

City of Boulder
2013 Library Commission

Agenda

Meeting Date: October 2, 2013

Location: North Meeting Room, Main Boulder Public Library

Start Time: 6:00 pm

1. Approval of Agenda
2. Public Participation
3. Welcome and Swearing in of New Commissioner
4. Consent Agenda
 - a. Approval of Sept. 4, 2013 minutes
 - b. Commission Update (from memo)
 - c. Library Update (from memo)
 - d. Motion to Approve Warner Charitable Trust Donation
5. Commission Priority Discussion and Input
 - a. Update on Flood Impact to Library Facilities
 - b. Main Library Renovation Project Design Advisory Group update
 - c. Renovation Project Ideas for Possible Funding by Boulder Library Foundation
6. Matters from the Commission
 - a. Library Commission Web Pages
7. Matters from the Department
 - a. Review Boulder Public Library Foundation Fall Program Funding Requests
 - b. Plan for Target Patron Survey on Library Programming
8. Items for Inclusion in the Action Summary
9. Next Commission Meeting (rollover items and date):
10. Adjourn

2013 Library Commissioners

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

Draft Minutes
Boulder Public Library Commission meeting
September 4, 2013
Main Library North Meeting Room

COMMISSION MEMBERS PRESENT

Anne Sawyer
Celeste Landry
Donna O'Brien
Anna Lull

COMMISSION MEMBERS ABSENT

None

LIBRARY STAFF MEMBERS PRESENT

Valerie Maginnis, Library & Arts Director
Jennifer Miles, Deputy Library Director
Leanne Slater, Administrative Specialist
Aimee Schumm, eServices Manager
Kathleen Janosko, Administrative Specialist II (Finance)

CITY STAFF MEMBERS PRESENT

Glenn Magee, Facilities Design and Construction Manager
Joe Castro, Facilities & Fleet Manager
Maureen Rait, Executive Director of Public Works
David Mallett, Budget Analyst
Jennifer Bray, Communication Specialist III
Peggy Bunzli, Budget Manager
Paul Fetherston, Deputy City Manager

PUBLIC PRESENT

Peter Richards
David Mendosa

BOULDER TEEN ADVISORY BOARD MEMBER PRESENT (BTAB)

Nick Bozik

STUDIOTROPE REPRESENTATIVES PRESENT

Designer Brigitte Kerr, Principal Designer Deva Montalbano, and Interior Designer Caitlin Bullock

CALL TO ORDER

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

APPROVAL OF AGENDA

Sawyer amended the agenda in order to provide for an update from Deputy City Manager Paul Fetherston on the Library and Arts Director interim plan and recruitment. Therefore, Item 6C, Library and Arts Director retirement search, was moved after the Consent Agenda. Landry amended the

agenda by changing the name of Item 5B under Matters from the Commission from “Possible statement about tax options and library funding” to “City Council Charter Committee.”

PUBLIC PARTICIPATION

No public participation.

CONSENT AGENDA

A. APPROVAL OF JULY 10, 2013 MINUTES

The Aug. 7, 2013 minutes were unanimously approved as amended (4-0).

B. COMMISSION UPDATE (FROM MEMO)

There were no items discussed.

C. LIBRARY UPDATE (FROM MEMO)

- Landry asked if the Boulder Housing Partners (BHP) online survey regarding the proposed north Boulder library station had been completed. Maginnis responded that she had not heard back yet but would be meeting with BHP on Fri., Sept. 6 and could email an update about this to the commission.

MATTERS FROM THE DEPARTMENT

A. LIBRARY AND ARTS DIRECTOR RETIREMENT AND SEARCH

Fetherston thanked Maginnis for her service and provided information regarding the search for a new library and arts director, and the timeline for filling this position.

Fetherston shared that the Executive Director of Public Works Maureen Rait has agreed to serve as the interim director of library and arts. He said that Rait, Miles, and Maginnis have worked very closely on the capital improvement project and complimented Rait on her ability to successfully conduct capital improvement projects in our community.

He said that the city is hoping to have a recruitment firm secured by the end of October and that the firm will engage in gathering stakeholder input which will include input from the Library Commission and staff. This information will help develop a candidate profile, and the firm will also identify a timeline (for working toward filling this position.) Due to the typically low number of responses to recruitment around the holidays, recruitment may take place at the beginning of 2014. However, stakeholder feedback will start immediately. Fetherston reviewed the city’s process for filling director level positions, said that the hope is to have someone in place in the first quarter of 2014, hopefully in March, depending on when the recruitment begins.

Library Commission presented Valerie with a letter of congratulations on her retirement, thanking her for her service to libraries for 33 years, and more specifically for her dedication to the Boulder Public Library.

COMMISSION PRIORITY DISCUSSION AND INPUT

A. MAIN LIBRARY RENOVATION PROJECT DESIGN ADVISORY GROUP (DAG) UPDATE (50 MINUTES)

Magee presented information about the cost estimate for the Main Library project design. The Library Commission acknowledged the extensive public engagement process and studiotrope's facilitation and documentation of the community's vision for the project. The expectation is that the desired scope of work can be achieved within the budget. The update provided about the cost estimates suggested that may not be possible. Items that are not part of the base project scope were organized into tiers and discussed.

- Tier 1 and 2 items combined and bid as add/alternates.
 - Café /Bridge renovation – finishes, furniture, lighting and casework (\$80,000)
 - Second children's restroom (\$9,000)
 - Technology lab adjacent to Teen space (\$10,000)
 - Energy efficient lighting improvements to main stairway, children's area, and fiction area (\$180,000)
 - Enhanced graphics for way finding and meeting space privacy (\$39,000)
 - Furniture to increase patron seating (\$122,800)
 - Flexible, configurable shelving to improve access to collections (\$60,000)
 - Audio-visual enhancements to basic equipment (\$32,100)
 - UV protection film for north windows that face non-fiction collection (\$2,500)
- Sawyer stated that it was a surprise that the project is almost a third over budget. She was concerned that it would be difficult for the commission and the public if some of the things discussed in the community vision meetings (i.e. the bridge café and the technology lab) were eliminated. She said she wished things had been planned better, and asked for specific numbers in regards to components of the renovation such as the café and the teen technology lab. She said that the Boulder Library Foundation has expressed interest, but not commitment, to possibly funding something that they would not normally fund because it is related to library programming.
- Landry asked if there was possible alternative financing for café vendors. Magee answered that once the library finds a vendor, alternative funding could be a possibility.
- O'Brien suggested that perhaps a private donor could contribute to creating a complete (video) production area for the teens. Magee said that this may be possible. Miles stated the renovation Design Advisory Group (DAG) needs to wait to have the bids back in order to inform any decisions, which may include possibly pursuing alternative funding. She said that there is still hope that some of these things can be done within the budget.
- Landry confirmed with Magee that the numbers above were based on the design development set which was 60 percent completed. She also agreed with Sawyer that the café and the teen technology lab were important.
- Commission reiterated that the renovation of the café/bridge, adding a second children's restroom, and the establishment of the technology lab adjacent to the teen space were identified as important to meeting the community's expectations.
- Magee stated that 90 percent of the design development will be completed by next week.

- Sawyer encouraged staff and commission to continue to be optimistic, evaluate the bids once received, and then see what other work we (staff and commission) have to do.

The commission desires to have more discussion about project alternates and priorities once bids are received. (More information can be found at <http://boulderlibrary.org/pdfs/commission/2013/handouts/13%20SepMeetingHandouts.pdf>)

B. UPDATE ON RFID/MATERIALS HANDLING (10 MINUTES)

Schumm informed the Library Commission on the radio-frequency identification (RFID)/materials handling project. She confirmed that the budget for this entire project is about 1.1 million dollars.

- Sawyer asked how the estimates that are being received are different from one another (i.e. different materials handling systems). Schumm responded that the ultimate goal is to get the materials from the main level of the library down to the basement; the details were left up to the vendors. The RFP process has assisted staff in clarifying their preferences for the new system.
- O'Brien asked if there would still be a materials drop box on the north side of the Main Library. Schumm responded affirmatively.
- Lull asked if the RFID tagging would be done in tandem with collection development practices. Miles responded that new materials will be tagged by the vendors. O'Brien asked if this work would be done by volunteers or if perhaps high school or college students might be hired for this task. Schumm said this is yet to be determined.

(For more information, please go to p. 21 & 22 of the following link: <http://boulderlibrary.org/pdfs/commission/2013/packet/SepCompletePacket.pdf>)

C. STUDIOTROPE PRESENTATION (1 HOUR & 5 MINUTES)

Designer Brigitte Kerr, Principal Designer Deva Montalbano, and Interior Designer Caitlin Bullock presented information on the "look and feel" boards for the interior design of the Main Library Renovation's Project. The Library Commission had the opportunity to ask questions.

- Lull asked what end of the cost spectrum are the new shelving units. Bullock answered that it is middle grade shelving and that it can be added onto later.
- Bullock said that the DAG and studiotrope are looking at prize furniture pieces that are desired and that more of those pieces can be purchased at a later time.
- O'Brien suggested perhaps using a combination of carpet and linoleum on the stairs near the children's area (in order to keep it kid-friendly.)
- Lull asked if there had been any requests from the public about keeping the artwork on the columns outside the current children's area. Maginnis answered that she had not received public input about that.
- O'Brien asked if there would be a changing station in the family restroom. Kerr answered affirmatively.
- Sawyer asked if one of the children's restrooms is removed will the room still exist. Kerr answered that the room for the restroom would be constructed in order to enable future growth.
- O'Brien asked if the smaller restroom would still be wheelchair accessible. Kerr responded affirmatively.

- Sawyer and O'Brien asked that the teens continue to be collaborated with during the interior design component of this project.

(More information can be found

at <http://boulderlibrary.org/pdfs/commission/2013/handouts/13%20SepMeetingHandouts.pdf>)

MATTERS FROM THE COMMISSION

A. **PRELIMINARY MEETING ROOM PLAN**

Landry presented a preliminary meeting room plan as part of the September packet (which can be found on p. 23 at <http://boulderlibrary.org/pdfs/commission/2013/packet/SepCompletePacket.pdf>). She mentioned that it could be relevant to the color scheming for the meeting room as well as other details. It was determined that this information is interesting to have now but may be too preliminary at this phase of the project.

B. **CITY COUNCIL CHARTER COMMITTEE**

This item was deferred for a future meeting, in relation to the Library Commission's Priority Items, which are yet to be determined for 2014. This process will start in October or November of 2013.

Landry stated that this committee will often propose a ballot issue in order to change charter language, especially language that may be outdated.

MATTERS FROM THE DEPARTMENT (CONTINUED)

B. REVIEW 2014 CITY MANAGER'S RECOMMENDED BUDGET (18 MINUTES)

Mallett reviewed the Library & Arts Department's portion of the 2014 City Manager's Recommended Budget with the Library Commission and offered them the opportunity to ask questions. He explained that the economy appears to be moving in a positive direction, i.e. there has been a 3.5 percent increase in sales and use tax and the unemployment rate is down. He added that there have been some costs that are outpacing this growth, i.e. the cost of materials, higher healthcare costs, etc. but that he is still cautiously optimistic.

(For more information, please go to p. 44

at <http://boulderlibrary.org/pdfs/commission/2013/handouts/13%20SepMeetingHandouts.pdf>).

- North Boulder Library Station
 - O'Brien noted the annual \$150,000 allocated for operating costs seemed like a low number. Miles responded that the number is mostly comprised of the salary for the 1.0 FTE as well as the money required to maintain the space (which is a relatively low amount.)
 - O'Brien asked if there could be a cool sign at the WestView location; she said that it may be hard to notice otherwise. She mentioned that maybe some of the local artists in that area could work on this. Miles answered that signage costs are being estimated in the one-time cost figure (\$90,000.) Miles said that it would be something that goes in the

grass rather than on the building itself. Landry commented/suggested that there be a City of Boulder Transportation street sign directing people to the library station.

- Landry stated, on a side note, that there was a bumper sticker on the sign that points to the Canyon Gallery. Rait made note of this.
- Landry requested the line items that make up the north Boulder budget.
- Sawyer asked for the costs of the station to be open an additional 20 hours per week, as she said she heard that the community may be going to council to ask for the library to be open for more than the proposed 16-20 hours per week. She wants to be able to provide this group with the number.
- Landry asked if the library would employ 2 people that would comprise the 1.0 FTE. Miles responded that was a possibility and could allow for coverage for breaks/vacations.

C. PLAN FOR TARGET SURVEY ON LIBRARY PROGRAMMING

This item was deferred until October meeting.

ANNOUNCEMENT- Commissioner Sawyer announced that applications for the vacant library commissioner appointment are being accepted until Sept. 23, 2013.

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., Oct. 2, 2013 at the Main Library, in the North Meeting Room, 1001 Arapahoe Ave. and will include the following agenda items:

Swearing in new Library Commissioner, Main Library renovation project Design Advisory Group regarding an update on the bid process plan, café vendor request for proposals (RFP) process, review of the public art selection panel recommendation, master plan funding goal information review, city-based Library Commission webpage, and plan for target patron survey on library programming.

Meeting adjourned at 9:04 p.m.

Please note, later: The swearing in of the new commissioner will not happen until the November meeting.

Meeting Date: October 2, 2013

1. Library Commission Upcoming Calendar

| | Priority Discussion | Commission Responsibilities | Visitors |
|---|---|---|--------------------------------|
| September 19 - RFQ responses due. September 20-30 -- DAG review. | | | |
| September 23 - October 4, 2013 - Public Art applications screened by staff and the consultant to be narrowed to several semi-finalists. | | | |
| October 1, 5:30 - 6:00pm -- Library Commission candidate interviews with City Council. Appointment made same evening during the Council meeting. | | | |
| Oct 2 | 1. Main Library Renovation: <ul style="list-style-type: none"> • Update on bid process plan and café vendor RFP process • Review Public Art Selection process 2. Update and feedback on Library Commission web pages | <ul style="list-style-type: none"> • Review Foundation funding requests • Prepare questions for target survey of patrons • Take Commission photo | |
| October - November - Issuance of construction documents for public bid | | | |
| October 7 - 11 - Public Art semi-finalist interviews with public art selection panel; finalist recommended. | | | |
| November - December - Bidding, contractor selection, and permit. | | | |
| Nov 6 | 1. Main Library Renovation: <ul style="list-style-type: none"> • Progress update on contractor selection process • Review Public Art selection panel recommendation 2. Funding Goal - Info and Vision 3. Update on approved 2014 Library & Arts budget | <ul style="list-style-type: none"> • Review Quarterly Statistics (?) • Begin annual letter to City Council and report per Charter • Review commission candidate application questions • Receive report on Foundation grants | Shelly Sullivan, BoulderReads! |
| November 7 - 14 - Public Art Finalist recommendation and comments from Library and Arts Commissions forwarded to City Manager for approval. Contract negotiation phase begins. | | | |
| December - Café vendor RFQ/RFP process | | | |
| Dec 4 | 1. Main Library Renovation 2. Review Findings from Priorities and Long-range Planning Discussion; Review Master Plan Appendix J. | <ul style="list-style-type: none"> • Deadline to send annual letter and charter-required report to City Council about Commission Priorities and Goals. | |
| January 15, 2014 - October 2014 - CONSTRUCTION phase of Main Library Renovation | | | |

| | | | |
|-------------------------|---|--|--|
| Jan 8 Meadows | <ol style="list-style-type: none"> 1. Main Library Renovation 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. | |
| Feb 5 | <ol style="list-style-type: none"> 1. Main Library Renovation 2. Review Orientation Handbook 3. Foundation Grant Proposal Review | <ul style="list-style-type: none"> • Review Quarterly Statistics (?) | |

Upcoming Dates of Interest:

- Oct:** Oct. 13-19, 2013 Teen Read Week
Oct. 20-26, 2013 National Friends of Libraries Week
- Nov:** NaNoWriMo (National Novel Writing Month)
Picture Book Month
- Jan:** Jan. 27, 2014 American Library Association Youth Media Awards
(includes Caldecott, Newbery and more)

2. Update on Commission Emails through September 26, 2013

None received.

3. Update on the Appointment of a new Library Commissioner:

Due to some scheduling issues with the City of Boulder and City Council, an email was sent out to Commission explaining that the interviews and appointment of a new Commissioner would be delayed. However, the conflict was alleviated, and the original schedule was restored. We have 2 applicants for the new Commission position; interviews will be on October 1st at 5:30pm in the West Conference room in the Municipal Building. We will hopefully have our new commissioner join us at the October 2, 2013 meeting the following night.

Note: We will take a new photo for the Commission web page.

4. Mamie Doud Eisenhower (Broomfield) Public Library Board Meeting, Sept 5, 2013 - submitted by Celeste Landry

Attendees were Library Director and Cultural Affairs Roberta Depp, City Council Member/Library Liaison Martha Derda and 6 of the 7 members of the Library Board. They added an agenda item for public comments, and I gave a brief overview of BPL's activities. One member expressed surprise that Boulder required boards and commissions to have both genders represented.

One of the library board members took the minutes. During the approval of the minutes, the library director suggested an amendment to the minutes which was accepted.

The report from the liaison to the Library Foundation told of their involvement in many activities: summer reading, brick campaign, "BookWoman" and One Book One, Broomfield.

The director presented her monthly report with an accompanying handout. The library was closed for a week for a 2nd floor carpet replacement project. (See the YouTube video of the shelf mover at <http://www.youtube.com/watch?v=n2YM9iJ8v3g>.) Monthly statistics were not impacted by the closure as much as one might expect. The other furniture and layout changes in conjunction with the carpet project seem to be appreciated. There was also a productive staff training day, first one in years, during the closure. The library has held information programs on the new health care law and they plan to hold clinics to help people register in the Colorado insurance marketplace. Other community programs sponsored by the library include a bird identification class and a series of talks on parenting. The director's handout included

a note about Valerie Maginnis' retirement but said that no changes were expected in Flatirons Library Consortium projects.

Every year the library board reviews the bylaws and usually makes minor changes. Bylaws changes were discussed at this meeting.

The Children's Room was scheduled to be closed on Sept 11 until 5pm to make changes to support the new Family Place. The early learning materials were going to be moved further from the entrance so that older children don't feel like they are walking into a baby's library. In the Children's Room there are a lot of stuffed animals which get cleaned regularly, but the cleaning is a lot of work.

One member of the board wanted to foster a relationship between artists and the library. Currently, the library cards have a picture of the library building. He suggested holding a contest for some beautiful artwork that might end up on the library card. In Tempe, Arizona the library board he served on worked with artists to turn ugly electrical boxes into works of art.

5. Lyons Library District Joint Public Hearing in the Lyons Town Board Chambers: Boulder County and Larimer County Commissioners, Thursday, Aug 29, 2013 - submitted by Celeste Landry

Prior to the meeting, the commissioners took a tour of the library and saw, for instance, that the library director's desk is in the stacks. The Town Board chambers was packed with over 40 people attending, most of them speaking in favor of the funding measure for the Lyons Library District.

The mayor began with some history of the project and noted that increases in both the younger and older residents called for an expanded library. The head of the Lyons Library District steering committee spoke about the project's financial aspects and construction considerations.

The most vocal opponent of the library district funding issue, a Mr. Baumgartner, was not present but had a resident of Denver read his statement. Later Dan Greenberg, a town trustee, noted that the 2008 Comp Plan on which Baumgartner based many arguments was derived from old data which is no longer relevant. Although the other comments were primarily positive, people did raise questions about other issues: 2 counties involved in the district, importance of meeting space, vague ballot language about expenditures, consideration of underrepresented groups, and how library trustees would be chosen,

Post Public Hearing Updates

A few days later the county commissioners approved their respective ballot texts.

As you probably know, Lyons was one of the communities hardest hit by the flooding in September. From an email by the chair of the Lyons Library District steering committee: "Most of the Lyons business district is intact ... a few businesses had water-soaked floors and water in the basements, but no real standing water flooding as occurred in Estes Park. Town Hall (which sits lower than downtown) was flooded. The library was in better shape, though things on the floor may have gotten wet."

Since so many Lyons residents are displaced, voter turnout could be quite low for the all-mail November election on the funding for the Lyons Library district.

6. Patron Survey Questions - Considerations - submitted by Celeste Landry (included from September memo due to agenda deferral)

The most recent patron survey was done in 2008, and surveys had been done on a 2-year cycle since at least 2002. In order to compare a 2013 patron survey with previous surveys, it makes sense to include a lot of the same questions. However, we may want to change or add (or even delete) some questions.

It is probably cheaper to ask questions with a limited number of answers. However, we may feel that some questions are worth spending more money on in order to allow patrons to give explanatory (aka non-hierarchical or non-computational) answers.

Examples from the 2008 survey:

CHANGE #12 from

Knowing how much it will cost to restore the one day a week closure at the Meadows and Reynolds branches, how important is it to you to restore the one day per week closings?

to

The Meadows (Reynolds) branch currently has an annual budget of \$_____. In 200_ the # of days that Meadows (Reynolds) was open was reduced from 7 to 6 days to save money. To restore the branch to 7 days per week of operations would cost \$_____, ____% of the current branch budget. How important is it to restore operations at the branch to 7 days per week?

CHANGE #13 from

Knowing how much it will cost to restore the earlier opening of 9AM across the entire library system, how important is it to you to restore earlier opening time?

to

In 200_ the Main Library's opening time was changed from 9am to 10am. The Main Library is currently open 66 hours each week. To restore the 9am opening time 6 days a week would cost \$_____ each week, ____% of the current weekly operating budget for the Main Library. How important is it to you to restore the 9am opening time at the Main Library?

CHANGE #17 from

How do you usually get the library's monthly newsletter/calendar?

to

There have been several newsletter changes since the last patron survey. In ____200_ the calendar in the center of the library's monthly paper newsletter was eliminated. In ____ 20__ the paper newsletter was reduced from __ pages to 8 pages. By January 2012 (??) the newsletter was only produced electronically. Do you remember the paper newsletter calendar? How about the paper newsletter? What, if anything, could be done to improve the electronic version of the newsletter?

ADD

To open a North Boulder library station in the Westview Apartments (at the corner of Broadway and Yarmouth) 3 days a week for 4 hours each day would cost \$_____. Each additional 4-hour period would cost \$_____. If you would you like to see a North Boulder library substation, why ... and how many days (and/or hours) a week should it be open?

If not, why not?

ADD

There are different governance structures for libraries. The two kinds in Boulder County are municipal libraries like Boulder Public Library and district libraries like Nederland Community Library. In Colorado over half the libraries provide their services through a library district, and this trend is increasing. For instance, voters in Fort Collins approved a library district in 2006, and Lyons voters will see a ballot issue to fund a library district in 2013. Are you familiar with library districts in Colorado? If so, do you have positive, negative or neutral feelings about library districts? Feel free to elaborate.

Other issues we may want to specifically ask about –

1. Patrons have complained about the lack of a café, but we plan to address that in the renovation.
2. Patrons have complained about people taking shelter in the library to escape the heat or cold rather than for the library's services. This issue sometimes comes up in relation to safety/security (question 11Q in 2008).

Commissioners may also be interested in seeing the Mamie Doud Eisenhower Public Library Board of Trustees Patron Survey (date unknown): http://www.lrs.org/documents/comm_analysis/Patsurv.htm.

TO: Boulder Public Library Commission

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

DATE: September 27, 2013

SUBJECT: Library Information Update

This memo contains updates on library issues and follow-up information for the Oct. 2, 2013 Library Commission meeting.

1. Library Website Redesign Project:

Work on the Boulder Public Library website redesign project continues. The first phase, redesign of the site, is scheduled for implementation in January. Library eServices staff plans to present the new design to the commission at the Jan. 8, 2014 meeting. The second phase, reviewing options to improve the functionality of the calendar, will begin later in 2014. A timeline for phase 2 has not yet been developed.

2. Maria Rogers Oral History Project Website:

Lisa Holmberg, web services specialist, has completed the first phase of the oral history project website, which included building a website that combines audio files with transcripts and, when available, images. She is now working with the Carnegie Branch Library staff and their volunteers on cleaning up records and getting them ready to export into the new database. This work is progressing slowly due to personal impacts of the flood on members of the staff who have needed to take additional time off. In the meantime, Lisa will continue working on the second phase of the project, incorporating the oral history site into the Carnegie Library's main webpage. This phase of the project is still on track to go live after the library's new website.

3. Proposed North Boulder Library Station:

On Friday, Sept. 6, Valerie Maginnis, Former library and arts director and Jennifer Miles, deputy library director met with representatives from Boulder Housing Partners (BHP) to discuss ideas/issues related to parking, placement of outdoor signs and a book return, drafting a lease agreement, etc. There was enthusiasm for the commission's idea of engaging a local artist to design a sign for the building.

Ideas for reaching out to the neighbors, both businesses and residents of the apartment complex and beyond, were also discussed. Holding an open house for neighbors of the North Boulder Library Station sometime during the next few months is being considered.

At the Sept. 6 meeting, staff learned that the survey for the local residents had not been released and requested the opportunity to review the cover email and survey again before it was published. Changes suggested by Commissioner Landry were incorporated, making the survey instrument more consistent between the English and Spanish versions. One question was added, asking respondents to rank the service options in order of priority. On Thursday, Sept. 19, the survey was sent to the BHP's north Boulder listserv of approximately 789 email addresses. The survey will close on Friday, Sept. 27. Results will be shared with the Library Commission once they are available.

A webpage has been published to share the progress of the proposed North Boulder Library Station project. The webpage is a tab at <http://news.boulderlibrary.org/> as well as being linked under the “News” section of the library’s homepage. It will be updated following the City Council’s 2014 budget deliberations and as-needed after that.

4. Arapahoe Avenue Parking Lot:

In the July 3, 2013 Library Update memo, commissioners were informed of the schedule for resurfacing and re-striping work that was to take place in the Arapahoe Avenue parking lot later that month. Sometime before the parking lot repair work was planned, the commission requested that the use of the parking spaces designated in the Arapahoe Avenue lot for the West Senior Center be evaluated and, that if they were found to be underutilized, the designation be removed. The Library and Arts and Human Services departments directors discussed the commission’s request and agreed to remove the signs designating those parking spaces for the West Senior Center upon completion of the July 2013 parking lot repairs.

During the months that followed, the West Senior Center parking lot was also resurfaced and re-striping to include additional accessible parking resulting in a net loss of total spaces. In order to provide a minimum amount of adequate parking for the West Senior Center, three parking spaces in the Arapahoe Avenue parking lot have once again been designated through signage for senior center patrons.

5. Fall Funding Requests for Boulder Library Foundation

Each year, the Boulder Library Foundation (BLF) provides two opportunities, spring and fall, for library staff to request funds for programming. In the spring, the BLF generously agreed to fund more than \$84,000 of programming for the library. The 2013 programs funded include:

- Main Library Early Literacy Computers for Youth Service
- 2013 Youth and Teen Summer Reading Program
- Reynolds and Meadows Branch Library Programs
- Boulder Public Library Cinema Program
- Carnegie Library for Local History - Documenting Boulder Structures
- Carnegie Library for Local History Programming
- iPads for Main Library Teen Space
- Boulder Public Library Concert Series
- BoulderReads! Discoveries Publication
- BoulderReads! Reading Buddies Program
- BoulderReads! Reading Progress Celebration
- Boulder Authors@ Boulder Library

To improve communication and foster more collaboration between staff, the BLF, and the library commission, all three groups agreed to provide the commission with brief information about the program funding requests before they are submitted to the BLF for consideration. For the fall round, staff plans to submit a funding request for the 2014 Summer Reading Program. The Summer Reading Program is one of the cornerstones of library programming and very popular with patrons. The purpose of a second funding request for this program is to allow staff to begin planning and securing performers for the special events associated with the program early in the year for 2014.

Shifting the request to the fall round will allow for this. This is the only time funding for this program will be requested twice in one year.

In addition to the requests for programs traditionally funded by the BLF such as the concert series, the film program, Boulder Reads!, staff will prepare funding requests for new programming ideas for the spring and fall 2014 rounds. The proposed target survey on programming that the commission will discuss during the October 2013 meeting will also be used to inform the development of new programs.

6. Connect for Health Colorado Assistance

Along with other public libraries in Boulder County, Boulder Public Library was approached by Boulder County Housing and Human Services to host community information and assistance sessions about the new health insurance options and federal financial assistance that will be available on Oct. 1 through the Connect for Health Colorado Marketplace. BPL was pleased to be invited to host these events!

Two of the community information sessions are scheduled at the Main Library: on Wednesday, Oct 2 and Oct. 9, both from 6 to 7 p.m. in the Boulder Creek Meeting room. Drop-in sessions for individual assistance are under consideration for January.

To: Boulder Public Library Commission

From: Maureen Rait, Executive Director of Public Works and Acting Library and Arts Director
Jennifer Miles, Deputy Library Director

Date: September 27, 2013

Subject: Resolution Concerning the Acceptance of Revenue From the Warner Charitable Trust

**Boulder Public Library Commission
October 2, 2013
A Resolution Concerning the Acceptance of Revenue
From the Warner Charitable Trust**

Whereas, the Warner Charitable Trust (hereinafter, “ the trust”) has designated the Library Commission for the City of Boulder (hereinafter, “the Commission”) as the recipient of income in its trust agreement dated August 16th, 1965, and;

Whereas, according to the terms of the trust agreement, payments to recipients commenced in December 2005, and;

Whereas, the trust agreement specifies that said income payments are to be expended in equal parts for acquisition of books in the Children’s Section and the Adult Section of the Boulder Public Library, and;

Whereas, the Boulder Public Library has received a payment on behalf of the Commission in the amount of \$6,041.89 on September 9, 2013.

Now, therefore, the Commission authorizes the Boulder Public Library Director to accept the income on behalf of the Commission and to expend said income for the purposes designated in the trust agreement.

To: Boulder Public Library Commission

From: Maureen Rait, Executive Director of Public Works and Acting Library and Arts Director
Jennifer Miles, Deputy Library Director
Joe Castro, Facilities and Fleet Manager

Date: September 24, 2013

Subject: Update on City Facilities – Flood Impact to Libraries

As a result of the substantial flooding experienced by the city of Boulder, other communities and Boulder County during September, Boulder County has been designated as a Federal Disaster Area. Public information related to the recovery, including the status of city facilities, is regularly updated on the city's website: <https://bouldercolorado.gov/water/boulder-flood-info>.

At this time, the following information is offered about the city's library facilities:

George Reynolds Branch Library

The meeting room and basement of the George Reynolds Branch (GRB) Library, flooded as a result of surface runoff from streets. The electrical and mechanical equipment in the basement was also impacted by groundwater, and flooding impacts to the sanitary sewer system caused a back-up at this location, as well as other locations in the city. There was no damage on the main floor or to any library materials. GRB will remain closed until November 2013 to allow remediation and reconstruction work to be completed. To date:

- Water, sewage and debris have been removed from the meeting room,
- Contractors continue to remove carpet and drywall from the meeting room,
- Environmental testing has been completed and results are forthcoming, and
- FEMA guidance is awaited to obtain reconstruction bids.

When the basement and meeting room is dry and test results indicate that the area is cleared of possible contaminants, the drywall, carpet and cabinetry will be replaced. Most of the meeting room furniture will be disposed of, although some of the plastic tables are being steam-cleaned for reuse. Once reconstruction is completed, the entire building will be cleaned and re-tested. The current value of the Steinway Baby Grand piano, made in 1916, was appraised at \$28,000. Restoration costs were estimated at \$40,000 to repair the damage caused by flood water. Staff have consulted with insurance agents on its disposition.

Main Library

With regard to the Main Library, some groundwater infiltrated the basement. To date:

- Water has been extracted,
- Environmental testing has been performed, and
- Results show that air quality standards continue to be met and there is no asbestos in the drywall.

The extent of drywall and carpet removal / replacement at the Main Library is being determined. There was no damage to library materials.

Meadows Branch Library

At the Meadows Branch Library, there was water damage due to roof leaks to some ceiling tiles and carpeting. The carpet has dried completely and is in satisfactory condition, the damaged ceiling tiles will be replaced. The property owners made the roof repairs. There was no damage to library materials.

Carnegie Branch Library for Local History

The Carnegie Branch Library had some groundwater infiltration in the boiler room. There were no impacts to historic documents.

At the Oct. 2, 2013 Library Commission meeting, Joe Castro will provide an update on the emergency response associated with city facilities. The status of facility assessments will be provided and staff will respond to questions from the commission.

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 Parks and Recreation Communication Specialist
Joe Castro, Facilities and Fleet Manager
Glenn Magee, Facilities Design and Construction Manager

Date: Sept. 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 Sept. 2012 – Sept. 2013 Library Commission meeting packets, which are archived at: <http://boulderlibrary.org/about/agenda.html#archive>.

Design/Construction Document Development Phase

The Main Library plays an important role in supporting this community's needs, especially during difficult times such as the recovery from a major flood. It is important for the city to proceed with this project.

The recent flood has presented challenges to the renovation project timeline, which was to include additional capital projects that are planned for the library (HVAC upgrades, flood proofing, ADA accessibility improvements to Canyon Theater, and renovation of the plaza outside the north entry). While engineering for these additional projects is underway, obtaining the necessary documents in time to include with the renovation construction documents may not be possible. This means that we may need to incorporate some of the additional capital projects as change orders to the renovation project contract or schedule them separately to occur later.

The design development phase was completed in late August, and on Sept. 18, , studiotrope Design Consultants (sDC) issued 90% complete construction drawings for the staff Design Advisory Group's final review and comments. Comments are due to sDC on Oct. 2.

A Request for Qualifications (RFQ) to pre-qualify selected bidders was issued on Sept. 23. The RFQ was posted online as well as sent directly to General Contractors recommended by sDC. A committee comprised of DAG members and other city staff will review the proposals and will select a maximum of eight contractors by Oct. 15.

A request for bids from the pre-qualified contractors is expected to be issued around Nov. 15, with the formal bid due Dec. 7.

Table 1. Estimated Timeline for Design and Construction Bid Process

| | |
|-----------------------------|--|
| 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 |
| August 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 |
| September 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> |
| October 2, 2013 | Library Commission Meeting: Update on bid process plan and café vendor RFP process |
| November 6, 2013 | Library Commission Meeting: Progress update on contractor selection process |
| December 4, 2013 | Library Commission Meeting: To Be Determined |
| DESIGN PHASE | |
| January –May 2013 | Concept design |
| June – July 2013 | Design development |

| | |
|--|---|
| July – September 2013 | Construction documentation |
| September 23, 2013 | RFQ issued for construction contractor |
| October 7, 2013 | RFQ responses due |
| October 8-11, 2013 | DAG review of RFQ responses |
| October 15, 2013 | Pre-qualified contractors notified |
| October - November 2013 | Issuance of construction documents for public bid |
| November – December 2013 | Bidding, contractor selection, and permit |
| December 2013 | Café vendor RFQ/RFP process |
| CONSTRUCTION PHASE | |
| January 15, 2014 – October 2014 | Construction |

Public Art Selection Timeline

The public art selection process and schedule continues to develop. The call for entries period was extended until Aug. 30, and complications in the contracting of the administrative consultant have required the revision of subsequent steps in the process.

Table 2. Estimated Timeline for Public Art Selection Process

| | |
|---------------------------------------|--|
| July 25 – August 30, 2013 | Request for Qualifications opens. |
| September 23 – October 4, 2013 | Applications screened by staff and the consultant to be narrowed to several semi-finalists. |
| October 7 – 11, 2013 | Semi-finalists interviewed by the public art selection panel, and a finalist recommended. |
| October 16, 2013 | Boulder Arts Commission reviews the selection panel’s recommendation. |
| November 6, 2013 | Boulder Library Commission reviews the selection panel’s recommendation. |
| November 7 – 14, 2013 | The recommended finalists, as well as the comments of the Boulder Library and Arts commissions will be forwarded to city manager for approval. |
| November 14, 2013 | Contract negotiation phase begins. |

Design Advisory Group (DAG) Meeting Summary:

In September, the DAG provided sDC with information to build the bid documents for furnishings and shelving. Magee and sDC met with the city plans examiner to review the architect-proposed phasing as it relates to exiting and public access to ensure it will meet city code. In October, Magee will meet with a representative from the police department to review the phasing plans and overall design from a safety perspective.

Project Phasing

The architect-recommended project phasing includes four phases ranging from 6-12 weeks each. Current schedule estimates indicate construction will occur over a period of 9 months

(Attachment A.) There will be a period of time during construction when the south entry will be closed and times when selected adult collections will not be accessible to patrons. Every effort is being made to provide at least limited access to new book collections and media and to minimize overall inconvenience to patrons. Staff will provide patrons with information on alternatives for accessing library materials and other options for meeting room space during construction.

The impact of other capital projects (HVAC upgrades, flood proofing, ADA accessibility improvements to Canyon Theater, and renovation of the plaza outside the north entry) is also being considered in the phasing plan. The recommended phasing is subject to change by the construction contractor and it may be necessary to close the library completely for an as-yet undetermined period of time to keep costs within budget.

Café Vendor Request for Proposal Process

In September, DAG began to evaluate the appropriate time to solicit vendor proposals. The current thinking is to solicit proposals in November. This will allow staff to determine whether alternate funding may be available to renovate the library bridge in addition to providing access to utilities and develop the bid document accordingly. As with previous vendor selection for this project, a two-step process is planned -- RFQ followed by RFP from pre-qualified vendors.

Next Steps

A complete set of construction documents including the alternates identified for bid is due Nov. 15. Bids will be solicited from prequalified construction contractors in December. The contract award will be determined based upon responsiveness of the bidder and funding available.

Bids for furniture, shelving and technology will be solicited separately during the October-November timeframe. Bid requests will include furniture, technology, and shelving costs for the focus areas identified in the capital improvement bond and the vision project scope.

Questions for the Commission:

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

Attachment A. Summary of Architect-Recommended Project Phasing Plan

PHASE 1: 2nd Floor - New Teen Space, Adult Non-fiction Reconfiguration, and Café (utilities). The project components in this phase will begin and run concurrently.

| AREA | DURATION | REQUIREMENTS |
|-----------------------------------|-----------------------|---|
| New Teen Space | 6 Weeks (Jan- Feb) | <ul style="list-style-type: none"> The second floor public restrooms and the west staircase will be closed. |
| Adult Non-fiction Reconfiguration | 4 weeks (Jan- Feb) | <ul style="list-style-type: none"> No access to collection – to be stored on carts on-site. Evaluating the possibility of installing RFID tags in the items during this time. |
| Café (utilities) | 6 weeks (Jan –Feb) | <ul style="list-style-type: none"> No access between 1961 and 1974 buildings |
| Canyon Gallery | TBD | <ul style="list-style-type: none"> Evaluating the option to use this space for displaced staff or as a staging area. |

PHASE 2: 2nd Floor - Reference, Periodicals, Public Computers and Administration Offices. The project components in this phase will begin and run concurrently.

| AREA | DURATION | REQUIREMENTS |
|---|---------------------------|---|
| Reference, Quiet Area, Periodicals, Public Computers, New Non-Fiction | 8 Weeks (Mar. – April) | <ul style="list-style-type: none"> No access to public computers on the 2nd floor. Evaluating the options for temporarily relocating the new non-fiction and periodicals to allow patron access. Evaluating the options for staff-facilitated access to the reference collection. |
| Administration Offices | 8 weeks (Mar. – April) | <ul style="list-style-type: none"> Evaluating options for relocating Administrative staff. |
| Flatirons Meeting Room, Arapahoe Conference Room and Individual Study Rooms | 8 weeks (Mar. – April) | <ul style="list-style-type: none"> No access to public or for programming during this time. |
| Pulse Point (1 st Floor) | 8 weeks (Mar. – April) | <ul style="list-style-type: none"> This area may be unavailable to the public. It is being evaluated for potential relocation of displaced staff or new non-fiction and periodical collections. |
| Canyon Gallery | TBD | <ul style="list-style-type: none"> Evaluating the option to use this space for displaced staff or as a staging area. |

Attachment A. Summary of Architect-Recommended Project Phasing Plan

PHASE 3: 1st Floor – New Children’s Area. The project components in this phase will begin and run concurrently.

| AREA | DURATION | REQUIREMENTS |
|---------------------------------------|--------------------------------|---|
| Adult Fiction Collection | 20 Weeks (May –Sept.) | <ul style="list-style-type: none"> Collection to be relocated offsite during phase 3 and 4. No staff or patron access. |
| Boulder Creek Meeting Room | No longer a room beginning May | |
| Pulse Point | 12 weeks (May-July) | <ul style="list-style-type: none"> Evaluating the space for potential relocation of displaced staff. |
| Security | 12 weeks (May-July) | <ul style="list-style-type: none"> Relocating security to a service point in the north building. |
| Former Teen Space to become Book Shop | 12 weeks (May-July) | <ul style="list-style-type: none"> Teens relocate to new space in March. |
| Canyon Gallery | TBD | <ul style="list-style-type: none"> Evaluating the option to use this space for displaced staff or as a staging area. |

PHASE 4: 1st Floor – Arapahoe Entry, New Fiction and Media Area, New Meeting Rooms. The project components in this phase will begin and run concurrently.

| AREA | DURATION | REQUIREMENTS |
|--|---------------------------|---|
| Large Print Collection | 8 weeks (Aug. – Sept.) | <ul style="list-style-type: none"> No access to collection – to be stored on carts on-site. Evaluating the possibility of installing RFID tags in the items during this time. |
| Media and New books | 8 weeks (Aug. – Sept.) | <ul style="list-style-type: none"> Evaluating the options for temporarily relocating these collections to the 2nd floor. |
| Pulse Point to become new meeting room | 8 weeks (Aug. – Sept.) | <ul style="list-style-type: none"> No access. |
| Circulation Desk and Self-Check Stations | 8 weeks (Aug. – Sept.) | <ul style="list-style-type: none"> Relocating to Canyon Gallery |
| Holds | 8 weeks (Aug. – Sept.) | <ul style="list-style-type: none"> Relocating to Canyon Gallery |
| Arapahoe Entry | 8 weeks (Aug. – Sept.) | <ul style="list-style-type: none"> Closed – No access. Entry shifted to Canyon Gallery. Emergency exit access will be available. |
| Special Services | 8 weeks (Aug. – Sept.) | <ul style="list-style-type: none"> Evaluating the options for providing this function at the Meadows or Reynolds branch libraries or housing it in the basement at the Main Library. |
| Public Computers | | <ul style="list-style-type: none"> Relocated to 2nd Floor in May. |
| Canyon Gallery | 8 weeks (Aug. – Sept.) | <ul style="list-style-type: none"> Circulation and holds to be relocated here. |

TO: Boulder Public Library Commission

FROM: Maureen Rait, Executive Director of Public Works and Acting Library and Arts Director
Jennifer Miles, Deputy Library Director
Joe Castro, Facilities and Fleet Manager
Glenn Magee, Facilities Design and Construction Manager

DATE: September 27, 2013

SUBJECT: Renovation Project ideas for possible funding by Boulder Library Foundation

PURPOSE:

The Library Commission requested information about project ideas from the community's vision of the Main Library renovation for possible funding by the Boulder Library Foundation. The following information includes project components that were identified as add/alternates to the base project, additional options for project enhancements if additional funding is obtained, and other components that were removed from the plans because they were evaluated by studiotrope Design Consultants and the Design Advisory Group as "nice to have" and/or were not part of the project focus areas.

Project Add/Alternates

The alternates are comprised of items that, if not completed, may negatively impact the ability to meet the community's expectations for the project vision. These are items that will be included in the construction documents and can be added to the project as funding is available if bids come back under budget or if additional funding is approved. The costs given for each item are preliminary estimates. These estimates total \$535,400.

- **Café /Bridge renovation** – finishes, furniture, lighting and casework (\$80,000). This is over and above providing vendor access to utilities which was estimated at \$26,000 and is included in the base project budget.
- **Second children's restroom** in the children's area (\$9,000)
- **Technology lab adjacent to Teen Space** – This is to construct walls that will acoustically separate the lab space from the Teen Space and the adult non-fiction. (\$10,000)The base project budget includes construction of basic sheetrock walls. Equipment for this space is described later in the memo under Additional Options for Projects Enhancements.
- **Energy efficient lighting improvements to main stairway, children's area, and fiction area** – This is to install energy efficient LED lighting instead of fluorescent lighting.(\$180,000)
- **Enhanced graphics for way finding and meeting space privacy** – This is for additional graphics over and above the base project package.(\$39,000)
- **Furniture to further increase patron seating** – The base project budget allows for a modest complement of new furniture in the children's area and Teen Space and reuse of existing furniture outside of the focus areas. This line item would allow for the purchase of additional seating for the first and second floor public spaces. (\$122,800)
- **Flexible, configurable shelving to improve access to collections** –The base project budget provides basic steel shelving for the book collections and a limited selection of flexible, configurable shelving for the adult media collections. This line item would allow for more

options for flexible, configurable shelving for media which is one of the collections in which the format, and thereby the shelving configuration, changes frequently.(\$60,000)

- **Audio-visual enhancements to the basic meeting room equipment in the base package** (\$32,100)
- **UV protection film for north windows that face non-fiction collection** - This item will be completed in October 2013 with operating funds. Actual cost was quoted at \$900. (\$2,500)

Additional Options for Projects Enhancements

Tech Lab/Maker Space Equipment

The tech lab adjacent to the Teen Space, which was included in the project vision, is conceived as a collaborative community workspace where teens and other patrons can explore technology and the arts. High quality equipment for creating movies, composing music, recording podcasts, designing games, and much more is desired for the tech lab. Library staff is very excited about the opportunity to promote exploration of the popular field of maker tech. Tech lab users would get hands on experience with 3D printing, circuit building, and simple robotics. Open access to this technology will provide opportunities for collaboration and community building, and promote the library as a go-to place for teens who want to learn new skills in their free time. This plan was developed by Crystal Niedzwiadek, teen services librarian, and Adam Watts, the library technology support specialist, with input from members of the Boulder Teen Advisory Board during the community input phase of the project. Estimates for equipment to implement this vision follow.

- **Two 27-inch iMac computers with Adobe CC video and Garage Band software** (\$4,850)
- **Video production equipment** (\$1,350)
- **Sound mixing equipment** (\$600)
- **3-D printer (MakerBot Replicator and printing materials)** (\$3,550)

Project Components Removed From the Plans

These components were removed from the plans because they were evaluated by studiotrope Design Consultants and the Design Advisory Group as “nice to have” and/or were not part of the project focus areas. Removal would not impact the community’s goals for the project.

- **Self-checkout exclusively for children’s area.**
- **Specialty lighting in teen area.**
- **Order new furniture for the Boulder Creek Meeting Room instead of reusing it in the new meeting rooms.** Quotes for new meeting room furniture will be included in the furniture bid request documents.
- **New carpet in the gallery** – This item was not in focus area/original scope of the project.
- **Keep existing treads on the 1974 wing staircase instead of replacing them.**
- **Two Skype capsules.**
- **Additional cabinetry in the meeting rooms and children’s area for storage.**
- **Enhanced technology equipment for the meeting spaces and teen area** – This is over and above the basic equipment included in the base project budget. It includes items such as microphones

and speakers for the story-time area, and an overhead projector and an additional screen in the Teen Space.

- **Reuse of the reference service desks instead of replacing them**
- **Reuse of existing furniture on the second floor instead of replacing it** - This item was not in focus area/original scope of the project. If the add/alternate listed above is funded, the additional furniture could be distributed throughout the first and second floor areas.
- **Reduction in the amount of specialty graphics** – This is additional specialty graphics beyond the base project budget and the add/alternate listed in the section above.
- **Reduction in lighting enhancements.**
- **New access control systems and CCTV** – This item was not in focus area/original scope of the project.
- **The big fans were eliminated from the main space on the 2nd floor.** They were not in the focus area/original scope of the project. Mechanical system upgrades which will be happening WHEN? are funded separately, and have eliminated the need for these fans.
- **Change specification for glazing systems** – A less expensive option was identified for areas that did not need to be completely acoustically separate from adjacent spaces.

Next Steps

Staff will share information from the commission's discussion with the Boulder Library Foundation president at a meeting scheduled for Oct. 10, 2013.

TO: Boulder Public Library Commission

FROM: Maureen Rait, Executive Director of Public Works and Acting Library and Arts Director
Jennifer Miles, Deputy Library Director
Aimee Schumm, eServices Manager

DATE: September 27, 2013

SUBJECT: Library Commission Web Pages Status Memo

PURPOSE:

To provide the status of changes requested by the Library Commission to be made to the city's new web page for the Library Commission <https://bouldercolorado.gov/boards-commissions/library-commission>. Information regarding the staff effort required to maintain two separate web pages for commission information, the one listed above and the page on the library's website is also included as requested.

Web page change requests addressed

- 1. Provide commission email contact information including auto reply like the library page form.**
A link in the Library Commission menu (right side of the page) to the same contact form used on the library's web page for the commission was added.
- 2. Remove board secretary line.**
Commissioner's name and contact information was replaced with contact information for the staff liaison.
- 3. In the "Library Commission Board Members" table, list the commissioner's names and contact information in order of appointment (longest serving at the top and include officer titles.**
Complete.
- 4. Provide the ability to view more upcoming events in the calendar of events. At the time of the request, only one month's meeting was listed.**
The calendar of events has the capability of displaying one month at a time only. Similar to the format used on the city planning board's web page, the meeting dates on are now listed at the bottom of the page.
- 5. The search is difficult to use to locate past meeting materials. Many audio files were missing at the time of the request.**
The 2013 files were submitted to Central Records for display on the web page.
- 6. Move the commission location, 1001 Arapahoe Ave.—North Meeting Room to the meeting date listing.**
Complete.
- 7. Make the commission contact email a live link that included a pop-up note that indicates who receives the email.**
Similar to library's commission page, a link to a contact form was included on the right-side menu. The form indicates who receives the correspondence.

8. Link to the Main Library Renovations site on the commission page.

A heading under the Library Commission Resources menu (right side of the page) was added which includes information about the renovation.

10. Provide hyperlinks to the sections of the City Charter and the Boulder Revised Code referenced.

Links to these have been included under the Library Commission Resources menu (right side of the page.)

11. Links to the 2010 City Council Study Session and Library Commission Handbook.

A link to this document has been included under the Library Commission Resources menu (right side of the page.)

12. Audioplayer is less ideal in some ways because the controls are bigger and harder to be precise.

Staff has conducted tests on the audio player with various web browsers to assess compatibility issues. This information along with the comment on usability has been shared with the city IT Department for consideration.

The content management system, Laserfiche, uses the default audioplayer for the computer's operating system and browser used by the patron to access the files. Laserfiche does not have a native media player. For example, if a patron has Windows Media Player set as the default player on their computer, that is the player Laserfiche will use to play the audiofile.

One known exception, if QuickTime is installed on the computer being used to access the files, Laserfiche may automatically default to QuickTime. In order to select another player, QuickTime may need to be uninstalled. The city's webmaster has contacted the Laserfiche vendor about this issue and has not received a response yet.

Change requests that cannot be implemented by staff

1. Under the Library Commission menu, remove "Boulder Public Library Commission." The link doesn't take you anywhere.

This menu is part of a template. The template used is consistent for all boards and commissions web pages. Since it is an integral part of the city website, library staff doesn't have the ability to modify the template as requested.

2. Remove the "Next Meeting—Library Commission" item. It is redundant.

This menu is part of a template. The template used is consistent for all boards and commissions web pages. Since it is an integral part of the city website, library staff doesn't have the ability to modify the template as requested.

3. Can the map which is on the webpage have all 4 library locations pinpointed?

The web page only has the capability to map to one location. The point of this map on the commission page is to show where the commission conducts business. If community members want to mail a correspondence to the commission, there should only be one address listed. Location of the other branches is linked from the library's homepage.

Maintaining two web pages

Leanne Slater, administrative specialist II, and Lisa Holmberg, web services specialist, work together to maintain the information on both commission web pages. Slater spends approximately 6 hours per month maintaining the commission site hosted on the city’s website, <https://bouldercolorado.gov/boards-commissions/library-commission> . Holmberg spends approximately 4 hours per month maintaining the commission page hosted on the library’s website, <http://boulderlibrary.org/about/commission.html> . Table 1. (below) outlines the duplication of information on the two web pages.

Table 1. Comparison of Library Commission web page information hosted on library website and the city website.

| | Library Website | City Website |
|---|-------------------------|--------------|
| Link to charter | X | X |
| Link to B.R.C. | X | X |
| Link to Commission Handbook | X | X |
| Link to commission priorities 2012-2013 | X | X |
| List of commissioners, term and phone | X | X |
| Staff liaison & contact info | X | X |
| Director contact information | X | X |
| Upcoming meeting agenda | X | X |
| Upcoming meeting information | X | X |
| Link to commission contact form | X | X |
| Link to 2010 city council study session packet on library needs | X | X |
| Archive meeting packet | April 2011-present | 2008-present |
| Archive meeting minutes | 2010-present | 2008 present |
| Archive meeting handout | Mid August 2012-present | 2008 present |
| Archive meeting audio | 2012-2013 | Incomplete |
| Image of commission | X | X |
| Link to City Council page | | X |
| Link to board application and interview information | | X |

Staff recommendation

As stated in the New Library Commission City-Based Webpage memo dated Aug. 7, 2013, staff’s recommendation is to host the Library Commission information on the city’s website and link to it in relevant places on the library’s commission web page.

TO: Boulder Public Library Commission

FROM: Valerie Maginnis, Library and Arts Director
Jennifer Miles, Deputy Library Director
Jennifer Bray, Library and Parks and Recreation Communications Specialist

DATE: August 30, 2013

SUBJECT: Target Patron Survey on Library Programming

Background:

At the August 2013 Library Commission meeting, staff proposed to conduct an electronic “target” survey to solicit public input and feedback on library and cultural programming. The department can utilize, at no cost, the electronic surveying feature provided by the library’s e-newsletter software vendor, My Emma. The department recently conducted an electronic survey on the use of the Arts Resource website.

Discussion between the Library Commission and staff at last month’s meeting has resulted in a plan. Library staff and commissioners would collaborate to identify a selection of electronic survey themes and sample questions, relating to library programming. Also to be identified is what information the department hopes to glean from the public about library programming.

Potential Survey Themes:

- How important is library programming to library users?
- How many patrons are attending programs?
- Are patrons satisfied with current library programming?
- Are patrons interested in new or additional programming? If so, what would that look like?

Potential Survey Questions:

A review of library literature provides many examples of questions related to programming. Potential survey questions that can be adapted or adopted for the Boulder Public Library target survey may include:

- **How many programs have you attended at the Boulder Public Library in the past year?**
 - none
 - one to five
 - six to ten
 - more than ten
- **Please rank the following programming options by interest (1 being of most interest).**
 - Activities and programs for children
 - Activities and programs for teens
 - Literary events (author readings, book talks)
 - Cultural events (music, film, dance, drama, or other arts)
 - Consumer health, finance and other topics
 - Civic engagement and current events presentations and discussions
 - Other _____
- **Please rank when you would you like the library to offer programming (1 being most important).**

- Weekday mornings
- Weekday afternoons
- Weekday evenings
- Weekend mornings
- Weekend afternoons
- Weekend evenings

- **Where would you like to see library programming offered?**

- Main Boulder Library
- Meadows Branch Library
- George Reynolds Branch Library
- Carnegie Library for Local History

Use of Survey Results:

Information collected from an electronic survey can inform staff and the Library Commission in identifying the following:

- overall patron interest in library-offered programming;
- satisfaction with currently offered programming;
- program attendance/preferred programming days/times and locations;
- suggestions for new/additional programming;
- suggestions for preferred scheduling of programming

Questions for commission:

1. Does the commission have any feedback or input about these proposed types of questions for the target survey?
2. Does the commission have any additional input on how to use the survey results?