City of Boulder
2014 Library Commission **Agenda**

Meeting Date: February 5, 2014
Location: Main Library
Start Time: 6:00 pm

1. Approval of Agenda
2. Public Comment
3. Consent Agenda
   a. Approval of Jan. 8, 2014 minutes
4. Commission Priority Discussion and Input
   a. Main Library renovation project update
      - Project timeline
      - Design Advisory Group meeting summary
      - Furniture contract award
      - Project kick-off event - Thursday, Feb. 20 at 11 a.m.
      - Public art selection timeline
5. Matters from the Commission
   a. Library Commission update (from memo)
      - Commission emails
      - More patron issues
      - West pedestrian entrance for Boulder Meadows [mobile home park]
6. Matters from the Department
   a. Update on Operations-eServices
   b. Update on Community Culture Plan RFQ/RFP
   c. Library policy review
      - Library Rules of Conduct additions for Library Commission review
      - DRAFT Policy for sponsorship of programs and events
      - Review unattended children policy (see also Library Commission update memo section 2 A)
      - Canyon Theater rental policy for events that charge admission (see also Library Commission update memo section 2 B)
   d. Update on library director search
   e. Library update (from memo)
      - Summary of Library and Arts topics discussed at Jan. 2014 Council retreat
      - NoBo Corner Library update
      - Update on Library Program Priorities and Long-Range Planning: 2007 Master Plan review
      - Update on Library Foundation program funding requests spring round
      - Follow up from January meeting: Success measures for the new electronic music and movie resource
      - Update on George Reynolds Branch Library fireplace

7. Future Items/Scheduling
8. 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

CITY OF BOULDER
BOULDER, COLORADO
BOARDS AND COMMISSIONS MEETING
MINUTES

Name of Board/ Commission: Library Commission

Date of Meeting: January 8, 2014 at the Meadows Branch Library

Contact Information Preparing Summary: Leanne Slater, 303-441-3106

Commission Members Present: Anne Sawyer, Celeste Landry, Donna O'Brien, Anna Lull, Paul Sutter
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
Hillary Dodge. Meadows Branch Manager

City Staff Present:

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

Public Present:

Peter Richards
Bill Kellogg

Type of Meeting: Regular

Agenda Item 1: Call to Order and Approval of Agenda **[6:03 p.m., Audio 0:00 sec]**
The meeting was called to order at 6:03 p.m. and there were no changes made to the agenda.

Agenda Item 2: Public Participation **[6:03 p.m., Audio 0:28 sec]**
None.

Agenda Item 3: Consent Agenda

3A.: Approval of Dec. 4, 2013 special meeting minutes **[6:00 p.m., Audio 0:33 sec]**

Motion to approve the Dec. 4 meeting minutes as amended, presented by Sutter and seconded by Landry.
Vote: 5-0, motion passes.

Agenda Item 4: Commission Priority Discussion and Input

4A.: Main Library Renovation Project Update **[6:04 p.m., Audio 1:08 min]**

Magee presented the information listed below; the project budget summary can be found online in the January meeting handouts at: http://boulderlibrary.org/pdfs/commission/2014/handouts/14JanMeetingHandouts.pdf

- Construction and vendor contract awards
- Alternate selection process
- Project funding strategy- According to the Project Cost Summary, the additional funds needed to accept all of the alternate items for the project is $276,335. This number includes all of the 'vision' items for the project. It does not include the equipment for the teen technology lab (an additional $10,000), as this was not in the original scope of the project.
    - Staff believes that the library fund balance can cover the costs of the additional funds needed for the scope of the project. It was recommended that the library pursue a 'seed money' request to the Boulder Library Foundation (BLF) for the funding of the teen technology lab as it is directly related to teen programming. Commission had consensus in agreement with staff's recommendation.

- Commission liked the idea of being able to recognize the BLF, if they do agree to fund the technology lab, with a plaque of some kind or similar acknowledgement, which can also serve to educate the public about the BLF and their purpose.

Commission discussion, questions and comments included:

- Better signage is important in the library and a statement was made in favor of the $10,000 budgeted for this item.
- Are the flood improvements going to continue to be integrated with the renovation project? Yes; this is part of the 2014 Capital Improvement Project and, depending on the phasing of the renovation project, the flood improvements will most likely start in the fall. It was suggested that this be done along with the renovation project in order to avoid the library closing for this after the renovation is complete.

- Preliminary ideas for marking the start of project construction
  More information can be found in the Main Library Renovation Update Memo in the January packet found online at: http://boulderlibrary.org/pdfs/commission/2014/packet/JanLCPacket_Combined.pdf

  Commission discussion, questions and comments included:
- Staff suggested tying the scheduling of this event along with children's storytime. Commission was in favor of this idea.
- A suggestion was made to possibly include library-related quotes or important renovation-related dates on the confetti that is released from the confetti cannon.
- Another suggestion was made to invite all of BLF and to invite anyone that has specifically emailed regarding the renovation project.
- Automated Materials Handling (AMH) system replacement and RFID system project update- Schumm will be present at the February meeting and can provide more information about this project. The estimated timeline for the go-live of the new AMH is the end of May.
- Café vendor request for proposal document development- A question was raised about how other libraries handle the cost that the vendor must pay in order to have their café within the library. Staff agreed to follow up.
- Public art selection update- Information on the public art was presented and can be found online in the January meeting handouts at:
  http://boulderlibrary.org/pdfs/commission/2014/handouts/14JanMeetingHandouts.pdf
  The four art semifinalists will present their proposals to the art selection panel at the end of February and a finalist will be selected. This information will be shared at the March commission meeting and announced to the public.
- Design Advisory Group meeting summary

Agenda Item 5: Matters from the Commission

5A: Annual review of orientation handbook (table of contents) [7:02 p.m., Audio 59 min]

Commission discussion, questions and comments included:
- Commission requested a title change regarding Alex H. Warner to 'Information related to the annual Warner Trust'.
- Commission suggested including a section in the table of contents about the Boulder Library Foundation.
- Commission requested an addition to Colorado Library Law, Title 24, under the legal background section.
- Suggestion to review the Library Commission by-laws during the next few months, at a retreat or at a meeting.

5B.: Commission update (from memo) [7:07 p.m., Audio 1:04 hr]

- Reminder: Feb. 13 is the deadline for applicants to city advisory boards and commissions, including Library Commission. There was a question about whether we have advertised this opening in the library. The response was that the best way to advertise this is in the library e-newsletter. (Please note: This was done in the Jan. 22 edition and will be done again in the Feb. 5 edition.)

- 2014 annual letter to the City Council- priorities to inform goal setting- This was included in the packet just as a reference.

Agenda Item 6: Matters from the Department **[7:09 p.m., 1:06 hr]**

Introduction- Hillary Dodge, Meadows Branch manager, was introduced to the Library Commission and provided some information about her background and professional interests.

6A.: Update on library and arts director search **[7:11 p.m., Audio 1:09hr]**

- Select two library commissioners to serve on interview panel- Commissioners O'Brien and Sutter were designated as the Library Commission representatives to serve on an interview panel for the director position.
- Discuss interview question topics- Commission discussed themes and determined priorities for the most important topics to include in the director interviews.

6B. : Library Update (from memo) **[7:31 p.m., Audio 1:29 hr]**

- NoBo Corner Library Update- Commission suggested not having the grand opening during the week of March 22 which is spring break for Boulder Valley public schools. Commission complimented the NoBo Corner Library Open House event on Dec. 6 and mentioned how pleased they were at the attendance of two City Council members at the event.
- Results of Boulder Library Foundation (BLF) program funding requests- This information about the four approved grants that the BLF are funding were included in today's e-newsletter.
- Information update: new electronic music and movie resource- A question was asked about whether the library is moving to streaming as opposed to downloading. A question was asked about the measurement goals for Hoopla (the new resource.) Staff will research this.
- Carnegie Daily Camera archive project update
- Maria Rogers Oral History Project website update
- Oral histories being collected from September flood victims- A compliment was given about this article in the Daily Camera.

Agenda Item 8: Future Items/Scheduling **[7:37 p.m., Audio 1:35 hrs]**

- Main Library Renovation Project: Renovation update- furnishings and placement, furniture bid alternate acceptance, graphics package update
- Policy review: Co-sponsorship of library programs
- Update on operations: eServices division
- Library and arts director search update
- Funding goal review
- Commission by-laws (if not covered at the Library Commission retreat)

Agenda Item 9: Adjournment **[7:40 p.m., Audio 1:38 hrs]**

There being no further business to come before the board at this time, the meeting was adjourned at 7:40 p.m.

Date, Time, and Location of Next Meeting:

The next Library Commission meeting will be held at 6 p.m. on Wed., Feb. 5, 2014 in the North Meeting Room at the Main Library, 1001 Arapahoe Ave.

APPROVED BY: ATTESTED:

_____ _____

Board Chair Staff 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

To: Boulder Public Library Commission

From: Maureen Rait, Executive Director of Public Works and Interim 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: Jan. 31, 2014

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 – January 2014 Library Commission meeting packets, which are archived at: http://boulderlibrary.org/about/agenda.html#archive .

Project timeline:
The general contractor (GC) used the phasing plan proposed by studiotrope Design Collective (sDC) to base the construction schedule. Table 1 shows key project dates and a preliminary construction schedule. Specific dates and sequence are subject to change as the project progresses. For phase 1 A and B, furniture and collections moves are expected to begin on Feb. 19, 2014, with demolition work commencing the week of Feb. 24, 2014.

Table 1. Overview of Key Project Dates and Construction Schedule

KEY PROJECT DATES	
January – February 2014	Café vendor RFP process
Feb. 5, 2014	**Library Commission meeting:** General project update
Feb. 10, 2014	**Boulder Library Foundation meeting:** Review of renovation project funding requests
Feb. 20, 2014	Construction kickoff ceremony, 11 a.m. in Canyon Gallery
March 2014	Café vendor selection and contract finalized
Mar. 5, 2014	**Library Commission meeting:** Update on graphics, furniture, and review of café vendor and public art selection
CONSTRUCTION SCHEDULE (dates and sequence subject to change)	
PHASE 1A	**2nd FLOOR TEEN SPACE CONSTRUCTION / NON-FICTION REARRANGEMENT**
Feb. 24, 2014	Construction begins
Apr. 30, 2014	Phase 1A expected completion
PHASE 1B	**1st FLOOR BRIDGE / CAFÉ**
Feb. 26, 2014	Construction begins
Apr. 7, 2014	Phase 1B expected completion
PHASE 2	**2nd FLOOR REFERENCE / ADMINISTRATION**
May 1, 2014	Phase 2 expected start
June 27, 2014	Phase 2 expected completion
PHASE 3	**1st FLOOR NEW CHILDREN'S AREA**

June 30, 2014	Phase 3 expected start
Sept. 9, 2014	Phase 3 expected completion
PHASE 4	**1st FLOOR ENTRY / NEW AREA for FICTION and MEDIA**
Sept. 10, 2014	Phase 4 expected start
Nov. 17, 2014	Phase 4 ends, expected completion of renovation project

Design Advisory Group (DAG) meeting summary:
The DAG met at the end of January to review studiotrope Design Collective's (sDC) assessment of the furniture bids and the substitutions from the two vendors that submitted the lowest, complete bids.

Studiotrope also presented their response to staff and commission feedback about the initial graphics package proposed. The DAG requested that new samples of the signs as well as the teen and children's graphics be provided. These samples will be available for the commission's review at the Mar. 5, 2014 meeting.

While staff planned to present recommendations for selection and placement of the general and custom furnishings to the commission at the Feb. 5 meeting, more time was needed to evaluate all bids received and select a vendor. Staff anticipates having these available for the commission's review at the Mar. 5, 2014 meeting also.

Furniture contract award:
The furniture bid opening was held on Friday, Dec. 20. Due to the complexity of the bid request matrix, studiotropeDesign Collective (sDC) reviewed the bid documents and provided DAG with their analysis. First Continental Library Equipment Corp. will be awarded the contract. The base bid is $99,901. Alternate 1 for the café furniture is $23,307. Alternate 2 for furniture outside of the project focus areas (vision) is $131,099. Both alternates were accepted.

First Continental, sDC and the DAG will review and confirm finishes and fabrics chosen for the base furniture package, select finishes and fabrics for the alternate furniture packages; evaluate the substitutions proposed; and identify furniture pieces for which samples will be requested.

Attachment A is the furniture bid request that was also included in the Dec. 2013 meeting packet. Commissioner Sawyer requested additional information be provided for the commission to review the alternate (vision) furniture options and placement. Page 14 and 15 of attachment A are the architectural drawings showing the furniture layout. Each furniture piece is labeled with a code number. Code numbers that begin with a capital "E" indicate existing furniture pieces to be reused. All other furniture codes are referenced in the furniture matrix on page 3 of attachment A. The following description is provided to assist with navigating the document.

Refering to the furniture matrix on page 3 immediately following the heading information, locate the grey row of column headings.

- The column labeled "Room" gives the general area on the architectural drawings A-911 (attachment A, page 14) and A-912 (attachment A, page 15) in which the furniture piece is located.
- The column labeled "Room #" gives the corresponding room number label on the architectural drawings A-911 (page 14) and A-912 (page 15). On the drawings, the room number label appear as:

- The column labeled “Code” gives an item code. If it is followed by a lower-case letter “v,” it is a furniture piece in the project “vision” package. This appears as “CH11v.”

- The column labeled “Base/Alternate” indicates whether the furniture piece is part of the base project or an alternate.

- The column labeled “image” provides a picture of the type and general style of the furniture piece. Colors depicted do not represent actual color selected for this project.

For example, the first item listed on the furniture matrix page 3 is for stool height chairs to be located in the café. Referring to the café drawing on drawing A-911 (page 14), the chair icons along the bar-height counter labeled “CH11” show the location of these furniture pieces.

The commission will continue to be notified as furniture samples are received for evaluation so that those interested can stop by the Main Library and try them out.

Project kick off event:
Staff are planning an event to mark the beginning of the visible construction in the renovation project, a sort of “groundbreaking ceremony,” (although without literally breaking ground), and this will occur on Thursday, Feb. 20 at 11 a.m., in the Canyon Gallery. As noted in the schedule above, construction begins Feb. 24.

The designated officials for this renovation construction kickoff ceremony would say a few words about the importance of this renovation opportunity and thanking voters for making it possible. Then, they would reference the two “columns” on view, which are really two stacks of books, stacked and spiraled into the shapes of large columns. With the push of a button, a burst of confetti will come out of the tops of the “columns” from confetti cannons (rented) inside to mark the project’s beginning. The officials will possibly wear hardhats with the Capital Improvement Bond logo on them for the ceremony (we have the hardhats – it is, of course, up to the speakers if they choose to wear them).

This ceremony will be held in the Canyon Gallery, and will start at 11 a.m., immediately following a musical storytime with a construction theme that is held in the Canyon Theater, so we should have dozens of children and parents/caregivers streaming out of the theater into the gallery “in attendance” at this kickoff event, as well as hopefully some media, and other library patrons. Additional renovation project information will be displayed around the gallery; including renderings, floor plans, the construction schedule, as well as information about impacts to the Main Library collection and operations during phase 1 of the construction.
Light refreshments will be served, including some healthy options. Channel 8 staff has agreed to cover this kickoff event for “Inside Boulder News,” which will begin airing on Friday, Feb. 21.

Café vendor selection timeline:
The café vendor selection timeline is shown in Table 2.

Table 2. Café vendor selection timeline

Jan. 28, 2014	Request for proposal issued
Feb. 11, 2014	Vendor questions due
Feb. 14, 2014	Answers to vendor questions provided
Feb. 18, 2014	Vendor proposals due

Feb. 21, 2014	Finalist selection (if necessary)
Feb. 24-28, 2014	Finalist interviews (if necessary)
Mar. 5, 2014	Contractor selection
Mar. 10, 2014	Conclusion of contract negotiations

Public art selection timeline:
A pre-presentation meeting and tour of the Main Library will be held for the semifinalists on Monday, Feb. 3, 2014.

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 – Feb. 28, 2014	Staff works with semifinalists to develop proposals
Feb. 3, 2014	Meeting and tour of the library with the semifinalists
Feb. 28, 2014	Artist presentations and selection panel selects finalist
Mar. 5, 2014	Library Commission review of finalist
Mar. 19, 2014	Boulder Arts Commission review of finalist
Mar. 20 - 25, 2014	Technical review
Mar. 26 – Apr. 4, 2014	City manager review of the comments of the library and arts commissions and the recommended finalist.
April 1, 2014	Beginning of contract negotiation phase
April 7, 2014	Media announcement

Questions for the commission:
Does the Library Commission have any questions or feedback about this information?

FURNITURE BID PACKAGE

BPL - Main Library Renovation

boulderlibrary

studiotrope
design collective
1942 Welton Street · Denver, CO 80205 · 303.308.1144 · www.studiotrope.com
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1001 Arapahoe Avenue
Boulder, CO 80302

CONSTRUCTION DOCUMENTS

sDC PROJECT NO: 1220
DATE: 11.18.2013

11.15.2013 12:01:58 PM

TABLE OF CONTENTS:

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

studiotrope design collective

BOULDER PUBLIC LIBRARY

CLIENT:	BOULDER PUBLIC LIBRARY
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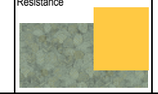
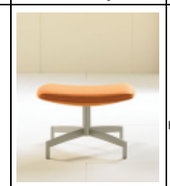
ALL PRODUCTS WITHIN THIS BID DOCUMENT SHALL HAVE PRODUCT SUBMITTALS FOR FINAL APPROVAL PRIOR TO PURCHASING

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														
CAFÉ	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" chome 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					

BOULDER PUBLIC LIBRARY

Attachment A.

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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	* photos are representational and may not reflect actual finishes/configuration	Herman Miller (or equal)	Swoop Side Table		OA301 (NO CUTOUT)	25"x25"x16.5"	Assume Formica or equal	1					
MEDIA	142																		
MEDIA	142	CH17v	**ALT2**		X	Chairs Lounge	* photos are representational and may not reflect actual finishes/configuration	Bernhardt	Chaira		4755		Fabric: Assume COM of $55/sqyrd w/ Crypton Finish Base: Chrome	12					
FICTION	142	T3v	**ALT2**		X	Side Table	* photos are representational and may not reflect actual finishes/configuration	Arcadia, Encore	Cielo Occasional Table		8060-2218-(GL)	22" D	Top: Back painted glass Frame: Chrome	6					
TEEN/ TECH LAB	250/251																		
TEEN	250	CH09	**BASE**		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		Shell Summit	12					``
TEEN	250	T09	**BASE**		X	Standing Height Table	* photos are representational and may not reflect actual finishes/configuration	IZZY Plus	Rylee		#RYL ST043672	2'-6"x3'-6"	Top:Formica 8827-58 SarumTwill Edge: Straight Vinyl - Slate Gray Leg: Metallic Straight Legs	2					
TEEN	250	T08	**BASE**		X	Study Table	* photos are representational and may not reflect actual finishes/configuration	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					

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				YES	NO														
TEEN	250	CH14	**BASE**		X	Gaming Chair	* photos are representational and may not reflect actual finishes/configuration	Arconas	Bouloum		691		Coffee Bean	2					
CHILDRENS	151																		
CHILDRENS	151	T01	**BASE**		X	Table (Small)	* photos are representational and may not reflect actual finishes/configuration	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	* photos are representational and may not reflect actual finishes/configuration	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	* photos are representational and may not reflect actual finishes/configuration	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	* photos are representational and may not reflect actual finishes/configuration	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	* photos are representational and may not reflect actual finishes/configuration	Magis	Puppy (Medium)		MT52-GR		GREEN	3					Randomly installed within childrens (not shown on plan)

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Attachment A.

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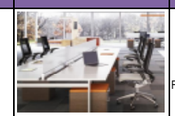
				YES	NO														
CHILDRENS	151	T15	**BASE**		X	OPAC Workstation	* photos are representational and may not reflect actual finishes/configuration	IZZY Plus	Pick a table, Pick a Base		10224L.01005	24x24	Top: Formica 6901-MC Vibrant Green Egde: PVC Flat Edge- Slate gray base: X Base - Metallic	2					
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 Stelter 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					

BOULDER PUBLIC LIBRARY

Attachment A.

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														
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	241																		
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	NA																		
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	143																		
MEETING ROOMS	143	T20v	**ALT2**		X	Conference Table	* photos are representational and may not reflect actual finishes/configuration	First Office (or equal)	84x30			84x30	Assume Formica or equal	8					
SERVICE POINT	NA																		

BOULDER PUBLIC LIBRARY

Attachment A.

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				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

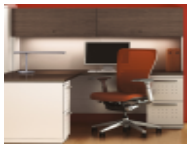
Attachment A.

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

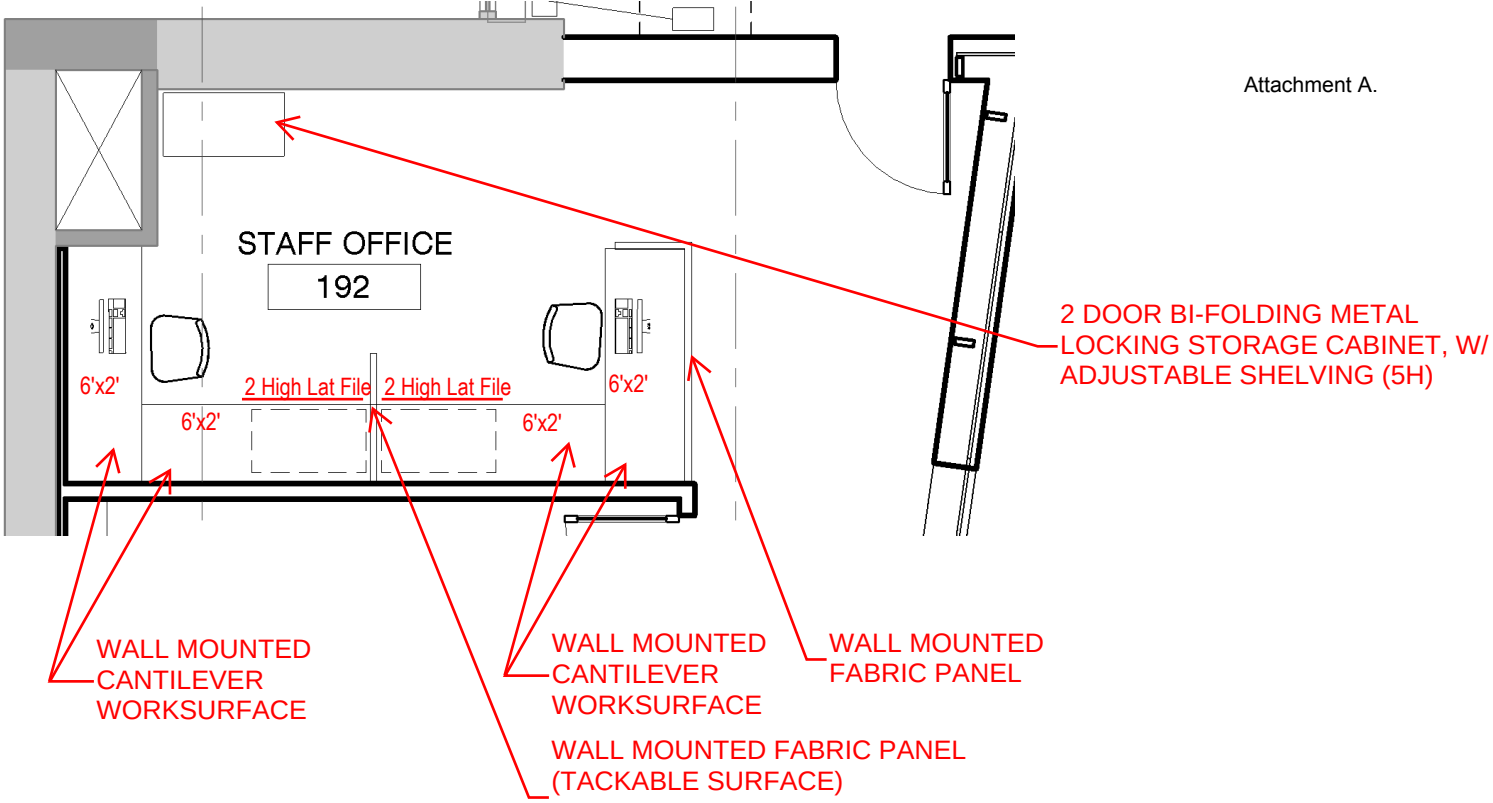
DATE: NOVEMBER 20, 2013

ITEM No.	ROOM	ROOM #	BASE/ALTERNATE	PRODUCT	DESCRIPTION	IMAGE	FURNITURE MANUFACTURER	FINISH/FABRIC	QUANITY	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 cantilleaver worksurfaces w/ 2 wall mounted fabric wrapped privacy panels, wall mounted overheads + 2 (2H) Lateral File cabinets (All Storage to be locking)(Groment locations to be decided on product submital)	* 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)(Groment locations to be decided on product submital)	* 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(Groment locations to be decided on product submital)		Haworth or Equal	Assume Formica or Equal	1		
009	Volume Station	193	Base	Bookcase	Laminate Bookcase, 3' x 12" (5 shelves hight)	* 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 wrokstations on lockable casters	* photos are representational and may not reflect actual finishes/configuration	Izzy 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	Izzy 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									

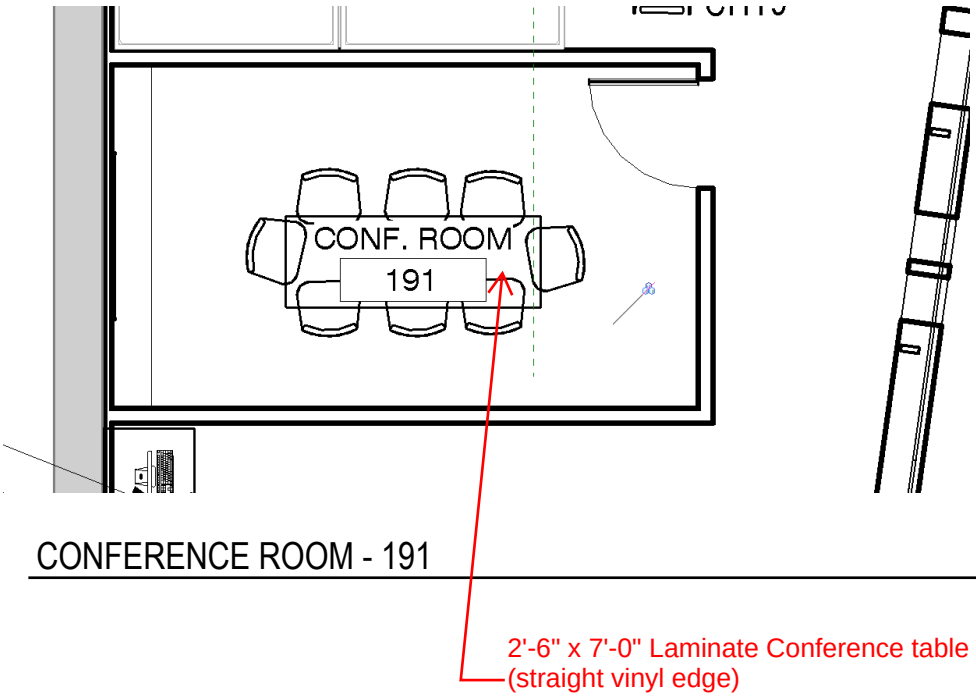
Attachment A.

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 submital)	 * photos are representational and may not reflect actual finishes/configuration	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 submital)	* photos are representational and may not reflect actual finishes/configuration	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 submital)	* photos are representational and may not reflect actual finishes/configuration	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	* photos are representational and may not reflect actual finishes/configuration	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		

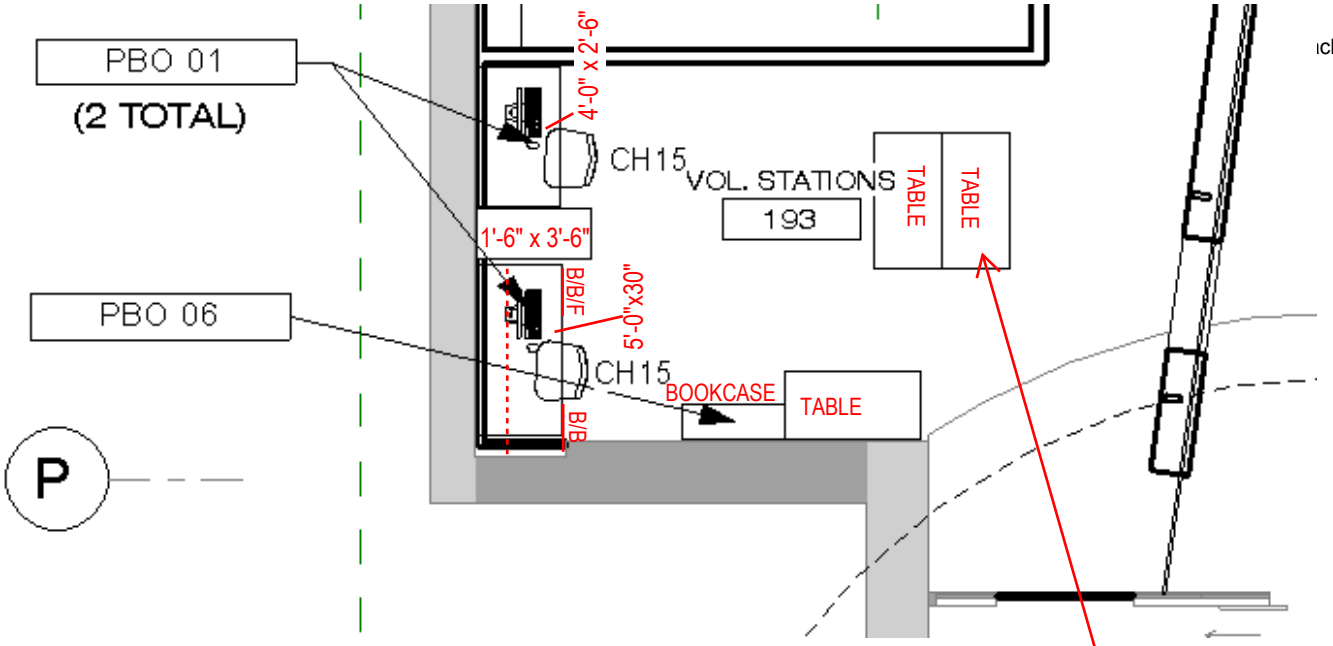
Attachment A.



STAFF OFFICE - 192 (TASK CHAIRS NIC)

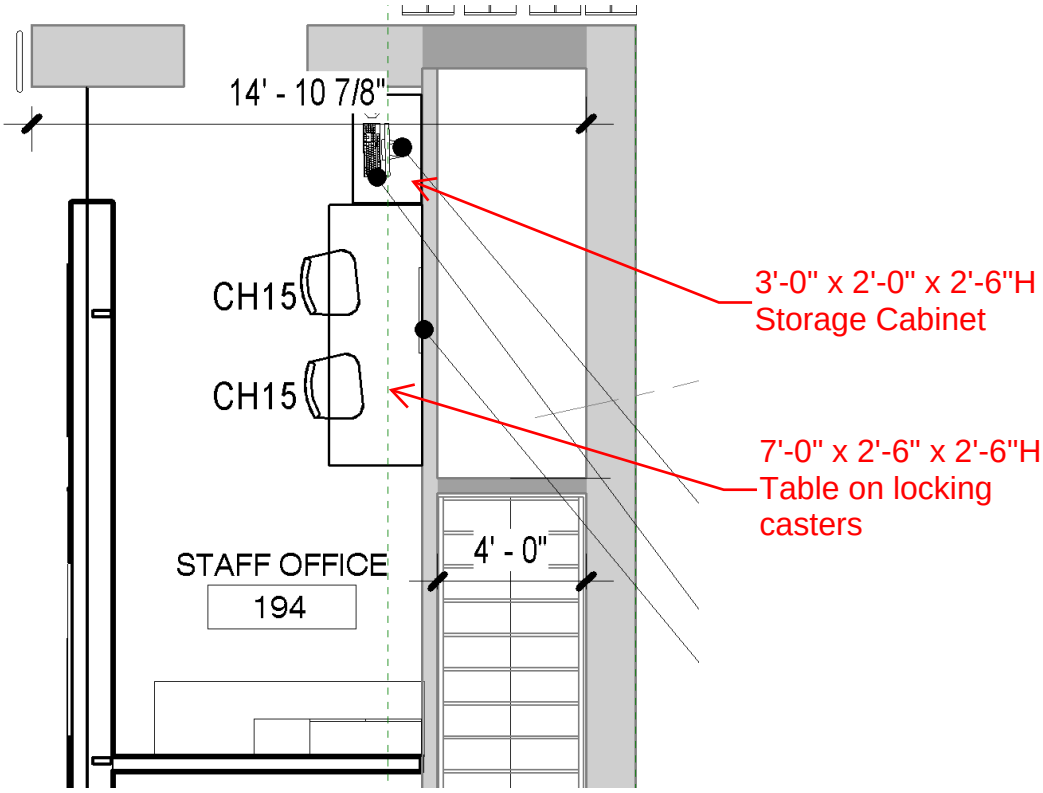


CONFERENCE ROOM - 191



VOLUNTEER STATION - 193 (TASK CHAIRS NIC)

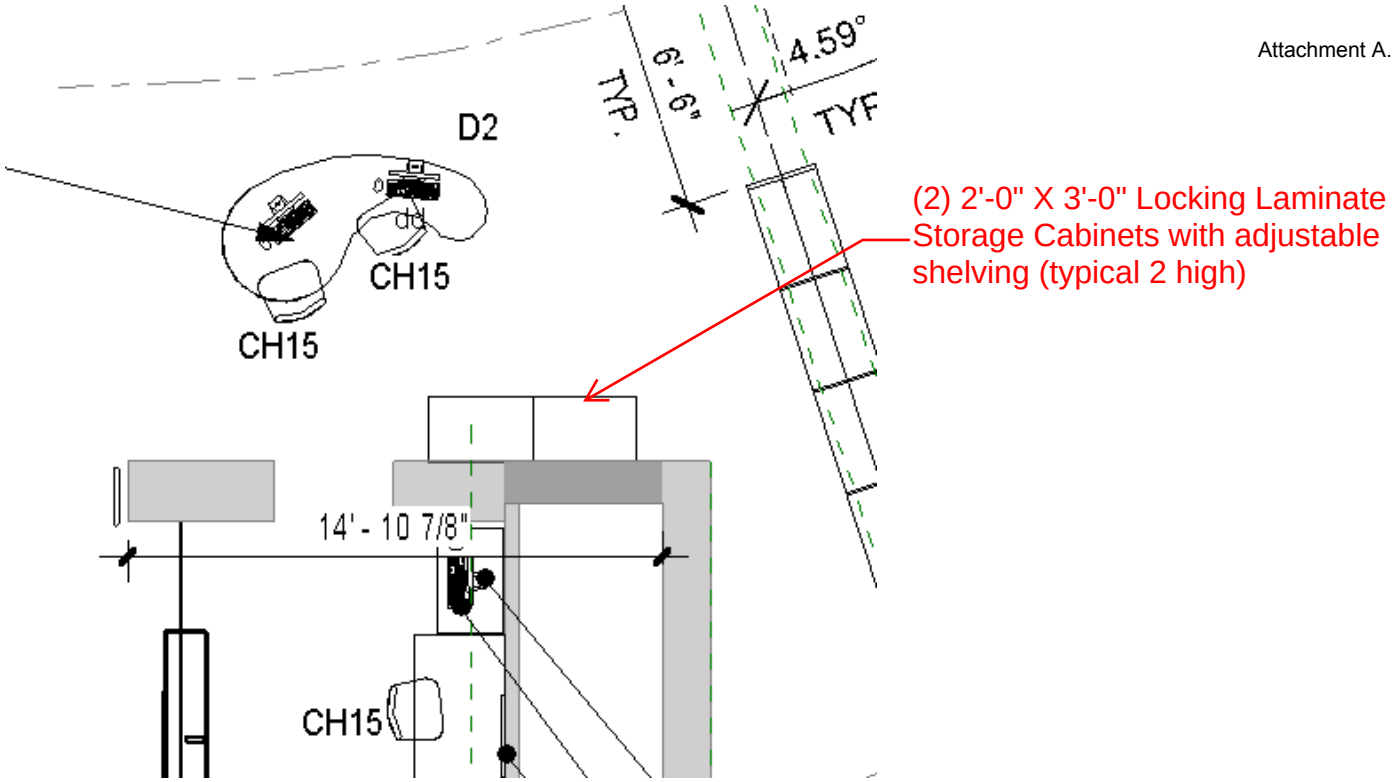
3'-0" x 2'-0" x 2'-6"H
Storage Cabinet



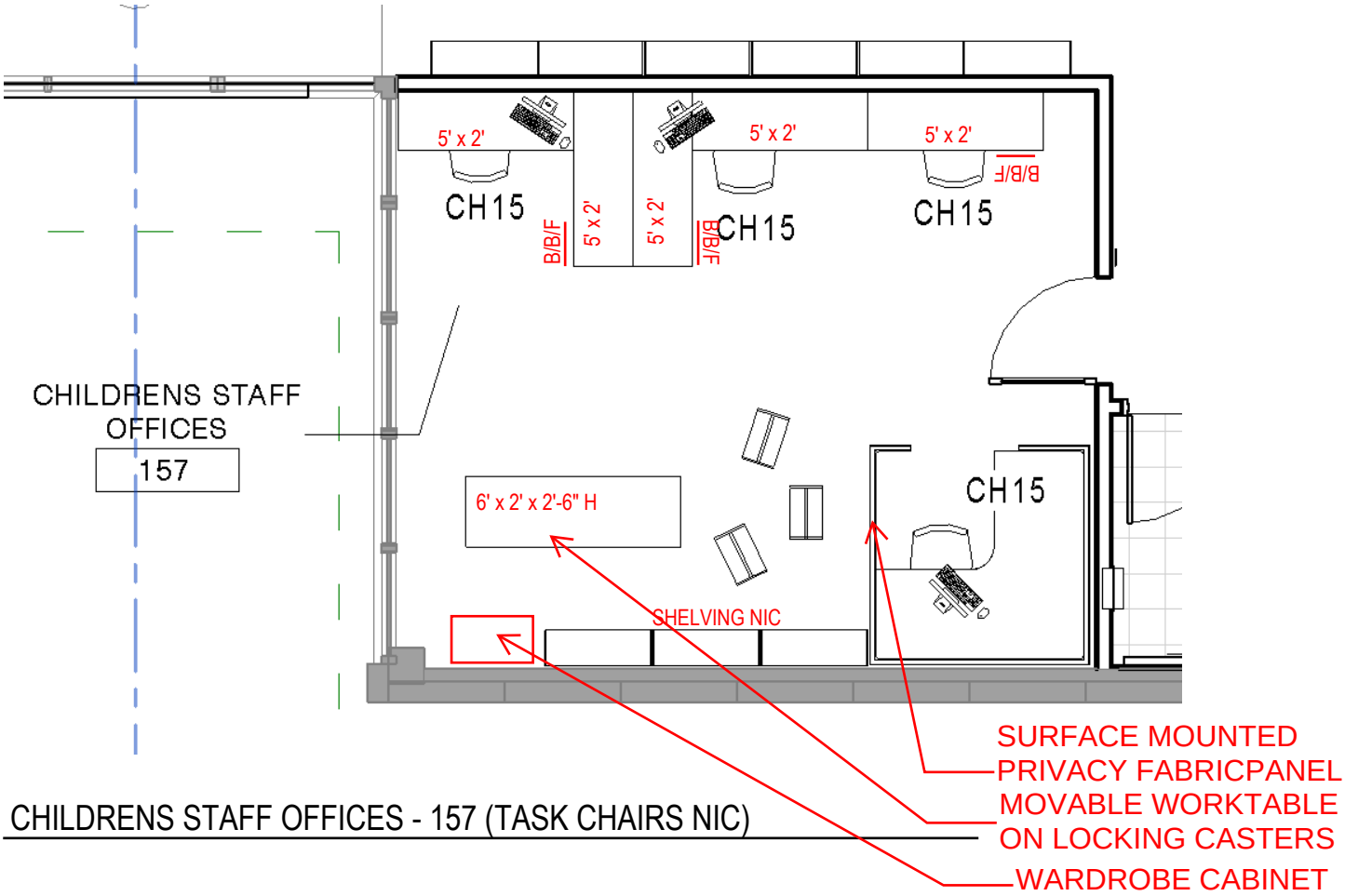
3'-0" x 2'-0" x 2'-6"H
Storage Cabinet

7'-0" x 2'-6" x 2'-6"H
Table on locking casters

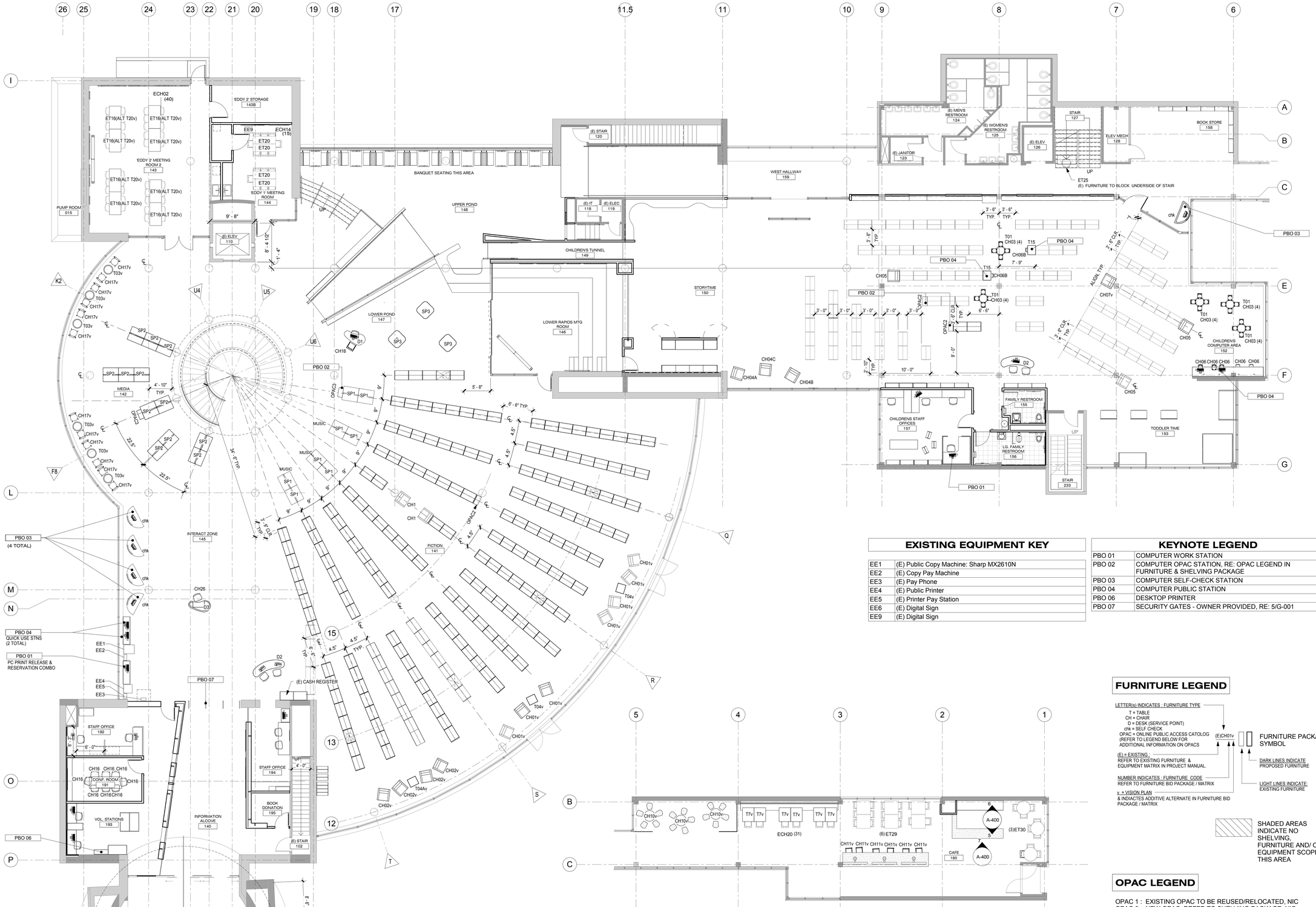
STAFF OFFICE - 194 (TASK CHAIRS NIC)



INTERACT ZONE - 145 (TASK CHAIRS NIC)



CHILDRENS STAFF OFFICES - 157 (TASK CHAIRS NIC)



1 A-911 FURNITURE AND EQUIPMENT PLAN - FIRST FLOOR
1/8" = 1'-0"

FOR INFORMATION ONLY

2 A-911 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.

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

LETTER(s) INDICATES : FURNITURE TYPE
T = TABLE
CH = CHAIR
D = DESK (SERVICE POINT)
chk = SELF CHECK
OPAC = ONLINE PUBLIC ACCESS CATOLOG (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
& INDIACTES ADDITIVE ALTERNATE IN FURNITURE BID PACKAGE / MATRIX

(E)CH01v — 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

studiotrope design collective
2942 Walton Street · Denver, CO 80205 · 303.308.1144 · www.studiotrope.com

OWNER
Boulder Public Library

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

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

Structural
Studio NYL
2995 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
5728 S Gallup 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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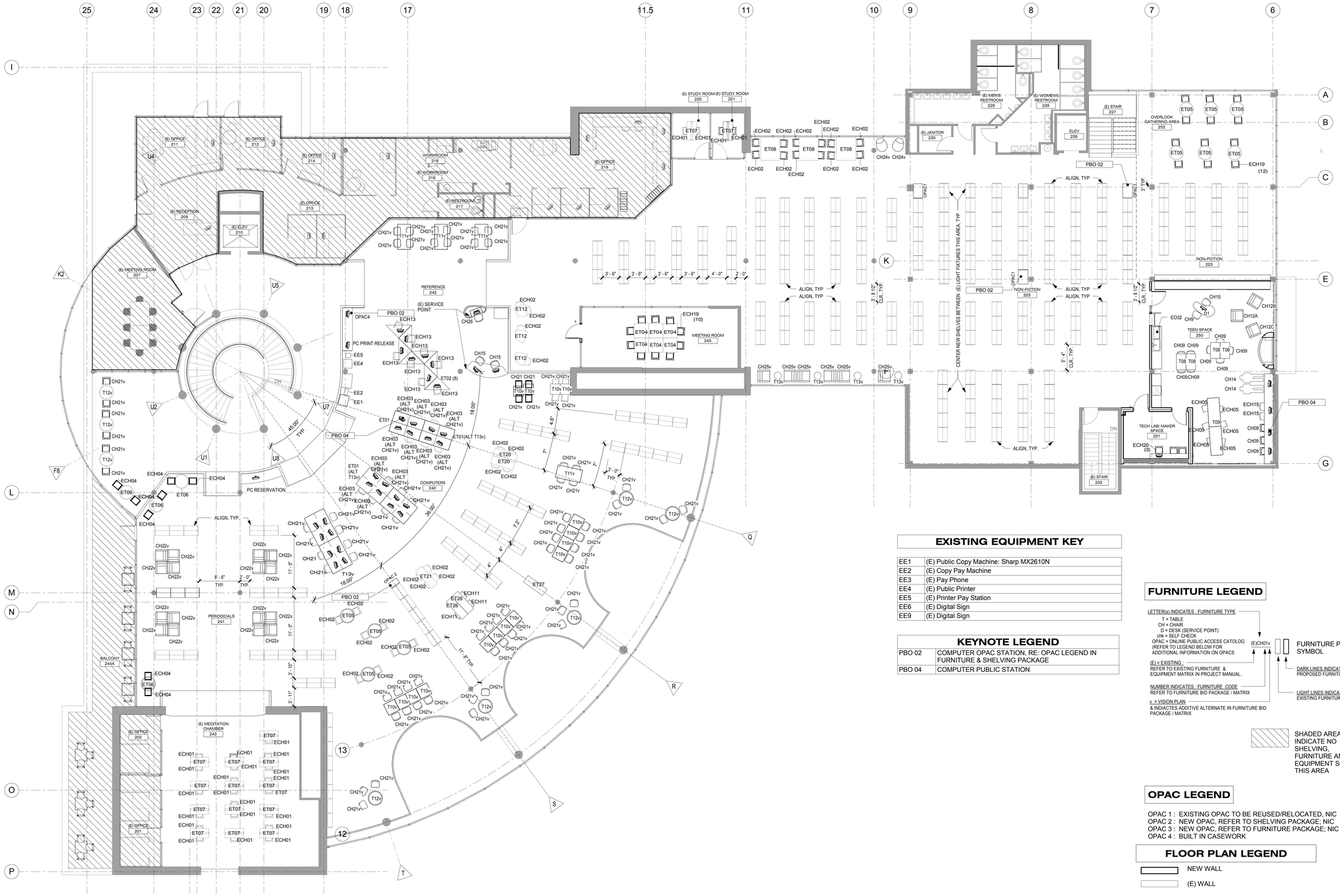
PLOT LOG: 11/25/2013-4:03:58 PM



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EE4	(E) Public Printer
EE5	(E) Printer Pay Station
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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

LETTER(s) INDICATES : FURNITURE TYPE
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D = DESK (SERVICE POINT)
chk = SELF CHECK
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(E) = EXISTING ;
REFER TO EXISTING FURNITURE & EQUIPMENT MATRIX IN PROJECT MANUAL.

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REFER TO FURNITURE BID PACKAGE / MATRIX

v = VISION PLAN
& INDIACTES ADDITIVE ALTERNATE IN FURNITURE BID PACKAGE / MATRIX

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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 RECIVE 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

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

FOR INFORMATION ONLY

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: 11/25/2013-4:04:02 PM

Meeting Date: February 5, 2014

1. Commission Emails

Email from Madelyn Wynne on 1/9/14 - Ms. Wynne raised a concern about the cost of the color cards marketing library events; she recommended reopening the Reynolds and Meadows branch libraries instead of expending the printing costs. She recommended a website survey to get public opinion on library issues.

Landry and Sawyer responded separately. A combination of the responses include:
After explaining that the Commission generally doesn't get involved with detailed budget line items, we shared information about the costs of printing these cards and sending out our enewsletter vs the costs of the previous newsletter; our intent to do a targeted patron survey as well as a full patron survey once renovations are complete; and the fact that we've begun discussing library budget needs including restoring hours to the branches. Landry also notified Ms. Wynne about the opportunity to apply for the Library Commission. Ms. Wynne responded with additional thoughts concerning more targeted library newsletters, a way for patrons to donate to the library from the library's website, and questioning the renovations costs and NoBo Corner Library investment over reinstating 7 days a week at the Reynolds and Meadows branches. We'll continue to communicate with her regarding these ideas.

2. More Patron Issues

Two patron issues have been brought to Commissioners this month with follow-up information requested from staff. These warrant Commission feedback so I'm attaching details here, and we will discuss as a part of the policies review agenda item.

A. Enforcement of Unattended Children Policy

Commissioner Sawyer received a phone call from a patron concerning a problem that her husband and child had in the library just before Christmas. She explained that her husband was in the library with their 7 and 3 year old sons. When he left the 7 year old alone in the children's area reading for a short time, one of the librarians tracked him down saying that his son was upset (she said he wasn't) and that children under 11 weren't permitted to be in the library alone (she also said the librarian pointed to a sign that says this). The librarian was attempting to convince him with threats of predators in the library, etc., upsetting everyone. Sawyer requested that someone follow up about this event and requested information about enforcement of our unattended children policy from library admin.

In response, Jennifer Miles spoke with the patron and explained that the staff guidelines for enforcing the policy stipulate that when a staff member or security officer notices a child is unattended that youth services staff are contacted to assist with locating the responsible adult, keeping an eye on the child and soothing them if needed. If the adult is not able to be located with 15 minutes, staff or security may opt to contact the police department. If the adult is found, staff are to courteously inform them of the policy and request compliance in the future. Staff are expected to use their best judgment when following these guidelines to enforce the policy (i.e. 15 minutes is the minimum amount time they are to wait before involving law enforcement). Miles

agreed that based on the patron description of the incident, the staff members involved overreacted, creating unnecessary upset and agreed to follow up with Mary Jane Holland, Children and Teen Manager.

Sawyer questioned the phrase "The staff guidelines for enforcing the policy stipulate that when a staff member or security officer notices a child is unattended that youth services staff are contacted to assist with locating the responsible adult, keeping an eye on the child and soothing them if needed." Since children are permitted to be alone in the library, if the child is just unattended, she felt that there shouldn't be a concern. If they are upset or causing a disturbance, staff intervention is appropriate.

After discussing the situation with Holland, Miles explained that staff do not usually approach unattended children, unless they have been alone for a really long time, are visibly upset, disruptive, or if staff is concerned for the child's safety. Holland will make sure that all staff, including substitutes, understand and receive coaching on handling this type of situation.

Another reason for greater concern during this time of year is the increased pressure on security officers and staff overseeing the large number of individuals who come to the library on exceptionally cold days. There are often behavioral issues requiring attention in multiple locations within the library making it difficult for staff and security personnel. These circumstances have heightened staff's awareness about the safety of children and others. In an attempt to improve this situation, during the next month on a trial basis, a second security officer will be on call to support the current officer as needed. Additionally, the Boulder Police Department has deployed additional patrols to provide support.

These security concerns weren't offered as an excuse for staff's handling this particular patron incident, but instead rationale of why staff may be more strict in enforcing the unattended children policy given the time of year and the current situation. Miles further explained, "It is never our desire to discourage any child's use of the library, the primary intent of the policy is that they can do so safely. Given that this is a public building open to all, the best way to ensure the safety of small children, regardless of their level of maturity, is if they are under the supervision of an adult."

B. Policy related to Canyon Theater Rental for fee-based Events

Commissioner Landry learned of a January 26, 2pm event in the Canyon Theater. The small event flyer advertised $10 tickets for the public. However, according to the March 2013 Library Commission meeting minutes, the Library Director clarified that any rentals, for library programs in the Canyon Theater, would only be charged to the organization offering the performance (because they would be using the library's resources and the library would be recovering this cost) and would always be free to the public.

The contract for renting Canyon Theater asks if the renting organization will charge a fee to the public. This question about the contract seems to potentially conflict with the policy previously represented by the department director.

Boulder Library Foundation President Carl Manthei also commented on this subject. His memory of what the department director told the BLF Board is consistent with what the March 2013 minutes reflect about the Library renting out the theater on occasion, and never charging admission to the public. The concern is the potential precedent being set in that the theater becomes a profit making venue and the City may see that paying customers are preferred to BLF funded events that do not pay rent or charge admission.

Recently, staff indicated that the event in question is a rental and not a library-sponsored event. It is scheduled in the Canyon Theater. The practice for rentals that has been in place for many years, pre-dating the previous director and the current deputy director, is that individuals or groups that pay the rental fee to use the theater and/or the gallery are permitted to charge admission and/or sell legal goods or services during their events. All library programs and library-sponsored events have always been free of charge.

Commissioners Landry and Sawyer briefly discussed this issue with Miles and Interim Library Director Maureen Rait at the agenda-setting meeting on January 23. Staff was asked to gather some historical Canyon Theater data so commissioners would be better informed for the February commission meeting.

3. West Pedestrian Entrance for Boulder Meadows - Jan 25, 2014 meeting

Boulder Meadows, the mobile home park that straddles 19th Street in north Boulder, had a west entrance which was closed in 2011. Residents have asked Boulder Meadows management without success to have the entrance reopened. With the NoBo Corner Library opening in March, a west entrance is yet more important for access and safety of the residents, particularly children.

City council members Lisa Morzel and Mary Young, BVSD board member Sam Fuqua, Planning Board chair Aaron Brockett, library commissioner Celeste Landry and several NoBo and Boulder Meadows residents attended a meeting on Jan 25 in Boulder Meadows.

The management for Boulder Meadows is an out-of-state company. Council members Morzel and Young will meet with the city attorney's office to discuss what can be done. Lack of an access may be a public safety code violation in the case of fire or flood. Other enclosed neighborhoods have had success with combination locks. GO Boulder was mentioned as a group that is also working to help with neighborhood access. There also might be some efficiencies gained by leveraging post-flood heavy machinery work with constructing a new entrance.

Some background from Maureen Rait:

The trailer park owners closed the access from the trailer park on the northwest corner of the park to Yarmouth a number of years ago. There have been several pleas to them to reopen it so residents can better walk to Broadway, use the SKIP, etc. The owners have not been amenable. It is my understanding that the city does not have a legal means to require that the access be restored.

There is a sidewalk on Yarmouth that extends to 16th Street, but not fully to Lemon, so one has to walk on the shoulder. Also, access at Lemon is not a direct line of travel for some residents of the park. Finally, the sidewalk on the south of Yarmouth was not extended further to the east because of an inability to resolve ditch issues.

4. Library Commission Upcoming Calendar

	Priority Discussion	Commission Responsibilities	Visitors
September 2013 - March 2014 - City recruiting and hiring a new Library and Arts Director			
January - February 2014 - Café vendor RFP process			
February - November 2014 - CONSTRUCTION phase of Main Library Renovation			
Feb 5	1. Main Library Renovation Update 2. Begin Policies Review - unattended children - admission fees for Canyon Theater events - cosponsorhip of programs - city attorney review of rules 3. Report on City Council Retreat	• Commission candidate application due February 13	eServices Manager, Aimee Schumm Cultural Master Plan RFQ draft - Matt Chasansky
February 10 - Boulder Library Foundation meeting to consider funding renovation project proposals			
February 20, 11am -- Renovation Groundbreaking Ceremony			
February 28, 2014 - Public Art Selection Panel selects finalist			
Mar 5 **Carnegie**	1. Main Library Renovation - furnishings and graphics 2. Policies Review (meeting rooms w/ reservation technology) 3. Foundation Grant Update and 2014 Proposal Review 4. Update on City Council Work Plan	Review Public Art Finalist 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			
Apr 2 **Arapahoe Room**	1. Main Library Renovation 2. Priorities Review (cont.) 3. Review Meeting Minutes Guidelines 4. Review 2015 Holiday Closures 5. Review Funding Goal 5. 2014 Foundation Grant Proposal Review	Welcome new commissioner Elect new officers and Boulder Library Foundation members Take commission photo for website	
May 7 **Municipal Bldg.**	1. Main Library Renovation 2. Review Findings from Priorities and Long-range Planning Discussion. Review MP Appendix J.	Provide input on 2014 library budget. Receive report on Foundation grants.	
July 2014 (Saturday TBD) - Library Commission retreat, wait list for Chautauqua Community House Meadows Room			

MEMORANDUM

To: Boulder Public Library Commission

From: Maureen Rait, Executive Director of Public Works and Interim Library and Arts Director
Matt Chasansky, Art and Cultural Services Manager

Date: January 31, 2014

Subject: Draft Request for Qualifications (RFQ) for consulting services for Community Cultural Plan

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As you are aware, the Art and Culture Program will be coordinating a Community Cultural Plan later this year. Attached please find the draft RFQ for consulting services for the Community Cultural Plan project.

The RFQ was reviewed by the Boulder Arts Commission in their January meeting. It was their unanimous opinion that the document was sound, and recommended that staff continue working towards the advertising of the RFQ.

The schedule remains indeterminate. That said we are now in the process of formulating a calendar based on ensuring the new Library & Arts Department Director has the chance to contribute to the selection of a finalist.

The Summary Scope of Work will undergo some refinement. Over the next few weeks, it will be developed into a Full Scope of Work that includes detail under each of the very general subject headings that appear in the attached document. In addition, we are likely to conduct a re-scoping exercise which may further develop the full scope. Not obvious from the summarized Scope of Work section is the process for checking in with both commissions. We feel it is important for the Library Commissioners to understand that there will be at least three opportunities for them to engage with the process:

1. During Phase One we will be forming a steering committee to advise staff and the consultants on the planning process. When that group is being formed we will ask if the Library Commission is willing to assign someone to the committee.

2. The research elements of Phase Two will include a workshop with the Library Commission. It is our hope that this could be a combined workshop, in which the members of the Arts Commission join in to establish mutual responses to the research questions and act as a common voice for the entire department.

3. Phase Three includes review sessions, in which the elements of the emerging plan are discussed and tested with community groups, including the Library Foundation.

We welcome any questions or comments to will help us refine the RFQ at this early stage.

ADVERTISEMENT FOR
REQUEST FOR QUALIFICATIONS (RFQ)
RFQ# [number]
Issue Date – [date]

DRAFT 1/17/2013

City of Boulder, Colorado
Community Cultural Plan Consulting Services

Sealed Statements of Qualifications will be received by the City of Boulder, Library and Arts Department c/o the Finance Department/Purchasing Division, until **5:00 p.m. local time on [date]** for Culture/Creative Sector Consulting Services in the development of a Community Cultural Plan.

Submittals shall be in a sealed envelope plainly marked **"RFQ #[number], "City of Boulder Community Cultural Plan",** and addressed to:

City of Boulder, Colorado
Finance Department / Purchasing Division
1777 Broadway
P.O. Box 791
Boulder, Colorado 80306

Hand carried responses may be delivered to the Director of Purchasing,
1777 Broadway, Boulder, Colorado

A copy of the RFQ documents may be obtained from the
Rocky Mountain E-Purchasing (Bidnet) web site at:
www.RockyMountainBidSystem.com

The work for which the Statement of Qualifications and Interest requested consists of:

Culture/Creative Sector Consulting Services for the City of Boulder Community Cultural Plan

The consultant ultimately selected will be responsible for
providing consulting services and associated deliverables.

No proposal will be considered which is received after the specified time, and
any response so received after the scheduled time will be returned unopened.

City of Boulder
A Municipal Corporation
BY_____
For the Director of Finance and Record
Ex-officio City Clerk

City of Boulder, Colorado
Community Cultural Plan
Culture/Creative Sector Consulting Services

Request for Qualifications - RFQ [number]
Due Date – [January 31, 2014?]

I. PURPOSE

The City of Boulder Office of Arts and Cultural Services seeks Statements of Qualification from professionals in the field of strategic planning for culture and the creative sector of the economy to complete the research, public communications, consulting, drafting, and finalization of a Community Cultural Plan (Plan) for the City of Boulder. Consultants will be evaluated for pre-qualification on the soundness of their approach to the project; overall experience with similar project size and scope; experience with public sector projects; and past performance on similar projects.

II. PROJECT DESCRIPTION / OVERALL GOALS

It is the goal of this project to create a functional and sustainable guiding document which a) articulates an understanding of the cultural priorities of the entire community, and b) recommends structures and tools which the City of Boulder municipal government can provide to support the efforts of the community to accomplish those priorities.

III. PROJECT GUIDING PRINCIPLES:

- As a "Community Cultural Plan", the project has a city-wide perspective and an extensive time-horizon. The Plan will seek to answer the question "What is the community's vision for culture and the creative industries?"

- Transparency and good stewardship of the public trust will ensure the inclusion of the community's voice and encourage the continued support for the implementation of this plan.

- Focus areas for the plan may include public art, the creative sector of the economy, funding, sustainable cultural tourism, and the vibrancy of street-level experiences.

- The process should be open and forthcoming, taking best advantage of the City of Boulder's collaborative professional culture.

- The City-wide priorities of advancing sustainable and resilient practices, encouraging diversity, and promoting the success of Boulder communities should be foundations for the process.

IV. STATEMENT OF QUALIFICATIONS (SOQ)

A written SOQ will be required for consideration. The City also requests that response packages be printed on recycled paper, double sided, and without plastic binders or covers.

The response shall be limited to the following information:

a. Letter of Interest: Please include company information, the primary contact information, a list of key personnel who would be assigned to the project, and the ability of the company to commit to the project. (1 page)

b. Narrative: Please briefly describe your proposed approach to this project, and how your company and team will provide a distinct and superior service to accomplish the overall goals. (1 – 3 pages)

c. Experience Description: Describe the relevant experience of the company with projects of a similar size, scope, complexity and use, with a focus on cultural and creative sector initiatives and public input processes. (1 – 5 pages)

d. Experience Roster: Please include a résumé or C.V. for each individual assigned to the project. (1 – 2 pages per individual)

e. List of Proposed Sub-consultants: As necessary, list the companies/individuals that may be hired from outside the company to form a team. Include a brief summary of the value each sub-consultant brings to the project and what functions they will serve. (1 – 2 pages)

f. References: Please list at least 3 contacts, including email address and phone number, for projects of a similar scope or size, and who would be willing to answer questions from the City. (1 page)

g. Supplements: You may include any letters of recommendation, media clippings, or other referential material that would help the selection panel to better understand your qualifications and approach. (unlimited)

IV. SUMMARY SCOPE OF WORK

PHASE ONE: CREATE A STRATEGIC STRUCTURE

May Include:

- Rescoping
- Form a Steering Committee
- Build a Work Plan
- Develop Contact Lists

PHASE TWO: RESEARCH

May Include:

- Stakeholder/Discussion/Focus Groups
- Public Input Process
- Assimilation of Existing Research
- Benchmark Model Programs
- Process Findings and Interpret Results

PHASE THREE: DRAFTING THE PLAN

May Include:

- Collective Visioning Process
- Develop and Deliver a Final Framework for the Plan
- Work with Staff to Draft the Plan
- Conduct Plan Review Sessions

PHASE FOUR: ADOPTION OF THE COMMUNITY CULTURAL PLAN

May Include:

- Finalize the Community Cultural Plan Documents
- Facilitate Approval of the Community Cultural Plan

V. SELECTION PROCESS

A review committee made up of staff from the Library and Arts Department will review qualifications based upon the responses received. Consultants will be evaluated for qualifications of: a) experience with projects of a similar size and scope, b) experience with public sector projects, and c) expertise in the subject areas described in the Overall Project Goals and Project Guiding Principles. The City intends to develop a "short list" of qualified companies who will be asked respond to a Request for Proposals. Those invited to respond to the RFP will be given the opportunity to further research the project including detailed budget information. An interview session will be conducted with respondents to the RFP.

The selected consultant will then be required to enter into a Professional Services Agreement with the City of Boulder.

VI. SELECTION / TENTATIVE REVIEW SCHEDULE

January [N], 2014 –RFQ Opens

[date] – SOQ due to the City of Boulder no later than **5:00 p.m. local time**.

[date] – Publication of a "short list" of pre-qualified consultants issued by the review committee for interviews. Only selected pre-qualified applicants will be notified at this time.

[date] – RFP Distributed to Invited Companies

[date] – Deadline for submittal of RFP responses.

[date] – Post-proposal Interviews

[date] – Selection of consultant, start of contract preparation and processing.

VII. PROJECT ADMINISTRATION

The project will be administrated by the City of Boulder Office of Art and Cultural Services staff.

IX. GENERAL INFORMATION

Five copies of the response to the RFQ should be received by 5:00 p.m., [date] at the following address:

City of Boulder Purchasing Department
1777 Broadway
Boulder, Colorado
80302

Questions about the RFQ process can be directed to
Matt Chasansky 303-441-4113
or at ChasanskyM@bouldercolorado.gov

All responses shall be delivered in a sealed envelope with the
name, contact, address and email address of the responding company, and be clearly labeled:

City of Boulder RFQ # [number]

City of Boulder, Colorado
Community Cultural Plan
Culture/Creative Sector Consulting Services
[date]

The City reserves the right to reject any proposal and waives any informality therein if it is found to be in the best interest of the City of Boulder.

The City of Boulder and the individuals serving on the selection committee assume no liability or responsibility for costs incurred by respondents in response to the RFQ or request for interviews, additional data, or other information with respect to the selection process. The response is prepared at the applicant's expense and becomes City property and therefore a matter of public record.

Work performed under the terms of contractual agreement shall be subject to review and approval by the City of Boulder Office of Art and Cultural Services.

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: Jan. 31, 2014

SUBJECT: Library Policy Review

I. Library Rules of Conduct Additions for Library Commission Review

Background

Boulder Revised Code Section 5-5-18, Suspension of Facility Privileges, provides that the City Manager may suspend the privilege of any person to use any recreation, library, senior center, youth services, open space, or park facility owned or managed by the City who has violated any provision of this code, ordinance of the City, or other law, or a rule issued pursuant to chapter 1-4, "Rulemaking," B.R.C. 1981, or posted on the premises of the facility by the manager, if such person's conduct constitutes a hazard to the health, safety, or welfare of the users of the facility. Any person so suspended shall immediately leave the facility.

Section 134 of the City's Charter outlines the powers of the Commission acting with the City Manager and states that the Commission, with the approval of the City Manager, and by a majority vote of all its members, has power to make and enforce all rules, regulations, and bylaws necessary for the administration, government, and protection of the library and reading rooms and branches, and property.

Acting in accordance with the Charter and Boulder Revised Code, and in order to administer the Suspension of Facility Privileges code provision, the Boulder Public Library Commission adopted rules of conduct to protect the rights and safety of library patrons, volunteers, and staff. The Library Rules of Conduct revised and unanimously approved by the Library Commission on Feb. 6, 2013 and became effective May 31, 2013. They are posted online at: http://boulderlibrary.org/about/rules.html .

Proposed additions to the rules of conduct

The following highlighted information is the proposed additions to the library rules of conduct.

Boulder Public Library Rules of Conduct

The Boulder Public Library Commission has adopted the following rules of conduct to protect the rights and safety of library patrons, volunteers, and staff. These rules apply to everyone in the library, except for city employees and contractors of the city doing work at the library. Except as indicated otherwise below, "Library" shall mean all parts of the interior of the Main Boulder Public Library and all branch libraries, including, without limitation, the entrance structures of the

Main Boulder Public Library. Any person who violates these rules of conduct may be subject to suspension of privileges in accordance with the procedures of Section 5-5-18, "Suspension of Facility Privileges," Boulder Revised Code (B.R.C.) 1981.

No person may:

…
17. leave bags and other personal items unattended in or outside near any library facility;
…
23. use any form of electronic cigarettes (i.e. e-cigarettes, or e-cigs). E-cigarettes contain a battery-operated heating device that vaporizes a nicotine-containing solution, creating a mist that is then inhaled;
24. display marijuana openly or publicly.

II. Policy for Sponsorship of Programs and Events

Background and purpose

With consideration for the current staff work plan that includes day-to-day operations and priority projects (e.g. Main Library Renovation and opening the NoBo Corner Library), staff proposed a plan to review key library policies beginning in 2014. Staff provided the commission a prioritized list of policies in the December 2013 meeting packet (**Attachment A**). Staff committed to bring forward a draft of a new program and event sponsorship policy as issues related library sponsorship of programs has recently come up in several situations. This document will serve as interim guidelines and may inform the development of city-wide policy addressing sponsorship.

The policies that will be reviewed following the Policy for Sponsorship of Programs and Events are those that may 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 in 2015. Staff will provide drafts of these documents for the commission's review as they are developed.

The purpose of this policy is to establish guidelines and process for the approval of sponsored activities in the Boulder Public Library in order to support consistent, fair administration of city and library resources and a transparent, clear process for the consideration of proposals. **Attachment B** is the draft policy document.

Policy review process and next steps

Once the Library Commission's input on the draft policy is considered the revised draft will be submitted for review by the City Attorney's Office and the city's policy advisor. Staff will update the Library Commission on the outcome of the review process.

III. Unattended Children Policy and Canyon Theater rental policy information

Commissioners Sawyer and Landry requested the opportunity to review the unattended children policy and the Canyon Theater rental policy at the February commission meeting. Links to these policies are included below.

Commissioner Landry requested five years of information about rental events held in the Canyon Theater at which admission was charged. She also requested attendance figures for a rental event that was held in the Canyon Theater on Jan. 25 and 26. To the extent that this information is available, it will be provided to the commission at the Feb. 5 meeting.

> The unattended children policy was approved by the Library Commission on Feb. 6, 201, and is posted online at http://boulderlibrary.org/about/unattended-child-policy.html .
>
> Page 2 of the Feb. 6, 2013 Library Commission meeting minutes detailing the motion to approve the unattended children policy is online at:
> http://boulderlibrary.org/pdfs/commission/2013/minutes/13FebLC_Approved%20Minutes.pdf
>
> The library's meeting room policy and contracts including the Canyon Theater rental agreement are at http://boulderlibrary.org/about/spaces.html .

Questions for the commission:

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

Attachment A.

Library Policy Inventory

November 25, 2014

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** • 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	*Boulder Creek Meeting Room: 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.* *Branch Library Meeting Rooms: Approved by the Library Commission August 1, 2001; non-substantive changes made January 7, 2004 & January 4, 2006.* 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.
MED	**Materials, Programs & Services Selection Policy** http://www.boulderlibrary.org/about/selection.html • Procedure for reconsideration of library materials	*Adopted by the Boulder Public Library Commission, April 3, 1991; revised September 3, 2003; revised March 3, 2004.* This policy is currently under revision by collection development steering committee.
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** • 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.

Library Policy Inventory

November 25, 2014

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

Review Priority	Policy Information/ Current info. & links	Status
MED	**Volunteer Program** http://boulderlibrary.org/about/volunteer.html • 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** • 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** • 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

CITY OF BOULDER LIBRARY & ARTS DEPARTMENT
POLICY FOR SPONSORSHIP OF PROGRAMS AND EVENTS DRAFT 1/29/2014

PURPOSE AND SCOPE

It is the purpose of this policy to establish guidelines and processes for the approval of sponsored programs in City of Boulder Library & Arts Department (Boulder Public Library, or BPL) facilities.

BPL facilities are used primarily for BPL programming or for City of Boulder government (City) business. On occasion BPL facilities may be scheduled or rented by community organizations, individuals, and businesses. When appropriate, BPL may choose to sponsor the program of a community organization. The terms below govern the conditions of that sponsorship, the criteria for which proposals for sponsorship are considered, and the process for approval.

DEFINITIONS

1. BPL Facilities — Meeting rooms, certain common areas, the Canyon Theater, the Canyon Gallery, and certain gathering areas outside BPL buildings.
2. Venue Sponsorship Agreements — Further to this policy, additional terms and conditions may be applied to specific venues, and will be detailed in separate Venue Sponsorship Agreement documents. [link]
3. Sponsored Program — Any event, performance, or meeting produced by a community organization, individual, or business outside the City organization which is approved as sponsored by BPL under the authority of this policy.
4. City Business — Any event or meeting that is produced by a City of Boulder agency.
5. BPL Produced Programs —Any event, performance, or meeting that is produced by BPL staff as part of a BPL series of programs. This includes all programs funded by BPL and/or the Boulder Library Foundation.
6. Non-sponsored Scheduled Program — Any event, performance, or meeting that is scheduled to take place in a BPL facility by a community organization, individual, or business outside the City organization, but is not a sponsored activity. These programs are governed by separate use agreements outside this policy.
7. Canyon Theater Rental — Any event, performance, or meeting that is scheduled to rent the Canyon Theater or Gallery for established fees. These programs are governed by separate rental agreements outside this policy.
8. Recurring Programs — Programs that are scheduled over a long period of time and at regular intervals. For instance: daily, weekly, monthly, or quarterly meetings would be considered recurring. Several events in a limited series held over a few days that a part of a festival or convention would not be considered recurring.

MEANING OF SPONSORSHIP

Sponsorship is defined as BPL endorsement of the program.

When a proposal is accepted as a sponsored program, BPL will provide the following:

1. Communications — BPL will post information about the sponsored program in the library's website calendar. At the discretion of BPL administration, the program will also be listed in BPL printed material, on in-library digital displays, in BPL media communications, or other messaging. The content and distribution of any additional communications material will be at the sole discretion of BPL administration.
2. Staff Support — As appropriate, pre-arranged assistance will be available to support the sponsored program with questions regarding audio/visual equipment, internet connections, and scheduling assistance. Additional information about support may be detailed in the specific Venue Sponsorship Agreement.
3. Rental Fees for the Canyon Theater — For the Canyon Theater only, the sponsored program's rental fees will be waived as an in-kind donation. In certain cases there may be fees applied outside of the subsidized rent. These fees are detailed in the Venue Sponsorship Agreement.

The sponsored program will provide the following as a condition of sponsorship:

1. Recognition — Inclusion of the BPL logo or other credit information in all marketing material.
2. Post-event Reporting — The responsible party for the program will provide a report after the end of the program which details attendance data. Further information may be requested, such as press clippings, marketing collateral, and a narrative about the success of the program in addressing the standards outlined in the Criteria for Review of Proposals, above .

Further terms of sponsorship particular to each venue will be detailed in the Venue Sponsorship Agreement.

CRITERIA FOR REVIEW OF PROPOSALS

Proposals will be evaluated based on the following criteria:

1. Supports the BPL Mission — The mission of the Boulder Public Library is to enhance the personal and professional growth of Boulder residents and contribute to the development and sustainability of an engaged community through free access to ideas, information, cultural experiences and educational opportunities.
2. Cultural Value — The proposed program is an impactful cultural resource for the City of Boulder.
3. Community Benefit — The proposed program will be of demonstrable benefit to Boulder residents and library patrons. The proposed program will be free and open to all, accessible, and encourage participation.

4. Fills a Need — The proposed program will complement, or fill an unmet need not available in, programs elsewhere in Boulder. The proposed program will not be in competition with other public or private organizations, or duplicate events that are occurring at other venues.
5. Benefits the Applicant Organization — The proposed program will be improved, or will be better able to serve its audience, by use of BPL facilities.

APPROVAL PROCESS

1. Submission and Point of Contact — The submission of an application for sponsorship, and all communications about the process for approval of sponsorships must be conducted with the BPL staff person responsible for the particular venue to which one is applying. The contact information for each venue can be found in the Venue Sponsorship Agreement. [link]
2. Deadline for Submission of Application — Applications for sponsorship will be considered no less than three (3) months before the start date of the program.
3. Proposal Review – The BPL staff person responsible for the specific venue associated with the proposal will review the application for compliance with the General Conditions and Restrictions, as well as the terms of the appropriate Venue Sponsorship Agreement. Acceptable proposals will then be evaluated by the BPL administration and the Library and Arts Department Director according to the Criteria for Review of Proposals, above. These reviews may take up to 30 days to complete.
4. Final Approval — The Library and Arts Director has final approval of all proposals. Even after final approval of a sponsorship proposal is received, no program is considered officially sponsored until scheduling is confirmed, and the Venue Sponsorship Agreement is complete.
5. Notification – The applicant will be notified within five (5) business days of the final decision.

GENERAL CONDITIONS AND RESTRICTIONS

The following conditions and restrictions are requirements for consideration of any sponsorship proposal.

1. Availability — City business and BPL produced programs are the priority for scheduling any BPL facility. Second to this, sponsored programs may be scheduled on a first-come, first-served basis. Non-sponsored scheduled programs and Canyon Theater rentals are considered third priority.
2. Scheduling Hours —Each venue will have specific terms related to the times in which a sponsored program may be scheduled. These terms will be detailed in the specific Venue Sponsorship Agreement.
3. Prohibited Activity — Applications will not be considered for sponsorship if they fall under any of the categories, below:
    a. tbd
    b.
    c.
4. Access — The proposed program will:
    a. Be free to all and charge no admission.
    b. Be available to anyone who wishes to attend.
    c. Be prepared to accommodate participants and/or audience members with special needs to the degree that is possible.

5. Restrictions on Recurring Programs
    a. Approval of sponsorship in the past does not guarantee that future requests will be approved.
    b. Recurring events approved for sponsorship are considered sponsored for one year only, and must re-apply for each subsequent year.
    c. Canyon Theater and Gallery — At the discretion of BPL administration, proposals for sponsorship will only be considered for programs that are one-time or annual events. Daily, weekly, monthly, or quarterly events will not be considered for sponsorship.
    d. Meeting Rooms and All Other Facilities — Recurring commitments for meeting space are made for no more than a one-year period.
6. Approval of Communications — Any communications about the sponsored program must be approved by BPL staff prior to release of those materials. This includes all marketing materials, press releases, web pages, calendar listings, advertisements, etc. In the case of any media activity such as television, radio, web- or print-media interviews, BPL staff must be updated when such interviews are scheduled to be conducted, and when the reports are expected to be released.
7. Requirements of the Venue Sponsorship Agreement and Rules of Conduct — The responsible party for the program is accountable for enforcing those terms and rules. In addition to the above, programs approved for sponsorship must be able to meet all terms and conditions detailed in the applicable Venue Sponsorship Agreement [link]. All the participants of a sponsored program must observe the BPL Rules of Conduct [link].
8. Loss of Privilege — Failure to abide by these general conditions and restrictions, or the terms of the specific Venue Sponsorship Agreement, will result in the withdrawal of the Library's sponsorship and, at the discretion of BPL administration, restriction on the ability to apply for sponsorship in the future.

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: Jan. 31, 2014

SUBJECT: Feb. 5, 2014 Library Commission Meeting – Update from Staff

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

I. Update on operations - eServices (agenda item 6A)

Aimee Schumm, eServices manager, will present an overview of the eServices division and the projects her staff has underway.

II. Summary of Library and Arts topics discussed at Jan. 2014 Council retreat

Summary notes from the City Council's recent retreat are provided in the link below. The city manager and staff are preparing a draft, two-year work plan in response to the vision and proposed action items identified by the City Council during its retreat. The draft work plan will be reviewed and discussed by the City Council at a Feb. 11, 2014 Study Session. The link to the packet for the Feb. 11 study session will be forwarded to the Library Commission when it is available. Typically, the City Council provides feedback to staff on the draft work plan and ultimately adopts a two-year work plan at a regular and subsequent agenda meeting. The adopted work plan will also be made available to the Library Commission.

Summary Notes:
https://www-static.bouldercolorado.gov/docs/Council_Retreat_2014_-_Vision_and_Proposed_Action_Items_for_2014-2015-1-201401281346.pdf

Vision:
https://www-static.bouldercolorado.gov/docs/Boulder_-002_email-1-201401281347.jpg

Outcomes and Tasks:
https://www-static.bouldercolorado.gov/docs/scan-3M_-_graphic_from_jan_2014_council_retreat_redone_outcomes-1-201401281343.jpg

Links to the material provided to the City Council for the 2014 retreat are included below:
https://www-static.bouldercolorado.gov/docs/2014_Council_Retreat_Packet-1-201401081707.pdf

https://www-static.bouldercolorado.gov/docs/Supplemental_Retreat_items-1-201401101653.pdf

https://bouldercolorado.gov/city-council/2014-city-council-reference-notebook

III. NoBo Corner Library update

Lease negotiations with Boulder Housing Partners are progressing and expected to conclude mid-February. In the meantime, staff is working on ordering materials, shelving, and furniture for the NoBo Corner Library. The shelving is the same product that is being purchased for the Main Library.

Schedule

Based upon the input gathered from the north Boulder community members who attended the Dec. 6, 2013 open house (**Attachment A**) and/or participated in the online survey (**Attachment B**), the following schedule has been identified for the NoBo Corner Library.

Sunday	12 p.m. to 6 p.m.
Monday	10 a.m. to 6 p.m.
Tuesday	10 a.m. to 8 p.m.
Wednesday	10 a.m. to 6 p.m.
Saturday	10 a.m. to 6 p.m.

Secondary factors that were considered in the development of the schedule were:

- Consistent opening and closing times to make the schedule easy for patrons to remember.
- Scheduling the open hours to correspond to the Main Library schedule in order to provide the three-member NoBo staff with back-up reference and staffing support.
- Providing the NoBo staff with two consecutive days off each week given that they will be required to cover both weekend days and an evening.

Services

Services offered were selected based upon the following:

- Input gathered from the community during the summer of 2013 and confirmed by the online survey administered in December 2013 and early January 2014 (**Attachment B**), and
- The feasibility of offering the widest variety of services relevant to the greatest number of users given the constraints of the physical space and the resources available.

For the proposes of future planning and to gage interest in other potential programs and services, the community was asked open-ended questions at the open house (**Attachment A**) and on the survey (**Attachment C** and **D**) about the services and programs desired by patrons at the NoBo Corner Library. Many creative suggestions were received. Staff is considering the feasibility of pursuing a few that entail partnering with other city departments or businesses (e.g. NoBo storytime in the park or in a north Boulder restaurant) after the library has been open for six months. Any questions submitted by respondents via email or the survey were answered by staff. While it is not possible at

this time and within the current space to implement many ideas proposed, staff value the community's input and will keep these comments for future reference if the opportunity arises to change or expand the services offered in north Boulder.

Assessment

Staff will assess overall use of the services and facility through patron and staff feedback and analysis of use statistics after the first six months of operation before proposing any changes to the services offered or the schedule. Patron foot-traffic will be collected via door counters and used to inform any future schedule changes.

IV. Library Program Priorities and Long-Range Planning: master plan goal review

In an effort to assist the staff with prioritizing library programs and services, and to assess the value of library accomplishments since the 2007 Library Master Plan (http://boulderlibrary.org/masterplan/docs/07MPBookFinal.pdf) was completed, the commission began working with staff to review the progress made in meeting the 2007 Library Master Plan goals in 2013. Commission also reviewed past and current budgets and expenditures by divisions within the library.

The commission's discussion of this information will assist staff in determining whether the library budget and resources are adequate and distributed appropriately. It will also create a basis for the updating of the 2007 Library Master Plan, tentatively scheduled to begin in 2015.

The funding goal is the only goal remaining for review (page 69, 2007 Library Master Plan). Following the completion of the goal review, the commission and staff plan to review Appendix J. Estimated Costs – Fiscally Constrained Unfunded Strategies (page 86) and evaluate whether the strategies listed have been addressed. It is also the desire of the commission and staff to create a new set of performance standards and measures (page 55) for the master plan update that more specifically measure outcomes and impacts.

A commission subcommittee was appointed to determine the final format of the information provided for the goal review and to identify a plan for the next steps noted above. The subcommittee did not schedule a meeting, and the work on the goal review was suspended in order to focus on the Main Library renovation project.

The following list of links is to Library Commission meeting packets for each master plan goal discussed.

- **October 2012** – Copies of Core Services goal from master plan provided http://boulderlibrary.org/pdfs/commission/2012/packets/12OctPacket.pdf

- **November 2012 -** Core Services Goal – Questions from Commissioner's Sawyer and King and staff's answers , and Commissioner Landry's study of Core Services goal. http://boulderlibrary.org/pdfs/commission/2012/packets/12NovemberLCPacket.pdf

- **December 2012** - Cores Services Goal – Statistics, staff review of accomplishment of goal objectives
  http://boulderlibrary.org/pdfs/commission/2012/packets/12DecPacket.pdf

- **January 2013** - Core Services Goal – Update of information provided in December 2012
  http://boulderlibrary.org/pdfs/commission/2013/packet/JanCompletePacket.pdf

- **February 2013** - Technology Goal – Review of accomplishment of goal objectives
  http://boulderlibrary.org/pdfs/commission/2013/packet/FebCompletePacket.pdf

- **March 2013** - Core Services and Technology Goals – Update of information provided in February 2013
  http://boulderlibrary.org/pdfs/commission/2013/packet/MarCompletePacket.pdf

- **April 2013** - Core Services and Technology Goal - Update of information provided in March 2013
  http://boulderlibrary.org/pdfs/commission/2013/packet/AprCompletePacket.pdf

- **May 2013** - Library program priorities and long range planning subcommittee report recommending a more concise format for the goal review
  http://boulderlibrary.org/pdfs/commission/2013/packet/MayCompletePacket.pdf

- **June 2013** - Outreach Goal - Review of accomplishment of goal objectives
  http://boulderlibrary.org/pdfs/commission/2013/packet/JunCompletePacket.pdf

- **July 2013** - Facilities and Community Space Goals - Review of accomplishment of goal objectives
  http://boulderlibrary.org/pdfs/commission/2013/packet/JulyComplete%20Packet.pdf

V. Update on Library Foundation program funding requests spring round

The timeline for the spring round of funding requests to the Library Foundation has been shifted from March to April to allow for the new library and arts director's participation in the process. Staff will submit funding requests to the library leadership team by mid-March for consideration and refinement. A list of the funding request concepts approved by the leadership team will be provided as an information item to the Library Commission in the April meeting packet. The Boulder Library Foundation will vote on the requests at the end of April.

VI. Follow up from January meeting: Success measures for the new electronic music and movie resource – Hoopla

Hoopla's administrative statistics will provide the collection development team with circulations by title and format, cost per title, and the ability to graph trends in usage by title, format, and active patrons. Staff's evaluation of Hoopla will include both quantitative metrics that Hoopla provides as well as qualitative data on the collection contents (e.g. which titles are in demand, which are not). In much the same way that the library's physical collection is evaluated through circulation usage and relevance, the same criteria will be used to inform the staff if Hoopla content is useful to patrons. Success will be indicated by an upward trend in number of patrons actively using the service and consistent checkouts across a broad range of titles and formats over a three year evaluation period.

VII. Update on George Reynolds Branch Library fireplace

The fireplace at the George Reynolds Branch Library is now fully operational and being enjoyed by patrons. A plaque recognizing the generous contribution of the Boulder Library Foundation for the fireplace gas connection and log insert is on order. Photos of the fireplace are included below.

Questions for the commission:

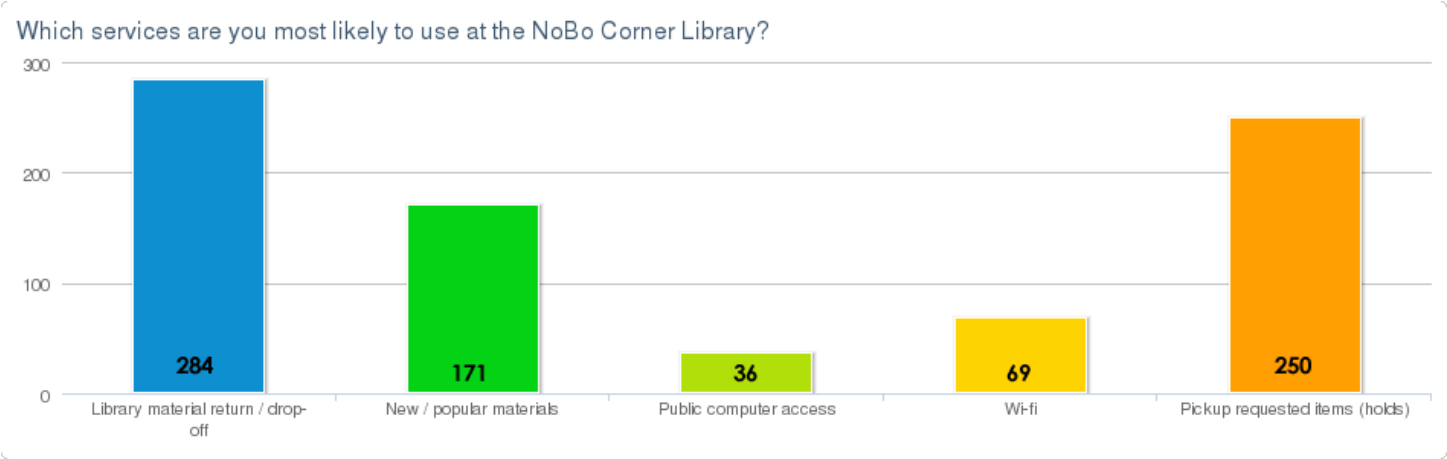
Does the Library Commission have any questions or feedback about this information?

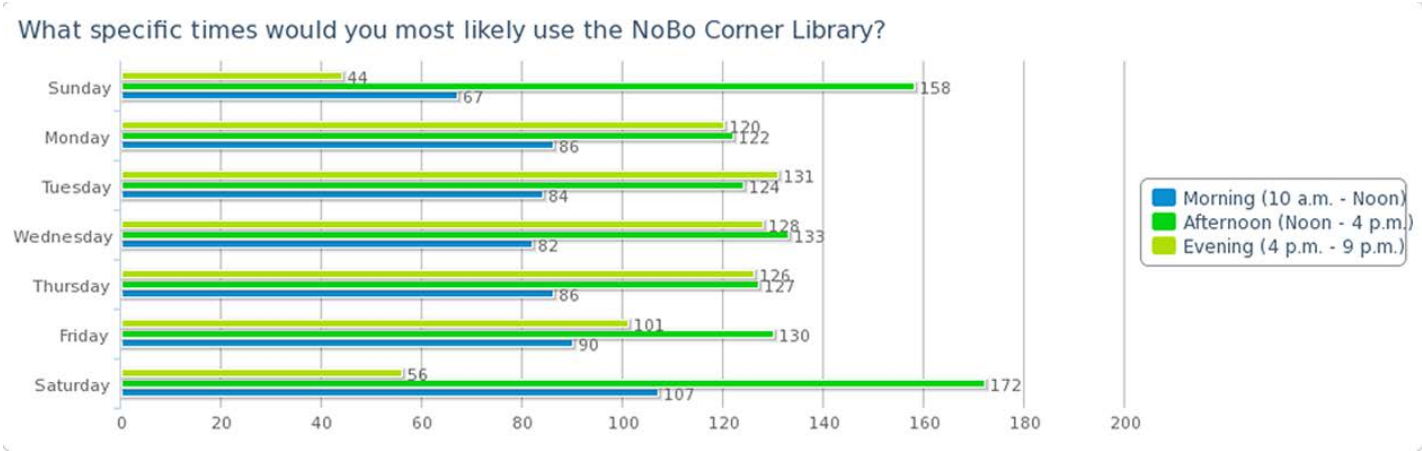
SERVICES COMMENT BOARD

- Programs in conjunction with EFAA: Story Hours or Tutor Time
- Story hours during the week
- "Good Night and Good Luck" Edward R. Murrow
- Art shows up for a month as part of the NoBo Art District First Fridays 6-9 PM
- Small class and/or tutoring space for ESL
- Computers; one-hour of programming for kids program; Liaise with CU's Outreach program
- Rotating Children's YA materials
- Book swap outside shelf (near Amante?)
- Saturday morning story time
- Needs to be a fun place, color, etc.
- Informal Community Gathering Space
- Sounds good; welcome to the "hood"!
- Book pickup/drop
- Computer lessons?
- After school reading programs or access for EFAA housed kids or on weekends
- Like the idea of having book pick-up
- Story time in the PM please
- Story hours in the park (two blocks away) in the summer and spring; special events with Amante or Spruce
- Story hours for toddlers one or two morning per month in both English and Spanish
- More cowbells
- Is there any role for volunteers

HOURS COMMENT BOARD

- School year- after school ~2:30 on; summer as long as possible
- Open 4 days a week, including weekends
- 10 AM- 6 PM (Tue-Sat) OR 10 AM – 6 PM (Tue & Thur), 12 AM-8PM (Wed, Fri, Sat)
- 1-7 MWF; 9-4 T TH; 9-5 Sat
- After school M-F
- 11-7 pm W-Sun
- Good, effective hours, re: the neighborhood library 10 am to 8 ot 7 pm so it's safer at night re: # of homeless gathering here.
- 11-7 W-Sun
- 10 AM-6 PM T & Th; 12 PM W, Fri, Sat
- Weekends Sat 9-5; Sun noon-5; evening 5-7:30
- Evening hours until 8 or 8:30 once or twice a week; closed Wed or Tues.; Open weekends


Which services are you most likely to use at the NoBo Corner Library?
300
200
100
0
284
171
36
69
250
Library material return / drop-off
New / popular materials
Public computer access
Wi-fi
Pickup requested items (holds)


What specific times would you most likely use the NoBo Corner Library?
Sunday
44
158
67
Monday
120
122
86
Tuesday
131
124
84
Wednesday
128
133
82
Thursday
126
127
86
Friday
101
130
90
Saturday
56
172
107
0
20
40
60
80
100
120
140
160
180
200
Morning (10 a.m. - Noon)
Afternoon (Noon - 4 p.m.)
Evening (4 p.m. - 9 p.m.)

- New / popular materials
- Story time, concerts,
- storytime, children's book selection
- activities for children
- Get a Job?
- Children's section!
- browse movies
- place to research/write
- Outreach
- will use main library since all the homeless sex offenders will now be at Nobo library
- getting to know the sex offenders BHP brings to our hood
- drop off donations
- Stoytime? After scool homework center.
- ?meetings/discussions?
- I'm so happy this is finally happening!!!
- special orders
- places to sit and study
- DVD rentals?
- a children's hour?
- First Friday NoBo Art District Art Walk with new artists on view each month.
- Pickup requested items (holds)
- printer service
- Children's services, if offered.
- Would
- Browsing :} Old and New
- Meet up there, enjoy the art on the walls
- Books that are not new or popular. Classics.
- community events, meetings or readings
- Children's Library
- Nothing
- read newspapers

- Children's Reading spaces
- Kids books, readings, events
- read magazines and access resource library by computer with help from resource librarian
- story time for kids
- Thank you so much for doing this. I am so happy about it!
- Children's materials if available
- Weigh and Win?
- Check out children's books
- Pickup requested items (holds)
- none
- Browsing
- Kids
- New / popular materials
- Study area
- all kid stuff
- Meeting room?

- 12-6 or later 7 days a week
- A concern for users and staff: libraries traditionally open their doors to everyone, including our homeless community members. I have valued this approach in general. But given the NoBo Corner Library's proximity to the shelter I wonder how you will manage this issue in this small space. I wish you well as you negotiate these challenges and opportunities.
- A drop off would be nice in northeast boulder somewhere
- A good spot to tie up the dogs would be very helpful, so that we could pick up materials on the dogs' evening walk
- a great plan!
- Absolutely thrilled! Happy New Year!!!!!!
- Any day, any time during the day.
  I'm excited to have services so convenient to me.
  Best hours would be 9-5
- Children's Hour could be for reading stories; or
  special art & craft event; or...
  Will there be access to water/sink? To a bathroom?
  What about volunteers? I am interested...
  PS. My husband has volunteered. I am just a bit slow the last two weeks.
- Comfy chairs and work stations. Allow coffee. Have Newspapers. Some periodicals. Book drop box for after hours.
- Depending upon the quantity and quality of selection of books and other media, I may browse for media to borrow.
- don't really know the hours until I check out the collection, so I've just estimated vis-a-vis how I use the downtown library.
- During the summer we're more apt to use the library when the kids are out of school.
- Excited about the new library. It will be closer to my house. Therefore, it will be more convenient. Thank you.
- Finally! We live in North Boulder, and will use it!
- Given the small size of this location and its proximity to the homeless shelter I encourage you to consider limits on use (wi-fi, computer access, etc) to avoid it becoming an alternative shelter location

- Great place for the library. Much needed.
- Having a small children's area would be great!
- I am concerned that it will be a hangout during the day for the homeless in the area and make it unappealing for others to use- since it is so small.
- I am excited to have library options in North Boulder!
- I am interested in volunteer opportunities but missed the open house event. Contact me when appropriate to discuss
- I am so excited about this corner library. It will save driving downtown! I can walk to this library easily. Can't wait!
- I am very appreciative of this new plan for library presence in NoBo! Hooray!
- I am very encouraged to hear that there will finally be a library in North Boulder. We've needed this for 20 years!
- I am very happy to see that this is going to happen. It is long, long overdue.
- I don't care what time it's open, any time works for me. I'd love to not have to drive downtown to pick up or return books. I'm so glad we get to have this new branch.
- I don't know if this new NoBo branch will be large enough or have enough materials to need volunteers, but if it will, please put me on your list. I'm an old-fashioned library lover, so - depending on your open hours and days - I could help with shelving, etc., just like in libraries of yore.
- i generally have books i order from prospector delivered to the library. the day of the week for pickup isn't important, but i would most likely pick them up and return them in the morning.
- I go to the Main branch for many reason (pick up hold items, returns, to read periodicals, looking for books to read, use the free WiFi) any day of the week and any time when I have spare time. I would say though that I usually go around 4-6pm. I would LOVE to have a branch closer to me in the NoBo area, because I live (and work from home) near Jay Rd. and 47th St. and hate going downtown. To take a bus downtown takes a long time from my area; so, I usually end up making a special car trip. Plus, my gym is on N. Broadway, next to Proto's Pizza, and I usually go there between noon-6 pm 4-6 days a week. Having a library branch so close to other places I go more often would be great, even if it isn't as large as the Main branch. It will be very welcome to the North Boulder community, to the homeless folks who come up north for the

shelter, for those people who live in the foothills up Lee Hill Rd. and beyond, the folks in trailer parks up this way, and those in the Holiday neighborhood. I know a lot of people would use it!

- I have no strong preferences about times but the form won't submit without them. I am happy to learn that a library will be opening here.
- I have started downloading books on my Kindle from the library and don't go as often as I used to. I do appreciate having the library open but I hope it doesn't become a drop in center for the homeless.
- I have two children, 5 and 6, both boys. We or I go to the library about 1 x a week.
  I often have the librarian put together a bundle for me. We live up Lee Hill so it is really nice that you will be close. We will go even more often, I think, to the new North location. Thanks! Also, let me know if you need volunteers in getting things started.
- I hope the library will have a street access book drop off. Parking is limited in the area. I do not bike and live in Gunbarrel. NoBo library is "supposed" to serve the Gunbarrel community, even though NoBoLib is ~5 miles from my home.
- I live a few blocks away and I'm excited that you are opening up here! There are lots of children in this neighborhood and it would be nice for them to have access to books & computers too. Thanks.
- I live in Gunbarrel and find going to the southern libraries a pain. It'll be wonderful to have something up north!
- I live just down the street and I would be VERY excited to have a library so close. It is usually inconvenient to pick up books at the other branches since I spend most of my time in north and east Boulder.
- I live up Linden, and have two Elementary-aged readers currently engrossed in series-type chapter books. They go through them so quickly! We would not use computers, but the new branch would be helpful for us in that it is closer than the Boulder Creek location.
- I think this is the greatest idea, and a great step in the evolution of libraries in the nomadic/post-print age.
- I think this would be very convenient to pick up books on hold and drop books off. I always go to the downtown library but the parking is getting to be a problem there.
- I want a library that is not over run with foul smelling transients. I want to come with my children and read and use the computers. If there are transients I will not come. They have

ruined the main library and I expect the same will happen in nobo. Why not build an annex in the shelter?

- I work nearby by working hours are best.
- I would like to browse and check out print books that are not bestsellers, that is, I want to see books that are classics, good literature, the best that has been written and thought over the ages. New/Popular certainly has a place, but it should not take the place, or drive out older literature, philosophy and so forth. I realize space will be limited at the upper Nobovia branch--still, please make an effort to include a selection of older books that have stood the test of time (which very few of the newer will be able to do).
- I would love for there to be an enclosed reading area for children.
- I'm concerned that if there are hour long sit down computers with internet access the homeless dudes that stay at the shelter across the street will be in there all the time. I wouldn't feel very safe in such a small space unless there was a security guard.
- I'm interested to work at your library
- I'm so excited about this new library two blocks from home! :)
- I'm so excited for this branch to be close to where I live. Thanks!
- I'm so glad to see some library support in N. Boulder. This is long awaited!
- I'm very excited for this new location! As a north Boulder resident, I don't use the library as much as I'd like to because the other locations are not near my usual activities. I think this will be a great offering for the community.
- I'm very excited to hear of a possible library station in North Boulder! I would love to volunteer there if it opens, and I will keep an eye out for updates.
- It will be great to not waste the gas/time to pickup & return items. I am not looking for anything other than these services.
- Leaving this branch open on weekends (or until 9pm on any day of the week) will likely make it a hub of loitering for the homeless population that is now being concentrated in this neighborhood. I have no doubt that opening this branch is also an effort to divert the homeless from loitering at the main branch in downtown Boulder, to a location on the very edge of North Boulder and away from tourists who might encounter them downtown. It's just one more step in concentrating ALL of the homeless services into a 2-block area on the edge of town, which also happens to be my neighborhood.

- Location seems to be in the far north and west corner of Boulder. Something more centrally located in north Boulder would be better. Since this site was offered, it may be the only one you can consider.
- Looking forward to hanging out with sexually violent predator Sean Christopher Jackson at Nobo library - thanks for bringing him to our hood. Lucky all you self-righteous BHP folks get to go home to Sobo every night and don't have to have scary sexual predators in your neighborhood.
- My favorite thing about the main library are all the wonderful staff recs for fiction. I would love that at the corner nook!
- Noon is such a bad cut off time. I would like something like 9 to 3.
- Noon to six would cover me most days.
- Perhaps some of the (admittedly limited) space could be curtained off (using a system similar to that used around hospital beds) to allow meetings/discussions without interfering with other users' use of the room.
- Please do not offer wi-fi or public computer access at this location. It seems reckless to give free computer access, with internet, at a location, literally in a public housing building that's chiefly for families, across from a homeless shelter that happens to be in between a liquor store and a strip club. The library idea is great, but there is no reason to offer free use of internet-enabled computers. It attracts people who hang out online all day playing games and/or looking at pornography, and as a father of a 4-year-old who lives in the building that concerns me.
- Please have a story time for toddlers!!!!!!
- Primarily, picking up holds previously requested. Doesn't expect to browse much-laura
- Since I live in South Boulder and regularly use the George Reynolds Library I probably won't use the North Library...BUT: I AM REALLY IN FAVOR OF THE NEW LIBRARY IN NORTH BOULDER!
- so excited a NoBo branch opening!
- so excited to have a library in NoBo. I am an avid reader and look forward to being able to order library books and pick them up here, closer to home.
- so glad to see we will have a little branch. Will there be any type of reservable community room? This part of town needs one!
- so glad we're going to have a mini-library up here!
- So nice of you to give your sex offender homeless population more reason to malinger around Nobo and harass the tax paying residents.

- Speaking with other neighbors and with recent crime, there is concern that free wifi may make this corner library susceptible to inappropriate use and loitering. What are measures considered to insure this will be a safe addition to the community. Currently, my children are reluctant to visit the libraries in town because of witnessing violent interactions with transient people using the internet services. I feel more needs to be done to create a safe environment for the employees and all the patrons of Boulder libraries. There are concerns that bringing the NoBo Corner Library to the neighborhood will increase the negative aspects of the increasing transient population, and without measures intent to address these issues of safety and security, the positive intent of this library service will not be felt.
- Story time for babies would be great! 9 am opening also preferred
- Sufficient parking would be nice.
- Thank you for thinking about us in North Boulder.
- Thank you.
- The above blocks will lead to erroneous conclusions about when are the best times. Why are they 2, 4 and 5 hour choices. Very likely after work hours would be popular, but not until 9pm. The last column should have been 4-7, and 7-9.
- The proximity of the proposed NoBo library to the existing homeless shelter, and the reality that the patron experience at the main library is dominated by the homeless/transient population, suggests that the NoBo facility will not be a place I'll wish to visit. But thanks for your efforts.
- There are a lot of kids in this neighborhood so it would be great to have story times or other events for children.
- There aren't specific days I go, but it's usually early afternoon during the week. My daughter works full time so goes weekends or evenings.
- This is a great first step for this neighborhood. My hope is that we can use this satellite location for picking up and dropping off books that were transferred to/from other locations. Is this a goal to support this function or is it only going to service for the books that are held at this location?
- This is great news about the north Boulder library branch. Hooray!
- This location, which is near a large Spanish-speaking residential area, is perfect for inclusion of outreach services. Residents may be more inclined to learn about Spanish-language materials housed at the main library if they can attend a library program in their own neighborhood. The

non-profit Immigrant Legal Center would be glad to partner with outreach services at the NoBo library.

- very much looking forward to the branch
- We are SO excited about our new NoBo library!!
  |Will there be a dedicated kids section?
- We are very excited about having a library nearby!
- We come for all sorts of events for children.
- we do not need a north boulder library.
  |We do need you to "clean up the act' at the regular library - it is smelly, not clean, has too many homeless there and we can not come in and sit on a chair and feel we are not getting lice, bedbugs, urine, etc... dirt, etc... Do not let the "homeless" come in and sleep there, sit all day,e tc. disregard my times for use as I will not use it.
- We have lived in North Boulder for 30 years and have been waiting all that time for our own library branch. PLEASE make it large enough to have a selection of books, audio books, DVD's, CD's, and children's's books for perusal and checkout!!!
- We've been promised a library in the burgeoning North Boulder area since at least 1999. There is probably more development going on in this part of Boulder than any other, and the City Council doesn't seem to be aware of this fact in so many ways it's ridiculous. The NoBo library ought to be as full-service as Meadows. Having it would prevent a lot of driving for those of us who can't walk, bicycle, or take the bus to the distant branches. Get on with it already!
- Will this be NET NEW books? I still like the "everythingness" of BPL, but a little place with lots of new books and space would be fun
- With its proximity to the homeless shelter, be prepared for it to be occupied primarily by homeless patrons during all business hours (as is the case with the main library branch downtown).
- Would be nice to have access after 6pm on weekends (fri/sat especially).
- Would like a 24-hour drop off box.
- Would love to see a good kids section there.
- wow...really. Opening up a North Boulder Library when you can barely keep the Boulder Day Shelter, also known as the Main Branch, functioning? After I biked through 95 drugged out "home-free" people on the North library lawn, and scurried over the backpacks, through the

strong odors from the unbathed cross-section of "backpackers" playing poker on the internet in the main entrance, I recently tried to check out Zen and the Art of Motorcycle Maintenance. "Sorry... I know out says it is on the shelf but that is one of our most stolen books." replied a librarian. Hmmm... maybe it IS a good idea to abandoned the main branch. It is probably beyond saving. Anyway, I prefer to put books on hold at GRB or Meadows so I can linger and peruse through the stacks in a fresh smelling place where I don't have to constantly look over my shoulder to see what is lurking in the more remote corners.