Community Survey
 - d. Update on library director search
7. Items for Inclusion in the Action Summary
 8. Future Items/Scheduling
 9. Adjournment

2013 Library Commissioners

Anne Sawyer, Chair+ BPL Foundation Director
Celeste Landry, Vice Chair
Donna O'Brien, Secretary+ BPL Foundation Director
Anna Lull
Paul Sutter

Draft Minutes
Boulder Public Library Commission meeting
October 30, 2013
Main Library North Meeting Room

COMMISSION MEMBERS PRESENT

Anne Sawyer
Celeste Landry
Donna O'Brien
Anna Lull
Paul Sutter (new library commissioner, sworn in during this meeting)

COMMISSION MEMBERS ABSENT

None

LIBRARY STAFF MEMBERS PRESENT

Maureen Rait, Executive Director of Public Works and Interim Director of Library & Arts
Jennifer Miles, Deputy Library Director
Leanne Slater, Administrative Specialist

REPRESENTATIVES FROM BRADBURY ASSOCIATES PRESENT

Jobeth Bradbury, Owner and Partner
Dan Bradbury, Managing Partner

PUBLIC PRESENT

Steve Colby
Peter Richards

CALL TO ORDER

The meeting was called to order at 6:02 p.m.

PUBLIC PARTICIPATION

No public participation

AGENDA, FACILITATED BY BRADBURY ASSOCIATES

A. INTRODUCTIONS

Dan Bradbury and Jobeth Bradbury introduced themselves to the Library Commission and stated that they were looking forward to starting the recruitment process. Library Commissioners shared about their individual backgrounds and their unique connection to libraries.

B. STRUCTURE FOR THE SEARCH

Bradbury and Bradbury reviewed their structure for the search for the new library and arts director and explained that they will do the following:

- Travel to Boulder on four separate occasions
- Review the meetings that they have led on their first trip and attribute surveys received
- Craft a position announcement and seek city manager final approval
- Start recruiting through November with a soft close date of December 29
- Advertise the position on city and library websites, on about 45 specific professional websites, and on recruiters' website
 - Ad will link to internal and external documents including city and county websites, and local school district websites, etc.

C. REVIEW THE SEARCH PROCESS

Bradbury and Bradbury discussed their recruitment/search process for the Library & Arts Director which included:

- Communicating with 350-400 colleagues
- Seek the people that may not be looking for a job but are doing great work
- Seek candidate nominations
- Search Colorado and surrounding states in order to build a national search
- Anticipate finding about 20-25 qualified candidates
- Do all of the intake- cover letter, resume, questionnaire, and phone conversations
- Do online research including news and social media websites and 'street reconnaissance' including speaking with the candidate's state library leadership
- On the second visit, share application materials with the city manager and deputy city manager and narrow it down to 6-8 semifinalists via Skype interviews, then further narrow it down to 3-4 finalists who will both make presentations to the public in Boulder and attend interviews at the end of January
- Moderate public forum with final candidates
- Do formal references
- Facilitate feedback forms from those that attend the public forums with candidates

The Library Commission had the opportunity to offer comments and questions which included:

- Sawyer asked how often does Bradbury Associates get to the point of the offer and then the candidate declines. Ms. Bradbury responded that this does not happen often. Sawyer added that she wants to ensure that we do all that we can to prevent that scenario as the community becomes invested (in the candidates) during the public input process.
- Ms. Bradbury mentioned the idea of creating a 'transition team' for the new library and arts director, particularly if they are from outside the community, made up representatives (i.e. commission or foundation members) whom would serve to shepherd the new person into the community for about their first six weeks.

D. MARKETING PLAN: SHARE THE (BRADBURY ASSOCIATES) POSITION MARKETING PLAN STRATEGY

Bradbury associates shared their marketing plan strategy with the Library Commission.

- Sawyer suggested including a focus on searching the kinds of communities that are similar to Boulder, i.e. active community members, a technology presence, federal scientific labs, rather than just Colorado's neighboring states.
- Landry mentioned that Boulder has official peer cities which she believes is posted on the city's website.
- Sutter asked if the likely candidates would be those who are currently in positions like the director position. The recruiters replied that some would be but others may be in a deputy director/assistant director position.
- Sawyer asked for recommendations on how to balance the challenges of the position with the exciting components such as the library's renovation project. Ms. Bradbury said that strong candidates for this position will appreciate the community's involvement and that Bradbury Associates will sell it for the opportunity that it is.
- Lull asked Bradbury Associates if they would be compiling their professional opinion on the specific opportunities and growth potential possibilities available to the new director.
 - Some initial thoughts: Mr. Bradbury responded that he thought some challenges may surround the two commissions and their role in relation with the city's, some opportunities would be the Civic Area Plan and its impact on the cultural and artistic life of the community, the renovation project, and the possibilities for library partnerships and development opportunities.
 - Ms. Bradbury stated that there are also internal opportunities. She commented on the strong leadership team at Boulder Public Library as well as very strong staff. She said that in spite of all the change that has happened in the library, staff still has very high morale and are happy. She said that staff are interested in having some longevity and stability in a library and arts director. She said that an opportunity for the new director would be to realize staff's great potential.
- Landry requested to see the job description for the position. Ms. Bradbury agreed to provide the job description.
- Sawyer suggested including a link from the job posting to the Library Commissioner Handbook as well as other commission documents. Rait has already shared this information with Bradbury Associates.
- Landry asked when the job description might be available. Ms. Bradbury responded that it would be at least a week or a week and a half.

E. IDENTIFICATION OF KEY ATTRIBUTES: REPORT FROM THE ATTRIBUTE SUREVYS AS WELL AS CHALLENGES AND DESIRED RESULTS

The Library Commission, as well as the library's leadership team and other groups, has previously submitted a questionnaire identifying the key attributes, skills and abilities required for this position. Bradbury Associates will be compiling the key traits from each response group separately in order to discover consensus items.

F. JOB ADVERTISEMENT/ ANNOUNCEMENT: REVIEW OF BASIC ELEMENTS OF THE JOB AD/ANNOUNCEMENT- INCLUDING STARTING SALARY RANGE AND SUGGESTED CLOSING DATE

Bradbury Associates will be seeking suggestions from Miles and Chasansky regarding

posting locations for the job ad on local and regional distribution lists. Mr. Bradbury also invited the Library Commission to share with him their suggestions on posting locations. He said that a Master's degree in Library and Information Science, Business Administration, or Public Administration will be preferred but not required.

- Sutter asked a clarifying question regarding whether Bradbury Associates role was advisory. Mr. Bradbury responded that their role is indeed to analyze and help formulate a decision but not to make that decision.
- Landry suggested that stabilizing and improving library funding needs to be part of the conversation with the library and arts director candidates.

G. STAFF MEETINGS/ OTHER INPUT: DISCUSSION OF PURPOSE AND GENERAL FEEDBACK FROM STAFF MEETINGS
Mr. Bradbury stated that he would share staff comments with the Library Commission.

H. CONFIDENTIALITY: DISCUSS CONFIDENTIALITY OF THE APPLICATIONS UNDER CO OPEN MEETINGS/RECORDS LAW

Mr. Bradbury stated that they would ensure confidentiality of the candidates at least until they become a finalist.

I. ADDITIONAL QUESTIONS

- Landry asked whether regional as opposed to national candidates were more likely to get hired. Mr. Bradbury replied that about two thirds of the applicants would be regional.
- Lull asked how early does Bradbury Associates assess an applicant's interest in moving. Bradbury Associates replied that they assess this during their phone conversations. Mr. Bradbury said that they strive to avoid this [a lack of interest in relocating] later in the process.
- Sawyer asked how the panel interview questions are created. Bradbury Associates said that a draft of interview questions for the candidates would be prepared and shared with the commission for feedback before it is finalized.
- Landry asked when the recruiters might predict that someone would be hired and on board. Mr. Bradbury stated he thought it might be during the middle or the end of March 2014.
- Sawyer asked the recruiters for their generally feel of the strengths and challenges for a Boulder Public Library director. Ms. Bradbury stated that a key strength is staff; and the renovation project and north Boulder are wonderful opportunities. She said that another opportunity may be in developing and implementing new technologies. Mr. Bradbury added that the digitization of the local history at the Carnegie library could also be a great opportunity. Sawyer said that she was glad to hear feedback about technological opportunities and she expressed continued interest in developing the library's virtual branch.
- Lull stated that an important attribute of a new director would be their ability to find the right people and team of people and he/she would possess a vision for the library's future.
- Landry stated that this may be the time to discuss the idea that perhaps the library and arts should not be joined together. Ms. Bradbury said that this information

would be passed along. Sawyer stated, that being said, there is a level of arts programming in the library that would never be given up.

- Ms. Bradbury invited feedback from the Library Commission at any time during this process. Sutter asked if there would be an update on the process in January. Mr. Bradbury responded that they would be sending weekly and biweekly reports to the city manager regarding the number of prospects identified and he said that he would ask her if she would share that information.

NEXT COMMISSION MEETING (ROLLOVER ITEMS AND DATE)

The next Library Commission meeting will be held at 6 p.m. on Wed., Nov. 6, 2013 at the Main Library, in the North Meeting Room, 1001 Arapahoe Ave. and will include the following agenda items: Shelley Sullivan, BoulderReads! manager, will present the Janet Driskell Turner-Outstanding Adult Learner award, library's renovation update regarding the contractor selection process and review of the public art selection panel recommendations, funding goal with information and vision information in relation to the library's master plan, update on the approved 2014 Library & Arts budget, begin prioritization of Library Commission goals in preparation of sending the commission's letter to City Council in December, report on Boulder Library Foundation's grants, and an update on securing a recruitment firm for the library and arts director search, and possibly information on a target patron survey iteration.

Meeting adjourned at 7:31 p.m.

Draft Minutes
Boulder Public Library Commission meeting
November 6, 2013
Main Library North Meeting Room

COMMISSION MEMBERS PRESENT

Anne Sawyer
Celeste Landry
Donna O'Brien
Paul Sutter

COMMISSION MEMBERS ABSENT

Anna Lull

LIBRARY STAFF MEMBERS PRESENT

Maureen Rait, Executive Director of Public Works and Interim Director of Library & Arts
Jennifer Miles, Deputy Library Director
Wendy Hall, Carnegie Branch Manager
Matt Chasansky, Arts and Cultural Services Manager
Leanne Slater, Administrative Specialist

CITY STAFF MEMBERS PRESENT

Glenn Magee, Facilities Design and Construction Manager
Joe Castro, Facilities & Fleet Manager
Jennifer Bray, Communication Specialist III

PUBLIC PRESENT

Anna Salim (arts commissioner)
Steve Colby
Peter Richards
Alice McDonald
David and Georgia Harris
Gayla Fills Pipe (Janet Driskell Turner- Outstanding Adult Learner Award recipient)
Betty Johnson
Ann Moss (arts commissioner)

CALL TO ORDER

The meeting was called to order at 6:00 p.m.

APPROVAL OF AGENDA

No comments were made on the approval of the agenda.

PUBLIC PARTICIPATION

1. Peter Richards addressed the Library Commission and summarized a field trip that he went on with Celeste Landry and Paul Sutter to the Longmont Public Library. Richards and others spoke with Longmont Library Director Judith Anderson, on Monday, November 4. Richards said that Judith has worked for the city for close to 20 years. He said that Judith has an MLS [Masters in

Library Science] degree and that she thinks that degree is needed in order to see the library 'big picture.' He added that Judith has been the director for four years now. Richards said that Judith has nothing to do with 'arts' in Longmont; Longmont Museum handles that area. He stated that she has people working for her, who worked at BPL (Boulder Public Library) in the past. Longmont has only one main library, no branches. He said that Longmont has one library, 51,000 sq. ft., which was built 20 years ago. Boulder Main has 92,000 sq. ft., renovated about 20 years ago. Including the two circulating branches and Carnegie, Boulder has a total of 114,000 sq. ft. of space. Longmont's current security system for books, CDs, etc. is RFID, and it works. He said that Longmont has city employees doing the janitorial service and security service and that they have full benefits. Richards stated that Boulder [library] subcontracts this out and that these employees have no benefits, to his knowledge.

Richards stated that they discussed security issues as that is a problem in all libraries. He said that the Longmont library security person has worked for the city for over 10 years and she does not look like a cop or a rent-a-cop. He said that she has no gun, no badge, no nightstick, and does not wear a uniform. Richards said that she does have a yellow blazer that says 'Longmont Public Library Staff.' Richards said that she makes everyone follow the rules and that Longmont has less of a homeless problem than Boulder.

Richards said that he is organizing another field trip to the University of Denver library on Fri., Nov. 15. He said that the group will be meeting at the DU library at 3 p.m. He said that the tour will be led by Director Nancy Allen, who incidentally is married to Jim Williams whom is the dean of libraries at University of Colorado, Boulder. He said that DU has 11,500 students and that at the beginning of the summer of 2011, the 41-year old Penrose Library closed for a \$32 million renovation and reopened in the spring of 2013. If the public wants more information about the tour, they can contact Peter Richards directly.

Please see **Attachment A** for Richards' letter to the Library Commission.

2. Arts Commissioner Anna Salim addressed the commission and said that she has been serving on the Arts Commission since 2010. She that the arts department has been in major transition and that she believes this is primarily due to not having an arts manager since Donna Gartenmann retired. Salim said that Valerie Maginnis made a fantastic hire for the arts division manager, with Matt Chasansky. She said that the arts can now begin pursuing a new cultural master plan. She said that Valerie felt strongly that the arts assessment was a necessary step in that process. She said that she believed that Valerie's untimely absence for personal reasons was the reason that the assessment consultants failed to understand and accurately reflect information concerning the library, the Boulder Library Foundation (BLF), and the arts division. She said that she was happy to hear that the steps are underway to remedy this with an addendum to that report. She said that the assessment provides third party recommendations so that decisions and improvements can be made from the greater perspective of the entire city. In regard to cultural master planning, the BLF will undoubtedly be an important player in that conversation as well; she added that the Library Commission will also be important in this respect. This community needs more collaboration rather than less. She said that Marcelee Gralapp was before her time in recognizing the natural reciprocity that could exist between library and arts. Salim said that there are a lot of efficiencies in keeping these divisions together and under a single director. She also said that she doubted the city's willingness in making an abrupt change in their search for a new director. Instead, she suggested encouraging Bradbury Associates to

do their best, to find our new library and arts director, trust that our new arts division manager is qualified and eminently capable of leading the arts division, which will allow the library and arts director much more time to focus on the library and its issues, and finally, to look to our cultural master planning process to see whether or not the arts need to be separated from the library. She said that in the meantime, the Library and Arts commissions can begin to work together more closely and better understand where services overlap, where they are distinct, and in what ways we can work together to make both divisions stronger.

Landry thanked Salim for attending and for speaking, as she said this was the first time that an Arts Commissioner had attended and spoken as a commissioner.

3. Alice McDonald said that she would like better publicity for public meetings and that she would like to save the auditorium. She said that only four library users, along with some arts commissioners, showed up for the public meeting with Bradbury Associates. And McDonald said that there are so many decisions to make this year regarding: the Main Library Renovation, the Civic Area Plan's to take over the library auditorium, and a new director. She said with all of these items that we should have regular publicity; she suggested getting on the Daily Camera's "To-Do" list and mentioned that Erie and Louisville libraries have posted their storytimes there on an ongoing basis. McDonald said that an update in the monthly electronic newsletter is old by the second week. She suggested having a sign at the front door regarding public meetings advertising free cookies.

In regard to the discussion about whether the library and arts director position should be separated into two positions, she said that it had already been concisely suggested what needs to be worked on. McDonald said that regardless of this decision, she believes that the auditorium should remain a free meeting space for all citizens. She said that the Civic Area Plan intends to turn the auditorium into a paid for performance venue and asked the commission if they were aware of this. She said that Marcelee felt strongly that we need to have a performance space that is free for all income levels in this community to be able to enjoy films, concerts, children's events, programming, etc. She said that it would be wrong for the city to amputate the north wing from the rest of the library since it was built with tax money. McDonald urged the Library Commission to prevent this from happening.

And she added that she was happy that she was able to offer feedback to the recruitment firm for the director's position.

4. Betsy Tobin, artistic director of the Now or Never Theatre, spoke to the Library Commission about the separation between the directors for library and arts. She said that it takes an unusual person to address all of the concerns for the library as well as all of the arts concerns. She said that she thought there had been some fantastic performances in the Canyon Theater. Tobin said that there have been full houses and they have had to turn people away. She said that she thought it was important to have a separation between the library director and the arts director. She reiterated the wonderful performances that have happened in the theater and that she was lucky to be part of some of them. Tobin stated that she had heard from many people: artists, audience members, and staff, that are really upset that the programming was cut and were really upset and disappointed. She said that it is easy to cut a program and lose it but it takes a long time to build something. She added that as you [the Library Commission and

others] decide who are in what roles and work on the Civic Area Plan, that it is important to consider the things that do work well and to stand behind them.

CONSENT AGENDA

A. APPROVAL OF SEPTEMBER 4, 2013 MINUTES

The Library Commission unanimously (4-0, Lull absent) approved the Oct. 2, 2013 minutes as amended.

PRESENTATION: JANET DRISKELL TURNER- OUTSTANDING ADULT LEARNER AWARD- SHELLEY SULLIVAN, BOULDERREADS! MANAGER (20 MINUTES)

Sullivan presented the background of the Janet Driskell Turner Outstanding Adult Learner Award. She said that Turner learned to read and write through BoulderReads! in her 70s and went on to publish her memoir. In Janet's honor, Sullivan dedicated this year's award to Gayla Fills Pipe.

Sullivan stated that like Janet, Gayla has overcome many obstacles in her journey. She said that Gayla is tirelessly dedicated to learning, self improvement and giving back to the community; and is also a very humble person whom initially declined the award as she felt that there were many more deserving learners in BoulderReads!

Pipe addressed the Library Commission and guests and thanked BoulderReads! for the opportunities given to her. Pipe shared some of the struggles that she has been able to overcome in her life and the ways in which BoulderReads! has helped her to do so, including her success at the Community College of Denver. She reiterated her gratitude for all of her tutors and all of the support that BoulderReads! has given her over the past 16 years.

Sullivan also honored Diana Sherry by stating that she had built BoulderReads! from the ground up 27 years ago.

MATTERS FROM THE COMMISSION

A. BOARD AND COMMISSION COMMITTEE REPORT AND RECOMMENDATIONS- TIM PLASS, CITY COUNCILMEMBER (33 MINUTES)

Councilmember Plass shared a 30 second promotional video, which will be aired on channel 8 with the intent to reach a broader membership for the boards of the commissions. There will also be various versions of this type of promotional video. The idea for this committee came about at the January 2013 City Council Retreat, and City Council later appointed Council members Plass and Ageton to serve on this committee. A few objectives for the committee are to enhance and increase board and commission recruitment, review the City Council's selection process, and to review how we are supporting our boards and commissions. The committee would assist in ensuring that the board/commission members have a rewarding experience while serving.

Plass and Ageton conducted several personal interviews including city staff, and both former and current board and commission members. A report was generated by the committee (which can be

found here, starting at p.

23: <http://boulderlibrary.org/pdfs/commission/2013/packet/NovCompletePacket.pdf>)

Plass mentioned some ideas that have surfaced including an improved application for new board and commission members including questions about an applicant's experience with group dynamics, And a "lessons learned" panel made up of former board and commissioners who have recently served and can assist others through more challenging pieces of serving. Plass said that another intention is to reinforce open communication between City Council and boards and commissions. He added that Ageton will no longer be on City Council in 12 days and council must appoint another council member to work on this committee.

Comments and questions included:

- O'Brien suggested the idea that a handful of boards and commission members serve on the committee.
- In regard to a later agenda item on this topic, Sawyer asked for any additional information that City Council may be interested in receiving within the letter from the Library Commission, other than the commission's priorities. Plass responded that it would be helpful for the Library Commission to clearly outline what specifically the commission is asking council to do in relation to the commission's priority goals.
- Landry suggested including revisiting the charter language as a Board and Commission Committee goal. Plass responded that if that is something that the Library Commission is interested in specifically doing then the Commission should include that in their letter to City Council.
- Sawyer thanked Plass and council for the increased funding for the north Boulder library. Plass replied that it was a pleasure to support that effort.
- Landry stated that there are two sets of Library Commission minutes that are sent to City Council and that if council does not want two sets, then the Library Commission will respect that. She stated, however since these minutes are a record of the commission's meetings then the commission should be able to decide on which method to use to document its meetings. Plass responded that it may be helpful if there is a norming and best practices for board and commission minutes, including the Library Commission. He added that the board could also choose to opt out of those practices. He said that it could be more efficient, as far as being easier to locate information in minutes, if the formatting was more uniform across the boards.
- Landry stated that she has visited commissions in Longmont and Lafayette and that both have council members at their meetings. Plass said that he heard the suggestion that the boards and commission should have council liaisons. He said that this is not being pursued as it may be too demanding on council members' schedules as each member would have at least two boards and that the liaisons could have attachments to specific boards and there was some concern about how that might work. Plass said that any commissioner can approach any council member at

any time with their questions/concerns. Sawyer said that she appreciated being able to contact several council members and that they have always been very responsive.

COMMISSION PRIORITY DISCUSSION AND INPUT:

A. MAIN LIBRARY RENOVATION PROJECT (20 MINUTES)

- **CONTRACTOR SELECTION PROCESS-**

Magee presented information on the contractor selection process and the top six scoring contractors. He said that the key times include the bid documents being released on Nov. 18 and the bid opening on Dec. 13. (For more information, please see p.

13: <http://boulderlibrary.org/pdfs/commission/2013/packet/NovCompletePacket.pdf>)

- **DESIGN ADVISORY GROUP UPDATE-**

Magee stated that they are a lot of detailed discussion happening now (i.e. shelving, AV, furniture, etc.) but studiotrope are now focused on getting the drawings completed in order to get the bids out. The RFP (Requests for Proposals) is scheduled to go out to café vendors around Dec. 2. Sawyer requested that the Library Commission be able to review the RFP for the café vendor before it is issued.

- **PUBLIC ART SELECTION PROCESS-**

Chasansky reported that the public art selection is still on schedule and are still working through the art selection process.

Comments and questions included:

- Sawyer requested (and O'Brien later agreed) that as staff receive details regarding graphics and furniture specifics for the renovation, i.e. furniture samples, that these also be shared with the commission. Miles responded that quotes for all the furniture have been requested. She said that when these come back, as well as the construction costs and other costs becomes clear, the samples can be reviewed and selections can be made.
- Sawyer asked if John Grant was still a part of this process. Rait stated that Grant was hired to deliver a great pool of artists and top candidates for the public art component, which he did.
- Chasansky stated that 367 people applied for the public art for the renovation project and that the next steps would involve narrowing it down to a few semifinalists and eventually one single finalist to present to the Arts and Library Commissions and ultimately to the city manager before entering into a contract.
- Landry asked if there would just be one finalist or one piece chosen for the public art selection. Chasansky responded that it does not necessarily have to be just one piece and that the funding does limit the scope.

MATTERS FROM THE COMMISSION (continued)

B. DISCUSS COMMISSION PRIORITIES TO INFORM CITY COUNCIL GOAL SETTING (15 MINUTES)-

The Library Commission discussed their 2014 priorities to inform City Council's goal setting; and Sawyer will draft a letter to bring to the commission for review.

- Sawyer requested that, in the future, information about operations, not just projects, be provided to the Library Commission in order to better understand the challenges and plans regarding operational side of library. Rait suggested there could be a focus on a different division every month and that next month's focus would be on the arts.
- Landry commented on the lack of a programming staff person. Miles responded that the position still exists, but it vacant and will be filled.
- The discussion around commission priorities included ideas such as: stabilizing funding and exploring the library district model, the role of the Library Commission, Main Library Renovation Project (support, funding, and community impact), virtual branch, north Boulder library station, and the hiring and transition of a new director.
- O'Brien suggested that the evaluation of the library station be a priority in order to obtain real data (once the station is open).
- Ideas for asking council for assistance included: revising the charter language, renovation funding if needed, and a transition plan for the new director.

C. DISCUSS CHARTER REPORT TO CITY MANAGER-

The Library Commission decided to draft a letter to send to the city manager (which will be reviewed at the December meeting) regarding 2012 library statistics including the number of books, periodicals, and number of visitors.

For the 2013 Annual Report, the Library Commission will review a draft of the data and the proposed format for the 2013 Annual Report for the April meeting.

- D. COMMISSION UPDATE (FROM MEMO) (38 MINUTES)-**The Library Commission discussed the questions included in the Library Commission application. Suggestions for the application included a question about group or team dynamics/experience, questions that require less of a sense of library knowledge, and thought-provoking questions. Sutter suggested a question such as, what are the greatest challenges facing libraries today? Or, what specifically are some of the challenges facing the Boulder Public Library. Sutter will draft proposed changes between meetings and send to the commission for review.

MATTERS FROM THE DEPARTMENT

A. UPDATE ON LIBRARY AND ARTS DIRECTOR RECRUITMENT (30 MINUTES)-

In regard to the possible separation of the library and arts departments, Sawyer stated that though this may be a timely discussion with hiring a new director soon, it also be a large change to ask of the city at this stage in the process.

- Landry read a statement by Commissioner Lull as she was absent from this meeting: "The hiring of the new library director may indeed present a good time to review the position of joint director for the Arts and Library Divisions. After reading the submission from Commissioner Landry for the November Commission Memo, it seems wise to investigate the issue from the following standpoints. Firstly, we have the opportunity to take into consideration the data gathered by Bradbury Associates and hopefully put to use their professional expertise in examining the best job description to reflect the needs of the library and the community. Secondly, if the new directorship is solely a library position, that does not eliminate the overlap of interest presented by the Library Commission, the library Foundation and the Arts Commission, namely the 'cultural development of the city.' With that in mind, it makes sense that these three organizations move forward with a unified position on this issue and a plan for continued communication in regards to cultural offerings in the community."
- Rait stated that considering size of the arts division, it is unlikely that it would become a department.
- O'Brien stated that part of the tensions have been caused by having a vacant Arts and Cultural Services Manager position for so long. She added that to make such a change at this point in the search process seems late. She suggested a meeting between the Library and Arts Commissions, the Boulder Library Foundation and the new director with the intent of cross fertilization of ideas.
- Sawyer stated that perhaps in the future there can be a larger arts budget and there can be a person in charge of each department. Sawyer acknowledged the work of the city manager by saying that she truly appreciates her support of collaboration and cited the example of the Boulder Housing Partners supporting the north Boulder library station. Sawyer stated that she would also like to continue to have cross- departmental conversations in order to promote art through all of Boulder.
- Landry asked what the Commission will expect of the new director. She asked if the Commission wanted to reflect any changes in the posting for this position, i.e. changing the title for the position. Sawyer stated that she did not believe there was a strong enough movement for a change in the position title at this time. (No official motion was made.)
- Landry read a statement regarding the potential separation of the Library and the Arts divisions. She asked if the Commission wants to communicate with the city manager about this opinion. O'Brien responded no. Sawyer said that she does not have a strong enough direction for the city manager in order to support a motion. Rait indicated that the city manager is aware of the different perspectives on this issue.
- O'Brien asked the Commission to consider the extent to which the opinion for possible change is widely held. She suggested keeping things in perspective regarding how many voices are actually being expressed. Sutter suggested continuing to have this discussion and perhaps have this conversation with the director candidates as well.

Sawyer summarized the discussion and believes that the organization is currently in a better place.

B. LIBRARY UPDATE (FROM MEMO)

- **2014 APPROVED BUDGET UPDATE-**

Landry asked if the 79.51 full time employees at the library have benefits. Rait responded yes.

- **GEORGE REYNOLDS BRANCH LIBRARY- FLOOD RECOVERY UPDATE-**

Sawyer shared that there is a new Boulder Library Foundation request for replacing the fireplace at Reynolds Branch Library.

- **NOBO LIBRARY STATION UPDATE-**

- O'Brien asked how the Dec. 6 Open House for the NoBo library station would be advertised. Rait said that the details for this are still being worked out.
- Sawyer said that she dislikes the 'station' model as it is not generally a regular library with regular hours but would like to see the name for this changed. Library Commission agreed.

- **UPDATE ON OPERATIONS- PUBLIC SERVICES REORGANIZATION-**

Miles provided handouts on the organization structure changes. (For more information, Please see the handouts at: <http://boulderlibrary.org/pdfs/commission/2013/handouts/13NovMeetingHandouts.pdf>)

- **MARIA ROGERS ORAL HISTORY PROJECT WEBSITE UPDATE-**

O'Brien commented that this project was very exciting.

- **REPORT ON BOULDER LIBRARY FOUNDATION FUNDING REQUESTS-**

O'Brien asked if there had been a vote by the Foundation on the funding requests. Sawyer responded that the Foundation will make a determination in the short-term on two timely items and that the rest will be handled at the Foundation's January meeting.

- **2014 COMMUNITY SURVEY-**

More information will be provided to the commission on this matter.

- **LIBRARY POLICY REVIEW PLANNING-**

A prioritized list will be provided in December and the Library Commission will begin reviewing these in February 2014.

- **LIBRARY COMMISSION RETREAT PLANNING-**

Sawyer reviewed the three possible dates (June 7, 14, or 21) in which the Library Commission may be added to a wait list at the Community House, for the 2014 retreat. Sawyer's preference was June 21st and Sutter agreed. Discussion will continue on this matter.

- **2014 LIBRARY COMMISSION MEETING CALENDAR-**

No official comments were made.

- **LIBRARY COMMISSION WEBSITE UPDATE-**

Sawyer thanked staff for their follow through on the commission's feedback.

ITEMS FOR INCLUSION IN THE ACTION SUMMARY

Commission discussed items for the Action Summary.

NEXT COMMISSION MEETING (ROLLOVER ITEMS AND DATE)

The next Library Commission meeting will be held at 6 p.m. on Wed., Dec. 4, 2013 at the Main Library, in the North Meeting Room, 1001 Arapahoe Ave. and will include the following agenda items: Renovation update including the furniture bid update, perhaps the RFP (requests for proposals) for a café, and the public art semifinalists; the annual letter to City Council to finalize and vote on; the policy review prioritized list; addendum to the arts assessment; arts and cultural service review update; and reviewing the 2014 community survey.

Meeting adjourned at 9:05 p.m.

To: Boulder Library Commission
Citizen Participation

Date: Weds. 6 November 2013, 6 pm, BPL Main, North meeting room

From: Peter Richards 303 449-2825

Two items,

1. Celeste Landry, Paul Sutter and I spent one hour with the Longmont Library Director, Judith Anderson, on Monday afternoon.
Judith has worked for the city for a long time, 20 years ?
Judith has an MLS degree, she thinks you need it, to see the library 'big picture'.
Judith has been the Lib. Dir. For 4 years now.
Judith has nothing to do with 'arts' in Longmont. Longmont Museum handles that area.
She has people working for her, who worked at BPL (Boulder Public Library) in the past.
Longmont has only one main library, no branches.

Longmont has one library, 51,000 sq. ft., built 20 years ago.

Boulder Main has 92,000 sq. ft., also built 20 ish years ago.

Including the two branches, and Carnegie, Boulder has a total of 114,000 sq. ft. of library.

Longmont's annual library operating budget is \$ 3 M. per year.

Longmont Library is open 3 hours per week less, than Boulder Main is.

Boulder's annual library operating budget is \$ 8 M. per year.

Longmont's current security system for books, CD's, etc. is 'RFID', and it works.

Boulder has no security system, and has had none for more than 5 years.
This does not please the Library Commission.

Longmont has City employees doing janitorial services, and security in the library, with full benefits.

Boulder subcontracts this all out, and I am guessing, with no benefits. ?

The Longmont library security person is a slight woman, who has worked for the City for over 10 years, in other jobs. She does not look like a cop, or a rent a cop. No gun, no badge, no nightstick, no rent a cop uniform.

She has been to the Police Academy, but is not qualified to 'arrest' people.

She makes everyone follow the rules. Longmont has less of a homeless problem than Boulder, but they are very firm with the homeless. Judith mentioned that if someone just 'stinks', they are out of there.

This security person is dressed in tan pants, and a yellow golf type pullover shirt, that says on it, over the front breast pocket, 'Longmont Library Staff'. We saw her on our tour.

2. Field trip/tour of University of Denver library.

Date: Friday, 15 November 2013

Time: meet at DU library at 3 pm

Tour will be led by DU Director of Libraries Nancy Allen.

Nancy is the spouse of Jim Williams, Dean of Libraries, University of Colorado, Boulder.

DU has 11,500 students. Undergraduate: 5,100. Graduates: 6,400
(Source: Wikipedia)

At the beginning of the summer of 2011, the 41-year old Penrose Library closed for a \$32 million renovation, and reopened in the Spring of 2013 as the Anderson Academic Commons, a 21st-century high tech collaboration and study space - one of the most advanced and technologically capable libraries among universities throughout the country.

In addition to seeing the renovated building, my interest in seeing this library, is to see the furniture from Arcadia Design, made in Lyons, CO.

<http://arcadiadesignstudio.com/people.htm>

Anderson Academic Commons statistics, opened March 2013.

- 154,223-square-foot building
- 98,000 online journals
- 39,500 linear feet of library collections onsite
- 4,000+ pieces of furniture refurbished and reused from Penrose Library
- 1,864 chairs each with access to power outlets
- 1,000 databases
- 200-seat event space
- 135 computers (Macs & PCs) for patron use
- 75-seat cafe, 50 seats on the porch
- 32 group study rooms, six seminar rooms and dozens of group booths
- 2 fireplaces

To: Boulder Public Library Commission

From: Maureen Rait, Executive Director of Public Works and Acting Library and Arts Director
Jennifer Miles, Deputy Library Director
Jennifer Bray, Library and Arts, and Parks and Recreation Communication Specialist
Joe Castro, Facilities and Fleet Manager
Glenn Magee, Facilities Design and Construction Manager

Date: Nov. 27, 2013

Subject: Main Library Renovation Project Update

Background:

Background information on the Main Library renovation project may be found online on the project webpage (<http://news.boulderlibrary.org>) and in the September 2012 – November 2013 Library Commission meeting packets, which are archived at: <http://boulderlibrary.org/about/agenda.html#archive>.

Construction Bid Phase

A request for bids from pre-qualified contractors was issued on Nov. 18, with the formal bids due Dec. 13. A current timeline that details the bid processes for construction, as well as plans for the installation of audio visual equipment and technology, shelving and furniture; the replacement of the automated materials handling system; and selection of a café vendor, is included in **Attachment A**. Table 1 shows a high level project timeline to date. Table 2 shows key project steps and Library Commission review dates.

Table 1. Overview of Project Schedule

DESIGN PHASE	
January –May 2013	Concept design
June – July 2013	Design development
July – September 2013	Construction documentation
Sept.23, 2013	RFQ issued for construction contractor
Oct.7, 2013	RFQ responses due
Oct. 8 to Oct. 11, 2013	DAG review of RFQ responses
Oct.15, 2013	Pre-qualified contractors notified
November	Applying for permit/ permit processing
Nov. 18, 2013	Issuance of construction documents for public bid
Nov.26, 2013	Issuance of shelving, furniture and materials moving documents for public bid
Dec. 13, 2013	Bid opening
Dec. 16, 2013	Contractor selection
December 2013 – January 2014	Café vendor RFQ/RFP process
CONSTRUCTION PHASE	

Jan. 29, 2014 – November 2014	Construction
--------------------------------------	--------------

Table 2. Key Project Steps Including Library Commission Review

January – March 2013	Assimilation of the Facilities Sustainability Study, familiarization with Boulder Public Library operations. Develop conceptual design options.
May 1, 2013	Library Commission Meeting: sDC presented the results of 2 nd community meeting (“Check-In”) and the plan for 3 rd community meeting (“Agree”).
May 6, 2013	“In-Reach” meetings for teens and parents of young children
May 29, 2013	3rd Community Meeting “Agree” <i>(Results/Recommendations)</i>
June 5, 2013	Library Commission Meeting: sDC presented a summary of the collateral presented at the 3 rd community meeting (“Agree”) and requested commission to support proceeding with design development & construction documents.
July 10, 2013	Library Commission Meeting: Progress update on design development process
Aug. 7, 2013	Library Commission Meeting: Progress update on design development process. Review: <ul style="list-style-type: none"> • Project communication plan • Public art process timeline • Shelving floor plan • Technology • HVAC augmentation • Preliminary information on cost estimate • Update on Request For Qualifications process for construction contractor selection
Sept. 4, 2013	Library Commission Meeting: Progress update on design development process. Review : <ul style="list-style-type: none"> • Wayfinding • Furniture and finishes • RFID and automated materials handling system selection process • Cost estimate and tradeoffs (if any) to consider • Preliminary architect-recommended project phasing <i>(subject to change by the construction contractor)</i>
Oct. 2, 2013	Library Commission Meeting: Update on bid process plan and café vendor RFP process
Nov. 6, 2013	Library Commission Meeting: Update on bid process
Dec. 4, 2013	Library Commission Meeting: Update on bid process

Dec. 13, 2013	Bid opening
Dec. 16 to Dec. -30, 2013	Contract preparation
Jan. 8, 2014	Library Commission Meeting: Update on construction contract award, groundbreaking ceremony, and café vendor RFP process
Jan. 13, 2014	Boulder Library Foundation Meeting: Review of renovation project funding requests
Mid- January	Groundbreaking ceremony

Furniture Bid Documents

Attachment B is the furniture RFP and **Attachment C** is the furniture matrix for the bid package that is scheduled to be issued on Nov. 26, 2013. **Attachment C** outlines furniture specified by sDC for the renovation project for open bid. The general patron furniture specifications are on Pages 1 through 5. The staff office and public service point furniture is on Pages 5 through 8. Please refer to the Base/Alternate column to determine whether the piece is included in the base project budget. The furniture pieces noted as base were identified specifically for the focus areas of the project. The vendor proposals will include quotes for all pieces base or alternate, so that final selections can be made from either category once the total project cost is known. The custom furniture pieces will be quoted separately by the specific vendors, and information about these pieces was not ready in time to be included in the packet. The custom furniture options include: the self-checkout stations and the media shelving for the adult collections. Staff plans to present recommendations for selection and placement of the general and custom furnishings to the commission at either the January or February meeting depending upon time needed for staff to review all bids and discuss the options with sDC. The commission will be notified as furniture samples are received for evaluation so that those interested can stop by the Main Library and try them out.

Café Vendor Request for Proposal Document Development

Given that a library café is a high priority for the staff and the community, work has begun on drafting a café vendor Request for Proposal (RFP). The commission will receive a draft document in the January 2014 meeting packet. Preparation and commission review of this document was postponed in order to accommodate preparation and issuance of the furniture and shelving bid packages. At minimum, installation of utilities on the bridge to service the café is included in the base project budget. The accepted construction bid and/or the successful procurement of an additional source of monies to fund the café project alternate may influence the options presented in the RFP.

Public Art Selection Timeline

A further revision of the public art project was required to keep the process moving forward. The next step will be to work with the selection panel for an anticipated semifinalist selection by the end of November.

Table 3. Estimated Timeline for Public Art Selection Process

July 25 – Aug. 30, 2013	Request for Qualifications opens
Nov. 20, 2013	Conclusion of pre-scoring process
Nov. 22, 2013	Selection panel selects semifinalists

Nov. 25, 2013 – Jan. 20, 2014	Staff works with semifinalists to develop proposals
Jan. 31, 2014	Selection panel selects finalist
Feb. 5, 2014	Library Commission review of finalist
Feb. 19, 2014	Boulder Arts Commission review of finalist
Feb. 19 to Feb. 25, 2014	Technical review
Feb. 26, 2014	The recommended finalist, as well as the comments of the library and arts commissions will be forwarded to the city manager for approval
March 3, 2014	Contract negotiation phase begins

Design Advisory Group (DAG) Meeting Summary:

In November, the DAG provided sDC with final revisions for the furnishings, shelving and materials moving bid documents. At the Nov. 20 DAG meeting, the graphics bid information and mock ups were reviewed. Some of the mock-ups will be shared with the commission at its December meeting.

Questions for the Commission:

Does the Library Commission have any questions or input about this information?

**CITY OF BOULDER, COLORADO
P.O. BOX 791
1777 Broadway
Boulder, Colorado 80306**

BID NO. 61-2013

**DATE OF ISSUANCE: Tuesday, November 26, 2013
OPENING DATE: 4:30pm Tuesday, December 17, 2013**

**PRE-BID CONFERENCE:
11:00 a.m., Thursday, December 5, 2013**

**SPECIFICATIONS, PROPOSAL,
AND CONTRACT**

FOR

Specialty Furniture

FOR

THE CITY OF BOULDER

Main Library Renovations

FOR INFORMATION CONTACT:

**Glenn Magee
Project Manager
Telephone: 303-441-4202
Mobile: 303-884-4964
Email: mageeg@bouldercolorado.gov
CITY OF BOULDER, COLORADO**

ADVERTISEMENT FOR BIDS**Bid No. 61-2013****City of Boulder
Specialty Furniture for
Main Library Renovations****1001 Arapahoe Avenue, Boulder, Colorado**

Sealed bids will be received by the City of Boulder, Colorado at the offices of the Director of Purchasing, 1777 Broadway, Boulder, Colorado, for the **Provision and Installation of Specialty Furniture related to and Renovation Improvements** to the existing City of Boulder Main Library, located at 1001 Arapahoe Avenue, Boulder, Colorado, until **4:30 p.m., Thursday, December 17, 2013** at which time they will be publicly opened and read. Bidders are invited but not required to attend the bid opening.

**A mandatory pre-bid conference will be held at
11:00 am, Thursday, December 5, 2013 at
the City of Boulder Main Library, located at
1001 Arapahoe Avenue at which time a tour of the facility will be conducted.**

Bids shall be in a sealed envelope, plainly marked

**City of Boulder Bid No. 61-2013
Specialty Furniture For
City of Boulder Main Library Renovations
December 17, 2013**

Bids can be mailed to:

**Pam Andrus
City of Boulder – Purchasing Division
P.O. Box 791
Boulder, Colorado 80306-0791**

Hand carried bids shall be delivered to the office of the Purchasing Coordinator, 1777 Broadway, Boulder, Colorado 80302.

Bid documents will be available on **Tuesday, November 26, 2013** on-line at the Rocky Mountain Bid Systems website: www.rockymountainbidsystem.com

The work for which the bid proposal is requested consists of:

**Provision and Installation of
Specialty Furniture
For City Of Boulder Main Library**

Preference is given to labor, materials, supplies, or provisions produced, manufactured or grown in Colorado, quality being equal to articles offered by competitors outside the state. No preferential price differential shall be allowed for materials, supplies and provisions produced or manufactured in Colorado.

The lowest responsible and best bid will be accepted; provided, however, that the City, acting through its duly authorized representatives shall have the right to reject any and all bids and waive any informality or irregularities contained in said bids.

Each proposal shall be accompanied by a money order, certified check, or bid bond payable to the City of Boulder, Colorado, in the amount of not less than five percent (5%) of the total amount of the bid. No proposal will be considered unless accompanied by such deposit.

No bids will be considered which are received after the time mentioned, and any bids so received after the scheduled closing time will be returned to the bidder unopened.

No bid may be withdrawn within a period of thirty (30) days after the date fixed for opening bids.

City of Boulder, Colorado
A Municipal Corporation

By _____
City Clerk

CITY OF BOULDER, COLORADO

**Specialty Furniture for
Main Library Renovations
Bid No. 61-2013**

INSTRUCTION TO BIDDERS

- 1. RECEIPT AND OPENING OF BIDS:** Bids shall be submitted in sealed envelopes bearing the following address and information:

Purchasing Coordinator – City of Boulder, Colorado
1777 Broadway, Boulder, Co. 80306

**Specialty Furniture For
City of Boulder Main Library Renovations**

**Bid Opening:
Thursday, December 17, 2013 - 4:30 p.m.**

- 2.** The Owner may consider informal any bid not prepared and submitted in accordance with the provisions hereof and may waive any informalities or reject any or all bids. Any bid received after the time and date specified shall not be considered. A bidder may not withdraw a bid within thirty days after the actual date of the bid opening.
- 3. PREPARATION OF BID:** Bidders are required to submit all Attachments as included herein – see Attachment A for checklist. All blank spaces must be filled in with ink or typewriter: prices shall be in both words and figures, the written word shall govern. The Bid shall not be modified or conditioned in any manner. If the bid is sent by mail, use registered mail. Enclose the sealed bid envelope in the mailing envelope. The sealed Bid envelope should contain the following:

Bid Proposal Items as defined in Bid Form Checklist

Following is a schedule pertinent to the preparation of Bids for the project:

Bid Documents Issued: Tuesday, November 26, 2013
Pre-bid conference: 11:00am, Thursday, December 5, 2013
Last Date for receipt of written questions: Thursday, December 12, 2013
Last Date for Issue of Addenda: Friday, December 13, 2013
Bid Date: 4:30 p.m. Thursday, December 17, 2013

- 4. QUALIFIED BIDS:** Bids must be complete and in conformance with the provided Bid Proposal Form (Attachment C). Bids which contain any information or pricing relative to the performance of the Work, in the form of

written qualifications or assumptions about the bid will be considered non-responsive.

- 5. SIGNATURES:** If the bidder is doing business as a Corporation, the bid shall be signed by an officer, i.e., President or Vice President. The signature of the officer signing shall be attested to by the Secretary and properly sealed. If the bidder is an individual or a partnership, the bid shall so indicate and be properly signed and witnessed.
- 6. METHOD OF AWARD:** If the base bid is within the amount of funds available to finance the construction contract, then contract award will be made to the best qualified contractor submitting the lowest base bid. If the base bid exceeds the amount of funds available to finance the construction contract, then the owner may reject all bids. If alternates are called for, the owner may award the contract to that qualified contractor submitting the low combined bid consisting of the base bid with such alternates as are required to produce the net bid amount within the availability of funds. The Owner, as best serves its interest, may select the Base bid and any combination of alternates.
- 7. WITHDRAWAL OF BIDS:** Bidders may withdraw their bids prior to the opening of bids.
- 8. ONE PRIME CONTRACT:** The work is to be executed under one Prime Contract, covering all work in connection with the general work.
- 9. CONDITIONS OF WORK:** All Bidders must inform themselves fully of the conditions relating to the construction of the Project and the employment of labor thereon. Failure to do so will not relieve a contractor of the obligations to furnish all materials and labor necessary to carry out the provisions of the contract. Insofar as possible, the Contractor, in carrying out the work, must employ such methods or means as will not cause any interruption of, or interference with the work of any other contractor, or the Owner.
- 10. OBLIGATION OF BIDDER:** By submitting a bid all bidders represent that they have inspected the site, and have become familiarized with local conditions under which the work is to be performed, and have read and are thoroughly familiar with the contract Documents, including all Addenda. The failure or omission of any bidder to examine any form, instrument or document shall in no way relieve any bidder from any obligation in respect to their bid.
- 11. APPLICABLE LAWS AND REGULATIONS:** The bidder's attention is called to the fact that all work under this contract shall comply with the provisions of federal, state, and local laws, building codes, ordinances and regulations which might in any manner affect the work to be done or those to be employed in or about the work.
- 12. SALES AND USE TAXES AND PERMIT FEES:** No Sales and Use Taxes will be required for this project, or to be included in Bids, as the City of Boulder will be considered to be the "end user" No permit fees will be required.

13. INTERPRETATION OF DOCUMENTS: No interpretation of the meaning of the plans, specifications or other pre-bid documents will be made to any bidder orally. Only interpretations made in conformity with the following procedure will be valid. Interpretations, either written or oral, by any of the consultants or Project Manager, will not be valid. Every request for such interpretation should be in writing addressed to the Project Manager and, to be given consideration for must be received before **December 12, 2013**. Any and all such interpretations and any supplemental instructions will be in the form of written Addenda which will be issued to the Contractor. The Contractor will be responsible for distribution to each sub-contractor. Failure of any Bidder or Sub-Bidder to receive any such Addenda or interpretation shall not relieve such Bidder from any obligation under his bid as submitted. All addenda so issued shall become a part of the Contract Documents.

Bidders shall examine specified products relating to their work and shall submit to the Project Manager written objections at least 48 hours prior to the bid opening.

The submission of a Bid will constitute representation by the Bidder that he has confirmed availability of specified items related to the construction schedule.

14. REVIEW OF DOCUMENTS: Although measures are taken to control quality of released documents, errors in reproduction and collating sometimes occur. It shall be the responsibility of each Bidder to check contents of Construction Drawings and the Project Manual to assure that actual information agrees with the Index. Any missing information will be provided by the consultant at no charge.

15. DISCREPENCIES IN DRAWINGS AND SPECIFICATIONS: Where conflicts are discovered between the Drawings and Specifications, between one Drawing and another, and between various sections of the Specifications, such conflicts shall be brought to the attention of the Project Manager no later than ten (10) days prior to the Date of the Bid Opening.

In the case of an inconsistency between Drawings and Specifications or within either Document not clarified by addendum, the better quality or greater quantity of work shall be provided in accordance with the Architect's interpretation.

16. CHANGES AND SUBSTITUTIONS: Items herein as may be specified under manufacturers' names and catalog numbers are intended as a basis of quality and not as a closed specification unless otherwise noted. Items other than those specifically named in the Specifications or as shown on the Drawings will be considered provided request for approval of such items is received by the Project Manager in writing, using Substitution Request Form – Attachment D.

Each request must be accompanied by complete catalog sheets and other pertinent data, which will make it possible to evaluate the items proposed for use. If, in the Project Manager's opinion, the item or items proposed for use are equal to the items specified in design, quality, material and function, he will issue an Addendum listing all such items approved for use. Bidders shall base

their bid upon the use of the items specifically named in the Specifications or on the Drawings, or as approved in an Addendum issued by the Architect.

In connection with the use of any substitute item approved by the Architect, it shall be the responsibility of the trade contractor choosing to use the substitute item to see that such items meet all space requirements, and that any alteration to connecting items necessitated by use of the alternate items are properly made, at no increase in cost to the Owner. The Contractor shall provide all accessories for any substitution item as intended for the specified use.

17. **CONSULTANTS:** As a matter of identification, the names of consultants employed by the Owner and Consultant for various phases of the Work are listed on the Drawings and in the Specifications. No bidder or material supplier shall communicate directly with any of the consultants without the permission of the Project Manager.

All questions and requests for decisions and interpretations shall be directed to the Project Manager, who, if he deems it advisable, will confer with his consultants regarding same.

18. **BID ALTERNATES:** This bid may include provisions for alternates. Bidders are responsible for reviewing Drawings and Specifications. Bidders shall understand pertinent requirements, and enter amounts in the appropriate spaces on the Proposal Form. In the case of Deductive Alternates, the amount of cost indicated as a Deduct shall be a lump sum for that specific component of the project and should not include adjacent infrastructure or utility installation.
19. **PERFORMANCE BOND / LABOR AND MATERIAL PAYMENT BOND:** Performance Bond and Labor and Materials Bond are not required.
20. **BIDDERS INFORMATION MEETING / PRE-BID CONFERENCE:**
A bidder information meeting will be conducted by the Owner.
The purpose of this meeting is to review the project in detail to allow Bidders to come to a quicker and more complete understanding of the Project. Attendance at this meeting is mandatory. The bid of a Bidder who fails to attend shall be rejected as non-responsive.
21. **REVIEW OF FACILITIES:** Bidding Contractors are invited to inspect the Project area and construction condition after the pre-bid conference.
22. **CONTRACT:** The successful Bidder will be required to enter into a Copy of Boulder Services Agreement – a copy of which is included for review only at this time – See Attachment E.

End of instructions to bidders
CITY OF BOULDER, COLORADO

**Shelving Systems for
Main Library Renovations**

Bid No. 60-2013

PRODUCT SPECIFICATIONS

Included herein are location plans and furniture matrix which identified specific products and quantities to be included in the Bid. Larger format sheets are included in the Bid Package as a separate pdf file. Bidders are requested to use these attachment documents as a worksheet, and to indicate unit prices and extended prices for quantities shown. Prices are to be extended and totaled for a Total Base or Total Alternate Bid Amounts which are then to be entered onto the Bid Summary Sheets included in this package. Both worksheets and the Total Bid Amounts are to be submitted for the Bid Opening

CITY OF BOULDER, COLORADO

**Specialty Furniture for
Main Library Renovations**

Bid No. 61-2013

BID FORM CHECKLIST

- Attachment A – Cover Page and Declaration
- Attachment B – Acknowledgement of Addenda
- Attachment C – Bid Proposal Form / Signature Page
- City of Boulder Form 1

CITY OF BOULDER, COLORADO

**Specialty Furniture for
Main Library Renovations**

Bid No. 61-2013

ATTACHMENT A

Bid Cover Page & Declaration

Bidders must complete and submit this Attachment with their proposal.

Bidders Name _____

Address _____

City / State / Zip Code _____

Point of Contact for this Bid _____

Phone _____

FAX _____

Email _____

The following documents are required for this bid – please mark off each document to acknowledge that you have submitted the document in the proper format

Attachment A – Cover Page

Attachment B – Acknowledgement of Addenda

Attachment C – Bid Proposal Form9s) and Signature page

City of Boulder Form 1

End of Bid Cover Page and Declaration

CITY OF BOULDER, COLORADO

**Specialty Furniture for
Main Library Renovations**

Bid No. 61-2013

ATTACHMENT B

Acknowledgement of Addenda

RECEIPT OF ADDENDA: The undersigned Bidder acknowledges receipt of the following Addenda to the Advertisement to Bid, Specifications, Drawings, and other Contract Documents.

Addenda No. _____ Dated: _____ By: _____

End of Acknowledgment of Receipt of Addenda
CITY OF BOULDER, COLORADO

**Specialty Furniture for
Main Library Renovations**

Bid No. 61-2013

Attachment C

Bid Proposal Form

BID NO: 61-2013
BID OPENING: 4:30 p.m., Thursday, December 17, 2013
OWNER: City of Boulder

PROPOSAL SUBMITTED BY:

Contractor (print)

Address

Phone

Date

PART 1: TERMS AND CONDITIONS

The undersigned Bidder, in compliance with the invitation to Bid and the Instructions to Bidders, having examined the General Contract Conditions, Special Conditions, Specifications, and Drawings, and any and all Addenda thereto; having investigated the location of, and conditions affecting the proposed work; hereby proposes to furnish all labor, materials and supplies, and to construct and perform all work for the Project in accordance with Contract Documents, within the time set forth and at prices stated below. These prices are to cover all expenses incurred in performing the work required under the Contract Documents, of which this Bid Form is a part.

The undersigned Bidder does hereby declare and stipulate that this bid is made in good faith without collusion or connection to any person or persons bidding for the same work, and that it is made in pursuance of, and subject to, all terms and conditions of the Instructions to Bidders, the Specifications and Drawings, and all other Bidding Documents, all of which have been examined by the undersigned.

The Bidder also agrees that, if awarded the Contract, to provide insurance certificates within ten (10) working days of the date of Notification of Award. Submittal of this proposal will be taken by the Owner as a binding covenant that the Bidder will be prepared to start the project within 10 working days after Notification to Proceed, or as mutually agreed by Owner and Bidder. The City of Boulder reserves the right to make the award on the basis of the bid deemed most favorable, to waive any formalities or technicalities and to reject any or all bids. It is further agreed that this bid may not be withdrawn for a period of sixty (60) calendar days after closing time. Bidder agrees to perform the Work in full conformance with the Bidding Documents and within the Base Bid amounts stated below:

UNIT PRICING BID: Bidders are directed to provide unit pricing for each item as identified in the accompanying Bid-tabulation worksheet(s). Costs are to include all miscellaneous accessories for a complete installation. Unit prices are to be extended for the quantities shown.

BID SUMMARY: Total costs, including equipment procurement, delivery and installation:

BASE BID TOTAL: FURNITURE

\$ _____
(Numeric amount)

(Written amount)

**ALTERNATE #1: FURNITURE:
Café Furniture**

\$ _____
(Numeric amount)

\$ _____
(Witten amount)

**ALTERNATE #2: FURNITURE:
“Vision Furniture”**

\$ _____
(Numeric amount)

\$ _____
(Witten amount)

End of Bid Summary

CITY OF BOULDER, COLORADO

**Specialty Furniture for
Main Library Renovations**

Bid No. 61-2013

SIGNATURE PAGE

The undersigned agrees to enter into a contract with the City of Boulder, Colorado, within ten days after Notification of Award.

Attest:

_____ Corporation

_____ President

Date _____

Address _____

City _____

Zip Code _____

Phone Number _____

Fax Number _____

Attest:

_____ Corporation

_____ Individual

Date _____

Address _____

City _____

Zip Code _____

Phone Number _____

End of Bid Proposal Form

CITY OF BOULDER, COLORADO
Specialty Furniture for
Main Library Renovations
Bid No. 61-2013

ATTACHMENT D
SUBSTITUTION REQUEST

NO: _____

CONTRACTOR

Date Submitted: _____ Date response required _____

Specification Title

Section Number:

Page:

Article / Paragraph:

PROPOSED SUBSTITUTION:

Manufacturer:

Trade Name / Model Number:

Installer:

History: New Product 2-5 years old More than 5 years oldDIFFERENCE BETWEEN PROPOSED SUBSTITUTION AND SPECIFIED
PRODUCT: Point-by-point comparative data attached – REQUIRED FOR ALL REQUESTS

REASON FOR NOT PROVIDING SPECIFIED ITEM:

Proposed substitution affects other parts of the Work: NO YES Response made during bidding / pricing phase – NO COST EFFECT Savings to Owner for accepting substitution: (\$ Proposed substitution changes Contract Time NO Yes: Add / Deduct () DaysArchitects Action: Accepted Accepted with conditions (see attached)
Rejected

CONSULTANT:

SIGNED: _____

DATE _____

CITY OF BOULDER, COLORADO**Specialty Furniture for
Main Library Renovations****Bid No. 61-2013****CITY OF BOULDER, COLORADO****ATTACHMENT E****CITY OF BOULDER SERVICES CONTRACT**

The following contract template is included in the Bid Package for reference only. The selected Bidder will execute this Agreement upon contract award. This form is not to be filled out an /or included in the Bid Submittal

THIS CONTRACT made and entered into this ____ day of _____, 20__, by and between the CITY OF BOULDER, hereinafter referred to as the "City," and _____, hereinafter referred to as the "Contractor."

RECITALS

The City is desirous of contracting with one company for _____ for the period from _____ to _____, inclusive; and

The Contractor has submitted the lowest and best bid for said _____.

NOW, THEREFORE, in consideration of the terms, conditions and covenants herein stated, the parties agree as follows:

1. The City agrees to use the Contractor's services in connection with _____ needed and required by it during the period from _____ to _____, inclusive, and the Contractor covenants and agrees to provide said services as required and requested by the City during said period.

2. It is agreed that the request for bids, the specifications, and the Contractor's proposal, incorporated herein by reference, are hereby made a part of this Contract, and each of the parties agrees to carry out and perform all of the provisions of said documents. In the event of conflicts or inconsistencies between this Contract and its exhibits or attachments, such conflicts or inconsistencies shall be resolved by reference to the documents in the following order of priority:

- A) The Contract;
- B) The request for bids and specifications; and
- C) The Contractor's proposal.

3. City agrees to pay for said services and materials the prices as set forth in the Contractors proposal.

4. Payment by the City shall be made upon receipt of invoices from the Contractor, which shall be subject to verification as to the cost of materials used, and the time spent in performance of the services. The City shall not be liable for payment for services or materials which do not conform to the Contract documents.

5. The work to be done under this Contract and under the specifications above referred to shall include the furnishings of all materials, labor and equipment.

6. The Contractor agrees that it shall perform all said services and supply the necessary materials to the entire satisfaction of the director of the department requesting

said work. All material used and all labor performed shall be subject to the inspection and approval or rejection of the director of the department requesting said work, or his or her authorized agent.

7. The City hereby reserves the right to decide all questions arising as to the proper performance of said services, and as to the quality of the materials used. In the event that the City shall determine that the services are not being performed in accordance with the terms of this Contract, or, if the services be wholly, or in part, negligently, or improperly performed, then written notice of such defect or defects shall be given to the Contractor.

In the event that such defect or defects are not remedied within a reasonable time from the date notice is given, the City may, at its option, declare the Contractor to be in default, either as to the particular work performed and declared to be defective, or as to the entire Contract. In the event the City should declare the Contract to be in default only as to the particular work performed and declared defective, then the City may relet such portion and the costs incurred in consequence of such default may be applied in payment of any money due and owing to the Contractor. If there shall not be a sufficient sum due from the City, then in such case, the costs incurred shall be a just claim against the Contractor and shall be recoverable in any court of competent jurisdiction.

In the event that a default is declared as to work performed and declared defective, it is agreed and understood that such declaration of default shall not in any way relieve the Contractor from any liability for non-performance of the covenants and agreements of this Contract, but the same shall be and remain valid and binding obligations against the Contractor. As to work not declared to be in default, Contractor agrees to complete the same under the terms of this Contract.

8. Contractor agrees to procure and maintain in force during the terms of this Agreement, at its own cost, the following minimum coverages:

A. Workers' Compensation and Employers' Liability

- | | |
|----------------------------|----------------------------------------------------------------------------------------------|
| i. State of Colorado: | Statutory |
| ii. Applicable Federal: | Statutory |
| iii. Employer's Liability: | \$100,000 Each Accident
\$500,000 Disease-Policy Limit
\$100,000 Disease-Each Employee |
| iv. Waiver of Subrogation | |

B. Commercial General Liability

- | | |
|------------------------------------------------------------|-------------|
| i. Bodily Injury & Property Damage General Aggregate Limit | \$1,000,000 |
| ii. Personal & Advertising Injury Limit | \$1,000,000 |
| iii. Each Occurrence Limit | \$1,000,000 |

The policy shall be on an Occurrence Form and include the following coverages: Premises Operations; Personal and Advertising Injury; Medical Payments; Liability

assumed under an Insured Contract; Independent Contractors; and Broad Form Property Damage. Coverage provided should be at least as broad as found in Insurance Services Office (ISO) form CG0001.

C. Commercial Automobile Liability Limits

i. Bodily Injury & Property Damage Combined Single Limit

\$1,000,000

- | | |
|--------------------------------------|------------|
| ii. Medical Payments per person | \$ 5,000 |
| iii. Uninsured/Underinsured Motorist | \$ 100,000 |

Coverage is to be provided on Business Auto, Garage, or Truckers form. Coverage provided should be at least as broad as found in ISO form CA0001 (BAP), CA0005 (Garage) or CA0012 (Trucker) including coverage for owned, non-owned, & hired autos.

Prior to the execution of this Contract by the City, the Contractor shall forward Certificates of Insurance to Purchasing. The insurance required shall be procured and maintained in full force and effect for the duration of the Contract. Certificate Holder shall be the City of Boulder at 1777 Broadway, P.O. Box 791, Boulder, CO 80306.

All insurance policies (except Workers Compensation) **shall include City of Boulder and its elected officials and employees as additional insureds as their interests may appear.** The additional insured endorsement should be at least as broad as ISO form CG2010 for General Liability coverage and similar forms for Commercial Auto Liability.

The City requires that all policies of insurance be written on a primary basis, non-contributory with any other insurance coverages and/or self-insurance carried by the City.

The City of Boulder reserves the right to reject any insurer it deems not financially acceptable by insurance industry standards. Property and Liability Insurance Companies shall be licensed to do business in Colorado and shall have an AM Best rating of not less than A- VI.

Contractor, or Contractor's insurance broker, shall notify the City of any cancellation or reduction in coverage or limits of any insurance within seven (7) days of receipt of insurer's notification to that effect. The Contractor shall forthwith obtain and submit proof of substitute insurance in the event of expiration or cancellation of coverage.

9. The Contractor agrees to indemnify and save harmless the City against any and all damages to property or injuries to or death of any person or persons arising from its performance of this Contract, including property and employees or agents of the City and shall defend, indemnify and save harmless the City from any and all claims, demands, suits, actions or proceedings of any kind or nature, including without limitation Worker's Compensation claims, of or by anyone whomsoever in any way resulting from or arising out of the Contractor's operations in connection with this Contract, including operations of sub-contractors and acts or omissions of employees or agents of the Contractor or its sub-contractor.

10. Notwithstanding any other provision of this Contract to the contrary, no term or condition of this Contract shall be construed or interpreted as a waiver, express or implied, of any of the immunities, rights, benefits, protection, or other provisions of the Colorado Governmental Immunity Act, Section 24-10-101 *et seq.*, C.R.S., as now or hereafter amended. The parties understand and agree that liability for claims for injuries to persons or property arising out of negligence of the City, its departments, institutions, agencies, boards, officials and employees is controlled and limited by the provisions of Section 24-10-101 *et seq.*, C.R.S., as now or hereafter amended.
11. The relationship between the Contractor and the City is that of an independent contractor. The Contractor shall supply all personnel, equipment, materials and supplies at its own expense, except as specifically set forth herein. The Contractor shall not be deemed to be, nor shall it represent itself as, an employee, partner, or joint venturer of the City. No employee or officer of the City shall supervise the Contractor. **The Contractor is not entitled to worker's compensation benefits and is obligated to directly pay federal and state income tax on money earned under this Contract.**
12. The Contractor agrees that it will not cause or permit any claims in the nature of mechanic's liens for materials or labor placed or used under the terms of this Contract to be filed or served upon the City; and the Contractor hereby guarantees to indemnify and save harmless the City against any and all such claims for liens which may be filed or asserted against any of the work done hereunder.
13. The City agrees that the Contractor shall not be liable for any delay or non-performance due to the failure of the source of supply from which the Contractor obtains the materials to make delivery, or due to delays in transportation, labor strikes, floods, fires, acts of God, or to the acts or regulations of any governmental entity or any branch or agency thereof. The Contractor however, shall not be excused from liability for delays or non-performance caused by events or conditions within its control, nor for delays or non-performance which it could have foreseen and avoided, prevented or significantly ameliorated by exercising reasonable prudence or diligence, nor for any delays or non-performance caused in whole or in part by the Contractor itself.
14. In the event of delay or non-performance by the Contractor for any reasons set forth in paragraph 13 of this Contract, or for any other reason, the City shall be free to obtain said services from other sources without incurring liability or damages to the Contractor.
15. The Contractor shall not assign this Contract without the written consent of the City, which it may withhold at its sole discretion.
16. This Contract shall be subject to the provisions of the Charter, Municipal Code and Ordinances of the City of Boulder.
17. This Contract may be terminated by either party if it has been materially breached by the other party and thirty (30) days written notification is tendered. City may, at any time, terminate this Contract, in whole or in part, for its own convenience and without cause of any nature by giving the Contractor written notice at least

seven days in advance of the termination date. City shall pay Contractor for work satisfactorily completed, to the date of termination; the City shall determine the portion of work completed. Upon such payment, all obligations of the City to the Contractor under this Contract shall cease.

18. The City reserves the right to extend the Contract for additional one year terms, and may grant up to four one year extensions if mutually agreeable by both parties and conditions remain constant. Contract renewals shall be in writing and signed by both parties.
19. It is expressly understood and agreed that the enforcement of the terms and conditions of this Contract and all rights of action relating to such enforcement, shall be strictly reserved to the City and the Contractor. Nothing contained in this Contract shall give or allow any claim or right of action whatsoever by any other third person. It is the express intention of the City and the Contractor that any such party or entity, other than the City or the Contractor, receiving services or benefits under this Contract shall be deemed an incidental beneficiary only.
20. The waiver of any breach of a term, provision, or requirement of this Contract shall not be construed or deemed as waiver of any subsequent breach of such term, provision, or requirement, or of any other term, provision, or requirement.
21. This Contract is intended as the complete integration of all understandings between the parties. No prior or contemporaneous addition, deletion, or other amendment hereto shall have any force or effect whatsoever, unless embodied herein in writing. No subsequent notation, renewal, addition, deletion, or other amendment hereto shall have any force or effect unless embodied in a writing executed and approved by the City pursuant to City rules.
22. The Contractor certifies that the Contractor shall comply with the provisions of section 8-17.5-101 et seq., C.R.S. The Contractor shall not knowingly employ or contract with an illegal alien to perform work under this contract or enter into a contract with a subcontractor that fails to certify to the Contractor that the subcontractor shall not knowingly employ or contract with an illegal alien to perform work under this contract.

The Contractor represents, warrants, and agrees (i) that it has confirmed the employment eligibility of all employees who are newly hired for employment to perform work under this contract through participation in either the E-Verify or the Department Program; (ii) that the Contractor is prohibited from using either the E-Verify Program or the Department Program procedures to undertake pre-employment screening of job applicants while the public contract for services is being performed; and (iii) if the Contractor obtains actual knowledge that a subcontractor performing work under the public contract for services knowingly employs or contracts with an illegal alien, the contractor shall be required to:

- a) Notify the subcontractor and the contracting state agency or political subdivision within three days that the contractor has actual knowledge that the subcontractor is employing or contracting with an illegal alien; and
- b) Terminate the subcontract with the subcontractor if within three days of receiving the notice required pursuant to 8-17.5-102(2)(b)(III)(A) the

subcontractor does not stop employing or contracting with the illegal alien; except that the contractor shall not terminate the contract with the subcontractor if during such three days the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with an illegal alien.

The Contractor further agrees that it shall comply with all reasonable requests made in the course of an investigation under section 8-17.5-102(5), C.R.S. by the Colorado Department of Labor and Employment. If the Contractor fails to comply with any requirement of this provision or section 8-17.5-101 et seq., C.R.S. the City may terminate this contract for breach and the Contractor shall be liable for actual and consequential damages to the City.

Nothing herein shall constitute a multiple fiscal year obligation pursuant to Colorado Constitution, Article X, Section 20. Notwithstanding any other provision of this Agreement, the City's obligations under this Agreement are subject to annual appropriation by the City Council of the City. Any failure of a City Council annually to appropriate adequate monies to finance the City's obligations under this Agreement shall terminate this Agreement at such time as such then-existing appropriations are to be depleted. Notice shall be given promptly to the Contractor of any failure to appropriate such adequate monies.

Contractor warrants that the individual executing this Contract is properly authorized to bind the Contractor to this Contract.

Specialty Furniture for Main Library Renovations

Bid No. 60-2013

FORM 1: ACCEPTANCE OF TERMS AND CONDITIONS

[Use this form to indicate exceptions that your firm takes to any terms and conditions listed in the Professional Services Boilerplate attached to this RFP, as well as the RFP itself. Proposals which take exception to the specifications, terms, or conditions of this RFP or offer substitutions shall explicitly state the exception(s), reasons(s) therefore, and language substitute(s) (if any) in this section of the proposal response. Failure to take exception(s) shall mean that the proposer accepts the conditions, terms, and specifications of the RFP.

If your firm takes no exception to the specifications, terms, and conditions of this RFP, please indicate so.

List exceptions here:

No exceptions taken

Signed _____

Date _____



TABLE OF CONTENTS:

PAGE	SECTION TITLE
1	FURNITURE SPECIFICATIONS
7	OFFICE FURNITURE SPECIFICATIONS
12	FURNITURE REFERENCE PLANS

CLIENT:	BOULDER PUBLIC LIBRARY
ARCHITECT:	STUDIOTROPE DESIGN COLLECTIVE
ADDRESS:	1001 Arapahoe Ave Boulder, CO 80302
DATE:	NOVEMBER 20, 2013

ALL PRODUCTS WITHIN THIS BID DOCUMENT SHALL HAVE PRODUCT SUBMITTALS FOR FINAL APPROVAL PRIOR TO PURCHASING

ROOM	ROOM #	TYPE MARK	BASE/ALTERNATE	PROPRIETARY		PRODUCT	PRICE	MANUFACTURER	PRODUCT NAME	Description	MODEL NUMBER	DIM	FINISH/FABRIC	QUANTITY	COM PRICE(\$/SY) (IF APPLICABLE)	EXTENDED COM PRICE	PRICE PER UNIT	EXTENDED PRICE	COMMENTS	
				YES	NO															
CAFE 180																				
CAFÉ	180	CH11v	ALT1		X	Bar stools	 * photos are representational and may not reflect actual finishes/configuration	Stylex(or equal)	Brooks	Stool height chair with plastic seat and back, chrome frame, 4 legs (no casters) and no arms.	BR75P4	Stool Height	P4 Pale Grey	6						
CAFÉ	180	T07v	ALT1		X	Banquet Table	 * photos are representational and may not reflect actual finishes/configuration	IZZY Plus(or equal)	Harter Shapes	30x36 Solid surface table with "x" chrome base		30x36	Top:3Form Chroma, Moss Base: X Base, Brushed Metal	6						
CAFÉ	180	CH10v	ALT1		x	Childrens Seating	 * photos are representational and may not reflect actual finishes/configuration	Arcadia	Fiore	Child size table with multiple ottoman seats	5135F	63" D	Table Finish: Formica: Sol 3209 Pedals: Architex, Name: Bluff Color: Cotswolds Finish: Stain Resistance 	3						
FICTION 141																				
FICTION	141	CH02v	ALT2		X	Chairs Lounge, type II	 * photos are representational and may not reflect actual finishes/configuration	HBF	Dialogue Series		5103-30		Assume COM of \$55/sqyrd w/ Crypton Finish	4						
FICTION	141	CH02v	ALT2		X	Ottoman	 * photos are representational and may not reflect actual finishes/configuration	HBF	Dialogue Series		5104-89		Assume COM of \$55/sqyrd w/ Crypton Finish	4						
FICTION	141	T04v	ALT2		X	Side Tables	 * photos are representational and may not reflect actual finishes/configuration	Herman Miller (or equal)	Swoop Side Table		OA301-P(cut out)	25"x25"x16.5"	Assume Formica or equal	2						

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				YES	NO														
	141	T04v	ALT2	X		Outlet		Herman Miller (or equal)	Swoop Side Table - Power		Connect S200, Y1322	NA	NA	2					
FICTION	141	T04A	ALT2		X	Side Tables		Herman Miller (or equal)	Swoop Side Table		OA301 (NO CUTOUT)	25"x25"x16.5"	Assume Formica or equal	1					
							<small>* photos are representational and may not reflect actual finishes/configuration</small>												
MEDIA																			
MEDIA	142	CH17v	ALT2		X	Chairs Lounge		Bernhardt	Chaira		4755		Fabric: Assume COM of \$55/sqyrd w/ Crypton Finish Base: Chrome	12					
							<small>* photos are representational and may not reflect actual finishes/configuration</small>												
FICTION	142	T3v	ALT2		X	Side Table		Arcadia, Encore	Cielo Occasional Table		8060-2218-(GL)	22" D	Top: Back painted glass Frame: Chrome	6					
							<small>* photos are representational and may not reflect actual finishes/configuration</small>												
TEEN/ TECH LAB																			
TEEN	250	CH09	BASE		X	Task Chairs		Allsteel(or equal)	Seek	Plastic Task chair with arms, No casters	K-PPCO			12					
							<small>* photos are representational and may not reflect actual finishes/configuration</small>												
TEEN	250	T09	BASE		X	Standing Height Table		IZZY Plus	Rylee		#RYL ST043672	2'-6"x3'-6"	Top:Formica 8827-58 SarumTwill Edge: Straight Vinyl - Slate Gray Leg: Metallic Straight Legs	2					
							<small>* photos are representational and may not reflect actual finishes/configuration</small>												
TEEN	250	T08	BASE		X	Study Table		Fixtures	Pick a table, Pick a Base	Movable laminate table with 4 legs on casters	10370L.01005CS	30x42	Top: Formica 209-49-90 White Markerboard Edge: Straight Vinyl - Slate Gray Leg: Metallic Straight Legs	4					
							<small>* photos are representational and may not reflect actual finishes/configuration</small>												

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				YES	NO															
TEEN	250	CH14	BASE		X	Gaming Chair	 <small>* photos are representational and may not reflect actual finishes/configuration</small>	Arconas	Bouloum		691		Coffee Bean	2						
CHILDRENS 151																				
CHILDRENS	151	T01	BASE		X	Table (Small)	 <small>* photos are representational and may not reflect actual finishes/configuration</small>	Spec	Bean Table Type I		BN Table		Top: Formica Color Core 2 New White 7223 Edge: PVC Flat Edge (yellow) Provide samples Legs: Silver	5						
CHILDRENS	151	CH03	BASE		X	Chair	 <small>* photos are representational and may not reflect actual finishes/configuration</small>	Spec	Bean Stool		4020 Stool		Top: Formica Color Core 2 New White 7223 Edge: PVC Flat Edge (yellow) Provide samples Legs: Silver	20						
CHILDRENS	151	CH06	BASE		X	Chair	 <small>* photos are representational and may not reflect actual finishes/configuration</small>	Tabisso	Typographia, Kids		T3 (A,B,C,D,E,F)		(2) F6907 (Magenta) (2) F6901 (Green) (1) F2274 (White)	5						
CHILDRENS	151	CH05	BASE		X	Soft Seating Type II	 <small>* photos are representational and may not reflect actual finishes/configuration</small>	Nienkamper	Kloud Lounge Chair		14981		Arch Com AC-60145	3						
CHILDRENS	151	CH27v	ALT2		X	Letters Furniture	NO IMAGE	FEEK	A, E, I, O, U	Custom : Company spec reference: "AEIOU Assy"			Light Gray	1					Randomly installed within childrens (not shown on plan)	
CHILDRENS	151	CH08	ALT2		X	Puppy Chair	 <small>* photos are representational and may not reflect actual finishes/configuration</small>	Magis	Puppy (Medium)		MT52-GR		GREEN	3					Randomly installed within childrens (not shown on plan)	

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				YES	NO															
CHILDRENS	151	T15	BASE		X	OPAC Workstation	 * photos are representational and may not reflect actual finishes/configuration	IZZY Plus	Pick a table, Pick a Base		10224L.01005	24x24	Top: Formica 6901-MC Vibrant Green Edge: PVC Flat Edge- Slate gray base: X Base - Metallic	2						
CHILDRENS	151	CH06B	BASE		X	Children Workstation Seating (adult height)	 * photos are representational and may not reflect actual finishes/configuration	Vanerum Shelter	Airley C-Frame (17")				LIGHT GRAY	2						Bidders - Contact Courtney Bliss at Vanerum Steller for pricing 616.224.1706
COMPUTERS/ NON FICTION																				
COMPUTERS/ NON FICTION		T13v	ALT2		X	Computer Workstations	 * photos are representational and may not reflect actual finishes/configuration	First Office (or equal)	Staks Benching (4 person Pod)				48"x192" (EACH)	Assume Formica or equal with an acrylic center plan	3					
COMPUTERS/ NON FICTION		CH25v	ALT2		X	Soft Seating	 * photos are representational and may not reflect actual finishes/configuration	Knoll Studio (or equal)	Womb Chair		70L		Assume COM of \$55/sqyrd w/ Crypton (or similar) Finish	6						
COMPUTERS/ NON FICTION		T13v	ALT2		X	Side table	 * photos are representational and may not reflect actual finishes/configuration	Bernhardt Design	Occasional - Linc		L18	18"x24"x17.5"	TBD	4						
COMPUTERS/ NON FICTION		T10v	ALT2		X	Study Tables	 * photos are representational and may not reflect actual finishes/configuration	Fixtures(or equal)	Pick a table, Pick a Base		103101L.01005P-CS	30x30	Top: Assume Formica or equal Edge: Vinyl Straight T (color TBD) Base: X-Base, Brushed Metal	16						
COMPUTERS/ NON FICTION		T11v	ALT2		X	Study Tables	 * photos are representational and may not reflect actual finishes/configuration	Fixtures(or equal)	Pick a table, Pick a Base		104101L.01005P-CS	30x72	Top: Assume Formica or equal Edge: Vinyl Straight T (color TBD) Base: Straight legs, Brushed Metal	4						

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				YES	NO															
COMPUTERS/ NON FICTION		T12v	ALT2		X	Study Tables	 * photos are representational and may not reflect actual finishes/configuration	Fixtures(or equal)	Pick a table, Pick a Base		10500L.01005-CS	36"D	Top: Assume Formica or equal Edge: Vinyl Straight T (color TBD) Base: X-Base, Brushed Metal	8						
COMPUTERS/ NON FICTION		CH21v	ALT2		X	Task Chairs	 * photos are representational and may not reflect actual finishes/configuration	Allsteel(or equal)	Seek	Plastic Task chair with arms, No casters	K-PPCO		TBD	87						
COMPUTERS/ NON FICTION		CH24v	ALT2		X	Rocking Chair	 * photos are representational and may not reflect actual finishes/configuration	Magis	Voido		1395C		TBD	2						
PERIODICALS																				
PERIODICALS	241	CH22v	ALT2		X	Soft Seating	 * photos are representational and may not reflect actual finishes/configuration	HBF	C-Collection		5121-32		Fabric: Assume COM of \$55/sqyrd w/ Crypton Finish Leg: Metal	16						
SERVICE POINT SEATING																				
SERVICE POINT	NA	CH16	BASE		X	Guest Chair	 * photos are representational and may not reflect actual finishes/configuration	Allsteel (or equal)	Seek	Task Chair with arms and no casters	K-PPCO		Bidder to submittal color options for final approval	12						
MEETING ROOMS																				
MEETING ROOMS	143	T20v	ALT2		X	Conference Table	 * photos are representational and may not reflect actual finishes/configuration	First Office (or equal)				84x30	Assume Formica or equal	8						
SERVICE POINT																				

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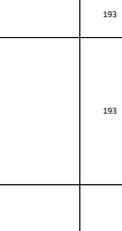
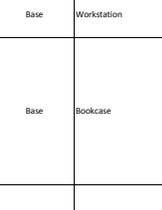
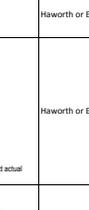
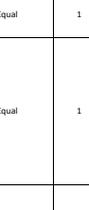
ROOM	ROOM #	TYPE MARK	BASE/ALTERNATE	PROPRIETARY		PRODUCT	PRICE	MANUFACTURER	PRODUCT NAME	Description	MODEL NUMBER	DIM	FINISH/FABRIC	QUANTITY	COM PRICE(\$/SY) (IF APPLICABLE)	EXTENDED COM PRICE	PRICE PER UNIT	EXTENDED PRICE	COMMENTS
				YES	NO														
SERVICE POINT	NA	D1	BASE		X	One person Service Point		Demco	Custom service desk	Demco Project ID: D3100002 Quote ID: T329695 Laminate Quote			Exact Finishes to be selected during the Shop Drawing review	2					
SERVICE POINT	NA	D2	BASE		X	Two Person Service point		Demco	Custom height adjustable service desk					Exact Finishes to be selected during the Shop Drawing review	2				
SERVICE POINT	NA	D3	BASE		X	Standing heigh Kiosk		Demco	Custom service desk					Exact Finishes to be selected during the Shop Drawing review	1				
OFFICE FURNITURE	NA																		
OFFICE FURNITURE	NA	NA	BASE		X	Office Furniture		Haworth(or equal)	See attached sheet for additional information					na					

Boulder Public Library

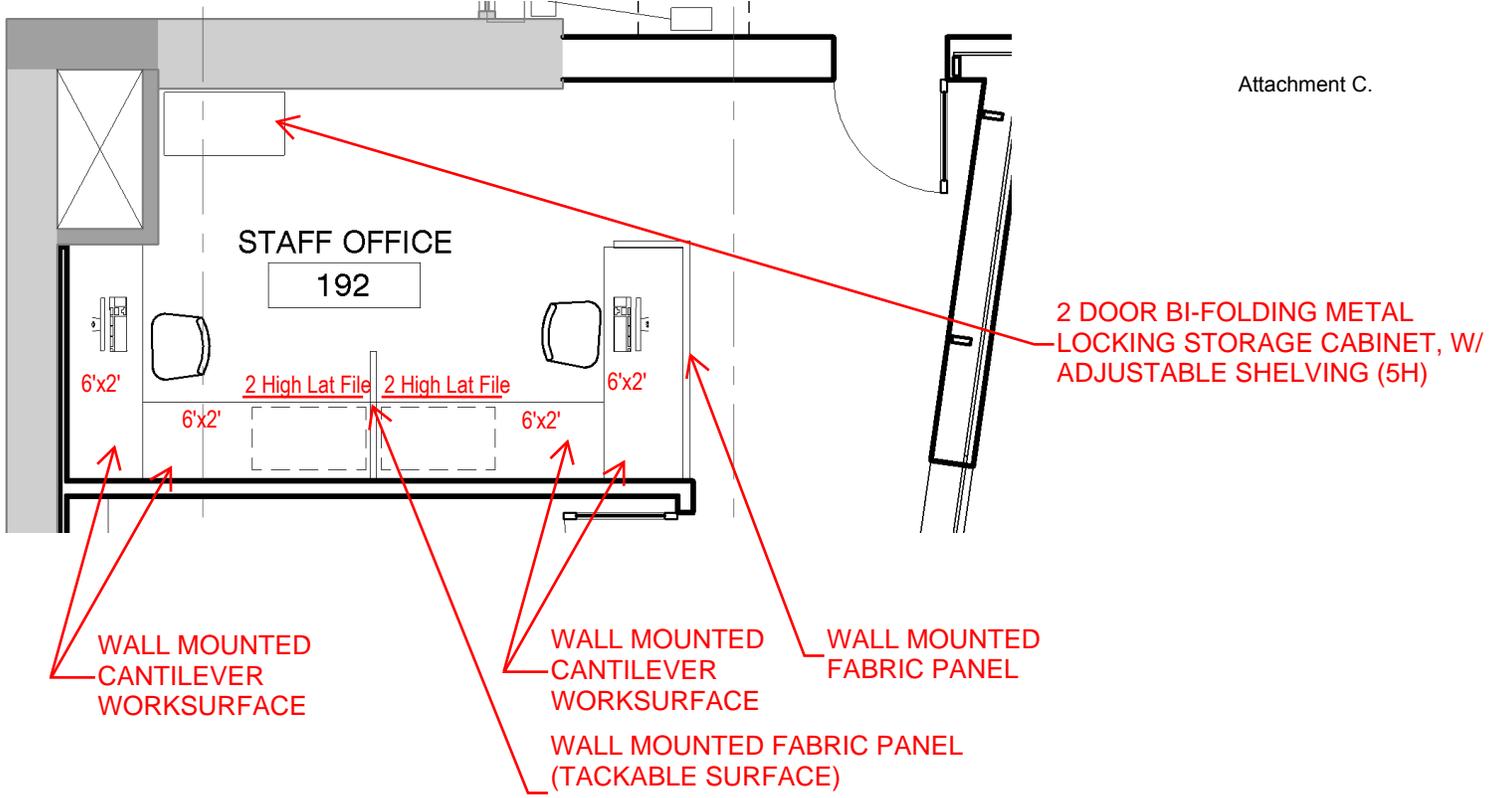
Attachment C.

CLIENT: BOULDER PUBLIC LIBRARY
 ARCHITECT: STUDIO TROPE DESIGN COLLECTIVE
 ADDRESS: 1001 Arapahoe Ave. Boulder, CO
 80302

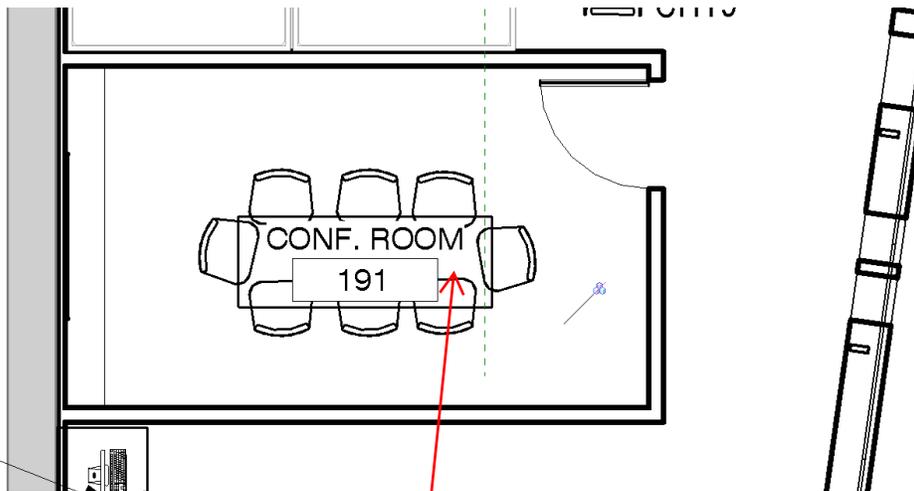
DATE: NOVEMBER 20, 2013

ITEM NO.	ROOM	ROOM #	BASE/ALTERNATE	PRODUCT	DESCRIPTION	IMAGE	FURNITURE MANUFACTURER	FINISH/FABRIC	QUANTITY	PRICE	COMMENTS
001	Conference Room	191									
002	Conference Room	191	Base	Conference Table	2'-6"x7'-0" Laminate Conference Room Table	 * photos are representational and may not reflect actual finishes/configuration	Harter or Equal	Assume Formica or Equal	1		
003	Staff Offices	192									
004	Staff Offices	192	Base	Cubicle	(4) 6'X2' X Series Laminate/ Steel Frame cantilever workspaces w/ 2 wall mounted fabric wrapped privacy panels, wall mounted overheads + 2 (2H) Lateral File cabinets (All Storage to be locking)(Grommet locations to be decided on product submittal)	 * photos are representational and may not reflect actual finishes/configuration	Haworth or Equal	Worksurface: Assume Formica or Equal Edge: Knife Edge or Equal Panels: Fabric Wrapped	1		
005	Staff Offices	192	Base	Storage Cabinet	Metal Storage Cabinet (36x18x72)	 * photos are representational and may not reflect actual finishes/configuration	Haworth or Equal	Assume Formica or Equal	1		
006	Volume Station	193									
007	Volume Station	193	Base	Workstation w/ bridge	5'x30" Laminate surface mounted workstation w/ overhead storage, B/B/F, and B/B; bridge 3'-6" x 1'-6" (All Storage to be locking)(Grommet locations to be decided on product submittal)	 * photos are representational and may not reflect actual finishes/configuration	Haworth or Equal	Assume Formica or Equal	1		
008	Volume Station	193	Base	Workstation	4'x 2'-6" Laminate workstation, surface mounted(Grommet locations to be decided on product submittal)		Haworth or Equal	Assume Formica or Equal	1		
009	Volume Station	193	Base	Bookcase	Laminate Bookcase, 3' x 12" (5 shelves high)	 * photos are representational and may not reflect actual finishes/configuration	Haworth or Equal	Assume Formica or Equal	1		
010	Volume Station	193	Base	Tables	(3) 2'-0" x 4'-0" laminate, mobile workstations on lockable casters	 * photos are representational and may not reflect actual finishes/configuration	Izy Plus or Equal	Assume Formica or Equal	3		
011	Staff Offices	194									
012	Staff Offices	194	Base	Tables	7'-0" x 2'-6" Laminate Table	 * photos are representational and may not reflect actual finishes/configuration	Izy Plus or Equal	Assume Formica or Equal	1		
013	Staff Offices	194	Base	Storage Cabinet	2'-0" x 3'-0" Laminate Storage Cabinet with Adjustable Shelves (2 High)(All Storage to be locking)	 * photos are representational and may not reflect actual finishes/configuration	Haworth or Equal	Assume Formica or Equal	1		
014	Interact Zone	145									
015	Interact Zone	145	Base	Storage Cabinet	2'-0" x 3'-0" Laminate Storage Cabinet with Adjustable Shelves (2 High) (All Storage to be locking)	 * photos are representational and may not reflect actual finishes/configuration	Haworth or Equal	Assume Formica or Equal	2		
016	Childrens Staff Offices	157									

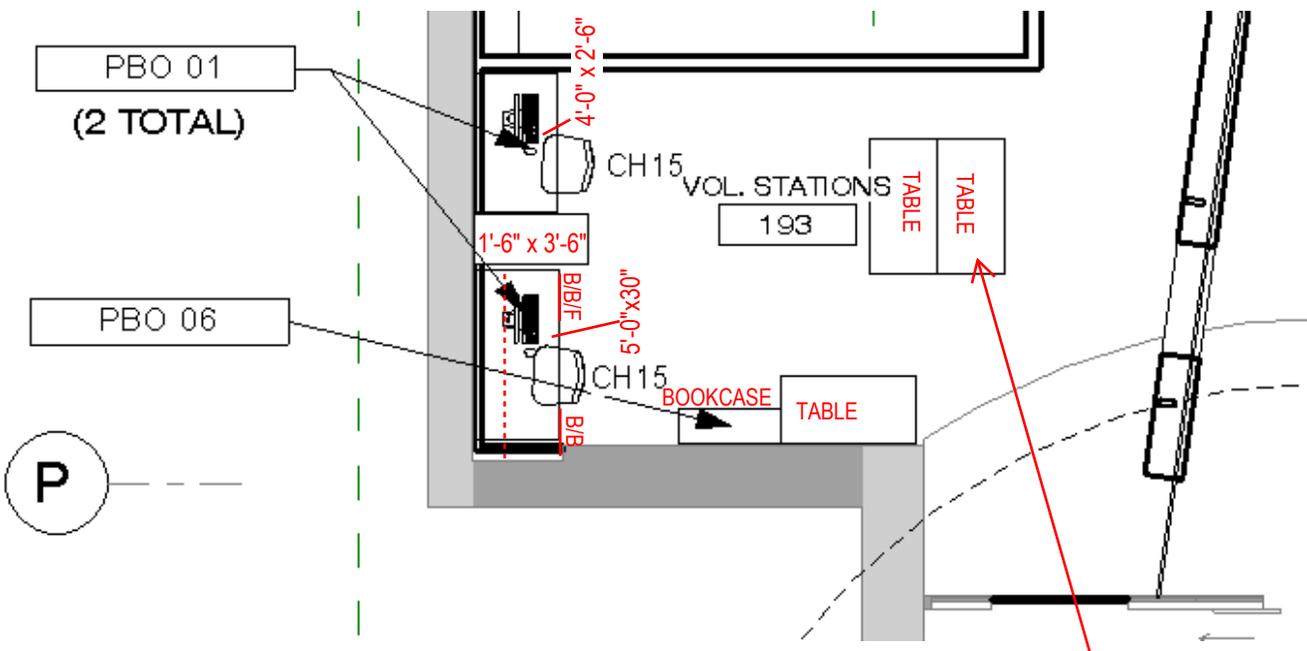
017	Childrens Staff Offices	157	Base	Workstation w/ bridge	5'x2' Laminate surface mounted workstation w/ B/B/F; bridge 5'x2' (All Storage to be locking)(Groment locations to be decided on product submittal)	 <small>* photos are representational and may not reflect actual finishes/configuration</small>	Haworth or Equal	Assume Formica or Equal	2		
018	Childrens Staff Offices	157	Base	Workstation	5'x2' Laminate surface mounted workstation w/ B/B/F (All Storage to be locking) (Groment locations to be decided on product submittal)	 <small>* photos are representational and may not reflect actual finishes/configuration</small>	Haworth or Equal	Assume Formica or Equal	1		
019	Childrens Staff Offices	157	Base	Cubicle	6X6 X Series Laminate/ Steel Frame Steel Frame desks w/ 1 wall mounted fabric wrapped privacy panels, and BBF (All Storage to be locking)(Groment locations to be decided on product submittal)	 <small>* photos are representational and may not reflect actual finishes/configuration</small>	Haworth or Equal	Assume Formica or Equal	1		
020	Childrens Staff Offices	157	Base	Tables	(1) 6'-0" x 2'- 0" laminate, mobile workstations on lockable casters	 <small>* photos are representational and may not reflect actual finishes/configuration</small>	Izzy Plus or Equal	Assume Formica or Equal	1		
021	Childrens Staff Offices	157	Base	Wardobe Cabinet	(1) Metal Wardrobe Cabinet, Locking		Haworth or Equal		1		



STAFF OFFICE - 192 (TASK CHAIRS NIC)

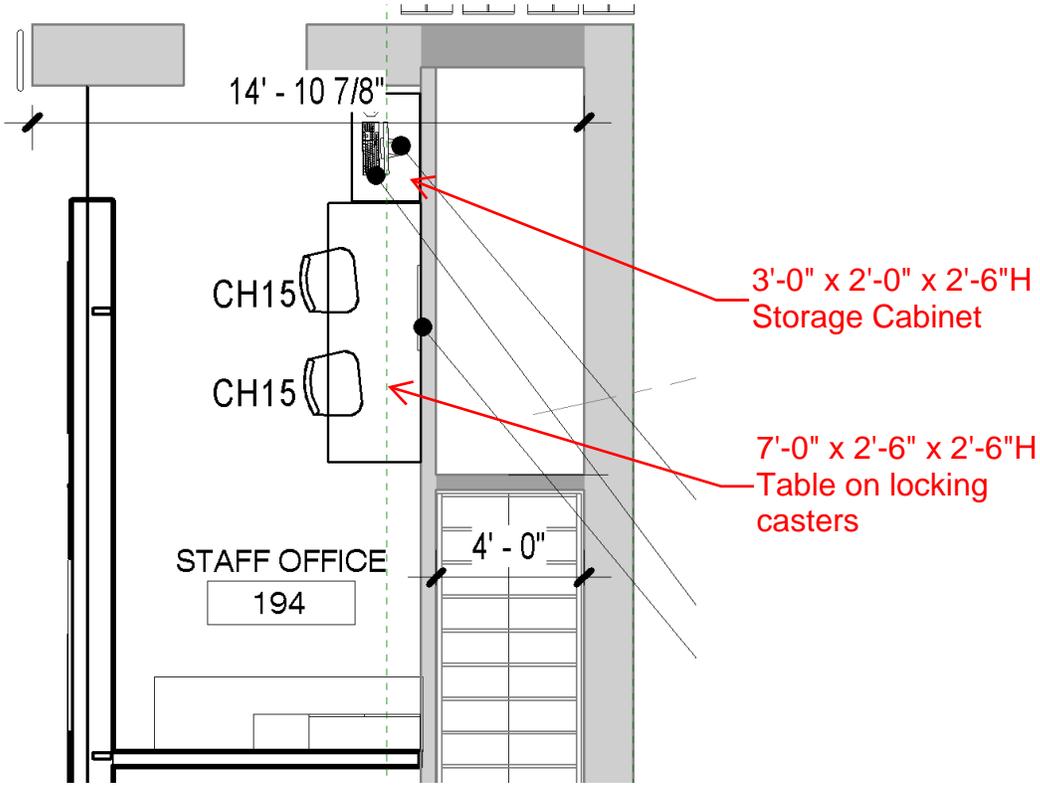


CONFERENCE ROOM - 191

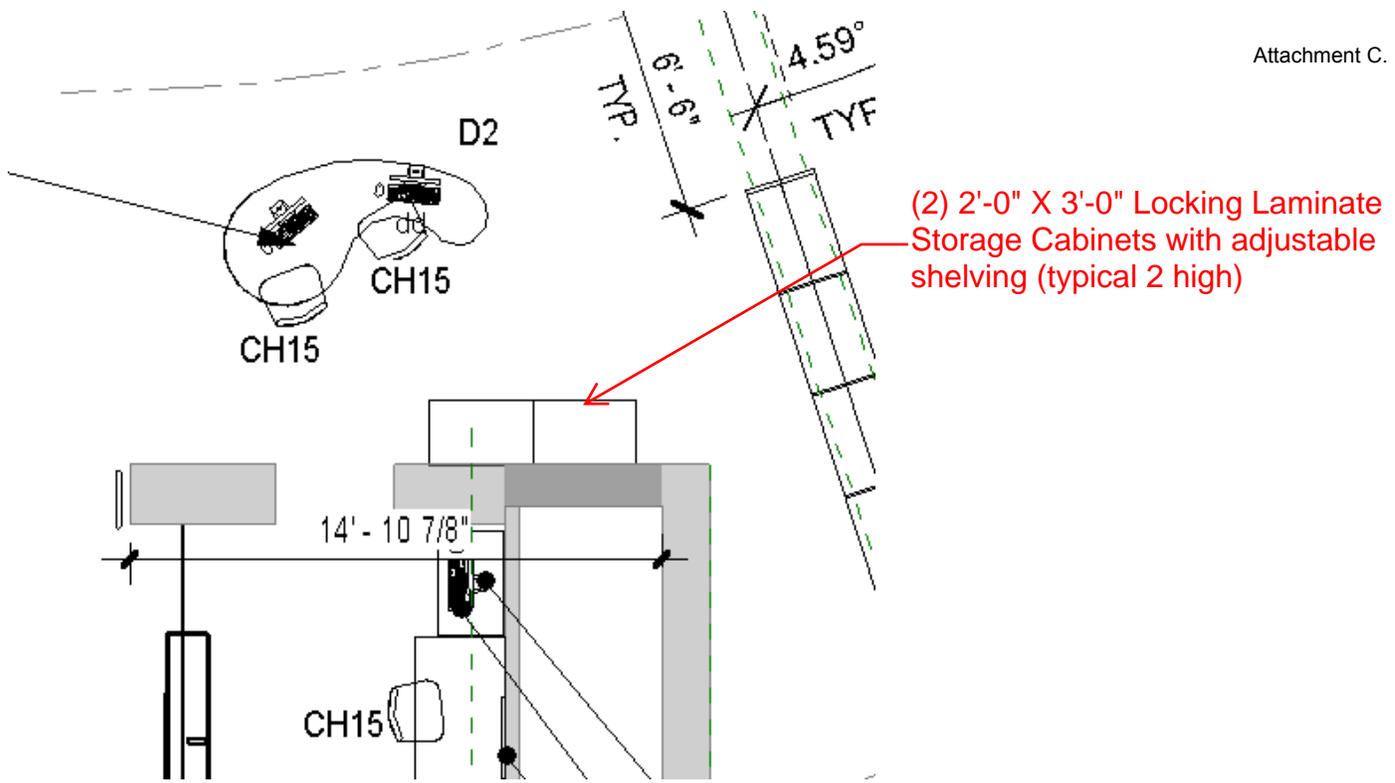


VOLUNTEER STATION - 193 (TASK CHAIRS NIC)

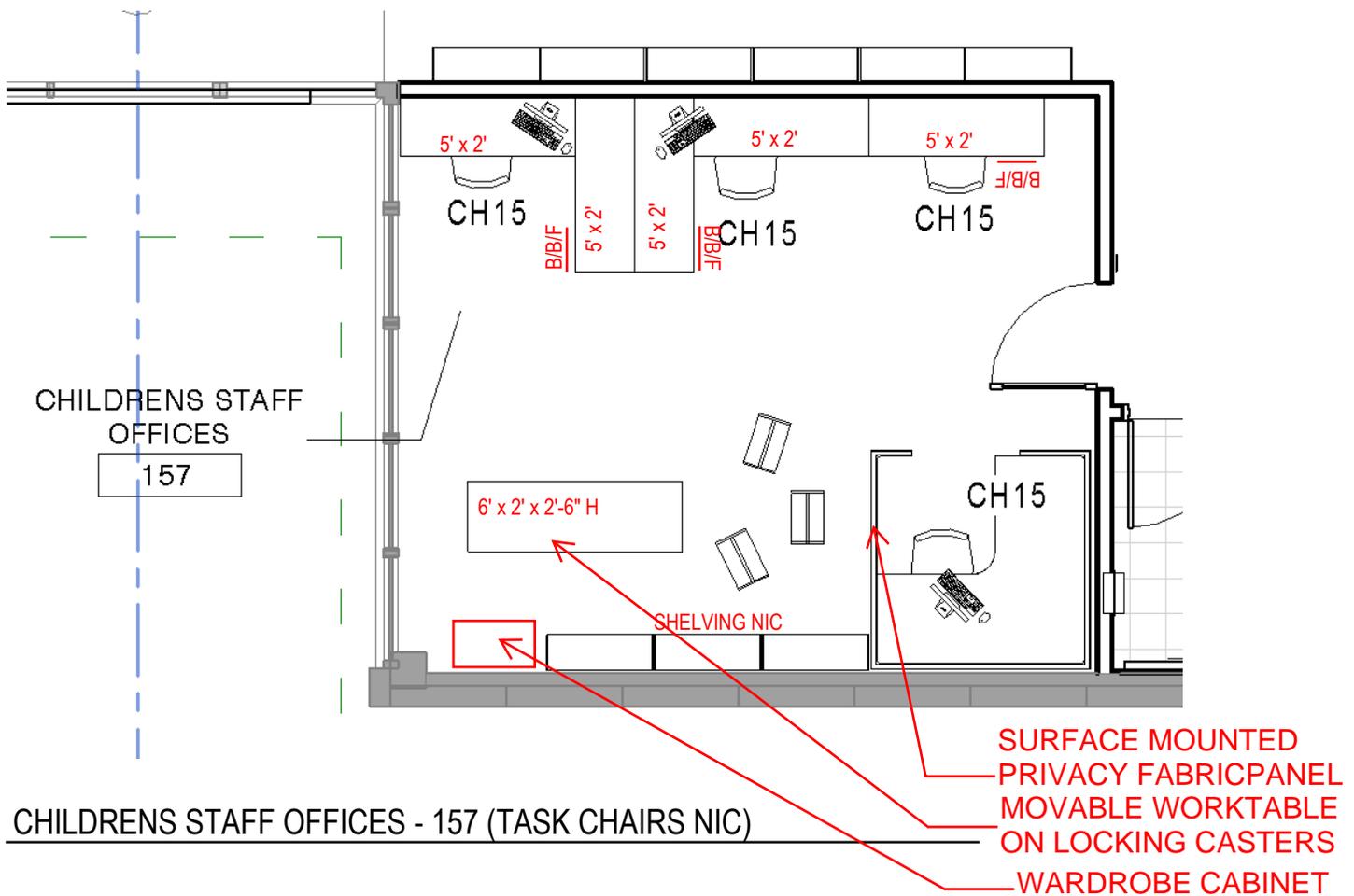
3'-0" x 2'-0" x 2'-6"H Storage Cabinet



STAFF OFFICE - 194 (TASK CHAIRS NIC)



INTERACT ZONE - 145 (TASK CHAIRS NIC)



CHILDRENS STAFF OFFICES - 157 (TASK CHAIRS NIC)

OWNER
Boulder Public Library

Mechanical/ Electrical
BCER Engineering
5420 Ward Rd
Arvada, CO 80002
(303) 422-7400

Sustainability
YRG Sustainability
1821 Blake St
Denver, CO 80202
(720) 335-6847

Structural
Studio NYL
2996 Baseline Rd
Boulder, CO 80303
(303) 558-3145

Acoustical
K2 Audio
4900 Pearl E Cir
Boulder, CO 80301
(303) 865-5500

Technology/Security
Technology Plus, Inc.
2323 S Troy St
Aurora, CO 80014
(303) 340-8228

Building Information & Quality Assurance
IBIMsolutions, LLC
3728 S Gallop St
Littleton, CO 80120
(303) 775-9517

PROJECT:
BPL - Main Library Renovation
1001 Arapahoe Avenue
Boulder, CO 80302
ARCH PROJECT NO.: 1220

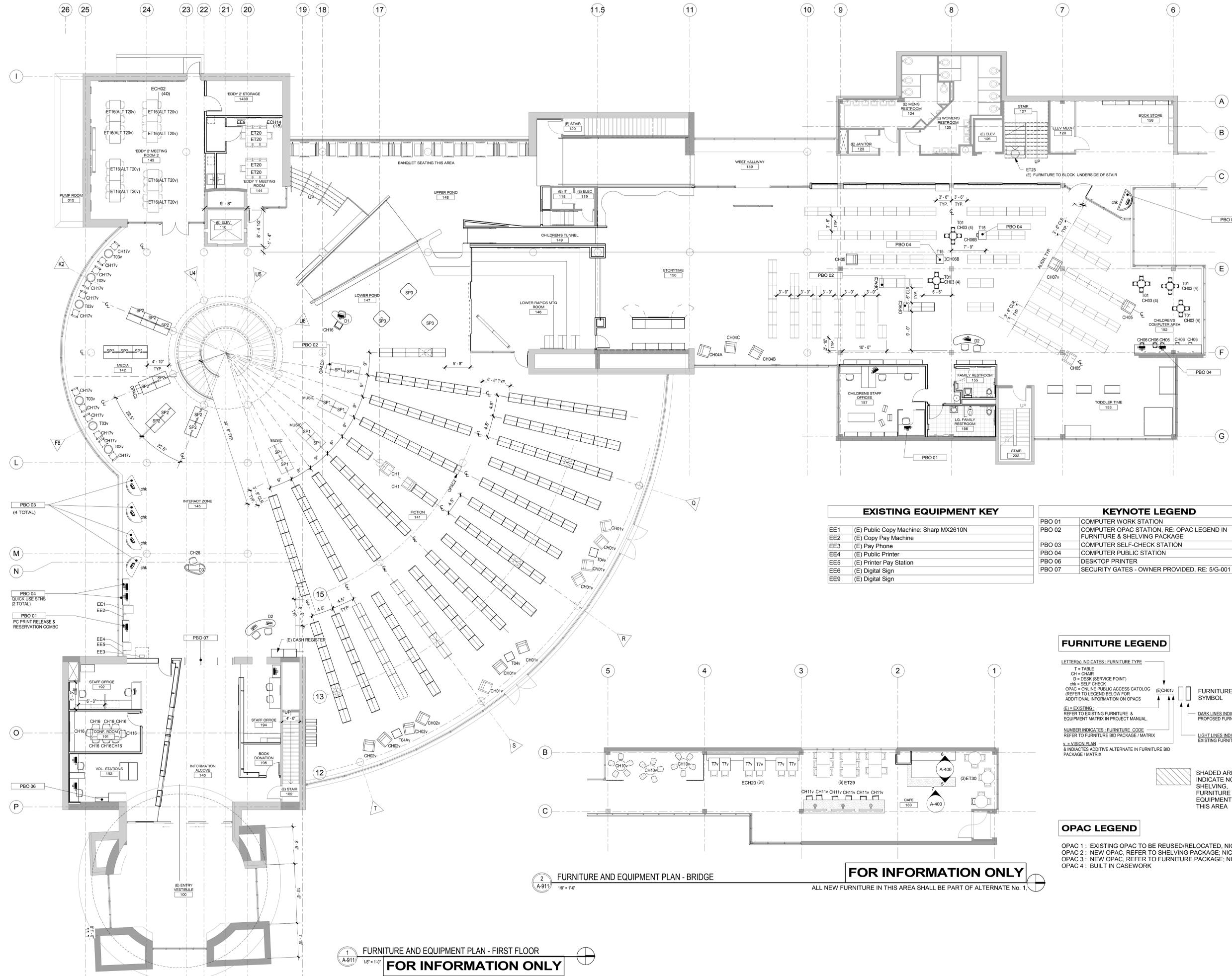
ISSUE DATE:
11.18.2013

PHASE:
CONSTRUCTION DOCUMENTS

SHELVING, FURNITURE AND EQUIPMENT PLAN - FIRST FLOOR

A-911

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PLOT LOG - 11/20/2013 4:03:59 PM



EXISTING EQUIPMENT KEY

EE1	(E) Public Copy Machine: Sharp MX2610N
EE2	(E) Copy Pay Machine
EE3	(E) Pay Phone
EE4	(E) Public Printer
EE5	(E) Printer Pay Station
EE6	(E) Digital Sign
EE9	(E) Digital Sign

KEYNOTE LEGEND

PBO 01	COMPUTER WORK STATION
PBO 02	COMPUTER OPAC STATION, RE: OPAC LEGEND IN FURNITURE & SHELVING PACKAGE
PBO 03	COMPUTER SELF-CHECK STATION
PBO 04	COMPUTER PUBLIC STATION
PBO 06	DESKTOP PRINTER
PBO 07	SECURITY GATES - OWNER PROVIDED, RE: 5/G-001

FURNITURE LEGEND

LETTERS (a) INDICATES: FURNITURE TYPE
 T = TABLE
 CH = CHAIR
 D = DESK (SERVICE POINT)
 CHK = SELF CHECK
 OPAC = ONLINE PUBLIC ACCESS CATALOG (REFER TO LEGEND BELOW FOR ADDITIONAL INFORMATION ON OPACS)
 (E) = EXISTING - REFER TO EXISTING FURNITURE & EQUIPMENT MATRIX IN PROJECT MANUAL
 NUMBER INDICATES: FURNITURE CODE REFER TO FURNITURE BID PACKAGE / MATRIX
 V = VISION PLAN & INDICATES ADDITIVE/ALTERNATE IN FURNITURE BID PACKAGE / MATRIX

FURNITURE PACKAGE SYMBOL
 DARK LINES INDICATE PROPOSED FURNITURE
 LIGHT LINES INDICATE EXISTING FURNITURE

SHADED AREAS INDICATE NO SHELVING, FURNITURE AND/OR EQUIPMENT SCOPE THIS AREA

OPAC LEGEND

OPAC 1: EXISTING OPAC TO BE REUSED/RELOCATED, NIC
 OPAC 2: NEW OPAC, REFER TO SHELVING PACKAGE, NIC
 OPAC 3: NEW OPAC, REFER TO FURNITURE PACKAGE, NIC
 OPAC 4: BUILT IN CASEWORK

2 FURNITURE AND EQUIPMENT PLAN - BRIDGE
1/8" = 1'-0"

FOR INFORMATION ONLY
ALL NEW FURNITURE IN THIS AREA SHALL BE PART OF ALTERNATE No. 1.

1 FURNITURE AND EQUIPMENT PLAN - FIRST FLOOR
1/8" = 1'-0"
FOR INFORMATION ONLY

OWNER
Boulder Public Library

Mechanical/ Electrical
BCER Engineering
5420 Ward Rd
Arvada, CO 80002
(303) 422-7400

Sustainability
YRG Sustainability
1821 Blake St
Denver, CO 80202
(720) 335-8847

Structural
Studio NYL
2995 Baseline Rd
Boulder, CO 80503
(303) 558-3145

Acoustical
K2 Audio
4900 Pearl E Cir
Boulder, CO 80501
(303) 865-5500

Technology/Security
Technology Plus, Inc.
2323 S Troy St
Aurora, CO 80014
(303) 340-8228

Building Information & Quality Assurance
IBIMsolutions, LLC
5728 S Gallop St
Littleton, CO 80120
(303) 775-9517

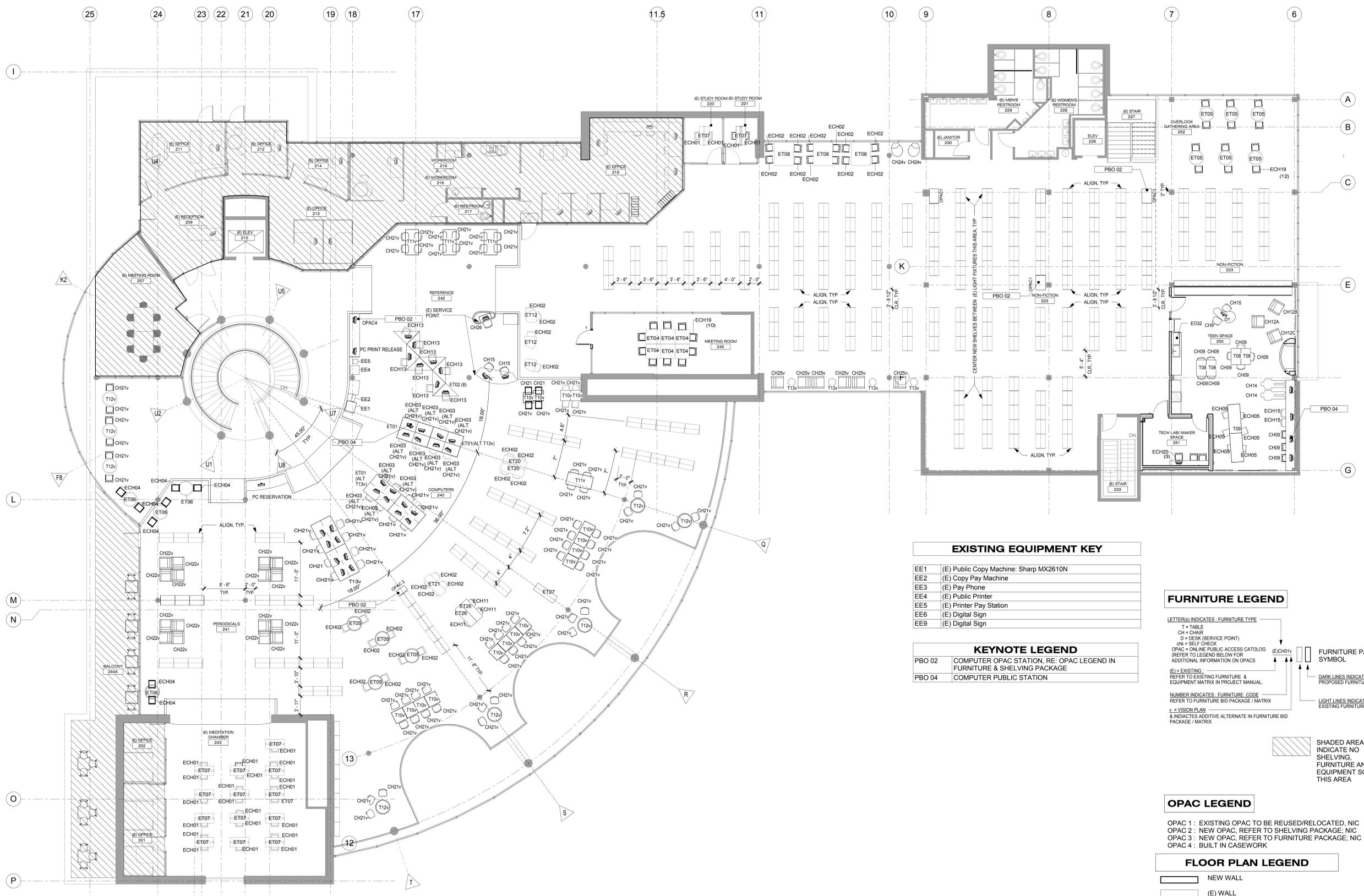
PROJECT:
BPL - Main Library Renovation
1001 Arapahoe Avenue
Boulder, CO 80302
ARCH PROJECT NO.: 1220

ISSUE DATE:
11.18.2013
PHASE:
CONSTRUCTION DOCUMENTS

SHELVING, FURNITURE AND EQUIPMENT PLAN - SECOND FLOOR

A-912

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PLOT LOG: 11/20/2013 4:04:02 PM



EXISTING EQUIPMENT KEY

EE1	(E) Public Copy Machine: Sharp MX2610N
EE2	(E) Copy Pay Machine
EE3	(E) Pay Phone
EE4	(E) Public Printer
EE5	(E) Printer Pay Station
EE6	(E) Digital Sign
EE9	(E) Digital Sign

KEYNOTE LEGEND

PBO 02	COMPUTER OPAC STATION, RE: OPAC LEGEND IN FURNITURE & SHELVING PACKAGE
PBO 04	COMPUTER PUBLIC STATION

FURNITURE LEGEND

LETTERS INDICATES FURNITURE TYPE
 T = TABLE
 CH = CHAIR
 D = DESK (SERVICE POINT)
 OPAC = SELF CHECK
 OPAC = ONLINE PUBLIC ACCESS CATALOG (REFER TO LEGEND BELOW FOR ADDITIONAL INFORMATION ON OPACS)
 (E) = EXISTING
 REFER TO EXISTING FURNITURE & EQUIPMENT MATRIX IN PROJECT MANUAL.
 NUMBER INDICATES FURNITURE CODE
 REFER TO FURNITURE BID PACKAGE / MATRIX
 V = VISION PLAN
 & INDICATES ADDITIVE ALTERNATE IN FURNITURE BID PACKAGE / MATRIX

FURNITURE PACKAGE SYMBOL
 DARK LINES INDICATE PROPOSED FURNITURE
 LIGHT LINES INDICATE EXISTING FURNITURE

SHADED AREAS INDICATE NO SHELVING, FURNITURE AND/OR EQUIPMENT SCOPE THIS AREA

OPAC LEGEND

OPAC 1: EXISTING OPAC TO BE REUSED/RELOCATED, NIC
 OPAC 2: NEW OPAC, REFER TO SHELVING PACKAGE, NIC
 OPAC 3: NEW OPAC, REFER TO FURNITURE PACKAGE, NIC
 OPAC 4: BUILT IN CASEWORK

FLOOR PLAN LEGEND

NEW WALL
 (E) WALL
 CEILING ABOVE
 AREA TO RECEIVE RAISED FLOOR
 TYPE A - FIRST FLOOR - 09 6900.01A
 TYPE B - SECOND FLOOR - 09 6900.01B

GENERAL NOTES

- 1) ALL NEW WALL TYPES ARE WA UNLESS OTHERWISE NOTED.
- 2) FURNITURE AND SHELVING ARE SHOWN FOR LAYOUT INFO ONLY; NIC
- 3) ALL VINYL APPLIED GRAPHICS NIC

FOR INFORMATION ONLY

1 FURNITURE AND EQUIPMENT PLAN - SECOND FLOOR
A-912 1/8" = 1'-0"

Boards and Commissions Input for the City Council Retreat Request

1. On Tuesday, Nov. 26, the City Clerk notified departments of the following request:

The City Council is again asking its Boards and Commissions to provide input and suggestions regarding the council goals that will be established at the council retreat in January. Comments need not be extensive and bullet points are easy to read. Please send your responses to City Clerk Alisa Lewis at Lewisa@bouldercolorado.gov no later than noon on Jan. 3, 2014 to be included in the retreat packet. Thanks in advance for your assistance in providing this important feedback.

Best,
Alisa Lewis

2. On Wednesday, Nov. 27, the City Clerk notified department of changes to the request above:

Subject: Update Instructions for B&C Input to Council Retreat

With further clarification from the Retreat Committee, please respond following the guidelines below:

Council requests that each board and commission prepare responses to the following questions for the 2014 Council Retreat. Each answer should reflect the consensus of the board (not individual's views) and are due back to the City Clerk's Office no later than January 3, 2014. Attached are the 2013 Council Goals and work plan to assist in this process.

2014 Council Retreat
Questions for Boards and Commissions

- (1) What are your top priorities within the framework of the council work plan?
- (2) What would you like to see done that would advance the Council Goals?
- (3) How can your board help reach the council goals?

Thank you,
Alisa Lewis
City Clerk

3. Later on Wednesday, Nov. 27, Anne Sawyer, Library Commission Chair responded to the City Clerk regarding the change in the request.

Subject: Re: Updated Council Retreat Information Request

Alisa,

Our final draft letter has been completed (with major revisions resulting from the City Clerk's email yesterday) and will go out in our meeting packet today. We will review this next Wednesday and get final approval on any changes. As our only meeting by the deadline is next week, December 4, we will not have time to iterate to reflect the change in questions that you have specified below. Hopefully our letter still addresses many of these topics, but it cannot be reshaped within our meeting and time constraints.

Regards,
Anne Sawyer
Library Commission, Chair

City Council Goals – 2013

Top Priorities:

1. Boulder's Energy Future

The top priority for the City in 2013 is the development of a framework for planning the energy future for the city of Boulder. This framework will focus on the idea of localization, the overarching goal of which is:

To ensure that Boulder residents, businesses and institutions have access to energy that is increasingly clean, reliable and competitively priced.

2. Climate Action Plan

Outline the next generation of climate action efforts in Boulder

Consider extension of CAP tax

3. Affordable Housing

Receive report of the Task force created in 2010 to evaluate goals and the approach to affordable housing and Based on Council review and discussion of these recommendations, develop an action plan to improve the availability of affordable housing in the city

Consider policies regarding inclusionary housing for rental units

4. Civic Center Master Plan

Study and develop a master plan for the area between 15th and 9th Streets, with a focus on Farmer's Market and area between Broadway and 15th Street.

Next Tier Priorities:**1. University Hill Revitalization**

Continue work of Ownership Group to develop comprehensive revitalization strategy

Investigate formation of a general improvement district, including the commercial area and part of the residential area to control trash and other problems

Change boundaries of BMS land use to coincide with UHGID through BVCP process

Support private development and investment in Hill area

Partner with CU to consider opportunities for properties in the Hill area

Provide an opportunity to explore big ideas

2. Homelessness

Participate in Ten Year Plan to Address Homelessness

Balance long term and short term approaches to address needs

Invest new resources in Housing First model

Work with partners, such as BOHO, to address approaches to immediate needs

3. Boulder Junction Implementation

Work with RTD and selected developer of site to maximize mixed use urban center

Invest in planned infrastructure

Achieve goals of plan while ensuring flexibility in working with developers

Prioritize city actions to facilitate private investment

Focus additional planning work on reconsidering use for Pollard site



**City Council
2013 Work Plan by Council Goal**

TOP PRIORITIES

GOAL: Boulder's Energy Future			
1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
<ul style="list-style-type: none"> ▪ Boulder's Energy Future – ongoing analysis of municipalization and work on Energy Action Plan with updates to council at roundtables ▪ Recommended strategies to achieve community's energy goals - Study Session and Public Hearing 	<ul style="list-style-type: none"> ▪ Boulder's Energy Future – based on the strategies approved by Council in 1st Quarter, ongoing analysis of municipalization and work on Energy Action Plan with updates to council at roundtables ▪ Municipalization Exploration Project Work Plan Phase 2 – Study Session 	<ul style="list-style-type: none"> ▪ Boulder's Energy Future – ongoing analysis of municipalization and work on Energy Action Plan with updates to council at roundtables ▪ Study Session 	<ul style="list-style-type: none"> ▪ Boulder's Energy Future – ongoing analysis of municipalization and work on Energy Action Plan with updates to council at roundtables ▪ Study Session
GOAL: Climate Action Plan			
1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
<ul style="list-style-type: none"> ▪ Boulder Canyon Hydroelectric Project ▪ Climate Commitment – RFQ for consulting assistance for targets and goal setting, development of new GHG inventory, and tracking and reporting tools ▪ Energy Efficiency: <ul style="list-style-type: none"> ○ Launch of 2013 program priorities ○ Upgrades in City Buildings – employee education and outreach project (IP) ▪ Disposable Bag Fee – implementation plan and revised budget (IP) ▪ Transportation Master Plan (TMP) – 	<ul style="list-style-type: none"> ▪ Commercial Energy Efficiency Strategy (CEES) - feedback on options (Study Session) ▪ Climate Commitment – Study Session to review program annual targets, short/ long term goals, tracking and reporting systems ▪ Electric/ Hybrid vehicles – project closeout ▪ Energy Efficiency – finalize Market Innovations approach (Study Session) ▪ Solar/ Wind Generation Facility Code Changes ▪ SmartRegs – code changes 	<ul style="list-style-type: none"> ▪ CEES – adopt Energy Rating and Reporting Ordinance ▪ Climate Commitment – policy integration with TMP and ZWMP ▪ Energy Efficiency – launch Market Innovations competition ▪ Zero Waste Master Plan (ZWMP) – draft 	<ul style="list-style-type: none"> ▪ Climate Commitment – policy integration with TMP and ZWMP ▪ Energy Efficiency <ul style="list-style-type: none"> ○ Upgrades in City Buildings – results of employee education and outreach (IP) ▪ SmartRegs – options for quality control of rental housing inspections



initial results of Transportation Funding Task Force (Study Session)			
----------------------------------------------------------------------	--	--	--

GOAL: Affordable Housing

1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
<ul style="list-style-type: none"> ▪ ADU/ OAU – study results (IP) ▪ Comprehensive Housing Strategy issues - stakeholder engagement process ▪ Density and Distribution of affordable and special needs housing - report ▪ Inclusionary Housing Rental Policy – consideration of ordinance changes following stakeholder engagement process ▪ Mobile Homes Parks – legislative agenda 	<ul style="list-style-type: none"> ▪ Comprehensive Housing Strategy <ul style="list-style-type: none"> ○ Stakeholder engagement process ○ Study Session 	<ul style="list-style-type: none"> ▪ Comprehensive Housing Strategy issues - stakeholder engagement process 	<ul style="list-style-type: none"> ▪ Comprehensive Housing Strategy issues - stakeholder engagement process

GOAL: Civic Area Plan

1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
<ul style="list-style-type: none"> ▪ Board and community input ▪ Council participation in Ideas Competition 	<ul style="list-style-type: none"> ▪ Council direction on preferred option(s) and strategies ▪ Draft plan <ul style="list-style-type: none"> ○ Development ○ Community input ○ Study Session ▪ Municipal Space Study Final Report 	<ul style="list-style-type: none"> ▪ Boulder Civic Area vision and plan <ul style="list-style-type: none"> ○ Study session ○ Public hearings on adoption 	



NEXT TIER PRIORITIES

GOAL: University Hill Revitalization			
1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
<ul style="list-style-type: none"> ▪ 2013 action priorities confirmed by Council at January retreat ▪ Hill Residential Service District – update ▪ Innovation District - update 	<ul style="list-style-type: none"> ▪ Action on other priorities ▪ Hill Residential Service District – 1st reading of petition 	<ul style="list-style-type: none"> ▪ Capital infrastructure improvements for the residential and commercial areas – consider during CIP process 	
GOAL: Addressing Homelessness			
1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
<ul style="list-style-type: none"> ▪ City and Community Efforts – Denver sleeping ordinance (IP) ▪ Housing First (1175 Lee Hill Road) – Statement of Operations (IP) ▪ Work plan check in and priority – Council retreat 	<ul style="list-style-type: none"> ▪ Analysis of funding for homeless services and alignment with the Ten Year Plan and unmet needs ▪ Ten Year Plan to Address Homelessness – progress update (IP) 	<ul style="list-style-type: none"> ▪ Analysis and recommendations regarding banning panhandling on street corners 	<ul style="list-style-type: none"> ▪ Ten Year Plan to Address Homelessness – progress update (IP)
GOAL: Boulder Junction Implementation			
1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
<ul style="list-style-type: none"> ▪ Depot Square implementation – update ▪ MU-4 zone change - consideration ▪ TDM District Implementation Update (IP) ▪ Update on potential policy issues related to key public improvements and city owned site (as needed) 	<ul style="list-style-type: none"> ▪ Update on potential policy issues related to key public improvements and city owned site (as needed) 	<ul style="list-style-type: none"> ▪ Boulder Junction Access District Parking – update ▪ TDM Access District implementation - IP 	



OTHER

GOAL: Other City Goals and Work Plan Items			
1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
<ul style="list-style-type: none"> ▪ 13th Street Plaza - IP ▪ 28th Street Multi-use Path and Bikeable Shoulders Iris to Yarmouth CEAP – potential call up ▪ Acquisition Plan Update - OSMP ▪ Alcohol/ Land Use Code Changes – options and recommendations ▪ Boating on Barker Reservoir ▪ Burke Park/ Thunderbird Lake – recommendations on lake water levels and enhancing park facilities ▪ BVCP Area III Planning Reserve Amendments (if approved by County) ▪ Chautauqua Guiding Principles, Next Steps –update on progress ▪ Civic Use Task Force – update from Council members ▪ Cultural Master Plan ▪ Design and Construction Standards Update – consideration of minor updates ▪ Development Review Projects: <ul style="list-style-type: none"> ○ Hogan Pancost – annexation and site review ○ Wonderland Creek Townhouses – potential call up ○ 28th and Canyon (Eads/ Golden Buff) – potential call up ○ Landmark Lofts II (970 28th Street) – potential call up ▪ East Arapahoe Study – potential action on limited zoning changes ▪ Economic Sustainable Strategies – 	<ul style="list-style-type: none"> ▪ Access and Parking Management Strategies – study session ▪ Alcohol Land Use Code Changes - action ▪ Baseline Underpass East of Broadway CEAP – Call up ▪ Bike Parking Ordinance Updates ▪ Capital Improvement Bond Projects status update - IP ▪ Capital Projects – carry over and first supplemental ▪ Critical Facilities Ordinance – public hearing and motion ▪ Education Excise Tax – consideration of City Manager funding recommendations ▪ Floodplain Management including Boulder Creek Mapping, South Boulder Creek Mitigation, and Critical Facilities ▪ Human Rights Ordinance – proposed changes regarding age discrimination ▪ Integrated Pest Management Program Changes - IP ▪ International Building and Energy Codes – public hearing ▪ North Boulder Subcommunity Plan - IP ▪ Old Hire Fire and Police Pension Plans – Study Session 	<ul style="list-style-type: none"> ▪ 2014 Budget Process ▪ Access and Parking Management strategies (update) ▪ Boulder Reservoir Site Management Plan – status of planning efforts and outcomes of community engagement (IP) ▪ Capital Improvement Program – study session ▪ Carter Lake Pipeline – thru CIP process ▪ Contractor Licensing – proposed changes (IP) ▪ Development Review Projects: <ul style="list-style-type: none"> ○ Blue Spruce Auto (4403 Broadway) – potential call up ○ Boulder Outlook Hotel Redevelopment (800 28th Street) – potential call up ○ Colorado Building Parking Lot (1301 Walnut) - ordinances ○ 1000 Alpine – potential call up ○ 3085 Bluff – potential call up ○ 3390 Valmont (Former Sutherlands Site) – potential call up ▪ Eco Pass- report on results of Joint Study with Boulder County on community-wide Eco Pass Feasibility ▪ FAM Master Plan – study session ▪ Harbeck-Bergheim House – Future Use Options (IP) ▪ North Trail Study Area – study 	<ul style="list-style-type: none"> ▪ Access and Parking Management Strategies – update ▪ Agriculture Plan (OSMP) – public hearing ▪ Capital Improvement Program – adoption of CIP; 2nd budget supplemental ▪ Contractor Licensing – consideration of proposed changes ▪ Design and Construction Standards Update – consideration of additional changes ▪ Development Review Projects: <ul style="list-style-type: none"> ○ Village Shopping Center Hotel (26th and Canyon) – potential call up ▪ East Arapahoe Study – check in on project scope and work plan (3/4Q) ▪ Energy Efficiency Upgrades in City Buildings – results of employee education and outreach project (IP) ▪ FAM Master Plan – consideration of acceptance ▪ Fourmile Canyon Creek Violet Avenue to Broadway CEAP – potential call up ▪ Human Relations Commission Work Plan update - IP ▪ Human Services Fund allocations - IP ▪ Light Response Vehicle Pilot Program - IP ▪ OSMP Natural Resources Overarching Issues – Study session



<p>study session</p> <ul style="list-style-type: none"> ▪ Education Excise Tax Allocation of Funds – refine RFP criteria ▪ Energy Efficiency Upgrades in City Buildings – employee education and outreach project (IP) ▪ Floodplain Management including Boulder Creek Mapping, South Boulder Creek Mitigation, and Critical Facilities ▪ Hazardous Materials Management IGA ▪ Hydroelectric operations and opportunities - IP ▪ Keep It Clean IGA ▪ Mobile Food Vending – options for ordinance changes ▪ Multi-hazard mitigation plan – possible consent item ▪ Nuisance Mosquito Control Pilot Project Evaluation - IP ▪ OSMP Overarching Issues – discussion and possible action on Voice and Sight Tag Program, Commercial Use Program, Pilot Parking Permit Program; IP on timeline and process for evaluation of remaining topics ▪ Police Department Master Plan – Study Session ▪ State of the Court Presentation ▪ Sustainable Streets & Centers – update on proposed scope options, next steps and integration with TMP, East Arapahoe Area Plan and proposed Economic Sustainability Strategy ▪ Transportation Funding (SS) ▪ TMP Update – additional direction 	<ul style="list-style-type: none"> ▪ OSMP natural resources – overarching policy issues <ul style="list-style-type: none"> ○ Temporal Regulations ○ Penalties for violations ○ Multi-modal access and parking opportunities ○ Analysis of trail network and distribution of activities ▪ Parks and Recreation Master Plan ▪ Pearl Street Mall Code Changes ▪ Police Department Master Plan ▪ Randolph Center Condominium Declaration ▪ Recirculation of wastewater – CU Williams Village North (IP if necessary) ▪ Skunk Creek, Bluebell Creek and King’s Gulch Flood Mapping Update – public hearing and motion ▪ Smoking Ban on Pearl Street Mall - IP ▪ Snow and Ice Control Evaluation – study session ▪ Transportation Funding – study session ▪ TMP Update – additional direction ▪ Twomile and Upper Goose Creek Flood Mapping Update – public hearing and motion ▪ Water budgets – commercial, industrial and institutional – Council direction ▪ Water supply status – IP 	<p>session or dinner discussion</p> <ul style="list-style-type: none"> ▪ Old Hire Fire and Police Pension Plans – possible discussion during budget process ▪ Parks and Recreation Master Plan ▪ Regional Trail Connections (OSMP) – IP ▪ South Boulder Creek Flood Mitigation Study – public hearing and motion ▪ Transportation Demand Management Toolkit - IP ▪ Valmont Butte Future Use Discussions – study session ▪ Water Conservation Futures Study ▪ Youth Opportunities Funding allocations - IP 	<p>on remaining topics</p> <ul style="list-style-type: none"> ▪ Urban Wildlife – Consideration of Wildlife Protection Ordinance ▪ Water budgets – commercial, industrial and institutional – consideration of changes
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<ul style="list-style-type: none"> ▪ US36 Bikeway Maintenance – Enhancements IGA (tentative based on if extra community investments are desired) ▪ Urban Wildlife – Black Bear Education and Enforcement pilot program update ▪ Woodland Creek Diagonal to Winding Trail CEAP – potential call up ▪ Zero Waste Master Plan Update 			
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KEY

ADU	Accessory Dwelling Units
BVCP	Boulder Valley Comprehensive Plan
CEAP	Community and Environmental Assessment Process
CIP	Capital Improvement Program
CU	University of Colorado
DUHMD/PS	Downtown and University Hill Management District/ Parking Services (City Division)
FAM	Facility and Asset Management
ICC	International Code Council
IGA	Intergovernmental Agreement
IP	Information Packet
OAU	Owner Accessory Units
OSMP	Open Space/Mountain Parks Department
RFQ	Request for Qualifications
RFP	Request for Proposals
TDM	Transportation Demand Management
TMP	Transportation Master Plan
ZWMP	Zero Waste Master Plan

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.** As a part of the planning for the downtown campus, both in the short and long-terms, we encourage Council to focus on the complex issues of security. As an integral component and public space, the library struggles with the challenges of providing an open, safe, and comfortable environment for *all* of our patrons. Addressing this topic for the larger encompassing area will help increase the impacts of our efforts.
- **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 (highlighted in blue) 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.

- **Assist in the 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. [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 are:

- 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 to increase patron seating
- New meeting room casework
- Enhanced graphics for way finding and meeting space privacy
- Flexible, configurable shelving to improve access to collections
- UV protection film for north windows that face non-fiction collection

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. [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, and services. We will continue to work with staff to define goals, opportunities, and costs associated with building our Virtual Library Branch.

As a part of this effort, the Library Commission will research and make a recommendation for investing in building or licensing our own digital collection platform similar to the one created by Douglas County. This model allows libraries to contract directly with publishers and/or authors rather than being captive to the expensive and restrictive model now provided by eBook publishers and library software vendors.

- **Research a Library District.** 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 completed by Director Maginnis 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.

- **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 for this area and plan. 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.

Sincerely,

Anne Sawyer
Chair, Boulder Library Commission

DRAFT

To: Jane Brautigam, Boulder City Manager
From: Boulder Library Commission
Date: Dec. 4, 2013
Subject: Boulder City Charter - required reporting

Per the Boulder City Charter, Article IX, Section 136, we are reporting to you for 2012 on:

- 1) the number of books and periodicals on hand (333,432), and
- 2) the number of visitors (894,073 in person and 748,917 to the website).

The enclosed annual report includes other important statistics about the Library Division. Please let us know if there is other specific information that you would like reported on an annual basis in addition to the two items specified in the City Charter.

Our report to you for 2013 will be presented in mid-2014 when the Annual Report for 2013 is published.

We are looking forward to the many exciting changes coming to the Boulder Public Library in 2014 and appreciate your assistance in making them happen!

Sincerely,

Boulder Library Commission

Anne Sawyer

Celeste Landry

Donna O'Brien

Anna Lull

Paul Sutter

Meeting Date: December 4, 2013

1. Update on Commission Emails Received from Anne Sawyer

Commission received emails from Susan Booker, Denise Perreault, Bryan Bowen, Amy Tremper, and the NoBo Arts District concerning the separation of the Library and Arts Divisions into separate departments. While I have spoken personally to several of these people about this issue, and thanked them for their input, I'm still in the process (as of 11/26/13) of responding to individual messages. It's important that we share information about our planned discussions with the Arts Commission, the hiring of Matt Chasansky to fill the long vacant position of Arts and Cultural Manager, the intent to hire the vacant Special Projects Coordinator position for renewed focus on library programming, and our ongoing efforts to continue to clarify both the relationship and distinction between these two divisions.

2. Report on 11/4/13 meeting with Judith Anderson, Director of Longmont Public Library

Attending: Celeste Landry, Paul Sutter, Peter Richards

Staffing and Organizational Structure

- Judith has worked at the library for decades. She was promoted from within to be director four years ago.
- The library is part of the Human Services Department which also includes Parks and Rec and the city's museum.
- The library staff don't wear badges or other identification, the only exception being the part-time security staff person who wears a yellow polo shirt with "Longmont Library" on it.
- The library commission reports to city council.
- In Judith's opinion, taking the time to define our new library director's job is important. She thinks an MLS is important for a director. A sense of humor is also helpful. She is proud of her staff for being willing to make changes when she came on board.

Facilities and Equipment

- The library has only one building. It is located in the civic complex. There is not demand for branches nor willingness to increase taxes for the library.
- Longmont doesn't have a materials sorting machine. Books are checked in and sorted by people in a room behind the circulation desk. They had a vendor come in who said that they couldn't sell a machine that would be more efficient than the people-system that they have. They have a check-in system that can read 10 books at once, but with all the different systems, such as Prospector, they have found that it works better to check in each book individually, albeit very quickly. They also found that the sorters were more productive when they started also being in charge of answering the phone calls to the library. The staff weren't sure why this was the case.
- Judith oversaw the RFID implementation. She says that it doesn't really affect loss of books though. If people really want to steal books, they just rip the RFID tag out of the book.

Services, Circulation and Budget

- The library recently joined Prospector. Judith feels that Prospector, electronic resources and having just one building are 3 things that are helping the library maintain services with its limited budget. The materials budget has not increased so the library is buying fewer books.

They are also cautious about buying new technology. They have subscribed to Zinio which provides electronic access to about 75 popular magazines.

- The library is proud of its circulation numbers. They circulated 1.1 million items last year compared to Boulder's 1.3 million. Westminster's circulation was higher than Boulder's.
- Longmont's library budget is \$3 million. Boulder's library budget is \$8 million.

3. Library Commission Application Questions

With input from our last meeting, Paul provided this set of recommended questions for the 2014 Library Commission recruitment. We will finalize our recommendations at our December meeting.

1. What do you see as the greatest challenges facing public libraries today? In your opinion, what are the best ways for the Boulder Public Library to overcome these challenges?
2. What are your ideas about providing great library services to our community in a time of constrained revenues?
3. How do you think the Boulder Public Library can best serve our community given the significant technological changes in how library collections can be accessed and read?
4. What role(s) do you think the Boulder Public Library ought to play in serving diverse populations in our community? Please provide specific suggestions for such services.
5. Do you have experience collaborating with others to build consensus? If so, discuss that experience and describe how you would approach working with others as a member of the Library Commission.

4. People Engaged in Raising Leaders - Board Fair

Paul Sutter and Anne Sawyer attended the Board Fair associated with People Engaged in Raising Leaders (PERL). PERL is a training program designed to increase involvement among people of color on boards and commissions across Boulder County. Its training goals are:

- Prepare people of color to take leadership positions on boards and commissions and ensure authentic participation.
- Empower people of color to participate and become more involved civically in their community.
- Gain skills and obtain the tools necessary to better understand the process, structure, and make-up of boards and commissions.

There were 12 inspiring graduates of this program who were enthusiastic to meet with the various Boards represented at this Fair. Unfortunately, none of the program graduates were City of Boulder residents, so we advocated for both participation in their own library boards/commissions and general city advisory boards. However, we also spoke to County Commissioners Cindy Domineco and Deb Gardner about opportunities to partner with the City of Boulder on expanding this training and recruitment opportunity. This could be an excellent opportunity to encourage more diversity on our Boards and Commissions.

5. Library Commission Upcoming Calendar

	Priority Discussion	Commission Responsibilities	Visitors
September 2013 - March 2014 - City recruiting and hiring a new Library and Arts Director			
November - December - Bidding, contractor selection, and permit.			
December 6 - Public Art Selection Panel selects semi-finalists who will develop proposals in coordination with staff.			
December 2013 - January 2014 - Café vendor RFQ/RFP process			
Dec 4	<ol style="list-style-type: none"> 1. Main Library Renovation 2. Library Policy Review (prioritized list) 3. Review 2011 Community Survey questions as template for 2014 survey 	<ul style="list-style-type: none"> • Deadline to send annual letter and charter-required report to City Council about Commission Priorities and Goals. • Approve Library Commission application questions 	Arts and Cultural Services Mgr, Matt Chasansky
December 6 - NoBo Corner Library Open House			
December 29 - "soft" close of applications for Library Director candidates			
Jan 8 Meadows	<ol style="list-style-type: none"> 1. Main Library Renovation - Update on construction contract award and café vendor RFP review 2. Master Plan - Next steps in planning process including identifying BPL Performance Stds & Measures 	<ul style="list-style-type: none"> • Review the orientation handbook for incoming commissioners. • Assist in recruiting new Commission candidates. 	
End of January - anticipated public presentations and interviews for Library Director finalists			
January 13, 2014 - Boulder Library Foundation meeting to consider funding renovation project proposals			
mid-January 2014 - groundbreaking ceremony for Main Library Renovations			
January 2014 - October 2014 - CONSTRUCTION phase of Main Library Renovation			
January 31, 2014 - Public Art Selection Panel selects finalist			
Feb 5	<ol style="list-style-type: none"> 1. Main Library Renovation Update 2. Review of public art finalist 3. Funding Goal - Info and Vision 4. Begin Policies Review 5. Foundation Grant Update & 2014 Proposal Review 	<ul style="list-style-type: none"> • Commission candidate application due in February 	eServices Manager, Aimee Schumm
Mar 5	<ol style="list-style-type: none"> 1. Main Library Renovation 2. Review Findings from Priorities and Long-range Planning Discussion. Review MP Appendix J. 	Farewell to Commissioner Landry	
Mid-to-End of March - anticipated start date of new Library & Arts Director			
March 2014 - anticipated opening of NoBo Corner Library			

TO: Boulder Public Library Commission

FROM: Maureen Rait, Executive Director of Public Works and
Interim Director of Library & Arts
Jennifer Miles, Deputy Library Director

DATE: Nov. 27, 2013

SUBJECT: Dec. 4, 2013 Library Commission Meeting – Update from Staff

This memo contains updates from the department and general information for the Library Commission.

I. Library Policy Review

With consideration for the current staff work plan that includes day-to-day operations and priority projects (e.g. Main Library Renovation and NoBo Corner Library), staff has prioritized key policies and will begin their review during the 1st quarter of 2014. **Attachment A** is a library policy inventory which provides links to current policies and information about the status of each. The issue of co-sponsorship of programs has recently come up in several situations. Key staff members are in the process of documenting the current practices with regard to library co-sponsorship of programs to present to the library leadership team in January. The draft document will be provided for the commission's review at the February meeting. This document will serve as interim guidelines and will inform the development of city-wide policy addressing sponsorship.

The policies that will be reviewed next are those that need to be updated or created in conjunction with the Main Library renovation such as the meeting room usage policies, bulletin boards and distribution of non-library materials. Policy information addressing website content management and social media will be developed in coordination with the implementation of the new web design early next year. Staff will provide drafts of these documents for the commission's review as they are developed.

II. Arts & Cultural Assessment - Library Commission Position Paper and Library Foundation Addendum

It was determined by the Library Commission that process and communication issues associated with the Arts & Cultural Assessment required a response in order to have a clear understanding of the context in which the assessment was conducted and documented. The Library Commission Chair drafted a response to the assessment, included as **Attachment B**. Since the response is a clear statement of position, it is presented in the format of a position paper that can stand on its own. Staff proposes that the position paper would be posted along with and/or linked with the assessment in order to provide the appropriate emphasis for the concerns presented.

Attachment C clarifies recommendations in the Arts Management & Planning Associates assessment related to Boulder Library Foundation support, special programs, and use of the Canyon Theater. The addendum is provided to the Library and Arts Commissions as an information update in their

respective December meeting packets. It will be added to the document posted at <http://www.artsresource.org/wp-content/uploads/2013/11/assessment-with-cover.pdf> .

III. World Book Night Update

The goal of World Book Night aligns with the purpose of BoulderReads!, aiming to encourage literacy and engage a desire for reading with light or non-readers. In addition, the program format compliments BoulderReads! as it intends to build community by enlisting a vast web of community members/volunteers and agencies to host and carry out the associated events. Shelley Sullivan, BoulderReads! manager, has offered to act as the coordinator at BPL for the 2014 World Book Night event in Boulder. Details about the April 23, 2013 World Book Night event will be shared with the commission as soon as they are available. Find more information on World Book Night at <http://www.us.worldbooknight.org/> .

IV. George Reynolds Branch Library – Flood Recovery Update

The majority of the repairs were completed on Friday, Nov. 22 at the George Reynolds Branch Library from the flood damage sustained in the basement during September's historic flooding. Facilities and Asset Management staff is coordinating contractors to complete audio-visual rewiring and ceiling tile replacement during the next few weeks. The new meeting room furniture is expected within the next two weeks. The main floor reopened on Nov. 12. While the branch was closed due to the basement flooding, some additional planned improvements also were completed including:

- Additional shelving for the adult fiction collection
- Relocation and new arrangement of the public computers to the south room
- New furniture for the public computers
- Improved lighting in the hallway on the north side and for the magazine collection

See **Attachment D** for pictures of these improvements. Flood mitigation work, including upgrading the sump pump and installation of a flood door at the meeting room exterior exit, will be completed in upcoming months.

V. North Boulder Corner Library Update

The project email address is bpl-nobo@boulderlibrary.org and website address is <http://news.boulderlibrary.org/north-library-station/>.

The commission requested that another name be considered for the North Boulder library, other than the “NoBo Library Station.” “NoBo Corner Library” was the commission’s favorite.

The open house at the future site of the NoBo Corner Library will be held on Friday, Dec. 6, from 4 to 7 p.m. Library staff will welcome community members into the space, talk about the planned services and materials, and show plans. Light refreshments will be served, and community feedback is encouraged. The NoBo Corner Library will open in March 2014.

VI. General Calendar Updates

Library Commission Retreat Planning

The Library Commission retreat has been added to the Chautauqua Community House wait list for June 21, 2014.

2014 Library Holiday Closure Calendar

The 2014 holiday closure calendar is available online
<http://boulderlibrary.org/locations/holidays.html> .

VII. Follow up from the Oct. Meeting - Staff Recommended Read Displays

Staff response to a suggestion from Commissioner O'Brien about noting who recommended the books placed on the "Staff Picks" display table at the Main Library:

We are flattered that the commission and patrons are noticing some of our fun displays! The general "Staff Picks" table near the back stairs in the current fiction is an eclectic, impromptu mix of what the circulation staff thinks is interesting based upon what is being returned to the shelves. While the circulation staff oversees it, all staff members are encouraged to fill the holes as they pass by. The turnover is quite high on this display. Due to the fact that the display is pretty far removed from a staff work area to store labeling supplies and a large number of the staff participates in its maintenance, consistently labeling each book with the selector poses a challenge and may therefore, at present, diminish participation if required.

It may be easier to incorporate this suggestion with the other "Staff Picks" display near the readers advisory desk which is maintained by one staff person. She encourages members from all work groups to recommend books for that display. There also have been "Staff Favorites" displays featuring selections from one staff member from time to time near the adult non-fiction collection on the second floor. The staff person's name is noted on the display sign.

We will definitely consider this great suggested improvement to our displays for staff selections as we evaluate how displays are created and maintained after the renovation!

There also is a spot in the "Reading Room" within the Virtual Library that has staff book reviews <http://research.boulderlibrary.org/readingroom> called "Recommended Reads from BPL Staff"; we think it is pretty great! Look for the little book jackets on the shelves in the middle of the page. Thanks for the suggestion and for noticing our displays! – Public Services Staff

VIII. Proposed Changes to the Minutes Format

In response to the discussion about meeting minutes at the October meeting, staff has drafted a "hybrid" meeting minute format for commission review that attempts to incorporate useful elements of the action summary and the full minutes. The October meeting minutes were revised, using the Water Resources Advisory Board and Transportation Advisory Board minutes as a template and is included as **Attachment E** as an example for the commission to consider.

In addition to simplifying the summary, the following modifications have been made in line with the board minutes used as templates:

- Community members who speak during public comment be noted in the section containing that summary. Attendance of members of other boards and commissions and any community members who do not speak will not be included.
- Track the time each agenda items begins will be noted instead of the length of the discussion in the minutes. This will aid people in finding the relevant section in the audio file.

This was done in response to feedback received from members of City Council about the Library Commission providing two sets of minutes each month. It also was suggested that it is challenging for council to review minutes that are formatted differently and contain much more detail than those submitted by other boards and commissions. Commissioner Sawyer also asked that staff consider sending only one set of minutes.

Commissioners Sawyer and Landry developed a set of guidelines for staff to use when creating the minutes. These guidelines are **Attachment F** and may need to be updated should the commission agree to submit one set of minutes.

- Does the Library Commission support the use of the proposed meeting minute format?

IX. Update on Operations – Arts & Cultural Services division (Agenda Item 6b)

The Arts & Cultural Services division of the Boulder Public Library includes the management of the film program, concert series, Canyon Gallery exhibits, Dance Bridge, Arts Resource, community art grants, support for the Dairy Center and the Arts and the Boulder Museum of Contemporary Art, and administrative support for the Boulder Arts Commission (BAC).

The responsibilities of the Art & Cultural Services division is comprised of four distinct functional areas or programs:

1. Arts granting program—This ordinance-derived community initiative is overseen by the Boulder Arts Commission, and distributes approximately \$250,000 to local non-profits and individuals every year.
2. Library programming—Includes concert, visual art, and cinema programming, as well as the coordination of rentals of the Canyon Theater and Gallery.
3. Professional programming—These tools for cultural professionals includes Dance Bridge, Arts Resource, and the emerging Creative Districting programs.
4. Public art—In addition to managing new public art commissions, staff consult with different city departments and other organizations regarding existing collections and the acquisition of new works.

Matt Chasansky, manager of Arts & Cultural Services, will give detail to this structure, and highlight important projects on the horizon including the Library Renovation Public Art Project, the Civic Area Plan, and the Community Cultural Plan at the Dec. 4 meeting.

X. Commission Feedback on 2014 Community Survey (Agenda Item 6c)

The Library Commission was provided with a hard copy and access to an electronic survey at its Nov. 6 meeting for the 2011 Community Survey. Staff requested the commission's feedback on the question related to library services at the Dec. 4 meeting.

Since the Nov. 6 meeting, National Research Center was selected to conduct the 2014 Community Survey. Also, City Council designated council members Mary Young and Suzanne Jones to be the council subcommittee for the 2014 Community Survey. City Council will discuss the Community Survey questions at its Dec. 17, 2013 City Council meeting.

Staff submitted the following question to the survey coordinator for consideration as an addition to the library-related questions.

The library offers, or is considering offering, the following services with access from home. How likely are you to use each? (options "very likely" "likely" "slightly likely" "not at all likely")

- *Streaming or downloadable movies*
- *Streaming or downloadable music*
- *Downloadable e-books and/or audiobooks*
- *e-Magazines for tablet or phone*
- *Online classes/courses*
- *Research databases for personal, student, or business use*

XI. Update on Library Director Search (Agenda Item 6d)

Since the announcement was approved, Bradbury Associates has placed or posted the announcement with all of the sites outlined in the marketing plan and distributed the job to its list of several hundred colleagues. They also have contacted the Colorado Association of Libraries leadership, the State Library leadership, and library leadership at the Public Library Association and American Library Association to let them know about the opening and seek recommendations or suggestions about possible candidates. The position posting closes on Dec. 30. On-site interviews are tentatively scheduled for the end of January 2014. The commission will be informed once the dates are firm.

Review Priority	Policy Information/ Current info. & links	Status
HIGH	Library Co-sponsorship of programs, book and discussion groups, theater use, etc.	Guidelines for library sponsorship of programs, book and discussion groups, etc. are not currently documented for staff or patrons. A draft is under development by staff to address recent questions about co-sponsorship.
MED	Meeting Room Usage Policies <ul style="list-style-type: none"> • Boulder Creek Meeting Room Terms of Use http://www.boulderlibrary.org/about/creek_usage.html • Branch Libraries Terms of Use http://www.boulderlibrary.org/about/branch_usage.html • Canyon Theater / Gallery Application General Fee Schedule http://www.boulderlibrary.org/pdfs/canyon-organizations-contract2012.pdf • Canyon Theater / Gallery Application NON-PROFITS Form http://boulderlibrary.org/pdfs/canyon-non-profit-contract2012.pdf 	<p><i><u>Boulder Creek Meeting Room:</u> Approved by the Boulder Public Library Commission, August 5, 1998. Non-substantive changes made January 7, 2004; January 4, 2006; September 24, 2007 & February 10, 2011.</i></p> <p><i><u>Branch Library Meeting Rooms:</u> Approved by the Library Commission August 1, 2001; non-substantive changes made January 7, 2004 & January 4, 2006.</i></p> <p>Staff thinks the terms of use should be made consistent for all meeting spaces available for public use. This policy shall apply to the new spaces available after the Main Library Renovation is complete.</p>
MED	Materials, Programs & Services Selection Policy http://www.boulderlibrary.org/about/selection.html <ul style="list-style-type: none"> • Procedure for reconsideration of library materials 	<p><i>Adopted by the Boulder Public Library Commission, April 3, 1991; revised September 3, 2003; revised March 3, 2004.</i></p> <p>This policy is currently under revision by collection development steering committee.</p>
MED	Materials Donation Policy http://boulderlibrary.org/about/donations.html	Under revision in conjunction with the Materials Selection Policy.
MED	Bulletin Boards and Distribution of Non-library Materials	To be developed in conjunction with proposed bulletin board in café space.
MED	Confidentiality of patron information <ul style="list-style-type: none"> • USA Patriot Act http://www.boulderlibrary.org/about/patriot.html • Account Privacy 	Staff and the Library Commission have identified the need to develop a privacy policy instead of a link to the USA Patriot Act.

<http://www.boulderlibrary.org/card/account.html>

Review Priority	Policy Information/ Current info. & links	Status
MED	Volunteer Program http://boulderlibrary.org/about/volunteer.html <ul style="list-style-type: none"> Application http://boulderlibrary.org/pdfs/VolunteerApplication2012.pdf	To be updated in conjunction with city-wide evaluation of volunteer services.
MED	Internet Use Policy	See link below under Acceptable Use Policy for Electronic Information Resource. These two statements will be separated and clarified. The Colorado State Library, 2011 Public Library Standards recommends including a statements about access to electronic information, services, networks and filtering.
MED	Website and Social Media Content	Staff will reference relevant passages from current city policies regarding linking to other pages and commenting.
MED	Acceptable Use Policy for Electronic Information Resources http://www.boulderlibrary.org/about/internet.html	Use of public computers may also be addressed under this category.
LOW	General Policy Statement <ul style="list-style-type: none"> Adoption of the ALA Library Bill of Rights ALA Freedom to Read Statement Freedom to View Statement 	Recommended by the Colorado State Library, 2011 Public Library Standards. Some of these statements are referred to in BPLs current library policies.
LOW	Exhibits and Displays	Recommended by the Colorado State Library, 2011 Public Library Standards.
LOW	Interlibrary Loan http://www.boulderlibrary.org/card/holds.html	Adoption of the “Colorado Interlibrary Loan Best Practices” is recommended by the Colorado State Library, 2011 Public Library Standards.
LOW	Circulation <ul style="list-style-type: none"> Getting a library card 	Updated as needed. Policy updates are done in coordination with the Flatirons Library Consortium members.

<http://www.boulderlibrary.org/card/index.html>

- Checkout, Renewal and Return

<http://www.boulderlibrary.org/card/checkout.html>

- Reading History, Privacy

<http://www.boulderlibrary.org/card/account.html>

- Collection Agency

<http://boulderlibrary.org/card/collections.html>

To: Boulder Public Library Commission

From: Anne Sawyer, Library Commission Chair

Date: Dec. 4, 2013

Subject: Arts & Cultural Assessment - Preface or Library Commission Statement

Background:

Due to the importance of planning on the part of the Arts Division and Arts Commission, the Arts & Cultural Assessment document was placed on Bradbury Associate's website as a link. With concern about the context of this document, since the Library Commission had requested and received assurances that the document would be "shelved" with respect to library-related changes, Director Maureen Rait agreed to add a preface statement that the Library Commission did not approve this document. To further explain this, we have an opportunity to expand this preface or add a Library Commission statement that will be permanently attached to the assessment document. As a recommended starting point for discussion, I offer the following draft statement for consideration.

Library Commission Statement - December 4, 2013

Though this document is valuable and contains pertinent information for purposes of the Arts Commission and Division, it is important that it be understood that the Library Commission was neither consulted nor interviewed in any way prior to its creation.

The Library Commission believes this assessment fails to recognize the complete mission, goals, and value of the Boulder Public Library (the "Library Division" of the Library and Arts Department) to our community. As a result, the Library Commission did not endorse this document but rather requested and received assurance that any library organizational, asset, service, or programming changes that staff wishes to make regarding the Boulder Public Library be brought to the Library Commission for discussion before any changes are enacted.

Additionally, the Library Commission does not endorse recommendations related to library programming outlined in this assessment. In particular:

- the Library Commission asserts that as an important component of fulfilling its mission, the Boulder Public Library ("Library Division") must continue to provide quality, free, and diverse arts, cultural, and literary programming to the Boulder community;
- the Library Commission does not endorse moving any of the Library sponsored arts and/or cultural programming from the "Library Division" to the "Arts Division";
- the Boulder Public Library's Canyon Theater should continue to be used primarily for Library programs, with only unscheduled time made available for outside rentals;
- the quantity and quality of Library sponsored arts programming should be restored to the levels provided to the community before the loss of the Arts Manager and Special Programs

Coordinator positions, and should include film, concerts, theater, dance, etc. in addition to literary programming.

- the grant requests made to the Boulder Library Foundation should be restored to previous levels of concert, film, dance, theater, and literary programming. The BLF is an invaluable resource in providing diverse library programming free of charge to our community; any proposed reduction in grant requests should not be considered.

While the Library Commission supports the Arts Commission in achieving its mission-specified goals related to supporting local arts and artists within the City of Boulder, it views these goals as separate from the Library's goals in scope and purpose; the Boulder Public Library (and Library Division) should be regarded as a partner in achieving art programming for the City of Boulder, but no more so than other departments providing similar arts and cultural programming.

ADDENDUM

JUNE 2013

The research parameters of the Arts and Cultural Programs Assessment Project covered only the City of Boulder entities, specifically, the Boulder Arts Commission and the Library and Arts Department staff and programs. Information about the relationship with the Boulder Library Foundation and funding amounts was provided by the City of Boulder Library and Arts Department.

At the request of the Library and Arts Department, Art Management & Planning Associates gathered additional information after the conclusion of the Arts and Cultural Assessment Project that warranted submitting an addendum to the assessment report. The information collected included a memo to the City of Boulder upper management from the Boulder Library Foundation dated April 3, 2013, comments made by members of the Boulder Library Foundation at the Boulder Arts Commission meeting Feb. 20, 2013, and comments taken during an in-person interview with two Boulder Library Foundation members.

The following information supplements the Arts and Cultural Programs Assessment Report (Assessment Report) submitted in February 2013. This addendum includes information about the Boulder Library Foundation and its funding of arts and cultural programs in Boulder Public libraries and it clarifies several findings and recommendations in the assessment report for special programs and theater and cinema.

Boulder Library Foundation

The Boulder Library Foundation (Foundation) is a 501(c)(3) non-profit organization established in 1974. The organization's mission 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 foundation is governed by a charter that outlines the following, among other general principles for funding programs:

1. The Boulder Library Foundation's mission is to support the City of Boulder Library and Arts Department. Funding requests from other organizations to support the library may also be considered.
2. Typically programs funded by the foundation are held at Boulder Public libraries and are administered by the Library and Arts Department some exceptions may be considered (e.g. 2013 Summer Reading Program party was held at the Boulder Reservoir).

3. The foundation gives priority to funding programs over capital improvements. Capital improvements that are related to programs may be considered (e.g. Reinforcement of the floor at the Carnegie Branch was funded so that Carnegie could accept the Daily Camera archive collection.)
4. Funding requests for technology may be considered if they are directly related to programs (e.g. the oral history program purchased recording devices with funding contributed by the foundation).
5. Funding for operational expenses is not allowed. The foundation does not employ Library and Art Department staff members.

Summary

The foundation submitted a memo to the Library and Arts Department director on April 3, 2013 presenting their (board's) comments and concerns about the results of the assessment project. Additionally, two of the 12 members of the board of directors came forward for an in-person interview. The intent of the interview was to reach a deeper understanding of how the organization works, what its goals are for funding arts and cultural programs in libraries, and to take into consideration their ideas for improving arts and cultural activities in Boulder's libraries.

Each year, the foundation accepts requests for funding by the Library and Arts Department. The department staff members prepare proposals for review and approval by the department director. Staff members are welcome to present their proposals in person to the foundation but it is not required. At the close of each program funded by the foundation, staff members are required to submit a closing report form detailing the program outcomes. The department director attends the foundation meetings and provides updates to the board about the Library and Arts Department activities.

To use an example year, in 2012, the total funding from the foundation to the Library and Arts Department for programs was \$148,678. These funds were allocated to cultural programming as well as more traditional library programs to enhance summer reading, the branch libraries, literacy, local history, etc. Art Management & Planning Associates identified \$50,750 of the 2012 funding as being associated with arts-related programming (see Assessment Report, Figure 72, page 136). This is the Art Management & Planning Associates' perspective on which programs should be included in the "arts"; more programs/funding could be included with a closer inspection of "art" programming.

Figure 72: Concept for Arts Division Funding Sources through 2016

Funding Source	2012 Budget	2013 Concept	2014 Concept	2015 Concept	2016 Concept
General Fund- Arts Division	\$543,084	\$654,150	\$654,150	\$654,150	\$654,150
Library Fund	\$111,078	\$-	\$-	\$-	
Arts & Business Grant Savings (prior to 2012) *	\$-	\$85,600	\$-	\$-	\$-
Library Foundation Funding for Arts-related Programs **	\$50,750	\$32,000	\$32,000	\$32,000	\$32,000
Public Art Program	\$-	\$-	\$-	\$17,050	\$42,050
Other Revenue Sources	\$-	\$5,000	\$5,000	\$5,000	\$5,000
TOTAL	\$704,912	\$776,750	\$691,150	\$708,200	\$733,200

* Arts and Business Grant Savings equal \$114,200. ** Library Foundation funding must be requested annually and is not a guaranteed funding source.

Those arts-related programs funded in 2012 included:

- Boulder Public Library Theatrical Performances: \$5,300
- Boulder Public Library Cinema Program: \$12,050
- Boulder Public Library Concert Series: \$20,900
- Northern Colorado Common Read Program – “Unbroken”: \$7,500
- Boulder Public Library Storytelling Series: \$5,000

Key Insights

The Boulder Library Foundation has a vested interest in the success of all the arts, culture, and literary programs held in Boulder Public libraries. Its only function is to support these endeavors financially through a relatively easy grant request process. If the city reduces these activities supported by the foundation, the foundation will not be able to accomplish its mission. Therefore, the foundation fully endorses continuing arts and cultural programs in Boulder’s Public libraries and the Canyon Theater, including film, dance, music, and literary arts. The cost per attendee and the programs’ impacts are not the only considerations made by the foundation when they evaluate funding proposals.

The foundation sees itself as a resource for expanding arts and cultural experiences in Boulder’s Public libraries, **not** as a means to supplement city budget cuts. The foundation is interested in seeing more programs focused on teens and adults since there is an ample number of programs for families and children. Foundation members are eager to brainstorm ideas with Library and Arts Department staff for new program ideas to enhance the visitor’s experience at libraries.

It is extremely important to the Foundation Board of Directors that programs in the Boulder Public libraries remain free and open to the public and that Library and Arts Department arts and cultural programs are given priority scheduling in the Canyon Theater over outside groups.

In its April 3rd memo, the foundation expressed a desire to work collaboratively with the City of Boulder to provide arts and cultural experiences in our public libraries.

It is unclear if the foundation's charter would prohibit the Foundation from funding arts and cultural programs if they remain in the same department but move from the Library division into the Arts Division. The question to answer is: Does it matter who or which Division is providing the arts and cultural program as long as it is in a Boulder Public Library and meets the foundation's criteria? There is confirmation that if the arts and cultural programs housed in the Library Division remain there, they would forgo additional funding opportunities such as Scientific and Cultural Facilities District (see Assessment Report, page 25, last bullet point).

Assessment Report: "The budgets for Theater and Cinema, Concert Series, and Art Exhibits are housed in the Library Division budget. The other program budgets, Grants, Dance Bridge, Boulder Arts Resource, and Arts Administration, are housed in the Arts Division budget. Housing the budgets in different areas makes tracking and oversight somewhat difficult and time consuming.

By merging the arts and cultural programs into the Arts Division, the Arts Division will likely become qualified for grants that are only given to arts and cultural organizations, e.g., Scientific and Cultural Facilities District (SCFD) grants."

In 2013, the foundation received very few proposals for funding; therefore, it has approximately \$45,000 remaining to grant. It will accept additional proposals in the fall of 2013.

Special Programs

The Library Foundation requested clarification from Art Management & Planning Associates on the Special Programs Recommendation 1 outlined in the Assessment Report (see Recommendation 1, page 96). The recommendation was to:

Assessment Report: "Special Programs, Recommendation 1: Continue to house the program in the Library Division and focus on literary

arts only (storytelling, poetry, One Book-One Boulder, and One Action-One Boulder. Discontinue providing arts-oriented and theatre performances to allow for increase in the availability of theatre rental time and allows for other uses of Library Foundation funding.”

The foundation’s primary concern with this recommendation is that library programs may be given a priority secondary to that of other events or rentals of the theater. Their view is that library programs should be given first priority for scheduling and use of the theater. First, it was not the intention of Art Management & Planning Associates to recommend that the Canyon Theater become a for-profit facility, nor was it the intention to recommend that any activity in the theater have an admission fee. The intention of this recommendation was to give access to outside performing arts organizations to use the facility since there is a lack of affordable performing venues in Boulder. Furthermore, it was suggested that the Library and Arts Department rent the theater to performing arts groups that would hold events that are free and open to the public. We suggest a nominal rental fee that will be used to recover the costs of providing a security guard and maintenance for use after-hours and for the staff to oversee the events. It is NOT recommended that the theater be rented for weddings or corporate related events. A suggested compromise between allowing outside performing arts groups use of the Canyon Theater and the Library and Arts Department-only use is to open the theater for performing arts rentals on Fridays, Saturdays, and Sundays when the theater is traditionally closed. This would entail hiring a security guard, covering maintenance costs and closing off the bridge to the library.

Second, Recommendation 1, page 96, suggested decreasing the funding requests to the Library Foundation for theater performances by the Special Programs area. The intention of this recommendation is to allow for more funding requests for films, concerts, literary arts, and other arts and cultural programs that may be created during the Cultural Master Planning process. This funding amount is approximately \$5,300 per year (see Assessment Report, page 95, Program Inputs Chart). Art Management & Planning Associates suggested that theater performances be provided by outside groups rather than the Library and Arts Department. The library’s goal is to provide improved theatrical programming.

Theater and Cinema Program

In its memo dated April 3, 2013, the Library Foundation questioned the clarity and validity of the “cost/benefit analysis” of the film program that was detailed in the Assessment Report (see Assessment Report, page 98-99):

Assessment Report: “Cinema Program: The Cinema Program is very expensive to produce. The 2012 costs* were \$48,878 (35,828 staff

time plus \$13,050** expenses). When dividing costs by 2011 attendance (4,300), the program costs \$11.36 per attendee to produce.” *The figures used were budgeted amounts not actual expenditures. ** The foundation contributed \$12,050 of this total for program expenses.

To clarify, the figure of \$48,878, the city’s 2012 funding of the film program, was calculated using budgeted amounts (see Assessment Report, page 103) provided to Art Management & Planning Associates by the City of Boulder Budget Office. We took the figure and divided it by the 2011 number of attendees, 4,300, which was provided by the film program staff. Attendance from the prior year was used since the attendance for 2012 was not complete at the time of the study. The \$11.36 total estimated cost per attendee is comprised of \$8.56 of city funding and \$2.80 foundation funding. In the assessment, this program was judged to be expensive to produce compared to the Concert Series program total that was \$6.86 estimated cost per attendee. The lower estimated concert cost per attendee is in part due to the higher attendance at concerts. The other program areas do not have attendance data to compare in this manner.

Additionally, Art Management & Planning Associates does not deem this calculation to be a cost/benefit analysis. This is a simple calculation that explains the cost per attendee and it does not evaluate the benefit of the program to the community. Admittedly, the foundation members have the right to judge this criterion in their grant-making process as they see fit and may not believe \$11.36 per attendee is too much to continue the program at its current cost per attendee ratio.

Art Management & Planning Associates appreciates the Foundation’s interest and support for arts and cultural programming in the Boulder Public libraries. We hope this clarification will resolve the concerns expressed.



The holds shelf was relocated from the end of the fiction section to adjacent to the front doors. Holds are more visible to patrons and staff and the fiction collection was expanded as a result of the move.



The new magazine reading area in the hall to the left of the public desk. Improved lighting was installed during the closure.



The newspaper shelving area now just around the corner from the magazine reading area.



The new public computing area groups all computers in one place conveniently located near the reservation and print stations. New computer tables are on order and expected before the end of the year.



The shiny new counter top and cabinets in the Reynolds Branch meeting room.



Renovated public restroom in the basement.

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

Name of Board/ Commission: Library Commission
Date of Meeting: October 2, 2013
Contact Information Preparing Summary: Leanne Slater 303.441.3106
Commission Members Present: Anne Sawyer, Celeste Landry, Donna O'Brien, Anna Lull, Paul Sutter (new Library Commissioner sworn in at this meeting) Commission Members Absent: None
Library Staff Present: Maureen Rait, Executive Director of Public Works and Interim Director of Library & Arts Jennifer Miles, Deputy Library Director Leanne Slater, Administrative Specialist II Gwen Holton, Branch Library Specialist City Staff Present: Glenn Magee, Facilities Design and Construction Manager Joe Castro, Facilities & Fleet Manager Jennifer Bray, Communication Specialist III Peggy Bunzli, Budget Manager
Type of Meeting: Regular
Agenda Item 1: Call to Order and Approval of Agenda The meeting was called to order at 6:00 p.m. Sawyer amended the agenda by adding an item as 3A, entitled "Welcome Maureen Rait as Library and Arts Director." She also added an item entitled "Update on the New Library Director Search" after the Consent Agenda.
Agenda Item 2: Public Participation None.
Agenda Item 3: Welcome and Swearing in of New Commissioner 3A.: Welcome Maureen Rait as Library and Arts Director Paul Sutter was welcomed as the new library commissioner and Commissioner O'Brien administered his oath of office.
Agenda Item 4: Consent Agenda 4A.: Approval of minutes from 4 September 2013 Motion to approve the 23 Sept. meeting minutes as presented by: Landry; seconded: O'Brien Vote: 4-0 Motion passes, Sutter abstained as he was not a member at the Sept. meeting. 4B: Commission Update (from memo) There were no items that needed to be discussed. 4C.: Library Update (from memo) Sawyer amended the agenda by adding an item entitled "Proposed North Boulder Library Station," before the Commission Priority Discussion and Input. 4D.: Motion to Approve Warner Charitable Trust Donation Motion to pass a resolution accepting the annual revenue from the Warner Charitable Trust as presented by: Sutter; seconded: Lull Vote: 5-0 Motion passes. In addition, the Library Commission agreed to send a letter of gratitude to the Warner Family for this yearly donation.

Agenda Item 5: Update on New Library and Arts Director Search

Rait provided an update on the new library and arts director search.

Agenda Item 6: Proposed North Boulder Library Station**[10 minutes]**

Motion which stated that the Library Commission requests that City Council increase the 2014 operating budget for the North Boulder Library Station by \$60,000 in order to increase the operating hours from 20 to 40 per week. This would increase the operating budget from \$115,000 to \$175,000 for the year. One-time costs will remain at \$90,000. This motion was presented by: Sawyer; Seconded: Lull. Vote: 5-0 Motion passes.

Agenda Item 7: Commission Priority Discussion and Input**7A: Update on Flood Impact to Library Facilities****[23 minutes]**

Castro gave a presentation on the 2013 preliminary flood damages.

The presentation and discussion included these facts:

- 332 of the city's 371 buildings and structures have been assessed for flood damage
- Flood damage has been assessed to 43 city facilities, so far
- Water damage to documents that were in storage at the city's 11th and Spruce parking garage

Commission discussion, questions and comments included:

- What was the status of the Reynolds piano? Severely damaged and considered a total loss
- Would the library insurance cover the cost of the Reynolds piano? The city's insurance will cover the piano and that the city should get the fair market value for it.
- Types of documents damaged at 11th and Spruce parking garage? Documents were from a couple of recent donations: possibly from a former council person's personal papers and a donation from a fire district collection.
- Is staff trained in document recovery? Yes; Carnegie staff are.

More information can be found at:

<http://boulderlibrary.org/pdfs/commission/2013/handouts/13OctMeetingHandouts.pdf>

7B: Main Library Renovation Project Design Advisory Group Update**[25 minutes]**

Magee presented information regarding the Main Library Renovation Project. Design Advisory Group is reviewing the 90 percent complete set of construction drawings from studiotrope. Studiotrope anticipates completing the 100% construction drawings by Oct. 25. Dec. 7 is the anticipated date for the construction bid opening.

Commission discussion, questions and comments included:

- Will the flood and recovery impact the project in terms of finding contractors? Smaller contractors are all booked; however, the larger firms probably have more stable contractors; the costs of materials being affected.
- Will flood damage affect the city planned flood mitigation? Mitigation work had worked as anticipated; flood reinforced what needs to be done in preparation for a large event.
- Is it the wrong time to start an optional project- desire for the library not to be perceived as a bad neighbor, as the library's project is not a crisis project? Right time for the library's project as the demand for construction and materials will most likely get worse; bond funds for the project must be spent by March 15, 2015.
- Concern about the project's third phase and adult fiction collection being unavailable for 20 weeks. Due to collection size, it needs to be relocated offsite; patrons can still borrow items from the branch libraries and the Flatirons Library Consortium; staff will be looking into other options.
- Would temporarily closing one of the collections impact library's participation in Prospector? No, since it is only temporary; the library currently plans to stay open.
- Announcement- Oct. 7 is the kick-off meeting for the public art selection panel and process.

7C.: Renovation Project Ideas for Possible Funding by Boulder Library Foundation

Sawyer suggested that staff compile various alternate item packages, in connection with the renovation project which are also related to library programming, for possible funding by the Boulder Library Foundation (BLF). The packages suggested are as follows:

- Café and bridge finishes
- Technology maker space (includes the technology and equipment for the room)
- Audiovisual (AV) enhancements to one or more meeting rooms
- “Lower Rapids” informal meeting area

Agenda Item 8: Matters from the Commission
None? Or just nothing listed in other boards’ minutes?

8A.: Library Commission Webpages

[10 minutes]

Commission discussed the two different versions of their webpages: one library- based and one city-based.

Commission discussion, questions and comments included:

- Library- based webpage was more user-friendly
- Suggestion to maintain a full library-based webpage and maintain a pared down city-based webpage
- Suggestion to post the Library Commission’s documents on only one location (webpage) and then linking to that document’s location from the other webpage
- Suggestion to remove the Library Commission’s picture from the city-based webpage in order to create a more official/government aesthetic.
- Any way to avoid the message that you are leaving the city’s website when contacting the commission from city-based webpage?
- Any proposals to change the city’s website?
- Suggestion to include the future director’s photo on the library’s website

Staff agreed to follow up on these questions and feedback.

Agenda Item 9: Matters from the Department
Nothing?

9A.: Review Boulder Public Library Foundation Fall Program Funding Requests [12 minutes]

Commission discussion and comments included:

- Requests are limited right now. Foundation has funded a number of programs this year and fall is generally lighter in terms of programming-related requests.
- Positive comment about foundation/commission/staff luncheon in re: new library programming
- Doris Hass, founder’s chair of the BLF, wants to connect with library staff, especially the newer employees, and discuss the foundation’s and staff’s creative programming ideas
- Suggestion of an efficient way of communicating with staff in regards to programming may be for the BLF to compose a letter to staff.

9B.: Plan for Target Patron Survey on Library Programming

Staff agreed to come back to the Library Commission with a beta version of a proposed target patron survey.

Commission discussion, questions and comments included:

- Suggestion that survey questions be brief and concise.
- Suggestion to ask collection development or service-oriented questions (i.e. e-learning resources or Overdrive and Freegal, etc.) Ex. “Mark all areas in which you would like to see the collection improve.” - Could also include a listing of genres such as general nonfiction, fiction, science fiction, romance, etc.
- Suggestion to ask demographics questions:
 - Male or female
 - How many children under age 10 in the household
 - How many children ages 10-18 in the household
 - Whether they reside within the city limits
 - Branch that the survey taker uses most often
 - Library hours

- Staff suggested a library hours question may be better suited for larger patron survey as part of master plan.
- Suggestion to include survey question such as “What is the best way to inform me [the patron] about programming offerings?”
- Suggestion that there be a blank for “Other” that could serve as an opportunity for people to write in their own unique suggestions.

Agenda Item 10: Items for Inclusion on Action Summary

Commission discussed items for the Action Summary.

Agenda Item 11: Next Commission Meeting (rollover items and date)

- Shelley Sullivan, BoulderReads! manager, will present the Janet Driskell Turner-Outstanding Adult Learner award
- Library’s renovation update regarding the contractor selection process and review of the public art selection panel recommendations
- Funding goal with information and vision information in relation to the library’s master plan, update on the approved 2014 Library & Arts budget
- Begin prioritization of Library Commission goals in preparation of sending the commission’s letter to City Council in December
- Report on Boulder Library Foundation’s grants
- Update on securing a recruitment firm for the library and arts director search, and possibly information on target patron survey iteration.

Agenda Item 8: Adjournment

There being no further business to come before the board at this time, the meeting was adjourned at 7:52 p.m.

Date, Time, and Location of Next Meeting:

The next Library Commission meeting will be held at 6 p.m. on Wed., Nov. 6, 2013 at the Main Library, in the North Meeting Room, 1001 Arapahoe Ave.

APPROVED BY:

ATTESTED:

Board Chair

Board Secretary

Date

Date

An audio recording of the full meeting for which these minutes are a summary, is available on the Library Commission web page at <http://boulderlibrary.org/about/commission.html>

2012 Guidelines for Meeting Action Summary and Minutes

Some Guidelines for Minutes (DRAFT)

- 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