

**Meeting Date:** January 8, 2014

**Location:** **Meadows Branch Library**

**Start Time:** 6:00 pm

1. Approval of Agenda
2. Public Comment
3. Consent Agenda
  - a. Approval of Dec. 4, 2013 minutes (p.3)
4. Commission Priority Discussion and Input
  - a. Main Library Renovation Project Update (p.7)
    - Construction and vendor contract awards
    - Alternate selection process
    - Project funding strategy
    - Preliminary ideas for marking the start of project construction
    - Automated Materials Handling system replacement and RFID system project update
    - Café vendor request for proposal document development (p.16)
    - Public art selection update
    - Design Advisory Group meeting summary
5. Matters from the Commission
  - a. Annual review of orientation handbook (table of contents) (p.40)
  - b. Commission update (from memo) (p.42)
    - 2014 annual letter to the City Council –priorities to inform goal setting (p.44)
6. Matters from the Department
  - a. Update on library director search
    - Select two library commissioners to serve on library director interview panel
    - Discuss interview question topics
  - b. Library Update (from memo) (p.47)
    - NoBo Corner Library Update
    - Results of Boulder Library Foundation program funding requests
    - Information update: new electronic music and movie resource
    - Carnegie Daily Camera Archive Project update
    - Maria Rogers Oral History Project website update
    - Oral Histories Being Collected from September Flood Victims
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**

<b>Name of Board/ Commission:</b> Library Commission	
<b>Date of Meeting:</b> December 4, 2013	
<b>Contact Information Preparing Summary:</b> Leanne Slater 303.441.3106	
<b>Commission Members Present:</b> Anne Sawyer, Celeste Landry, Donna O'Brien, Anna Lull, Paul Sutter <b>Commission Members Absent:</b> None	
<b>Library Staff Present:</b> Maureen Rait, Executive Director of Public Works and Interim Director of Library & Arts Jennifer Miles, Deputy Library Director Leanne Slater, Administrative Specialist II Matt Chasansky, Arts and Cultural Services Manager	
<b>City Staff Present:</b> Glenn Magee, Facilities Design and Construction Manager Joe Castro, Facilities & Fleet Manager Jennifer Bray, Communication Specialist III Peggy Bunzli, Budget Manager	
<b>Boulder Teen Advisory Member Present:</b> Nick Bozik	
<b>Public Present:</b> Peter Richards	
<b>Type of Meeting:</b> Regular	
<b>Agenda Item 1: Call to Order and Approval of Agenda</b>	<b>[6:00 p.m., Audio 0:32 sec]</b>
The meeting was called to order at 6:01 p.m. and there were no changes made to the agenda.	
<b>Agenda Item 2: Public Participation</b>	<b>[6:02 p.m., Audio 0:40 sec]</b>
None.	
<b>Agenda Item 3: Consent Agenda</b>	
<b>3A.: Approval of Oct. 30, 2013 special meeting minutes</b>	<b>[6:02 p.m., Audio 0:52 sec.]</b>
Motion to approve the Oct. 30 special meeting minutes as amended as presented by Sutter, seconded by O'Brien. Vote: 5-0 Motion passes.	
<b>3B.: Approval of Nov. 6, 2013 minutes</b>	<b>[6:03 p.m., Audio 1:30 min]</b>
Motion to approve the Nov. 6 meeting minutes as amended as presented by Lull, seconded by Sutter. Vote 5-0 Motion passes.	
<b>Agenda Item 4: Commission Priority Discussion and Input</b>	
<b>4A.: Main Library Renovation Project Update</b>	<b>[6:03 p.m., Audio 2:00 min]</b>
<ul style="list-style-type: none"> <li>• Construction bid phase- Construction bid documents were issued on Nov. 18 to six pre-qualified bidders. The city understands that four contractors intend to submit bids. The bid opening is Dec. 13 at 4 p.m.</li> <li>• Furniture bid documents- The furniture, shelving, A/V, and moving bid documents were issued on Nov. 26. The bid opening for the shelving, A/V equipment and materials moving will be held on Tues. Dec. 17, 2013. The bid opening for the furniture will be held on Fri. Dec. 20.</li> <li>• Café vendor request for proposal document development- The draft of the RFP for the café vendor will be available for Library Commission review in January and issued late January.</li> </ul>	
<b>Commission discussion, questions and comments included:</b>	

- In response to a question about whether or not a bid opening is a public meeting, staff noted that the meeting may be observed by members of the public. At the meeting, the finance/ purchasing agent ensures all the requirements for the bid have been met, reads the bid amounts that have been received by the deadline, and tabulates the information provided. The bid results are then reviewed and an award announcement is usually made within a few days.
  - There was discussion about the extent to which the furniture samples presented in the Dec. Library Commission packets are representative (found here: <http://boulderlibrary.org/pdfs/commission/2013/packet/DecCompletePacket.pdf>) of what the library can expect to receive. It was noted that the styles are representative but not the fabrics. Staff indicated that vendors can also offer alternatives / options.
  - Concerns were raised by two commissioners about the apparent quality of the furniture. The importance of good quality furniture that is sturdy and has longevity was acknowledged.
  - A question was asked if there was concern about the construction bidders dropping from six down to four. Staff is confident in the quality of the remaining bidders.
- Public art selection timeline- This committee had a meeting during the week of Nov. 25 and has narrowed down the proposals to 33 artists. The intent is to narrow this down to three or four artists who will develop proposals. A recommendation for the selection of a final group of artists will be made at the February Library Commission meeting.
  - Design Advisory Group meeting summary- Miles presented several of the graphic and word sign samples.

**Commission discussion, questions, and comments included:**

- Two commissioners agreed with staff's suggestion to have sharper edges around the hexagons for teen graphic (more hive-looking aesthetic, looking less like a flower).
- An opinion was stated in favor of the grass-like, organic/nature theme rather than ribbons for children's graphic.
- A question was asked about whether there will be a logo for the family bathroom.
- Some feedback was given for the word signs including: use of bars of color, or smoky backgrounds on letter signs in order to create more contrast; disliked mirror image of the words; change font to fit organic theme; and consistent placement and heights of signs for better usability i.e. airport given as example.
- Suggestion to have the holders for temporary signs at the branches as well.
- Request to see additional samples of the revised graphics.

**Agenda Item 5: Matters from the Commission**

**5A: Annual letter to City Council – priorities to inform goal-setting [6:59 p.m., Audio 58:00 min]**

The Library Commission discussed the draft letter to City Council (found here at <http://boulderlibrary.org/pdfs/commission/2013/packet/DecCompletePacket.pdf>).

Motion to approve their 2014 Library Commission Priorities and Input for City Council Retreat letter to City Council, with the discussed changes implemented as presented by Landry, seconded by Sutter. Vote: 5:0. Motion passes.

**5B.: Annual report to city manager - fulfillment of City Charter, Article IX, Section 136 requirement [7:25 p.m., Audio 1:23 hr]**

Motion to approve the Boulder City Charter letter to the city manager with one implemented change to be submitted by Sawyer on behalf of the commission, as presented by O'Brien, seconded by Lull. Vote: 5-0. Motion passes.

**5C: Library Commission application questions (see Library Commission Memo, found here at <http://boulderlibrary.org/pdfs/commission/2013/packet/DecCompletePacket.pdf>) [7:27 p.m., Audio 1:26 hr]**

Motion to approve the Library Commission application questions as presented by Landry, seconded by Sutter. Vote: 5-0. Motion passes.

**5D: Commission update (from memo)****[7:28 p.m., Audio 1:26 hr]**

- Update on commission emails received
- Report on 11/4/13 meeting with Judith Anderson, director of Longmont Public Library
- People Engaged in Raising Leaders – board fair

There was no discussion on the above items from the commission memo.  
A break was taken until 7:36 p.m.

**Agenda Item 6: Matters from the Department****6A.: Library Update (from memo)****[7:36 p.m., Audio 1:28 hr]**

- Boards and commissions input for the city council retreat- Please see Agenda Item 5A above.
- Library policy review- This item references p. 81 and 86 of the December packet. The Rules of Conduct review has also since been added to the list of policies to review. A review of the co-sponsorship of programs, book, and discussion groups, theater use, etc. policy will begin in February. The meeting room policy will be reviewed in March.
- Arts and Cultural Assessment – Library Commission position paper and Library Foundation addendum-

Motion to approve the Library Commission's position paper on the Arts and Cultural Assessment and to post it along with the Arts and Cultural Assessment as presented by Landry, seconded by O'Brien. Vote: 5-0 Motion passes.

- World Book Night update- World Book Night 2014 is held each year on Shakespeare's birthday, April 23. On this night, anyone or a group of people may register and give out free books to community members. Shelley Sullivan, BoulderReads! manager, is interested in participating. Two commissioners suggested using the North Boulder Corner Library as one of the destinations for the book giveaways.
- George Reynolds Branch Library – flood recovery update- FEMA reimbursements are ranging in timeframe from nine months to two years depending on the type of projects they are covering.
- North Boulder Corner Library update- There was consensus that the Library Commission prefers the name North Boulder Corner Library, or NoBo Corner Library.
- General calendar updates- The Library Commission Retreat date of June 21 will no longer work for all of the commissioners. A new date for the retreat will be determined for a Saturday in July 2014.

One commissioner recommended consideration of the library being open in 2014 on some of the current library holiday closures. Due to budget and staff implications, this possibility could be considered for the 2015 budget, during the second quarter of 2014.

- Follow up from Oct. meeting – staff recommended read displays- O'Brien had previously suggested noting who recommended the books placed on the "Staff Picks" display table at the Main Library.
- Proposed changes to the minutes format- The Library Commission discussed the possibility of eliminating the Action Summary and for staff to draft only one set of minutes that are a "hybrid" version of the meeting minutes, which would then be approved by the Library Commission. The Library Commission unanimously agreed to adopt the proposed meeting minute format. In April 2014, the Commission will review the Commission's Guidelines for meeting minutes and update as needed.

**6B. : Update on Operations – Arts and Cultural Services division****[8:04 p.m., Audio 1:56 hr]**

Chasansky gave a presentation on the operations for the Arts and Cultural Services division. For more information, please see the presentation at: <http://boulderlibrary.org/pdfs/commission/2013/handouts/13DecHandouts.pdf>.

**Commission discussion, questions, and comments included:**

- Is there any overlap between arts programming and Pearl St. street performers? Not currently, though Pearl St. is highly programmed.
- Anticipation was expressed for figuring out how the library and arts are combined now and in the future.
- Support for the inventory that is happening on both levels of physical art and related procedures.

**6C.: Commission Feedback on the 2014 Community Survey**

**[8:38 p.m., Audio 2:30 hrs]**

The Library Commission crafted an additional survey question which stated:  
Would you use literary, film, concert, dance, theater, history, or science programming? What would the community like to see offered by the library?

**6D.: Update on library director search**

**[8:42 p.m., Audio 2:33 hrs]**

The public presentations and candidate interviews are tentatively scheduled for Jan. 30 and 31.

**Agenda Item 7: Items for inclusion in the Action Summary**

This agenda item was no longer relevant as the Action Summary will no longer be created.  
See **Agenda Item 6A, Proposed changes to the minutes format** above.

**Agenda Item 8: Next commission meeting (rollover items and date)**

**[8:45 p.m., Audio 2:35 hrs]**

- Main Library Renovation Project: Review of the bids, bid alternatives and proposed funding options. The renovation construction kickoff ceremony will also be discussed.
- Update on library and arts director search: interview events and process. Two commissioners will be selected to serve on the interview panel and recommendations for interview question topics will be discussed.
- NoBo Corner Library update
- Review of the table of contents for the Library Commissioner Handbook

**Agenda Item 9: Adjournment**

**[8:47 p.m., Audio 2:38 hrs]**

There being no further business to come before the board at this time, the meeting was adjourned at 8:47 p.m.

**Date, Time, and Location of Next Meeting:**

The next Library Commission meeting will be held at 6 p.m. on Wed., Jan. 8, 2014 at the Meadows Branch Library, 4800 Baseline Rd.

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 Acting Library and Arts Director  
 Jennifer Miles, Deputy Library Director  
 Jennifer Bray, Library and Arts, and Parks and Recreation Communication Specialist  
 Joe Castro, Facilities and Fleet Manager  
 Glenn Magee, Facilities Design and Construction Manager

**Date:** Jan. 3, 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 – December 2013 Library Commission meeting packets, which are archived at: <http://boulderlibrary.org/about/agenda.html#archive>. Beginning with the Feb. 5 Main Library Renovation Project update memo, the timeline will show only the construction phase of the project. **Attachment A.** is a graphical project timeline.

**Table 1.** Overview of Project Schedule

<b>DESIGN PHASE</b>	
<b>January –May 2013</b>	Concept design
<b>June – July 2013</b>	Design development
<b>July – September 2013</b>	Construction documentation
<b>Sept.23, 2013</b>	RFQ issued for construction contractor
<b>Oct.7, 2013</b>	RFQ responses due
<b>Oct. 8 to Oct. 11, 2013</b>	DAG review of RFQ responses
<b>Oct.15, 2013</b>	Pre-qualified contractors notified
<b>November</b>	Applying for permit/ permit processing
<b>Nov. 18, 2013</b>	Issuance of construction documents for public bid
<b>Nov.26, 2013</b>	Issuance of shelving, A/V equipment, furniture and materials moving documents for public bid
<b>Dec. 13, 2013</b>	Construction bid opening
<b>Dec. 16, 2013</b>	General contractor selection
<b>Dec. 17, 2013</b>	Bid opening for shelving, A/V equipment, and materials moving
<b>Dec. 20, 2013</b>	Bid opening for furniture
<b>January – February 2014</b>	Café vendor RFP process
<b>CONSTRUCTION AND PROCUREMENT PHASE</b>	
<b>Jan. 8, 2014</b>	<b>Library Commission meeting:</b> Update on contract awards, public art selection process, construction kickoff ceremony, and café vendor RFP process
<b>Dec. 16 to Jan. 17, 2014</b>	Contract preparation
<b>Mid- January</b>	<b>Construction kickoff ceremony</b>
<b>February 2014</b>	<b>Boulder Library Foundation meeting:</b> Review of renovation

	project funding requests
<b>Jan. 29, 2014 – November 2014</b>	Construction

**Construction and vendor contract awards:**

Construction: The construction bid opening was held on Fri., Dec. 13, 2013. The contract was awarded to the firm with the low bid, Interlock Construction Corp. The base project bid was \$2,020,000 not including alternates.

A/V equipment: The A/V equipment bid opening was held on Tues., Dec. 17, 2013. The contract will be awarded to 580 Digital, Inc. The base bid was \$50,641 not including alternates.

Materials moving: The materials moving bid opening was held on Tues., Dec. 17. The contract will be awarded to First Continental Library. The base bid was \$75,600. There were not alternates for this project component.

Shelving: The shelving bid opening was held on Tues., Dec. 17. The contract will be awarded to First Continental Libraries. The base bid was \$106,089.26 not including alternates. The media shelving for adult collections is from the Supple collection <http://www.supplecollection.com/about/> and was quoted separately by the manufacturer at \$70, 344. Examples can be found under the product link.

Furniture: The furniture bid opening was held on Fri., Dec.20. Due to the complexity of the bid request matrix, studiotropeDesign Collective (sDC) is reviewing the bid documents and will provide staff with their analysis before a vendor is selected. The custom furniture pieces were quoted separately by the specific vendors and included:

- The self-checkout stations from the Supple Collection is \$17,450. <http://www.supplecollection.com/about/>. Examples can be found under the product link.
- The Herman Miller seating is \$15,566. **(Attachment B)**

The lowest bids combined with the quotes from the furniture selected to be purchased directly from the manufacturer are within the base bid target of \$152,000.

Staff plans to present recommendations for selection and placement of the general and custom furnishings to the commission at the Feb. 5 meeting. 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.

The graphics package is being coordinated with Harmonics Media by sDC. The estimated cost of the graphics package is \$25,977. Studiotrope and the Design Advisory Group will continue to refine the graphics and sign package based upon feedback from the staff and Library Commission through February.

**Alternate selection process:**

Construction: All construction alternates have been accepted and will be funded from the project budget. The total bid for the construction alternates is \$390,300. These include:

- Remodeling bridge for café service
- Construction of a second family restroom in the children's area
- Construction of the technology lab adjacent to the Teen Space
- Replace the compact fluorescent downlights with LED downlights
- Replace the lighting and lighting controls in the new fiction area
- Replace the lighting and lighting controls in the new children's area

Shelving: The alternates for shelving are:

- Steel canopy tops for the teen, adult fiction, mystery, sci-fi collections
- Hinged shelves for the adult periodical collection
- Paint existing pink canopy tops for the teen, adult fiction, mystery, sci-fi collections instead of purchasing new canopy tops

The first two shelving alternates list above have been accepted at a total bid of \$10,233.57.

Furniture: The alternates for furniture are being evaluated along with the base bid information by sDC. The furniture alternates are:

- Café furniture
- Furniture for areas outside the focus areas of the project

Since the construction alternate for the café was accepted, the furniture alternate for the café will be accepted.

A/V equipment: The total bid for the A/V equipment alternates is \$46,587. The alternates for A/V equipment are:

- Additional flat screen display and sign player for information alcove in main entry
- Audio system for children's story time area – wireless microphone, loudspeaker and control panel
- 70" smart TV and control /input plates in the children's story time area
- Staff conference room 60" flat screen display, audio system, input plates
- New screen for "Lower Rapids" meeting room
- New control panel for A/V equipment in "Lower Rapids" meeting room
- Additional projection screen, control and input panels for A/V equipment for Teen Space
- Tech Lab reservation system panel component
- New projector for "Lower Rapids" meeting room
- 90" smart TV upgrade for children's story time area
- Installation of existing monitor display in "Small Eddy" meeting room
- 60" smart TV upgrade for "Small Eddy" meeting room instead of installing existing monitor

**Project funding strategy:**

A combination of the project capital improvement bond funds, Facilities Renovation and Replacement (FRR) will be used to fund:

- General construction and the construction alternates

- Shelving and the shelving alternates
- Materials moving
- Graphics
- A/V equipment infrastructure
- Furniture in the project focus areas and the café

Approximately \$270,000 in additional funds are required in order to accept the A/V alternates at the highest level and the furniture alternate for furniture outside the project focus areas. Separate from the A/V equipment base and alternate costs, an additional \$10,000 was estimated for specific equipment for the Tech Lab adjacent to the Teen Space.

The cost of the furniture and A/V alternates and the Tech Lab equipment may be covered by a combination of funds from 2013 salary savings (preliminarily estimated at up to \$150,000), Library Fund balance (balance approximately \$1.3M), and potentially a contribution from the Boulder Library Foundation.

**Preliminary ideas for marking the start of project construction:**

A group of library staff has been brainstorming ideas to mark the start of construction of the Main Library Renovation Project (a sort of “groundbreaking ceremony,” although without literally breaking ground), and has come up with an idea for the Library Commission to discuss. The designated officials for this renovation start ceremony would say a few words about the importance of this renovation opportunity and thanking our voters for making it possible. Then, they would reference the “column” on view, which is really a stack of books, stacked and spiraled into the shape of a large column.



With the push of a button, a burst of confetti would come out of the top of the “column” from a confetti cannon (rented) inside it to mark the project’s beginning. The officials could wear hardhats with Capital Improvement Bond logo stickers on them for the ceremony. This ceremony could be located in or near the children’s library area, and could also be partnered

with a construction-themed storytime for children. Staff would notify the media, library patrons and the wider community about this kickoff ceremony in advance, in the hopes of garnering media attention as well as patron and public attendance to the project kickoff, using a media advisory/news release, a slide on the library website, the library e-newsletter, and social media. Additional information could also be provided at this time regarding the construction schedule and impacts to the Main Library collection and operations during construction. The ceremony shall be scheduled to take place sometime during Jan. 23 or 24 in order to be able to announce it in the Jan. 22 e-newsletter.

**Café vendor request for proposal document development**

**Attachment C** is the preliminary draft café vendor request for proposal. It has not yet been reviewed by the city attorney.

**Automated materials handling system replacement and radio frequency identification (RFID) system project update**

3M was selected as the vendor to provide a replacement automated materials handling system at the Main Library. Bibliotheca was selected as the vendor to provide the RFID system.

**Public art selection timeline**

A pre-presentation meeting and tour of the library is being planned for the semifinalists on Monday, Feb. 3, 2014.

**Table 2.** Estimated timeline for public art selection process

<b>July 25 – Aug. 30, 2013</b>	Request for Qualifications opens
<b>Nov. 20, 2013</b>	Conclusion of pre-scoring process
<b>Nov. 22, 2013</b>	Selection panel selects semifinalists
<b>Nov. 25, 2013 – Feb. 28, 2014</b>	Staff works with semifinalists to develop proposals
<b>Feb. 3, 2014</b>	Meeting and tour of the library with the semifinalists
<b>Feb. 28, 2014</b>	Artist presentations and selection panel selects finalist
<b>Mar. 5, 2014</b>	Library Commission review of finalist
<b>Mar. 19, 2014</b>	Boulder Arts Commission review of finalist
<b>Mar. 20 - 25, 2014</b>	Technical review
<b>Mar. 26 – Apr. 4, 2014</b>	City manager review of the comments of the library and arts commissions and the recommended finalist.
<b>April 1, 2014</b>	Beginning of contract negotiation phase
<b>April 7, 2014</b>	Media announcement

**Design Advisory Group (DAG) meeting summary:**

The DAG did not meet in December.

**Questions for the commission:**

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

Main Library Renovation Integrated Schedule 2013-2014		Library Commission 1/8				Library Commission 2/5				Library Commission 3/5				Library Commission 4/2			
Revised 12/30/13																	
General Construction	Time period	12/30-1/3	1/6-1/10	1/13-1/17	1/20-1/24	1/27-1/31	2/3-2/7	2/10-2/14	2/17-2/21	2/24 - 2/28	3/3-3/7	3/10-3/14	3/17 - 3/21	3/24-3/28	3/31-4/4	4-7-4/11	
Complete construction documents for bid	9/13-11/7																
RFQ issued and due	9/23- 10/7																
RFQ review	10/7-10/15																
Identification of pre-selected contractors	10/15																
Final drawing review / assemble bid package	11/07-11/18																
Submit for permit	11/7																
Submit for permit / processing	11/7-1/1			1/17													
Issue bid document, bidding timeline, questions and addenda	11/18-12/10																
Pre-bid meeting	11/21																
Bid opening	12/13																
Budget resolution / Contract preparation	12/13-12/30			1/17													
Contract Award	1/6		1/6														
Groundbreaking ceremony	TBD					1/29											
Start construction	1/29					1/29											
Construction	1/29 - 10/1																
A/V and Technology - Bid #59-2013	Time period	12/30-1/3	1/6-1/10	1/13-1/17	1/20-1/24	1/27-1/31	2/3-2/7	2/10-2/14	2/17-2/21	2/24 - 2/28	3/3-3/7	3/10-3/14	3/17 - 3/21	3/24-3/28	3/31-4/4	4-7-4/11	
Complete bid package	11/25																
Issue bid document	11/26																
Pre-bid meeting	12/5																
Bidding timeline, questions and addenda	12/5-12/17																
Bid opening	12/17																
Contract preparation / finalize scope	12/17-1/17		1/10														
Notice to proceed / place order	1/17		1/10														
Shelving - Bid #60-2013	Time period	12/30-1/3	1/6-1/10	1/13-1/17	1/20-1/24	1/27-1/31	2/3-2/7	2/10-2/14	2/17-2/21	2/24 - 2/28	3/3-3/7	3/10-3/14	3/17 - 3/21	3/24-3/28	3/31-4/4	4-7-4/11	
Complete bid package	11/25																
Issue bid document	11/26																
Pre-bid meeting	12/5																
Bidding timeline, questions and addenda	12/5-12/17																
Bid opening	12/17																
Contract preparation / finalize scope	12/17-1/6		1/10														
Notice to proceed / place order	1/10		1/10														
Furniture - Bid #61-2013	Time period	12/30-1/3	1/6-1/10	1/13-1/17	1/20-1/24	1/27-1/31	2/3-2/7	2/10-2/14	2/17-2/21	2/24 - 2/28	3/3-3/7	3/10-3/14	3/17 - 3/21	3/24-3/28	3/31-4/4	4-7-4/11	
Complete bid package	11/25																
Issue bid document	11/26																
Pre-bid meeting	12/5																
Bidding timeline, questions and addenda	12/5-12/17																
Bid opening	12/20																
Contract preparation / finalize scope	12/23-2/5						2/5										
Notice to proceed / place order	2/10							2/10									
Moving - Bid #67-2013	Time period	12/30-1/3	1/6-1/10	1/13-1/17	1/20-1/24	1/27-1/31	2/3-2/7	2/10-2/14	2/17-2/21	2/24 - 2/28	3/3-3/7	3/10-3/14	3/17 - 3/21	3/24-3/28	3/31-4/4	4-7-4/11	

Complete bid package	11/25															
Issue bid documents	11/26															
Pre-bid meeting	12/5															
Bidding timeline, questions and addenda	12/5-12/17															
Bid opening	12/17															
Contract preparation / finalize scope	12/17-1/6		1/10													
Notice to proceed	1/10		1/10													
<b>Public Art</b>	<b>Time period</b>	<b>12/30-1/3</b>	<b>1/6-1/10</b>	<b>1/13-1/17</b>	<b>1/20-1/24</b>	<b>1/27-1/31</b>	<b>2/3-2/7</b>	<b>2/10-2/14</b>	<b>2/17-2/21</b>	<b>2/24 - 2/28</b>	<b>3/3-3/7</b>	<b>3/10-3/14</b>	<b>3/17 - 3/21</b>	<b>3/24-3/28</b>	<b>3/31-4/4</b>	<b>4-7-4/11</b>
Selection phase start - conclusion of pre-scoring	10/7 -11/20															
Selection panel selects semi-finalists	12/6															
Semifinalists develop proposals	12/9-2/28									2/28						
Selection panel selects finalists	2/28									2/28						
Library Commission review of finalists	3/5										3/5					
Arts Commission review of finalists	3/19											3/19				
Technical review	3/20 - 3/25											3/20	3/28			
City Manager review of selection panel and commissions' comments on finalist	3/26-4/4												3/26	4/4		
Media announcement	4/7															4/7
Contract negotiation begins	4/1														4/1	
Design phase	5/1-7/25															
Fabrication phase	7/25-8/15															
Installation / construction	8/15-10-15															
<b>Café Vendor Selection</b>	<b>Time period</b>	<b>12/30-1/3</b>	<b>1/6-1/10</b>	<b>1/13-1/17</b>	<b>1/20-1/24</b>	<b>1/27-1/31</b>	<b>2/3-2/7</b>	<b>2/10-2/14</b>	<b>2/17-2/21</b>	<b>2/24 - 2/28</b>	<b>3/3-3/7</b>	<b>3/10-3/14</b>	<b>3/17 - 3/21</b>	<b>3/24-3/28</b>	<b>3/31-4/4</b>	<b>4-7-4/11</b>
Prepare RFP document	12/2-1/28					1/28										
Issue RFP/ Responses due	1/28-2/18					1/28			2/18							
Initial selection/ Interviews	2/17-2/28								2/17	2/28						
Final selection	3/5										3/5					
Contract preparation/ Lease negotiation	2/28- 3/10									2/28		3/10				
<b>Automated Materials Handling Replacement</b>	<b>Time period</b>	<b>12/30-1/3</b>	<b>1/6-1/10</b>	<b>1/13-1/17</b>	<b>1/20-1/24</b>	<b>1/27-1/31</b>	<b>2/3-2/7</b>	<b>2/10-2/14</b>	<b>2/17-2/21</b>	<b>2/24 - 2/28</b>	<b>3/3-3/7</b>	<b>3/10-3/14</b>	<b>3/17 - 3/21</b>	<b>3/24-3/28</b>	<b>3/31-4/4</b>	<b>4-7-4/11</b>
Contract negotiation	10/28 - 11/4															
Project kick off	1/17			1/17												
Mechanical engineering and production	1/17 - 5/11			1/17												
Software engineering and production	3/10 -3/26											3/10	3/26			
Installation	5/12 - 5/26															
Commissioning and "go live"	5/26/2013															
<b>RFID System</b>																
Vendor selection	10/28 - 12/6															
Contract negotiation	12/9 -1/28					1/28										
Implementation	2/24 -									2/24						

# Children's Area



## Herman Miller Swoop Right Arm Chair

(1) OA102 = **\$906.28**

ArcCom "Moon Beam 2"

Tangerine Fabric

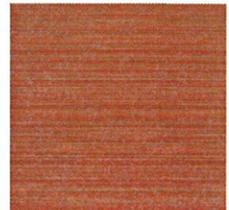


## Herman Miller Swoop Armless Chair

(1) OA103 = **\$906.28**

ArcCom "Moon Beam 2"

Tangerine Fabric

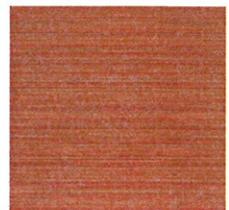


## Herman Miller Swoop Left Arm Chair

(2) OA101 = **\$870.64**

ArcCom "Moon Beam 2"

Tangerine Fabric



# Boulder Public Library - Herman Miller Swoop Furniture

Item	Preview	Qty	Mfg	Cat	Generic	Part Number	Option Group	Part Description	Sell	Ext Sell
1		9	HMI	HST	OA	OA100		+Swoop Club Chair	\$ 689.58	\$ 6,206.22
	✓					COM XXX	Fabric	@customer's own material-Pr Cat 1 TBD		
2		45				COM		COM Fabric- TBD	\$ 55.00	\$ 2,475.00
	☺							Not including Freight 5 Yards / OA100 Chair		
3		2	HMI	HST	OA	OA301.LL		+Swoop Box Table,Lam Top/Case	\$ 316.44	\$ 632.88
	✓					91 N	Top/Case Finish Cutout Option	+white +none		
4		2	HMI	HST	OA	OA301.LL		+Swoop Box Table,Lam Top/Case	\$ 342.36	\$ 684.72
	✓					91 P	Top/Case Finish Cutout Option	+white +cutout		
5		2	HMI	HGN	ZZ	Y1322.1A06		+Connect S200,1 simplex recept, 1 data opening,pwr cord w/plug end,5' cord/conduit	\$ 100.28	\$ 200.56
	✓					4Z 0H	Wiring Type Finish	+standard +black		
sub								<b>Subtotal for Fiction</b>		<b>\$ 10,199.38</b>
6		1	HMI	HST	OA	OA101		+Swoop Left Arm Chair	\$ 638.28	\$ 638.28
	✓					COM ARCHITEX	Fabric	@customer's own material-Pr Cat 1 ORBISON-FINCH		
7		1	HMI	HST	OA	OA102		+Swoop Right Arm Chair	\$ 638.28	\$ 638.28
	✓					COM ARCHITEX	Fabric	@customer's own material-Pr Cat 1 ORBISON- FINCH		
8		1	HMI	HST	OA	OA103		+Swoop Armless Chair	\$ 602.64	\$ 602.64
	✓					COM ARCHITEX	Fabric	@customer's own material-Pr Cat 1 ORBISON- FINCH		
9		14				ARCHITEX		COM Fabric- Architext Orbison-Finch	\$ 55.00	\$ 770.00
	☺									
10		1				ARCHITEX		Freight	\$ 34.00	\$ 34.00
	☺									
sub								<b>Subtotal for Teen</b>		<b>\$ 2,683.20</b>
11		1	HMI	HST	OA	OA101		+Swoop Left Arm Chair	\$ 638.28	\$ 638.28
	✓					COM ARC-COM	Fabric	@customer's own material-Pr Cat 1 MOON BEAM 2- TANGERINE		
12		1	HMI	HST	OA	OA102		+Swoop Right Arm Chair	\$ 638.28	\$ 638.28
	✓					COM ARC-COM	Fabric	@customer's own material-Pr Cat 1 MOON BEAM 2- TANGERINE		
13		1	HMI	HST	OA	OA103		+Swoop Armless Chair	\$ 602.64	\$ 602.64
	✓					COM ARC-COM	Fabric	@customer's own materia-Pr Cat 1 MOON BEAM2- TANGERINE		
14		14				ARC COM		COM Fabric- Arc-Com Moon Beam 2- Tangerine	\$ 55.00	\$ 770.00
	☺									
15		1				ARC COM		Freight	\$ 34.00	\$ 34.00
	☺									
sub								<b>Subtotal for Childrens</b>		<b>\$ 2,683.20</b>
								<b>Grand Total</b>		<b>\$ 15,565.78</b>



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

## **REQUEST FOR PROPOSALS**

**RFP NO. XX-2014**

**Boulder Public Library  
Main Library Food & Beverage Service**

**DATE OF ISSUANCE: January 28, 2014**

**RESPONSES DUE: February 18, 2014**

**FOR INFORMATION CONTACT:**

**Glenn Magee, Facilities Design and Construction Manager**  
**303 441-4202**  
**mageeg@bouldercolorado.gov**

# City of Boulder, Colorado

## ADVERTISEMENT FOR REQUEST FOR PROPOSALS

**RFP # XXXXX**

### **Boulder Public Library Main Library Food & Beverage Service 1001 Arapahoe Avenue, Boulder, Colorado**

Sealed proposals will be received by the City of Boulder Main Public Library (BPL), until 4:00 p.m. on **Tuesday, February 18** from qualified vendors for the operation of a limited food and beverage service concession at the Main Library complex, located at 1001 Arapahoe Avenue, Boulder, Colorado.

Proposals shall be in a sealed envelope, plainly marked:

**City of Boulder RFP # XXX  
Boulder Public Library  
Main Library Food and Beverage Service  
Tuesday, February 18, 2014**

Proposals can be mailed to:

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

Hand delivered proposals must be delivered to the office of the Purchasing Coordinator, 1777 Broadway, Boulder, Colorado 80302

**RFP documents will be available on **Tuesday, January 28, 2014** at the Rocky Mountain Bid System website – [www.rockymountainbidsystem.com](http://www.rockymountainbidsystem.com)**

Proposals shall be prepared at the bidder's expense and becomes a city record and therefore a public record. The services upon which proposals are submitted shall equal or exceed the specifications outlined in the RFP. Preference is hereby given to labor, materials, supplies or provisions produced, manufactured or grown in Colorado, quality and price being equal to articles or services offered by competitors outside the State of Colorado. The lowest responsible and best proposal shall be accepted; provided, however, that the city, acting through its duly authorized representatives, shall have the right to reject any and all proposals and waive any informality or irregularity contained in said proposal.

City of Boulder, Colorado  
A Municipal Corporation

By: \_\_\_\_\_

City Clerk

# City of Boulder, Colorado

## Boulder Public Library Main Library Food & Beverage Service

RFP No. XX-2014

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**City of Boulder, Colorado  
Boulder Public Library Main Library  
Food & Beverage Service**

**RFP No. XX-2014**

**PART I: General RFP Information**

***BACKGROUND INFORMATION***

The BPL Main Library complex is approximately 92,000 sq. ft. In-person visits to the Main Library were 656,243 for 2012 and XXX,XXX for 2013.

In 1993, the library awarded a contract to an owner/operator to offer patrons limited food and beverage service. The contract was transferred to a new owner/operator in 1998. The service was operated on the Main Library's bridge until Oct. 1, 2009.

The library is interested in proposals from vendors to operate a limited food and beverage service following completion of major renovations to the 1992 portion of the library. The renovation base scope includes provisions for hot and cold water and sanitary sewer service. The library expects to have at least a limited food service in operation at the earliest by the end of April 2014 and no later than the beginning of October 2014. After contract award, the library and the successful bidder will negotiate a contract for terms yet to be determined. Nothing in this RFP shall be construed to preclude negotiations with the successful bidder to enhance the food service operation in future.

***PROJECT SCOPE***

1. The food service concession will be located on the Main Library's bridge. The bridge space connects the 1992 main library addition on Arapahoe Avenue with the original 1961 library building on Canyon Blvd. The overall bridge area contains approximately 1,765 square feet. The food preparation and counter area will be located on the north end of the bridge, in the proximity of the utility provisions. The remainder of the space can be devoted to seating and table setups. The architect for the library renovation project has developed conceptual plans for the finish of the space, including furniture and accessory layouts. A floor plan / finish plan of this space is included as Attachment A of this RFP.

2. Bidders will be responsible for examining and determining for themselves the final

design and nature of the proposed work (within the 200 square foot footprint described in paragraph 1, above), the amount and character of the labor and equipment required therefore, and the difficulties that may be encountered. Bidders may not rely on oral or written representations made by the city, unless the city has guaranteed in writing that such a representation is factually accurate. By submitting a proposal, each bidder waives all liability for any error in any representation made by the city to the bidder. By submitting a proposal, the bidder represents that the bidder's observations at the site are not inconsistent with the requirements of the proposed documents, unless otherwise noted by the bidder.

3. **Required** food service menu items include: coffee, teas, iced drinks, juices, soft drinks, pastries, and bakery items. **Desirable** food service concession items include espresso-style coffee drinks, and a basic luncheon menu including sandwiches, soups and salads. Other menu items may be included, as long as those provisions itemized below in the section entitled "Contractor Obligations" are met. The library director retains the right to approve menu items.

4. The bridge area outside the 200 square feet footprint described above, including all tables and chairs, whether owned by BPL or the contractor, shall be open to all library patrons at all times, regardless of whether a library patron is a paying customer of the food service operation.

5. The successful contractor may not sub-lease the contract to another contractor, without the prior, written approval of the library director. Such approval shall be at the library director's sole discretion.

## ***CONTRACTOR OBLIGATIONS***

1. **Food service open hours.** The food service will be open to the public approximately 53 hours per week, 52 weeks per year according to the following schedule:

Monday - Thursday	10 a.m. to 6:00 p.m.
Friday and Saturday	10 a.m. to 5:00 p.m.
Sunday	12:00 to 5:00 p.m.

Excepted will be those days when the library is closed, approximately 15 days per year. Holiday and event closings scheduled for 2014 are included as Attachment C of this RFP.

Should the Main Library hours of operation change in the future, the food service concession hours of operation may be modified. Such modifications shall be authorized by the library director after consultation with the food service operator. The library director shall have final approval of the actual hours of operation.

The library desires that the food service operator will be available to provide food service for city events in the library outside the hours of operation outlined above.

2. **Food service area.** The contractor will be responsible for keeping the food service area and the adjacent public seating area (approximately one thousand additional

square feet) free of trash and litter. The food service area that is leased to the contractor shall be kept clean, neat, and orderly in appearance.

3. **Regulatory requirements.** The contractor shall be responsible for becoming familiar with the standards and regulatory requirements of the proposed food service. The contractor shall be responsible for satisfying all licensing or other requirements of the Boulder County Public Health Department or any other agency having bona fide regulatory jurisdiction over retail food establishments and/or food safety.

4. **No alcoholic beverages.** The proposed food service concession will **NOT** include alcoholic beverages.

5. **Equipment, fixtures, appliances and food items.** The contractor will provide all equipment (including counters, storage cabinets and cash register), appliances (including refrigeration units) and food items necessary to establish and operate the requested food service.

6. **Equipment compatibility.** All food service equipment shall be compatible with the established Main Library and bridge furnishings. This compatibility will be a criterion in contractor selection. (See Contractor selection on page 12, below).

7. **Consumable supplies.** The contractor will provide all consumable supplies, including but not limited to bottled water, food containers, utensils, paper products, or other supplies required in the operation of this concession.

8. **Building modifications.** The contractor will not make or require any permanent modifications to the bridge without the prior, written consent of the library director and the facilities and asset manager for the City of Boulder.

9. **Security.** The contractor will be responsible for the security of its equipment, inventory and daily cash receipts.

10. **Repair and maintenance.** The contractor will be responsible for the repair and maintenance of all concession equipment and inventory maintained at the Main Library

11. **Electrical usage.** The total electrical consumption for all equipment used by the contractor to operate the bridge concession shall not exceed 80 percent of the circuit breaker rating (16 amperes on any 120 volt circuit or 24 amperes on any 240 volt circuit). The facilities and fleet manager for the City of Boulder shall certify that the equipment proposed by the contractor does not exceed this amount.

10. **Use of premises.** The space leased to the contractor shall be used only for the purpose of operating the limited food service concession. The space shall not be used by the vendor as a business office. Library furniture and equipment, including bridge and patio tables and chairs, will not be used by the contractor to conduct personal or business transactions, other than those directly related to the library food and beverage service. The public eating area immediately adjacent to the food service concession shall remain freely available to all library patrons, irrespective of whether they are customers of the food service concession.

11. **Use of library equipment.** Library staff equipment (printers, fax machines, copiers, personal computers, etc.) shall not be used by the contractor. Contractor may use the public copiers, printers and computers according to the guidelines established for patron usage.

12. **Internet access.** Wireless internet access is available to library patrons throughout the Main Library. Contractor may use the public wireless network during library open hours. The contractor is advised that data and internet traffic on the wireless network is not encrypted and therefore should be considered insecure. The contractor is also advised that the wireless network may not be available due to a variety of potential causes. The library and the city make no warranties regarding the use of the wireless network. Any use of the network is at the contractor's own risk.

13. **Processing orders via the Internet.** If the contractor wishes to process payments for orders over the Internet, contractor shall acquire their own Internet Service Provider (ISP) and method of access. Contractor shall not use the library's unsecure public wireless network for the purpose of processing payments.

14. **Library access.** The contractor shall be issued (2) library security access cards that permit entry to the building beginning at 8 a.m. Monday through Saturday, and at 10 a.m. on Sunday. Only the contractor's paid staff may use the security cards. No other persons shall be permitted access to the library before or after the library's open hours, except third parties required to maintain or repair the contractor's equipment or fixtures. If the contractor requires third parties to repair or maintain its equipment or fixtures prior to the library's official open hours, the library director and the City of Boulder facility and asset manager shall be promptly and timely notified by the contractor, and said third parties shall be accompanied by the contractor or contractor's paid staff at all times. Lost security cards must be reported to the City of Boulder facility and asset manager immediately and shall be replaced at the contractor's expense.

15. **Storage.** The contractor will not store any food, supplies or materials of any kind in any location other than the designated concession area. Those food items, supplies or other materials which are stored in the concession area shall be secured in cabinets or other enclosures to maintain a neat appearance and deter rodents, insects or other potential pests.

16. **Signage.** The contractor shall obtain prior, written permission from the library director, before hanging any signs or other objects on interior or exterior library walls, windows or horizontal surfaces.

17. **Promotions.** The contractor agrees that the library shall have no obligation to promote contractor's business. The library may, at the sole discretion of the library director, inform patrons that the service is available through its web pages and through printed publications.

18. **Monthly fees.** Contractor shall pay the Boulder Public Library a minimum fee of     % of gross monthly sales, net of sales tax, or \$     /month, whichever is greater, to defray

the city's cost for supporting this service. Vendor may propose a higher minimum fee. The fee shall commence six months after the contractor begins the food service operation.

19. **Fee payments.** The contractor shall pay to BPL the monthly fee on or before the 10<sup>th</sup> day following the end of each calendar month. Failure to pay the fee timely shall be considered a breach of contract and may result in contract cancellation.

20. **Statements and records.**

(A) Along with the monthly fee, the contractor shall transmit to the library budget manager a monthly statement showing all revenues derived from the operation of the food service.

(B) The contractor is required to keep a set of books and records showing all of the receipts and disbursements concerning business conducted pursuant to this contract. Such books shall be available for inspection by the city at all reasonable times and the contractor shall submit such books and records to the city for audit at such times and places as the city may reasonably direct. Such books and records shall be maintained by the contractor in accordance with generally accepted accounting principles. If the city determines that the books and records are not kept in such a manner, the city may require the contractor, to maintain such books under the supervision of a certified public accountant. Such accountant will attest to the accuracy of the books and records and shall be retained at the expense of the contractor.

(C) The contractor will submit copies of its annual federal and state business income tax filing related to the concession, to the library budget manager no later than May 1 of each calendar year. In lieu of the tax filing, the contractor shall submit an annual income statement audited by a certified public accountant.

21. **Parking and deliveries.** The contractor may park one vehicle behind the north wing of the building. Contractor's employees may not park on library premises without a valid permit. Deliveries shall be made from the Canyon Boulevard parking lot.

22. **Contractor's employees.** Contractor shall employ only competent, orderly persons. Persons working for the contractor at the Main Library will be neat and clean at all times.

## ***CITY OF BOULDER PUBLIC LIBRARY (BPL) OBLIGATIONS***

1. **Project manager.** Glenn Magee, facilities design and construction manager
2. **Space.** The contractor will be provided with approximately 300 sq. ft. of space on the Main Library bridge, as identified in Attachment A for the purposes of designing and installing equipment as required for the approved menu. Contract security and library staff coordinate the enforcement of rules of conduct in all

areas of the facility (**Attachment D**)

3. **Electrical service.** BPL will provide six (6) 120 volt, 20 ampere circuits and one (1) 240 volt, 30 ampere circuit for food concession use. Rated electrical consumption of the contractor’s equipment and appliances shall not exceed 80 percent of the circuit breaker rating (16 amperes on any 120 volt circuit or 24 amperes on any 240 volt circuit).
4. **Utilities costs.** BPL will subsidize the cost for the contractor’s electricity usage in the library. BPL shall also subsidize the cost of domestic water used by the food service concession at the Main Library.
5. **Water and sewer access.** Hot and cold domestic water will be stubbed to the location as described above and will be available for final connections as required. A sanitary sewer stub will also be made available which will accommodate a fixed level of service. In addition, access will be available to an adjacent janitor closet and sink for maintenance purposes.
6. **Parking.** One reserved parking space, located behind the north building of the main library, will be made available for the contractor’s use during the hours of operation of the food service concession.
7. **Custodial services.** The city will provide custodial services to clean and sanitize the public eating area and remove trash once per day prior to 10:00 a.m. The contractor will sweep the floor, clean the tables, and remove trash in the public eating area as needed during hours of operation and at the close of business each day. Twice per year, the city will provide custodial services to strip and wax the floor in the food service area.

**The following is a schedule for the preparation of responses to this RFP and the associated contract negotiations.**

RFP issued .....	January 28, 2014
RFP questions (if any) due .....	February 11, 2014
RFP answers due.....	February 14, 2014
Proposal responses due .....	February 18, 2014
Finalist selection (if necessary).....	February 21, 2014
Finalist interviews (if necessary) (please reserve these dates)...	February 24-28, 2014
Contractor selection.....	March 5, 2014
Contract negotiations complete.....	March 10, 2014

## ***PROJECT CONTACT INFORMATION***

Upon release of this RFP, all consultant communications concerning the overall RFP should be directed to the project manager listed below. Unauthorized contact regarding this RFP with other city employees may result in disqualification. Any oral communications will be considered unofficial and non-binding on the city. Consultants should rely only on written statements issued by the project manager.

Name: Project Manager  
Glenn Magee  
Facilities Design and Construction Manager

Address: City of Boulder  
Boulder Public Library  
P.O. Box 791  
1777 Broadway  
Boulder, Colorado 80306

Telephone: 303 441-3107

E-mail: [mageeg@bouldercolorado.gov](mailto:mageeg@bouldercolorado.gov)

## ***QUESTIONS REGARDING THE RFP***

Interested parties who request clarification of the RFP requirements may submit written questions to the project manager at any time up to **5 p.m. (MDT) on Tuesday, Feb. 11, 2014**. An email attachment sent to [mageeg@bouldercolorado.gov](mailto:mageeg@bouldercolorado.gov) is acceptable. Letters sent via facsimile will be accepted at **303 442-1808**. All questions received by the deadline will be posted on the **Rocky Mountain Bid System website** – [www.rockymountainbidsystem.com](http://www.rockymountainbidsystem.com) by 5 p.m. on **Tuesday, Feb. 18, 2014**.

## PART II: Required Proposal Response

### PROPOSAL MATERIALS (ENVIRONMENTAL PURCHASING POLICY)

For purposes of review and in the interest of the city's Sustainable Paper Use Policy and sustainable business practices in general, the city encourages the use of submittal materials (i.e. paper, dividers, binders, brochures, etc.) that contain post-consumer recycled content and are readily recyclable. The city discourages the use of materials that cannot be readily recycled such as PVC (vinyl) binders, spiral bindings, and plastic or glossy covers or dividers. Firms are encouraged to print/copy on both sides of a single sheet of paper wherever applicable (if sheets are printed on both sides, it is considered to be two pages). Color is acceptable, but content should not be lost by black-and-white printing or copying.

### PROPOSAL CONTENT

The proposal must contain all of the following information, in the same sequence as presented below. Each proposal should provide a straightforward and concise presentation adequate to satisfy the requirements of this RFP. Please limit length of proposal sections to the maximum pages noted.

1. Please identify the name of your firm. Please indicate the form of business organization (sole proprietorship, partnership, corporation, etc.), and identify the principal owners and officers of the business. (1 page maximum)
2. Please identify the individuals who will provide onsite management and operation of the proposed food-service concession. Provide a brief description of their experience in managing and operating similar food service outlets. (1 page maximum)
3. Please describe your firm's experience in developing, implementing and operating services similar to those requested in this RFP. Include the number of locations you have in operation currently, and the number of years each has been in operation. **Mandatory minimum requirement: bidders must have at least one year of direct operational experience with similar services to those requested in this RFP.** (2 pages maximum)
4. Please provide the names of at least two professional references that can attest to your experience and financial capacity to operate the requested services. List contact names and phone numbers and briefly describe your professional relationship with each reference. (1 page maximum)
5. Please describe how the anticipated start-up costs for the food service operation will be financed. Indicate what fraction of the proposed start up costs will be funded from owners' equity, and what fraction will be funded from debt financing. (1 page

maximum)

6. Indicate what sources of trade credit you have used to operate similar businesses in the past. List vendor names, a contact person who can verify your credit usage and a phone number for the contact person. (1 page maximum)
7. Provide a physical description of the proposed concession equipment that will be used in the library. Please provide vendor brochures or photographs of the proposed equipment. (1 page maximum, plus brochures and/or photographs)
8. Provide a drawing layout of the proposed concession equipment. (1 page maximum)
9. Provide a detailed summary of the power consumption, in amperes, for each of the items of equipment you propose. Provide total estimated power consumption for all items of equipment combined. (1 page maximum)
10. Provide a complete description of the regular menu items you propose to serve. (2 pages maximum)
11. Indicate your willingness to provide catering for special events in the library during and before or after the required hours of operation for the regular food service on the bridge. To the extent that the catering menu is different than the regular menu you propose in paragraph 10, above, please provide details of the differences between the two menus. (1 page maximum)
12. Include a statement of the monthly fee the contractor proposes to pay the City of Boulder Public Library. (1 page maximum)
13. Bidders must include a signed copy of Form 1, below, noting any exceptions to the specifications, terms and/or conditions of this RFP. If your firm takes no exceptions to the specifications, terms and conditions of this RFP please indicate so and return a signed copy of Form 1. (1 page maximum)
14. Bidders are invited to submit any other information they deem to be relevant to the proposal request. Bidders are advised to pay special attention to Section VIII, contractor selection, and submit additional information relevant to those areas outlined. (Please limit to the extent possible)

## **CONTRACTOR SELECTION**

The contract will be awarded to the entity whose proposal, conforming to this Request for Proposals, is most advantageous to the city. The city reserves the right to reject any and all proposals. A selection committee comprised of members of the library staff and/or other City of Boulder staff will review the proposals and rate them based on the following criteria:

### **Experience - 40%**

Does the bidder have a satisfactory record of developing, implementing and operating similar services? **Mandatory minimum requirement: Bidders and the principals who will provide on-site management and operation of the food services must be able to demonstrate that they have operated similar food services in similar venues for at least three years.**

Does the bidder have adequate financial resources to perform the requested service?

### **Concession start date - 20%**

The food service start date shall be no later than **Oct 1, 2014**. Bidders who can start the service on or before **Oct 1, 2014** will receive full credit. **Those who propose starting after Oct 1, 2014 will receive no points for this criteria.**

### **Menu - 20%**

Do the proposed food service menu items conform with the library's stated required menu items?

Has the bidder offered to supply the library's desired menu items?

Are prices for menu items reasonable?

### **Compatibility with library operations - 10%**

Is the proposed equipment compatible with the library furnishings?

Is the electrical consumption of the proposed equipment less than 80% of the circuit breaker ratings, as certified by the City of Boulder's facilities and fleet manager?

### **Revenue to library - 10%**

Full points will be awarded the bidder that proposes the highest minimum revenue guarantee to the library (as stated above revenue payments shall commence six months after the service is in operation). All other bidders will receive fewer points based on the fraction of the highest minimum revenue guaranteed to the library.

[Use this form to indicate exceptions that your firm takes to any terms and conditions listed in the Sample Services Contract attached to this RFP as Appendix 3, as well as the RFP itself. Proposals which take exception to the specifications, terms, or conditions of this RFP or offer substitutions shall explicitly state the exception(s), reasons(s) therefore, and language substitute(s) (if any) in this section of the proposal response. Failure to take exception(s) shall mean that the proposer accepts the conditions, terms, and specifications of the RFP.

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

List exceptions here:

Signed,

By: \_\_\_\_\_

\_\_\_\_\_  
Title Date

For: \_\_\_\_\_

**APPENDIX 1**

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

RECITALS:

WHEREAS, the City is desirous of contracting with one company for \_\_\_\_\_ for the period from \_\_\_\_\_ to \_\_\_\_\_, inclusive; and

WHEREAS, the Contractor has submitted the best bid for said \_\_\_\_\_.

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

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

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

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

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

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

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

6. The Contractor agrees that it shall perform all said services and supply the necessary materials to the entire satisfaction of the director of the department requesting said work. All material used and all labor performed shall be subject to the inspection and approval or rejection of the director of the department requesting said work, or his or her authorized agent.

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

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

In the event that a default is declared as to work performed and declared defective, it is agreed and

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

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

A. Workers' Compensation and Employers' Liability

- a) State of Colorado: Statutory
- b) Applicable Federal: Statutory
- c) Employer's Liability: \$100,000 Each Accident  
\$500,000 Disease-Policy Limit  
\$100,000 Disease-Each Employee
- d) Waiver of Subrogation

B. Commercial General Liability

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

The policy shall be on an Occurrence Form and include the following coverages: Premises Operations; Personal and Advertising Injury; Medical Payments; Liability assumed under an Insured Contract; Independent Contractors; and Broad Form Property Damage. Coverage provided should be at least as broad as found in Insurance Services Office (ISO) form CG0001.

C. Commercial Automobile Liability Limits

- a) Bodily Injury & Property Damage Combined Single Limit \$1,000,000
- b) Medical Payments per person \$ 5,000
- c) Uninsured/Underinsured Motorist \$ 100,000

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

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

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

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

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

Certificates of insurance on all policies shall give the City of Boulder written notice of not less than thirty (30) days prior to cancellation or change in coverage.

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

10. Notwithstanding any other provision of this Contract to the contrary, no term or condition of this Contract shall be construed or interpreted as a waiver, express or implied, of any of the immunities, rights, benefits, protection, or other provisions of the Colorado Governmental Immunity Act, Section 24-10-101 *et seq.*, C.R.S., as now or hereafter amended. The parties understand and agree that liability for claims for injuries to persons or property arising out of negligence of the City, its departments, institutions, agencies, boards, officials and employees is controlled and limited by the provisions of Section 24-10-101 *et seq.*, C.R.S., as now or hereafter amended.

11. The relationship between the Contractor and the City is that of an independent contractor. The Contractor shall supply all personnel, equipment, materials and supplies at its own expense, except as specifically set forth herein. The Contractor shall not be deemed to be, nor shall it represent itself as, an employee, partner, or joint venturer of the City. No employee or officer of the City shall supervise the Contractor. **The Contractor is not entitled to worker's compensation benefits and is obligated to directly pay federal and state income tax on money earned under this Contract.**

12. The Contractor agrees that it will not cause or permit any claims in the nature of mechanic's liens for materials or labor placed or used under the terms of this Contract to be filed or served upon the City; and the Contractor hereby guarantees to indemnify and save harmless the City against any and all such claims for liens which may be filed or asserted against any of the work done hereunder.

13. The City agrees that the Contractor shall not be liable for any delay or non-performance due to the failure of the source of supply from which the Contractor obtains the materials to make delivery, or due to delays in transportation, labor strikes, floods, fires, acts of God, or to the acts or regulations of any governmental entity or any branch or agency thereof. The Contractor however, shall not be excused from liability for delays or non-performance caused by events or conditions within its control, nor for delays or non-performance which it could have foreseen and avoided, prevented or significantly ameliorated by exercising reasonable prudence or diligence, nor for any delays or non-performance caused in whole or in part by the Contractor itself.

14. In the event of delay or non-performance by the Contractor for any reasons set forth in paragraph 13 of this Contract, or for any other reason, the City shall be free to obtain said services from other sources without incurring liability or damages to the Contractor therefor.

15. The Contractor shall not assign this Contract without the written consent of the City, which it may withhold at its sole discretion.

16. This Contract shall be subject to the provisions of the Charter, Municipal Code and Ordinances of the City of Boulder.

17. This Contract may be terminated by either party if it has been materially breached by the other party and proper notification is tendered. Notification of intent to terminate this Contract shall be given in writing thirty (30) days prior to the date of termination.

18. The City reserves the right to extend the Contract for additional one year terms, and may grant up to four one year extensions if mutually agreeable by both parties and conditions remain constant. Contract renewals shall be in writing and signed by both parties.

19. It is expressly understood and agreed that the enforcement of the terms and conditions of this Contract and all rights of action relating to such enforcement, shall be strictly reserved to the City and the Contractor. Nothing contained in this Contract shall give or allow any claim or right of action whatsoever by any other third person. It is the express intention of the City and the Contractor that any such party or entity, other than the City or the Contractor, receiving services or benefits under this Contract shall be deemed an incidental beneficiary only.

20. The waiver of any breach of a term, provision, or requirement of this Contract shall not be construed or deemed as waiver of any subsequent breach of such term, provision, or requirement, or of any other term, provision, or requirement.

21. This Contract is intended as the complete integration of all understandings between the parties. No prior or contemporaneous addition, deletion, or other amendment hereto shall have any force or effect whatsoever, unless embodied herein in writing. No subsequent notation, renewal, addition, deletion, or other amendment hereto shall have any force or effect unless embodied in a writing executed and approved by the City pursuant to City rules.

22. The Contractor certifies that the Contractor shall comply with the provisions of section 8-17.5-101 et seq., C.R.S. The Contractor shall not knowingly employ or contract with an illegal alien to perform work under this contract or enter into a contract with a subcontractor that fails to certify to the Contractor that the subcontractor shall not knowingly employ or contract with an illegal alien to perform work under this contract.

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

- a) Notify the subcontractor and the contracting state agency or political subdivision within three days that the contractor has actual knowledge that the subcontractor is employing or contracting with an illegal alien; and
- b) Terminate the subcontract with the subcontractor if within three days of receiving the notice required pursuant to 8-17.5-102(2)(b)(III)(A) the subcontractor does not stop employing or contracting with the illegal alien; except that the contractor shall not terminate the contract with the subcontractor if during such three days the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with an illegal alien.

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

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

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

IN WITNESS WHEREOF, the parties hereto have signed this Contract effective as of the day and year first written above.

CONTRACTOR

By: \_\_\_\_\_

Title: \_\_\_\_\_

STATE OF COLORADO )

) ss.

COUNTY OF BOULDER)

The foregoing instrument was acknowledged before me, a notary public, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, as \_\_\_\_\_.

Witness my hand and official seal.  
My commission expires:

(SEAL)

\_\_\_\_\_  
Notary Public

CITY OF BOULDER

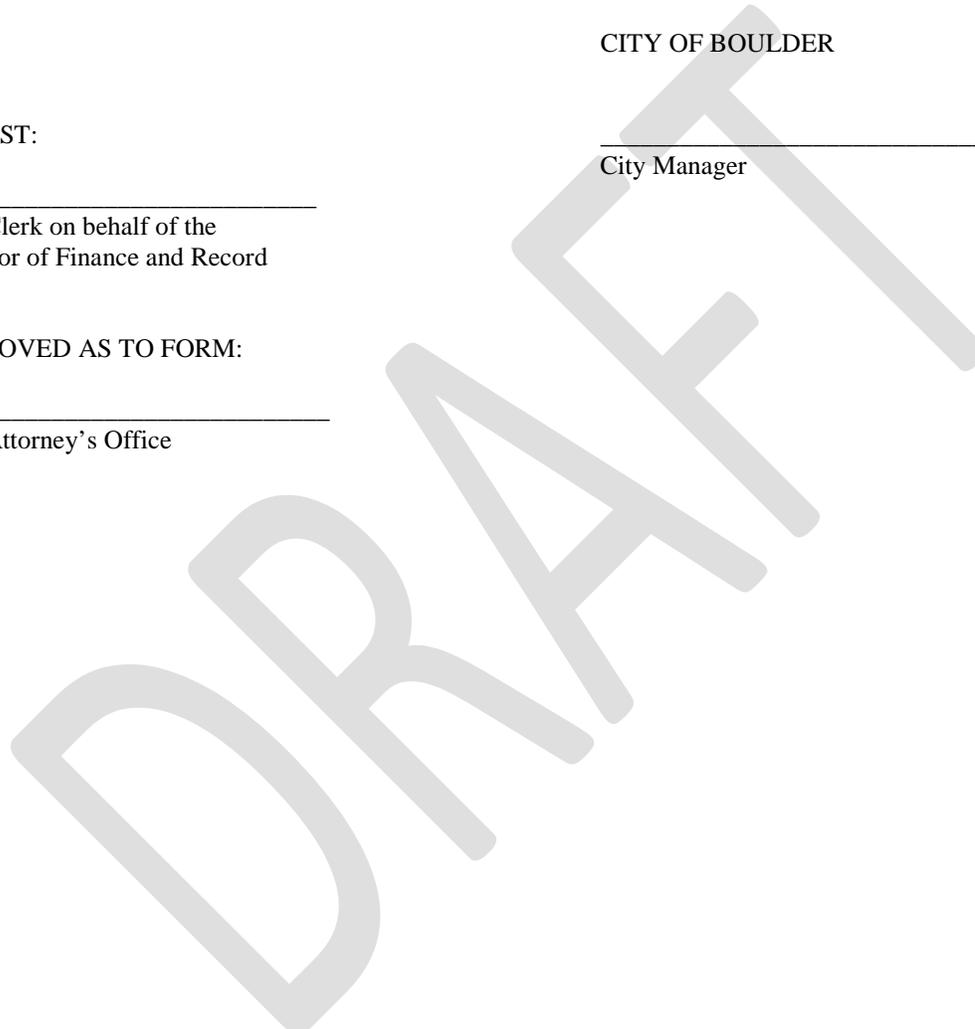
ATTEST:

\_\_\_\_\_  
City Manager

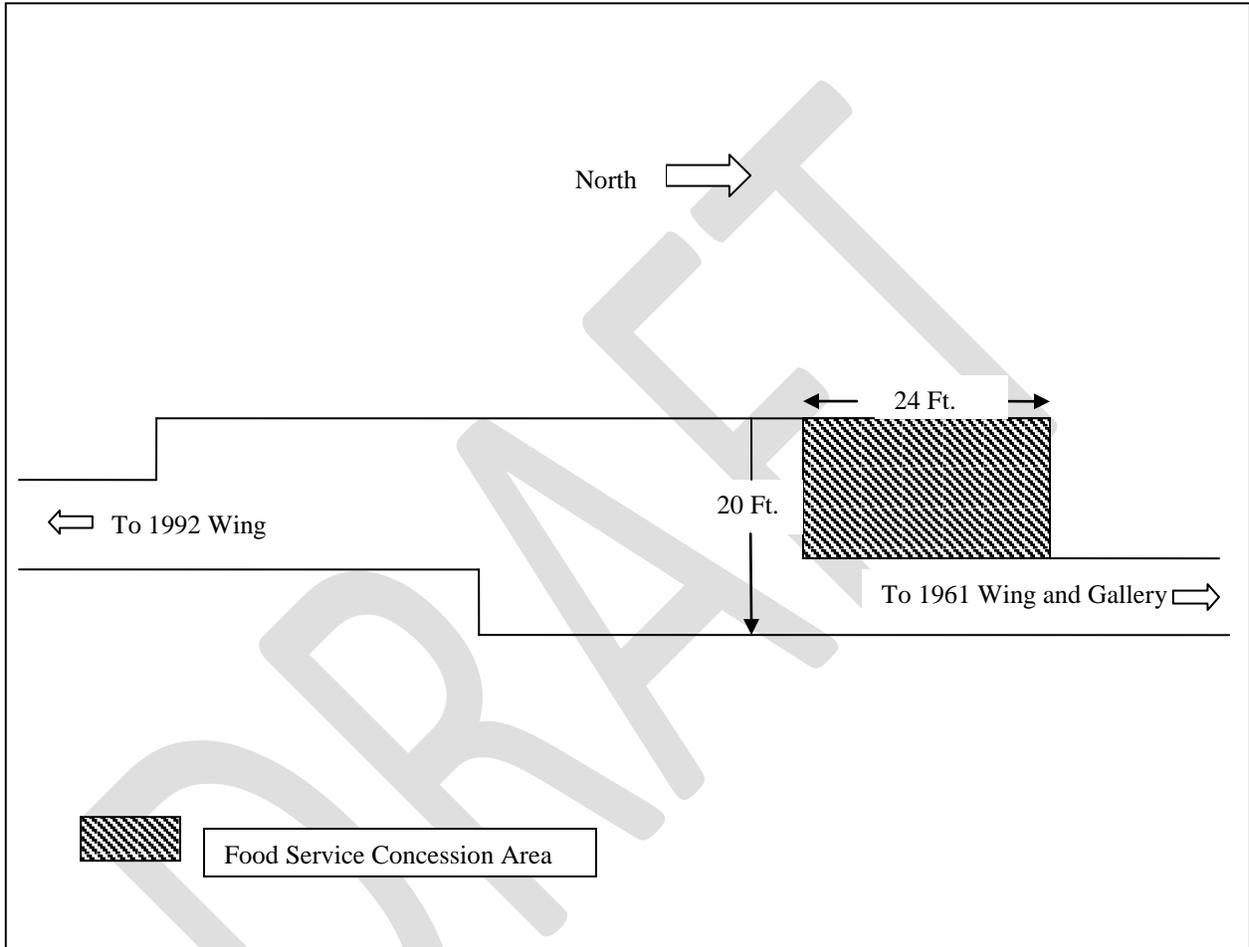
\_\_\_\_\_  
City Clerk on behalf of the  
Director of Finance and Record

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney's Office



**Attachment A**  
Boulder Public Library Bridge Floor Plan  
Food and Beverage Service Location  
(Not to Scale; All Measures are Approximate)



INSERT ATTACHMENT B.

DRAFT

## Attachment C

### 2014 Boulder Public Library Scheduled Closures

New Year's Day (2014)	Wednesday, January 1, 2014	All locations closed
Martin Luther King Jr. Day	Monday, January 20, 2014	All locations closed
Presidents' Day	Monday, February 17, 2014	All locations closed
Memorial Day Weekend*	Saturday & Sunday, May 24 – 25	Only Main Library closed
Memorial Day	Monday, May 26	All locations closed
Independence Day	Friday, July 4	All locations closed
Labor Day Weekend**	Saturday & Sunday August 30 – 31	Only North Wing of Main Library closed
Labor Day	Monday, September 1	All locations closed
Veterans' Day	Tuesday, November 11	All locations closed
Thanksgiving Day	Thursday, November 27	All locations closed
Christmas Eve	Wednesday, December 24	All locations closed
Christmas Day	Thursday, December 25	All locations closed
New Year's Eve***	Wednesday, December 31	6 p.m. closing for Main Library, Meadows Branch & Reynolds Branch

\*The Main Library is closed for the Boulder Creek Festival. Branch libraries are open regular business hours.

\*\* The north wing of the Main Library is closed to accommodate the Hometown Fair. The south wing is open regular business hours.

## Attachment D.

### 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. "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:**

1. disturb other patrons or library staff or volunteers so as to disrupt their use of any library facility or their work including and not limited to, inappropriate use of personal equipment, (cellular phones, computers of any kind, radios, music players, video display devices);
2. use any other person's library or Internet courtesy card to obtain any library services without their permission;
3. manipulate or bypass library software systems such as those that regulate computer use or tamper with library computer hardware or accessories;
4. lie down, doze or sleep in any library facility except this rule shall not apply to children;
5. bring a weapon into or possess a weapon, except as expressly permitted by state law;
6. use the restrooms for bathing, shaving, washing, rinsing or drying hair, or washing, rinsing or drying clothing;
7. go barefoot or shirtless;
8. eat anything while in any library facility except in designated areas such as: public meeting rooms, Main Library Bridge seating area, and exhibit spaces during scheduled events;
9. ride a skateboard, bring or ride a bicycle, wear or use rollerblades or roller skates, or jeopardize the safety of anyone in any library facility;
10. bring into, or possess alcoholic beverages in any library facility, without prior approval of the Library and Arts Director and/or the Library Commission, or enter the library while under the influence of drugs and/or alcohol;
11. chew tobacco or products containing tobacco in any library facility;
12. carry, lead, bring an animal into any library facility, or cause an animal to enter a library facility, with the exception of service animals under the control of their owners for person or persons with disabilities;
13. be in any library facility, without the permission of an authorized library employee, outside of standard operating hours;
14. seek or collect signatures from the general public on a petition in any library facility;
15. solicit donations of money or anything of value, or sell or take orders for anything of value in any library facility with the exception of persons who are conducting a commercial transaction with the city and at its request or who are participating in library-sponsored activities;
16. bring into any library facility oversized items larger than a total of 50 linear inches, e.g. 10" X 16" X 24", with the exception of presentation and/or meeting room equipment;
17. leave bags and other personal items unattended;
18. steal, damage or alter any library property (with the exception of normal wear and tear), including, without limitation, any computer equipment, systems, or software;
19. smoke, as defined in Section 6-4-2 B.R.C. 1981 or any successor ordinance, in any library facility or in enclosed outdoor seating and garden areas with direct access to library facilities or within 15 feet of an entrance;
20. commit harassment of another person, within the meaning of Section 18-9-111 Colorado Revised Statutes (C.R.S.) or any successor statute, in any library facility;
21. commit indecent exposure, within the meaning of Section 18-7-302 C.R.S. or any successor statute, in any

- library facility;  
 22. sell or possess illegal drugs in any library facility.

People who commit any criminal acts in library facilities may be subject to criminal prosecution as well as suspension of all library privileges.

### **Suspension of Library Privileges**

Security personnel or the Library and Arts Director, Deputy Library Director, the manager on duty, or their designee may restrict access to library facilities with immediate dismissal of the person from the premises by suspending the person's access to library facilities for a set period of time or by denying access to specific services and/or programs.

The suspension period shall be reasonably related to the severity of the offense and its danger to public health, safety, and welfare and shall not, except for criminal offenses of a sexual nature, exceed one year. Suspension of privileges shall range from 24 hours (for a relatively minor first offense) up to one year. A suspension period of more than one year shall be issued in accordance with Section 5-5-18 B.R.C. 1981.

### **Right of Appeal**

Pursuant to Section 5-5-18, "Suspension of Facility Privileges" and Chapter 1-3, "Quasi-Judicial Hearings," B.R.C., a patron found in violation of the rules of conduct has the right to request a hearing to appeal a suspension or its duration by filing a written request with the Boulder Public Library administration office, 1001 Arapahoe Ave, Boulder, CO 80302, Attn: Suspension Appeals (303-441-3106). Such a request must be filed no more than ten days after the suspension notice was deposited in the mail, hand-delivered, posted, or published. The patron will receive notification of the hearing date, time, and location. At the hearing, the patron will have an opportunity to provide information as to why he/she believes the suspension should be removed or the duration amended. Failure to appear at the scheduled hearing waives any right to a hearing.

If the suspended patron chooses to return to the library once the suspension period has expired, they must abide by the Boulder Public Library rules of conduct and/or policies. Any future rule or policy violations may result in a progressively longer suspension.

Revised February 6, 2013 by the Boulder Library Commission

## Library Commission Handbook

### Table of Contents

Note: Items with URL addresses are not included in the handbook, only the Table of Contents.

#### **PART ONE: LEGAL BACKGROUND**

- I. Boulder City Charter on Advisory Commissions (Article IX) and Library Commission (Sections 132-136)  
[http://www.colocode.com/boulder2/charter\\_articleIX.htm](http://www.colocode.com/boulder2/charter_articleIX.htm)
- II. Boulder Revised Code (BRC) 2-3-8 Library Commission  
[http://www.colocode.com/boulder2/chapter2-3.htm#section2\\_3\\_8](http://www.colocode.com/boulder2/chapter2-3.htm#section2_3_8)
- III. Library Commission By-Laws
- IV. Colorado Revised Statutes on Open Meetings  
<http://www.colorado.gov/dpa/doit/archives/open/00openmeet.htm>
- V. Boulder City Charter on City Council  
[http://www.colocode.com/boulder2/charter\\_articleII.htm](http://www.colocode.com/boulder2/charter_articleII.htm)
- VI. Boulder City Charter on City Manager  
[http://www.colocode.com/boulder2/charter\\_articleV.htm](http://www.colocode.com/boulder2/charter_articleV.htm)

#### **PART TWO: LIBRARY INFORMATION**

- I. **Commission**
  - A. Library Commission webpage and contact  
list: <http://boulderlibrary.org/about/commission.html>
  - B. Commission Meeting Schedule
  - C. List of past Library Commissioners
  - D. Most Recent Library Commission Priorities Memo for City Council
  - E. 2012 Guidelines for Meeting Action Summary and Minutes
  - F. Past Meeting Agendas and Minutes (hard copy of most recent) <http://boulderlibrary.org/about/agenda.html>
  - G. City of Boulder Code of Conduct for Boards and Commissions:  
<http://www.colocode.com/boulder2/chapter2-3.htm>
  - H. Historical Information
    1. Articles by or about Alex H. Warner
- II. **Principal Documents**
  - A. Most Recent Library Master Plan:  
<http://boulderlibrary.org/masterplan/docs/07MPBookFinal.pdf>
  - B. Facilities Sustainability Study-March 2009:

[http://boulderlibrary.org/masterplan/docs/BPL%20Facilities\\_Sustainability\\_Study\\_Final\\_Report\\_03-09.pdf](http://boulderlibrary.org/masterplan/docs/BPL%20Facilities_Sustainability_Study_Final_Report_03-09.pdf)

- C. Most Recent Study Session with City Council:  
[http://www.bouldercolorado.gov/files/City%20Council/Study%20Sessions/2010/Boulder\\_Public\\_Library\\_Study\\_Session\\_9-14-2010.pdf](http://www.bouldercolorado.gov/files/City%20Council/Study%20Sessions/2010/Boulder_Public_Library_Study_Session_9-14-2010.pdf)

### III. **Library Operations**

- A. Overview of Operations  
B. Budget and Fund Management  
1. Current Library and Arts Budget, p. 83-87 of PDF:  
[http://www.bouldercolorado.gov/files/Finance/Budget/2013\\_Annual\\_Budget/Volume\\_I/06\\_Department\\_Overviews.pdf](http://www.bouldercolorado.gov/files/Finance/Budget/2013_Annual_Budget/Volume_I/06_Department_Overviews.pdf)  
2. Most Recent Use and Management of the Library Fund  
C. Most Recent Circulation and Usage Statistics:  
<http://www.lrs.org/>  
D. Regulations, Rules, and Policies  
1. Library Rules of Conduct: <http://boulderlibrary.org/about/rules.html>  
2. Library Card Information:  
<http://boulderlibrary.org/card/>  
3. Library Meeting Spaces/Terms of Use and applications:  
<http://boulderlibrary.org/about/spaces.html>  
4. Internet Access Policy and Acceptable Use Policy for Electronic Information Resources <http://boulderlibrary.org/about/internet.html>  
5. Wireless Internet  
Access: <http://boulderlibrary.org/services/computer/wireless.html>  
6. Materials, Programs & Services Collection Policy (webpage includes links to the Library Bill of Rights, Freedom to Read, Freedom to View, and the Request for Reconsideration form): <http://boulderlibrary.org/about/selection.html>

### IV. **Communications**

- A. Commissioner Communication Guidelines  
B. Guiding Principles for Interaction Among Council, Boards, Commissions, and City  
Staff: [http://www.bouldercolorado.gov/files/City%20Manager/Boards/guiding\\_principles.doc.pdf](http://www.bouldercolorado.gov/files/City%20Manager/Boards/guiding_principles.doc.pdf)  
C. Library Staff Phone List and Organizational Chart  
D. Boulder Library Foundation Contact List

### V. **Commission Meetings**

## **PART THREE: GLOSSARY OF LIBRARY TERMS**

**Meeting Date: January 8, 2014**

**1. Library Commission Recruitment/Appointment Process**

A few dates provided by the City Clerk’s Office concerning Library Commission recruitment:

January 2nd	Recruitment begins
February 13	Application Deadline
March 6, 11, 13	Group Interviews 6-9pm (all Boards and Commissions)
March 18	Appointment made by City Council
April 1	Reception 5-6 PM
April 10	Orientation for New Members with City Attorney

**2. Library Commission Upcoming Calendar**

	<b>Priority Discussion</b>	<b>Commission Responsibilities</b>	<b>Visitors</b>
<b>September 2013 - March 2014</b> - City recruiting and hiring a new Library and Arts Director			
<b>December 2013 - January 2014</b> - Café vendor RFQ/RFP process			
<b>Jan 8</b> Meadows	<ol style="list-style-type: none"> <li>1. Main Library Renovation - Update on construction contract award and café vendor RFP review</li> <li>2. Review of bids received for base project and alternates</li> <li>3. NoBo Corner Library Update</li> </ol>	<ul style="list-style-type: none"> <li>• Pick 2 Candidates for Library Director candidate interview panel</li> <li>• Review the orientation handbook for incoming commissioners.</li> <li>• Assist in recruiting new Commission candidates.</li> </ul>	
<b>End of January</b> - public presentations (30th?) and interviews for Library Director finalists (31st?)			
<b>mid-January 2014</b> - groundbreaking ceremony for Main Library Renovations			
<b>January 2014 - October 2014</b> - CONSTRUCTION phase of Main Library Renovation			
<b>Feb 5</b>	<ol style="list-style-type: none"> <li>1. Main Library Renovation Update</li> <li>2. Funding Goal - Info and Vision</li> <li>3. Begin Policies Review</li> <li>4. Foundation Grant Update &amp; 2014 Proposal Review</li> </ol>	<ul style="list-style-type: none"> <li>• Commission candidate application due in February</li> </ul>	eServices Manager, Aimee Schumm
<b>February 10</b> - Boulder Library Foundation meeting to consider funding renovation project proposals			
<b>February 25, 2014</b> - Public Art Selection Panel selects finalist			

<b>Mar 5 Carnegie</b>	1. Main Library Renovation 2. Review Findings from Priorities and Long-range Planning Discussion. Review MP Appendix J.	Review Public Art Finalist Farewell to Commissioner Landry	
<b>Mid-to-End of March</b> - anticipated start date of new Library & Arts Director			
<b>March 2014</b> - anticipated opening of NoBo Corner Library			
<b>Apr 2 Arapahoe Room</b>	1. Main Library Renovation 2. Priorities Review (cont.) 3. Review Meeting Minutes Guidelines 4. Review 2015 Holiday Closures	Welcome new commissioner Elect new officers and Boulder Library Foundation members Take commission photo for website	

To: Boulder City Council  
Jane Brautigam, City Manager

From: Boulder Library Commission

Subject: Library Commission 2014 Priorities and Input for City Council Retreat

On Wednesday, December 4, 2013, the Library Commission agreed to recommend the following suggestions as input for the January 2014 City Council retreat.

- **Library Operations Funding.** As Boulder voters demonstrated a clear interest in reallocating tax revenues and further investing in core services, we ask that you keep in mind the many service reductions sustained by the library in the last decade - when the demands for library services including restored hours, technology diversity, educational and cultural services, and multi-formatted collections are continuing to increase.
- **Civic Area Plan.** The Library Commission is enthusiastic about many of the ideas and opportunities to improve the Civic Area space and are pleased that the main library will serve as an important cornerstone. As many of the proposed ideas will have significant impacts on the library and our patrons, we hope to be an integral part of this planning discussion. In particular, both in the short and long-terms, we encourage Council to focus on the complex issues of security. As a public space in the civic campus, the library struggles with the challenges of providing an open, safe, and comfortable environment for *all* our patrons. By addressing this topic for the larger encompassing area, Council can help increase the impacts of our efforts.
- **Homelessness.** The Library Commission would like to see the Council expand day services to the homeless population in accordance with its Homelessness priority. In particular, sufficient day services for the homeless population, including those who have drug and alcohol dependencies, could relieve pressure from the library and its environs, allowing more focus on mission critical services.
- **Charter Amendments.** The 1917 Charter of the City of Boulder defined duties and rules of the Library Commission that are outdated and not reflective of today's city governance. Appointed by City Council, the Library Commission then operates under the direction of the City Manager - unlike other City Boards and Commissions. Both of these issues contribute to significant confusion every year. We request that City Council consider proposing amendments to the City Charter, Article IX, Sections 132-136 to better align our prescribed duties and relationship with City Council.

Prior to receiving the City Clerk's request for input to your City Council Retreat, the Library Commission defined its 2014 priorities and identified ways that we require assistance from City Council in completing them. We hope these will be a part of our ongoing discussions with City Council in 2014.

- **Hiring and Transition of a new Library Director.** Working with Bradbury Associates, the City of Boulder is in the process of hiring a new library director, who is expected to be on board in late March 2014. As we hope to attract and hire a great new director, we want to make sure we do our part in making the transition to the BPL and Boulder successful.

**★ Help request for City Council:** As we schedule BPL meetings and community events, we hope City Council members will join us in welcoming our Director and helping him/her get to know our community.

- **Main Library Renovations.** After a busy 2013 working with studiotrope Design Collective (sDC) on the plans for renovating the Main Boulder Library, we're excited to start construction in January 2014 and look forward to completion in late 2014. Our groundbreaking ceremony is currently planned for mid-January and we'll invite you all to join us.

However, there's still significant work to be done. After our community input process and design iterations with the library's Design Advisory Group (DAG), the Studiotrope design presented to the community came back at a cost \$869,370 over the total project budget of \$3,454,287. We were obviously disappointed as the budget was a requirement of the project. As a result, the DAG worked with Studiotrope to scale back components to be included in the renovation and reduce finishes to fit the project within the budget. Unfortunately, this eliminated important elements of the renovation plan and diminishes the final outcome in significant ways that will impact our community and does not adequately reflect their input. While these items are being presented to contractors as "alternates" to the bid process, within the climate of the current construction climate, we have been advised not to expect a favorable outcome. The affected items include:

- Café /Bridge renovation - finishes, furniture, lighting and casework
- Technology lab adjacent to Teen space
- Energy efficient and improved lighting to main stairway, children's area, and fiction
- Audio-visual enhancements to meeting rooms, children's and teen areas
- Second children's restroom (empty room included)
- Furniture for patron seating (other than children's and teen areas)
- New meeting room casework
- Flexible, configurable shelving to improve access to collections

While staff and the commission are anticipating our December 13, 2013 bid opening date to understand the precise impact of the cost overages, we are starting to plan strategies to cover the cost of these important improvements. As our community is investing \$3.4M in this renovation, we want to make sure the environment, comfort, services, and potential of our new library spaces, along with the promises we made to the public, can be realized now as a part of this renovation.

**★ Help request for City Council: We will need City Council's help in finding the monies required to finish this project in the way that Boulder deserves.**

- **NoBo Corner Library.** Thanks to the approval of additional 2014 budget by City Council, we look forward to opening the newest library branch in North Boulder in March 2014. The *NoBo Corner Library* will be a new library model for Boulder and we hope to work with the community to shape the library services offered in this 570 square foot space. We invite City Council to visit this library and communicate with commission any ideas and feedback you receive from the neighborhood.

- **Virtual Library Branch.** Current society demands a library which embraces and evolves with the best technologies and supports all patrons in their use of, education about, and access to these technologies. With increased budgetary demands for our collection to exist in multiple formats and on-demand, it is essential that we expand our concept of the library's website into a true virtual branch with its own collections, events, assets, community, services, and possible digital collection platform. We will continue to work with staff to define goals, opportunities, and costs associated with building our Virtual Library Branch.

- **Library District Consideration.** As the commission is completing a review of the goals outlined in our 2007 Library Master Plan, in preparation of a new Master Plan to be completed in 2015, we continue our evaluation of expenditures, revenues, and performance measures as well as options to stabilize funding. We will continue our exploration of alternative funding and governance options including creation of a library district.

- **Library and Arts Divisions.** As a result of the City's Arts and Cultural Assessment and critical positions remaining unfilled within the department for planning library and arts programming, many concerns arose from both the Library and Arts communities in Boulder (including the commissions) regarding the distinctions and shared management of these divisions. The Library and Arts Commissions have begun joint discussions and are planning a joint meeting/retreat in 2014 to clarify roles and discover opportunities for collaboration.

Sincerely,

A handwritten signature in black ink, appearing to read "Anne Sawyer", with a long horizontal flourish extending to the right.

Anne Sawyer  
Chair, Boulder Library Commission

**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. 3, 2014

**SUBJECT:** Jan. 8, 2014 Library Commission Meeting – Update from Staff

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

**I. Library director hiring process update (agenda item 6A)**

Candidates for the library director position are being evaluated by Bradbury/ Gossage Associates. A tour of the city, a “meet and greet,” and candidate presentations are tentatively scheduled for Thursday, Jan. 30. Interviews are tentatively scheduled for Friday, Jan. 31. An update on the process will be provided via email the week of Jan. 20.

**II. NoBo Corner Library update**

BPL and Boulder Housing Partners hosted an open house at the future NoBo Corner Library on space Friday, Dec. 6. The open house coincided with the NoBo “First Friday” art walk event. Attendance was estimated at 100 people, despite the cold temperatures. Library staff, four library commissioners, and two city council members were able to talk to local residents, business owners, and community partners about forthcoming library services. The open house reflected the excitement for the anticipated March 2014 opening, and offered an excellent opportunity to collect feedback and interact with the north Boulder community in person.

Community input on preferred hours of operation is currently being solicited via an online and email survey, which is available through Jan. 3, 2014. To-date, several hundred survey responses have been submitted, and library staff members are replying to those respondents who have requested follow-up on their questions or comments.

Boulder Housing Partners is currently reviewing the draft lease agreement sent to them in mid-December. The necessary facility modifications and/or tenant improvements will begin once the lease is finalized.

The library’s collection development team is planning the purchase of new library materials and the reallocation of some existing, popular duplicate materials in the system for the NoBo Corner Library.

**III. Results of Boulder Library Foundation program funding requests**

The Boulder Library Foundation board unanimously supported all four of the fall proposals for the full amounts requested. The four grants are:

- |  |                  |
|--|------------------|
| 1. Replacement of the Reynolds Branch Legos and games: | \$ 1,274         |
| 2. Gas logs for the Reynolds Branch fireplace:         | \$ 5,000         |
| 3. Teen Film Nexus and Summer Reading Program 2014:    | \$ 3,620         |
| 4. BPL Children’s Summer Reading Program 2014:         | <u>\$ 20,050</u> |

The Boulder Library Foundation’s generous support of these library programs and the amenity for the Reynolds Branch will be acknowledged in the Jan. 8 edition of the library newsletter.

**IV. Information update: new electronic music and movie resource**

Within the last year, new digital e-content models for music, movies, and audiobooks have emerged that required our attention.

- The principal trend in these products is toward streaming delivery, increased ease of use, and unified platform access.
- All models are based on licensing rather than ownership.
- As expected, content varies widely and is dependent on the unique contracts between the vendor and their partners. Products are evaluated based upon content, ease of use, access, delivery methods, limits, subscription model and cost.
- No models are construed by the library as being competitive to consumer services such as Netflix, Hulu, Amazon Prime, Pandora or Spotify.

Despite the fact that libraries cannot offer the depth and breadth of e-content in the consumer market, we believe that offering streaming music, movies, and audiobooks is one important way to meet new patron expectations and habits. Technology trends will continue to evolve and it is important that libraries, as good stewards, remain active participants through that evolution.

**Outcome:** After evaluating Freegal Music and its new movie service against the competition and assessing its usage, BPL has decided not to renew its contract with Freegal Music for the April 2014 term [barring successful re-negotiations on pricing with competitors]. After participating in a trial of the Hoopla product, the collection development staff thinks the multi-content, single platform model, together with the ease of use and options for budget management, make Hoopla better suited for BPL. It is not intended as a digital subscription in lieu of physical DVDs or music and audio CDs. Popular new materials will continue to be purchased in a variety of formats; E-collections are understood to be complementary to physical collections. While many large libraries offer both Freegal and Hoopla, the associated costs make this option untenable for BPL.

Database Name	Ease of Use/Access	Delivery Method & Limits	Subscription Model
<b>Hoopla</b> [Midwest Tape LLC] <i>2012 beta</i> <i>2013</i>	<ul style="list-style-type: none"> <li>• Easy to use.</li> <li>• One platform &amp; app for 3 formats: movies, audiobooks, and music.</li> <li>• Simultaneous use</li> </ul>	<ul style="list-style-type: none"> <li>• Streamed to PC/MAC, download to mobile app (except video).</li> <li>• Library sets own limits and can suppress or promote content on the platform.</li> <li>• Entire albums.</li> </ul>	<ul style="list-style-type: none"> <li>• Pay per circ/use. \$0.99 to \$2.99 per circ</li> <li>• Advance based on service pop.</li> <li>• No set up, maintenance, or subscription fees.</li> </ul>
<b>Freegal Music</b> [Library Ideas LLC] <i>2010</i>	<ul style="list-style-type: none"> <li>• Easy to use but each format offered as different site and subscription.</li> <li>• Simultaneous use.</li> </ul>	<ul style="list-style-type: none"> <li>• Download to device.</li> <li>• 3 song downloads per week per patron (this restriction imposed by Sony distributor)</li> </ul>	<ul style="list-style-type: none"> <li>• Flat fee subscription to content bundle.</li> <li>• MP3 files are downloaded and kept by end user.</li> </ul>

<b>Freegal Streaming Music</b> [Library Ideas LLC] 2013	<ul style="list-style-type: none"> <li>• Additional cost to stream /Simultaneous use</li> </ul>	<ul style="list-style-type: none"> <li>• Streamed.</li> <li>• 3 hrs per day per cardholder.</li> </ul>	<ul style="list-style-type: none"> <li>• Flat fee subscription [additional fee to Freegal Music].</li> </ul>
<b>Freegal Movies</b> [Library Ideas LLC] 2013	<ul style="list-style-type: none"> <li>• Separate cost and website/app from music site /Simultaneous use</li> </ul>	<ul style="list-style-type: none"> <li>• Streamed.</li> <li>• 3 per week .48 hr window to watch.</li> <li>• Cannot check out again for 6 mo.</li> </ul>	<ul style="list-style-type: none"> <li>• Flat fee subscription to content bundle.</li> </ul>
<b>Overdrive Streaming Video</b> [Overdrive Inc.] Nov 2013	<ul style="list-style-type: none"> <li>• One platform on Front Range Lib/One copy = One user</li> </ul>	<ul style="list-style-type: none"> <li>• Streamed.</li> <li>• One title per user.</li> <li>• Holds required.</li> </ul>	<ul style="list-style-type: none"> <li>• Pay per copy.</li> <li>• One copy one user limit.</li> </ul>

**Further reading:**

Computers in Libraries [Library Technology Forecast for 2014 and Beyond](http://www.thedigitalshift.com/2013/07/media/more-vendors-help-libraries-stream-video) by Marshall Breeding  
<http://www.thedigitalshift.com/2013/07/media/more-vendors-help-libraries-stream-video>

**V. Carnegie Daily Camera Archive Project**

The folder files collection of the Daily Camera donation are now in the BPL catalog! This portion of the collection is comprised of important events in Boulder's history, significant subjects such as churches, schools, county towns, bike races and well-known people. All are now searchable in the BPL database either by "local call number" 928 or in the general catalog or specifically in the Carnegie catalog scope by subject under a "word search."

The following example of searching by collection number shows you every file arranged alphabetically:

<http://nell.boulderlibrary.org/search~S8/?searchtype=c&searcharg=928&searchscope=8&sortdirection=-&SORT=D&extended=1&SUBMIT=Search&searchlimits=&searchorigarg=c928>. Click on the title entry for a complete contents listing of that file folder.

Likewise, if you type in a topic (e.g. Frank Shorter) in a keyword search in the catalog or Carnegie scope, the catalog item record will come up along with all other holdings in the consortium on the subject.

<http://nell.boulderlibrary.org/search/?searchtype=X&SORT=D&searcharg=frank+shorter&searchscope=8>

This project is the result of 2.5 years of painstaking work by the project contractor, Barbara Buchman, and a group of volunteers who reorganized 96 drawers of clippings and photographs. They rearranged and described the contents of each drawer including dates the clippings were published and any accompanying photographs and negatives. Carnegie staff members entered the records into the library's catalog during the months of November and December 2013.

**VI. Maria Rogers Oral History Project (MROHP) website update**

Carnegie and eServices staff members have completed the first phase of rebuilding the Maria Rogers Oral History. The website is up and running, but in the "soft opening" phase of working out all of the bugs of being live on a new platform (<http://oralhistory.boulderlibrary.org/>). Each

of the approximately 1800 oral history records were imported as a batch into the new WordPress database. The database records are now being “cleaned up,” e.g. moving content to the correct database fields, removing excess or redundant content, using former catalog keywords as tags in the new platform, etc. This cleanup process is necessary due to the migration to a new, improved platform and the fact that cataloging methods have evolved during the past 20 years without the changes being applied to records retroactively. As each record is completed, it becomes available on the website for patron access. We are fortunate to have the assistance of a few specially trained volunteers assisting with this project. The new WordPress platform will be compatible with the library’s forthcoming new website design and is easier for staff and volunteers to add and create content. It will also be more secure and easier for staff to maintain and support than the previous obsolete ColdFusion platform that crashed last year.

Susan Becker, MROHP manager, is in charge of phase two of the project which entails introducing a new feature to the site, the small but growing collection of video interviews. Susan is able to embed the YouTube video interviews files as patrons request them. Let us know if there is a video interview in the Carnegie collection of someone that you would like to see. We will be happy to post it!

## **VII. Oral histories being collected from September flood victims**

The Maria Rogers Oral History Program (MROHP) of the Carnegie Branch Library for Local History is conducting interviews with people affected by the September flooding. A group of 10 people from the MROHP are working on the interviews, and their goals for the project are as follows:

- Document the experience of living through the flood in various areas
- Understand prior flood mitigation practices and how they affected what happened
- Understand changes in the built and non-built environment due to the flood
- Document recovery stage
- Understand the implications of what happened in terms of possible future actions.

As of December, people in Lyons, Jamestown, Salina, and Boulder are either lined up to be interviewed or have already been interviewed. Eight interviews that have either been completed or are in process:

- a Lyons schoolteacher
- a south Boulder resident
- a Jamestown firefighter and first responder
- residents of Salina
- a staff member at Frasier Meadows
- a Jamestown resident
- Jamestown’s mayor
- A resident of Jamestown

In addition, two people in the homeless community have been added to the list. Kristy Anderson, head of the Boulder County Farmer’s Market, is enthusiastic about the project and has agreed to assemble a list of impacted farmers to be contacted. Kayann Short, of Stonebridge Farm in Lyons, is working with MROHP to identify other Lyons-area potential narrators and has offered the community room at her farm as an interview location for Lyons interviews.

Collaborations currently underway include donations of interviews by a local independent filmmaker; working with *Colorado Preserve America Youth Summit: Preservation 911* to teach

middle- and high-school students about oral history interviewing and guide them in doing flood-related interviews; and acquiring the flood interviews conducted by Maeve Conran from KGNU. All collaborated interviews will be archived at the Carnegie Branch Library, and will be available online (<http://boulderlibrary.org/carnegie/collections/mrohp.html>) as a special flood collection.

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