

**BOULDER PUBLIC LIBRARY DISTRICT**  
 -REGULAR MEETING-  
 Tuesday, October 17, 2023  
 Boulder Public Library, Canyon Meeting Room  
 1001 Arapahoe Avenue, Boulder CO  
 and  
 Via Zoom  
 6:00 p.m.  
 Join Zoom Meeting  
<https://tinyurl.com/yckjjw7v>

<u>Board of Trustees</u>	<u>Term Expiration</u>
Benita Duran	2028
Jennifer Yee	2028
Sylvia Wirba	2027
Doug Hamilton	2027
Cara O'Brien	2026
Sam Fuqua	2025
Joni Teter	2024

**AGENDA**

1. Call to Order
2. Declaration of Quorum
3. Public Comment
4. Consider Approval of Minutes of October 10, 2023
5. Treasurer's Report
6. CALCON Report
7. Library District Director Updates (David Farnan)
8. Subcommittee Updates
9. Trustee Matters
10. Legal Counsel Status Report including IGA update (Legal Counsel)
11. Possible Executive Session:

*Upon Motion Made and carried by a 2/3 vote the Board may enter executive session as allowed by Section 24-6-402 (4), CRS for a conference with the attorney on specific legal matters and to determine matters that are subject to negotiations concerning the Intergovernmental Agreement with the City and County as allowed by subsections (4) (b) and (e).*

12. Adjournment

**NEXT SPECIAL MEETING: Tuesday, October 24, 2023 at 6:00 p.m.**  
**Boulder Public Library, Canyon Meeting Room, 1001 Arapahoe Avenue**

# RECORD OF PROCEEDINGS

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## MINUTES OF THE SPECIAL MEETING OF THE BOARD OF TRUSTEES

OF THE

BOULDER PUBLIC LIBRARY DISTRICT

Held: Tuesday, October 10, 2023, at 6:00 p.m. at Boulder Public Library, 1001 Arapahoe Avenue, Boulder, Colorado.

Attendance

The special meeting of the Board of Trustees of the Boulder Public Library District was called and held as shown above in accordance with the statutes of the State of Colorado. The following Trustees, having confirmed their qualifications to serve on the Board, were in attendance:

Katharine (Joni) Teter  
Cara O'Brien  
Sam Fuqua  
Jennifer Yee  
Doug Hamilton  
Cara O'Brien  
Sylvia Wirba  
Benita Dura (joining late via Zoom)

Also present were Kim J. Seter, Esq. and Marissa Peck, Esq. (via Zoom), from Seter & Vander Wall, P.C.; David Farnan, Director of the Boulder Public Library; Jennifer Phares, Deputy Director of the Boulder Public Library (via Zoom); Chris Barge, executive director of the Boulder Public Library Foundation and members of the public.

Call to Order

Trustee Teter called the meeting to order at 6 p.m. noting that a sufficient number of appointed trustees were present to create a quorum authorized to act on behalf of the District.

Consider Approval of Minutes of October 3, 2023

Following motion from Trustee Yee, and second from Trustee Hamilton, the October 3, 2023 minutes were approved unanimously as modified.

Public Comment

None.

# RECORD OF PROCEEDINGS

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## 2024 Budget

- First Reading

Mr. Farnan presented his memo on the 2024 budget (attached) and thanked the Finance Subcommittee for its contributions in developing the budget.

He highlighted the areas comprising the largest amounts within the budget, including personnel expenses, operations and facilities expenses, and materials expenses.

Trustee Teter made a suggestion for changes on the facilities portion of the memo, namely language explaining that the District has a ten-year plan to address the backlog in facilities and buildings maintenance. She suggested also making clear that the 2024 budget represents only the first year in that ten-year plan. In addition, she asked that the total amount of the ten-year plan be noted in the budget.

- Public Hearing

Trustee Teter opened the public hearing at 6:24 p.m. There being no public present, the public hearing was then closed.

The Board tabled official action on the budget to a later meeting.

- Proposition HH  
("Prop HH")  
Discussion

Mr. Seter provided an overview of Prop HH, explaining that the District is not required to opt out because it was opted out through the language of the election language.

The Board discussed further, highlighting that under either outcome of the election, the District will see an increased revenue. Trustee Yee asked about the possibility of publishing a guide to Prop HH, regardless of whether it passes, to inform public/users about the impact of the change (or not). Trustee O'Brien voiced her support for this idea.

## Director Update

Mr. Farnan provided an overview of his report, highlighting both HSAs and lifestyle spending accounts as two outstanding items.

He provided an overview of the types of things that would be considered qualified expenses under the lifestyle spending account, and requested feedback from the Board related to how this account should be set up. The Board discussed the appropriate amount to deposit in this account, with suggestions ranging from \$300 to \$500 per year, with any leftover amounts in the account at the end of the year rolling over to the following year. In response to a question from Trustee Fuqua, Mr. Farnan explained that this benefit will not need to be paid out when an

# RECORD OF PROCEEDINGS

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employee leaves, and that the money is taxed.

The Board also discussed the process of hiring City employees, and whether positions would be changing much as a result of this process. Mr. Farnan gave an overview of the current timeline. Job offers are going out on Monday, and staff will then have a week to complete a job application for their position. Once the applications are reviewed, and following the finalization of the budget, offer letters will be sent out. Employees must sign these offers by October 26<sup>th</sup>. Mr. Farnan is working with the City to figure out the best time to send out termination letters. Mr. Farnan will be speaking to the staff about this process tomorrow.

Open enrollment for employees will occur in mid-November.

Trustee Teter requested Mr. Seter make changes to sections 2.1 and 2.2 to reduce confusion around the various dates related to hiring District employees.

The Board expressed support for a high-deductible plan to accompany the option to opt into an HSA.

## Subcommittee Updates

Trustee Duran provided an update on the construction site tours, which are still being scheduled with the Library Commission.

## Trustee Matters

The Board discussed participating in CALCON.

## Legal Counsel Status Report

Mr. Seter presented his report, which contained no new items and provided an update on the IGA negotiations. Mr. Seter is still awaiting comments from the City regarding the licensing agreement.

Trustee Teter asked that any questions or comments regarding the current version of the IGA be sent to Mr. Seter.

## Adjournment

There being no further business to come before the Board, and upon motion duly made, seconded and unanimously carried, the meeting was adjourned at approximately 7:30 p.m.

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Secretary for the Meeting



# **2024 Benefit Guide**

FOR

## **Boulder Public Library**

**Enroll By November 29th**

## **We Appreciate You**

We're glad you're here with us and want to take good care of you. That's why we take the time to make these valuable benefits available to you and your family. We have created a benefits program that helps you and your dependents stay healthy and protected. We encourage you to take a look at the information in this guide so you can make informed choices about these benefits.

## **Benefits Summary**

**YOUR MEDICAL INSURANCE WILL BE WITH  
Cigna**

**YOUR DENTAL INSURANCE WILL BE WITH  
Ameritas**

**BASIC LIFE & VOLUNTARY LIFE INSURANCE WILL BE WITH  
The Hartford**

**YOUR VISION INSURANCE WILL BE WITH  
Ameritas**

**SHORT TERM & LONG TERM DISABILITY WILL BE WITH  
The Hartford**

**GROUP ACCIDENT, CRITICAL ILLNESS & HOSPITAL INDEMNITY WILL BE WITH  
AFLAC**



# Good Things to Know

## QUALIFYING EVENTS

A qualifying event is defined by the IRS to include:

- Change in marital status,
- Gain or loss of an eligible dependent, or
- Change in employment for you or your spouse that affects your benefits or eligibility for Medicare or Medicaid.

Benefit changes related to an IRS qualifying event must be submitted within 30 calendar days from the qualifying event date along with documentation supporting your change request.

## ELIGIBILITY

All full-time regular employees working 30 hours or more per week and part-time employees working 20-29 hours per week are eligible to participate in the insurance plans on the first of the month following or coinciding with 30 days of employment.

## CIGNA ELECTRONIC ID CARDS

Cigna will no longer mail out member ID cards. Member ID cards can be found by logging on to [MyCigna.com](https://www.MyCigna.com).

## THE NO SURPRISES ACT

You are protected from balance billing for:

- Emergency services
- Certain services at a hospital or ambulatory surgical center in your plan's network

When you receive services from a hospital or ambulatory surgical center (places that perform outpatient surgeries) in your plan's network, certain doctors or specialists there may be out-of-network. In these cases, the most they may bill you is your plan's in-network cost-sharing amount. This applies to emergency medicine, anesthesia, pathology, radiology, laboratory, neonatology, assistant surgeon, hospitalist, or intensive services. These specialists cannot balance bill you and cannot ask you to give up your protections not to be balance billed.

If you think you've been wrongly billed, you can contact the Employee Benefits Security Administration (EBSA), the No Surprise Help Desk (NSHD) at 1-800-985-3059 or [cms.gov/nosurprises](https://www.cms.gov/nosurprises) or your State Regulator.





# Cigna Medical Plans

## IN-NETWORK BENEFITS

	HDHP/HSA Plan	Copay PPO Plan
<b>Deductible</b>	\$4,500 Single \$9,000 Family	\$1,250 Single \$2,500 Family
<b>Coinsurance</b>	100%	80%
<b>Out of Pocket Maximum</b>	\$4,500 Single \$9,000 Family	\$4,500 Single \$9,000 Family
<b><u>Preventive Care</u></b>	100% Covered	100% Covered
<b>Office Visit</b>	100% covered after deductible	\$25 copay
<b>Specialty Doctor Office Visit</b>	100% covered after deductible	\$50 copay
<b>Emergency Room Visit</b>	100% covered after deductible	80% covered after deductible
<b>Urgent Care</b>	100% covered after deductible	80% covered after deductible
<b>Hospital Stay Cost</b>	100% covered after deductible	80% covered after deductible
<b>X-Rays and Labs</b>	100% covered after deductible	100% covered; deductible does not apply
<b>MRI's, CAT scans, PET scans</b>	100% covered after deductible	80% covered after deductible
<b><u>Prescription Drug Coverage</u></b>	100% covered after deductible	\$15/\$45/\$60
<b>Provider Finder Website</b>	<a href="#">Open Access Plus</a>	





# Cigna Monthly Medical Rates

## FULL-TIME EMPLOYEES (30-40 HOURS)

<i>HDHP/HSA Plan</i>	Monthly Premium	Library Pays	Employee Pays
Employee Only	\$582.52	\$477.67	\$104.85
Employee + Spouse	\$1,223.32	\$1,003.12	\$220.20
Employee + Child(ren)	\$1,106.82	\$907.59	\$199.23
Family	\$1,747.59	\$1,433.02	\$314.57
<i>Copay PPO Plan</i>	Monthly Premium	Library Pays	Employee Pays
Employee Only	\$753.16	\$617.59	\$135.57
Employee + Spouse	\$1,581.65	\$1,296.95	\$284.70
Employee + Child(ren)	\$1,431.02	\$1,173.44	\$257.58
Family	\$2,259.49	\$1,852.78	\$406.71

## PART-TIME EMPLOYEES (20-29 HOURS)

<i>HDHP/HSA Plan</i>	Monthly Premium	Library Pays	Employee Pays
Employee Only	\$582.52	\$291.26	\$291.26
Employee + Spouse	\$1,223.32	\$291.26	\$932.06
Employee + Child(ren)	\$1,106.82	\$291.26	\$815.56
Family	\$1,747.59	\$291.26	\$1,456.33
<i>Copay PPO Plan</i>	Monthly Premium	Library Pays	Employee Pays
Employee Only	\$753.16	\$376.58	\$376.58
Employee + Spouse	\$1,581.65	\$376.58	\$1,205.07
Employee + Child(ren)	\$1,431.02	\$376.58	\$1,054.44
Family	\$2,259.49	\$376.58	\$1,882.91





**NEW @ FOUNDATION HEALTH!**

**Acupuncture  
(\$45/visit)**

## FOUNDATION HEALTH PRIMARY CARE **About Your Membership**

Foundation Health is a membership based medical practice that gives BPL employees unlimited access to extended primary care at no cost. Foundation Health allows employees to make same day or next day appointments, up to 90 minute visits, without dealing with insurance. FH is conveniently located at 1949 Pearl Street in Boulder.

### **ACCESS**

- Same-day or Next-day Appointments
- Limited to No Wait Times
- Unlimited Office Visits
- 24-hour Video Conference, Phone & Email Access
- Extended Hours & Appointments
- No Copays or Coinsurance
- Personalized Primary Care
- On-site Blood Draw
- Discounts with Wellness Partners
- Lab, Specialist & Hospital Coordination
- Chronic Disease Management
- Health Risk Assessment
- Lifestyle & Risk-reduction Coaching

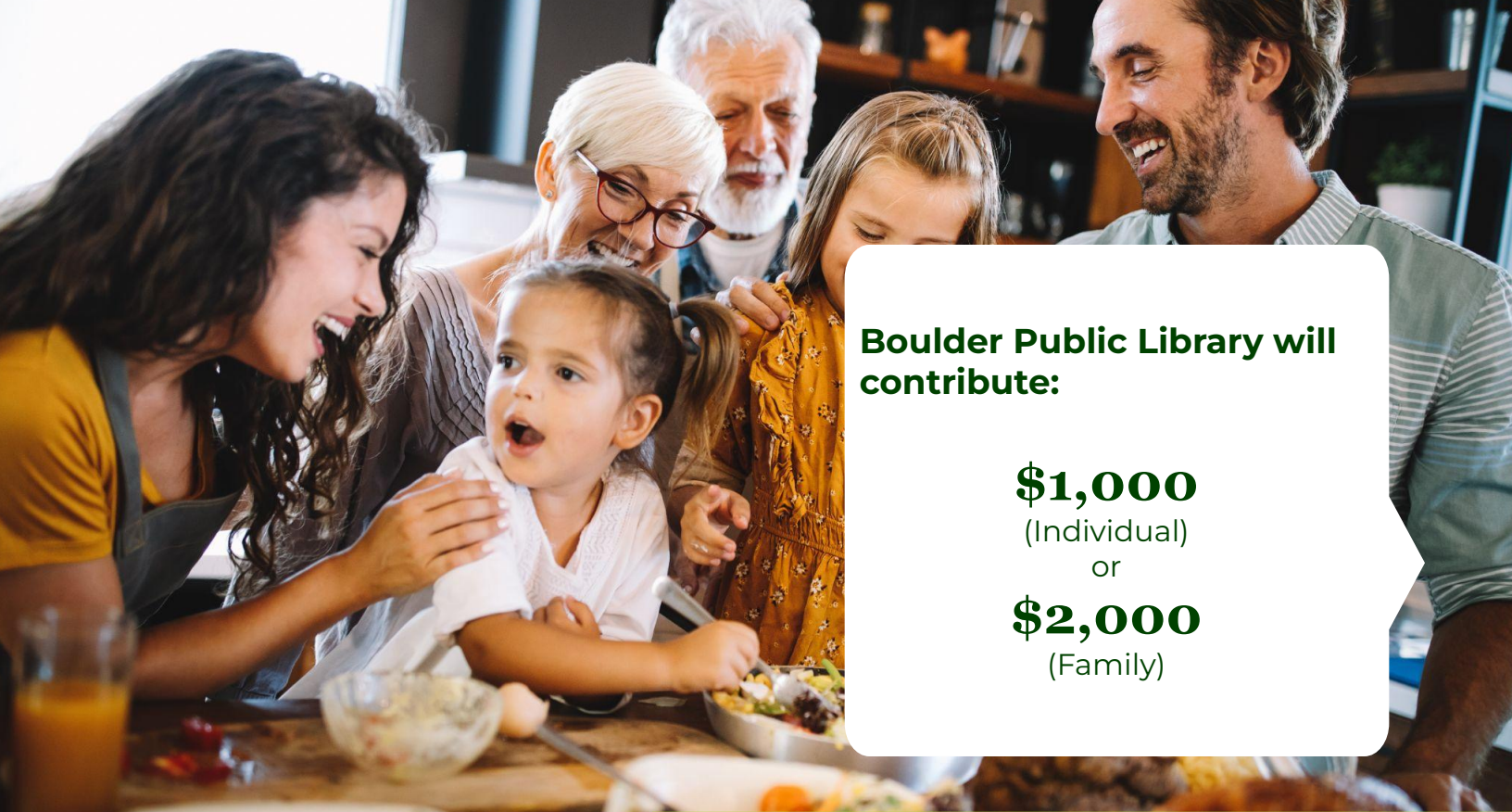
### **OUR SERVICES**

- Women's & Men's Wellness
- Chronic Disease Management & Screenings (Including Heart Disease, Cancer, & Diabetes Exams)
- Fracture Care & Basic Splinting
- EKGs
- Basic Wound Care & Stitches
- Suture & Staple Removal
- Mental Illness Screening
- STI/ STD Screening
- Skin Biopsy & Skin Cyst Removal
- Peak Flow Testing
- Nebulizer Treatment
- Basic Vision Screening
- Fitness & Nutrition Coaching
- Blood Pressure Screening
- Chronic Disease Management
- Prenatal Counseling
- Routine Pediatric Care
- Pregnancy & Strep Throat Tests
- Discounts with our Wellness Partners
- AND MORE!

#### **Your Cost**

**\$0 for employees and dependents who enroll on any health plan!**





**Boulder Public Library will contribute:**

**\$1,000**

(Individual)

or

**\$2,000**

(Family)

**HEALTH SAVINGS ACCOUNT**

# About Your HSA

**HSA CONTRIBUTIONS ARE TAX-FREE UP TO ANNUAL IRS LIMITS:**

**2024**

**\$4,150**

(Individual)

or

**\$8,300**

(Family)

**HSA FACTS**

- If you enroll in an HSA qualified health plans option (HDHP/HSA Plan) you may use an HSA to pay for qualified [medical, dental, and vision expenses](#) for you, your spouse, and your qualified dependents.
- Funds not used in a plan year will “roll-over” to the next year. You own this account.
- You can exhaust funds even if you are later covered by a non-HDHP health plan, you just have to stop contributing.
- If you are over the age of 55, you can contribute an additional \$1,000 per year.

**HSA ELIGIBILITY**

To be eligible, you must be enrolled in a qualified High Deductible Health Plan [HDHP]. If you are enrolled in Medicare, or if you are listed as a “dependent” on another person’s Individual Federal tax return you are not eligible.







## FLEXIBLE SPENDING ACCOUNT

# About Your FSA

### **FLEXIBLE SPENDING ACCOUNT (FSA)**

FSA coverage is offered to eligible employees. Boulder Public Library provides you the opportunity to set aside up to \$3,200 for your qualified medical, dental, and vision out of pocket expenses with pre-tax dollars through Lively FSA. FSA's are a lot like a savings account with monies used for qualified health-related costs. You can save approximately 25% of each dollar spent on these expenses by contributing them to one of the 2 pre-tax Spending Accounts. FSAs work on an annual plan year basis and are funded through regular payroll deductions on a pre-tax basis.

These funds are subject to a use-it-or-lose-it rule, which means that any funds that are unspent by the end of the plan year are forfeited. That means you lose your remaining money if you miss the deadline for spending it all, so always keep track! There is a grace period to submit for reimbursement of claims through March 31, 2025

***\$610 dollars can be rolled over to the following plan year for medical or limited purpose FSA plans only.***

### **DEPENDENT CARE SPENDING ACCOUNT**

The Dependent Care Spending Account allows you to set aside up to \$5,000 tax-free to go toward dependent care costs. These costs can be for daycare, care for elderly or disabled tax-dependents, or toward before- and after-school care. **You can contribute up to \$5,000 per household, or \$2,500 if married or filing separately. Dependents include children up to age 13, your tax-dependent spouse or a relative who is incapable of self-care.** These funds are available as accumulated. Dependent care FSAs are subject to use it or lose it rules.

***Please be aware that these two FSA accounts cannot be commingled.***







## LIFESTYLE SPENDING ACCOUNT About Your LSA

### LIFESTYLE SPENDING ACCOUNT THROUGH LIVELY

Boulder Public Library will offer a new benefit this year: a lifestyle spending account. BPL will provide **\$300 per employee per year** that employees may spend on wellness, transportation, financial wellness or their furry friends. Eligible expenses are:

#### **Best Self**

- Fitness classes
- Gym / fitness membership
- At home workout equipment
- Meditation classes
- Sleep trackers
- Digital health
- Ski passes

#### **Best Friends**

- Pet insurance
- Pet food / supplies / toys
- Pet grooming services
- Pet walking / daycare services
- Pet boarding services
- Pet / adoption fees
- Veterinarian fees

#### **Lively 'Healthy Wallet' LSA**

- Financial consulting services
- Financial workshops
- Tax prep services / consulting
- Student loan consulting
- Lively 'Healthy Wallet' LSA
- Financial planner
- Budgeting training
- Accounting services
- Retirement planning

#### **Transportation**

- Bike maintenance
- New bike
- Toll fees
- Gas costs







## WELLNESS WELLNESS PROGRAMS

### CIGNA MENTAL HEALTH OPTIONS

ADD IN GINGER

### CIGNA WELLNESS

Want to get active, eat healthier, manage stress and live your best life? Join Virgin Pulse offered through Cigna! This well-being program lets you connect with coworkers, friends and family for support and motivation, and celebrate your successes together.

Each eligible employee has an opportunity to earn \$100.00 in incentives, also known as “pulse cash”. To earn pulse cash, certain health metrics/goals must be achieved by the member.

Sign up today to:

- Receive helpful tips and messages
- Participate in fun challenges
- Track your progress

You can watch a demo of the website [here](#).

Join Virgin Pulse today!

[join.virginpulse.com/cigna](https://join.virginpulse.com/cigna)



# Ameritas Dental Plan

	In Network	Out of Network
<b>Deductible (Ind/Fam)</b>	\$50 Single \$150 Family	\$50 Single \$150 Family
<b>Preventive Services</b>	100%	100%
<b>Basic Services*</b>	90%	90%
<b>Endodontics/ Periodontics*</b>	90%	90%
<b>Major Services*</b>	60%	60%
<b>Benefit Maximum (Calendar Year)</b>	\$2,500	\$2,500

If you use an out of network dentist you will be responsible for any amount over the Usual and Customary charges.

\*Prior to having a Basic and/or Major service performed, please ask your dentist for a predetermination of charges

## Dental Cost (Monthly)

	Monthly Premium	Library Pays	Employee Pays
<b>Employee Only</b>	\$47.76	\$39.16	\$8.60
<b>Employee + Spouse</b>	\$114.00	\$93.48	\$20.52
<b>Employee + Child(ren)</b>	\$145.76	\$119.52	\$26.24
<b>Family</b>	\$212.00	\$173.84	\$38.16





# Ameritas Vision Plan

	In Network	Out of Network
<b>Eye Exam</b>	\$20 copay	\$20 copay then up to \$45 reimbursement
<b>Lenses</b>	\$20 copay	\$20 copay then reimbursement up to \$30-\$100 depending on lens type
<b>Frames</b>	\$150 allowance	\$20 copay then up to \$70 reimbursement
<b>Elective Contacts</b>	\$150 allowance	\$20 copay then up to \$70 reimbursement
<b>Frequency</b>	Eye exam, lenses, and frames every 12 months	

*\*Ameritas utilizes the VSP [Network of Providers](#)*

## Vision Costs (Monthly)

	Monthly Premium	Library Pays	Employee Pays
<b>Employee Only</b>	\$9.88	\$8.10	\$1.78
<b>Employee + Spouse</b>	\$19.20	\$15.74	\$3.46
<b>Employee + Child(ren)</b>	\$16.64	\$13.64	\$3.00
<b>Family</b>	\$25.96	\$21.29	\$4.67





# The Hartford

## BASIC LIFE & VOLUNTARY LIFE INSURANCE OPTIONS

### **Boulder Public Library-SPONSORED LIFE INSURANCE**

Boulder Public Library provides eligible with life and accidental death insurance coverage. There is no cost to you. Employees receive 1.5 x annual salary up to \$200,000 in coverage.

### **VOLUNTARY LIFE INSURANCE**

Boulder Public Library employees can purchase additional life insurance if needed - \$500,000 or 5x your salary (whichever is less). No evidence of insurability is required up to \$120,000 or \$100,000 in coverage for employees under 70 if newly hired. Coverage is also available for spouses in increments of \$5,000 up to 100% of the Employee's benefit up to \$250,000. No evidence of insurability is required up to \$25,000. Child(ren) coverage is available in increments of \$1,000 up to a benefit maximum of \$10,000.





# The Hartford

## SHORT TERM & LONG TERM DISABILITY

### SHORT TERM DISABILITY

Boulder Public Library provides a short term disability policy at no cost to employees. In the event that you become sick, disabled, or involved in a non-work related accident, the short term disability policy will cover 67% of your income up to a maximum of \$2,000 per week. Benefits begin 7 days after your disability and will continue for 25 weeks. The Library will supplement your benefits up to 75% of your income.

### LONG TERM DISABILITY

In the event your short term disability extends beyond 25 weeks, your long term disability will begin paying you. **Benefits begin 180 days after a disability begins** and will continue to pay until Social Security Normal Retirement Age (SSNRA). This benefit is paid monthly and provides you 60% of your income to a maximum of \$8,000 per month.





# MyCigna.com

## YOUR PERSONALIZED HEALTH & BENEFITS INFORMATION IN ONE PLACE

As a Cigna member, you have access to a health hub on [MyCigna.com](https://www.mycigna.com). Here you can find your personalized benefits information, find a provider, estimate costs, access virtual care and behavioral support as well as wellness resources.

### FEATURES OF MyCigna.com

- **Claims** – Check if a claim has been paid along with your estimated cost, if any
- **ID cards** – View, print and email up-to-date member ID cards
- **Coverage details** – Review deductibles, coverage levels and limits
- **Provider search** – Find in-network providers, hospitals, and facilities
- **Cost estimates** – Estimate costs for appointments, procedures, and medications
- **Drug pricing** – Look up coverage, estimated prices and possible alternatives
- **Health and wellness resources** – Access to health and wellness resources, including an online health assessment, health tracking tools, and My Health Assistant digital coaching
- **Virtual Care** – Make appointments with an in-network provider or connect with an MDLIVE provider
- **Behavioral Care** – Find an in-network provider or one that is virtual

### REGISTER TODAY!

- Have your Cigna member ID or Social Security number available
- Go to [MyCigna.com](https://www.mycigna.com)
- Select “**Register**” towards the bottom of the page
- Create a **username** and **password**



## Employee Assistance Program

### EMPLOYEE ASSISTANCE PROGRAM (EAP) – The Hartford

We provide an EAP. This benefit provides you with support, guidance, and resources when you need them (i.e., family, relationship, stress, financial, legal, child and elder care, alcohol and drug, depression/anxiety, grief, crisis, and work issues). This benefit is free to you and any members in your household and is **completely confidential**. This benefit provides three in person visits per year.

**Website:** [guidanceresources.com](https://guidanceresources.com)

**EAP Phone:** 800-96-HELPS

**EAP Login Access:** If you're a first-time user, click on the Register tab.

1. In the Organization Web ID field, enter:  
**HLF902**

2. In the Company Name field at the bottom of personalization page enter:  
**ABILI**

3. After selecting “Ability Assist program”, create your own confidential user name and password.





## AFLAC

### VOLUNTARY ACCIDENT POLICY

#### **VOLUNTARY ACCIDENT POLICY**

Out of pocket expenses associated with an accident are unexpected and often burdensome and its impact on your finances and well-being certainly can be reduced. An Accident policy can help you provide for an unpredictable future by paying cash benefits for accidental injuries. Policy benefit include:

- Daily hospitalization benefits payable for hospital stays
- Benefits payable for emergency room treatment, x-rays, and major diagnostic exams
- Benefits payable for follow-up treatment and physical therapy
- Transportation and lodging benefits payable for travel to receive treatment

Benefits are paid directly to the insured.

	Monthly Cost
<b>Employee Only</b>	\$16.19
<b>Employee + Spouse</b>	\$25.36
<b>Employee + Child(ren)</b>	\$32.81
<b>Family</b>	\$41.98







# AFLAC

## HOSPITAL INDEMNITY POLICY

### HOSPITAL INDEMNITY POLICY

The AFLAC Hospital Indemnity policy provides cash benefits directly to the insured that help pay for some of the costs - some medical, some nonmedical - associated with a hospital stay due to a sickness or an accidental injury.

	Monthly Cost
Employee Only	\$27.30
Employee + Spouse	\$53.94
Employee + Child(ren)	\$46.18
Family	\$72.82





## AFLAC

### CRITICAL ILLNESS INSURANCE

#### **VOLUNTARY CRITICAL ILLNESS INSURANCE**

Critical Illness Insurance, offered by AFLAC, provides cash benefits when an insured person is diagnosed with a covered, critical illness with benefits being paid directly to the insured. This plan provides a lump-sum benefit to help with out-of-pocket medical expenses and living expenses that may accompany a covered illness and is also HSA- compatible.







# RETIREMENT PLANS

## 401k, PERA

### Employee Pension Plan

Employees participate in the Public Employees' Retirement Association (PERA) pension plan. Pensions are a retirement benefit that the library contributes to on your behalf to assist you in your post-career life. Participation in a pension plan is not voluntary and you cannot opt-out. The library enrolls you in PERA, but once you are a PERA member you are responsible for becoming educated about the two (2) types of plans offered and determine what best fits your anticipated needs. Employees new to PERA have 60 calendar days from their start date to elect either the Defined Benefit Plan or Defined Contribution Plan. If you do not make a formal election, you are automatically enrolled in the Defined Benefit Plan. If an employee has already enrolled in PERA previously, you will continue with the plan that you are currently in. Here is the link to the PERA Handbook for New Employees.

<https://www.copera.org/files/accbdeb20/5-57.pdf>

### Supplemental Retirement Savings Plans

Boulder Public Library also offers supplemental retirement savings plans; you are not required to enroll in these plan options, but they can assist you in accumulating additional retirement savings through efficient paycheck deductions. The plans outlined below are plans to which only employees contribute; the library does not match or make contributions. Learn more about your eligibility to enroll in different plan types from PERA.

- PERA 401(k) Plan: A retirement savings plan with a wide variety of investment options, including pre-tax and post-tax (Roth) options for contributions.





MAKE YOUR ELECTIONS  
**Within the  
Next Two Weeks**

## How to Enroll in Benefits Online

**ENROLLING IN BENEFITS ONLINE IS EASY!**

Please go to <https://www.employeenavigator.com> to make your enrollment selections. You can enroll using your DOB, SSN, NAME and the company ID:

### **Boulder Public Library**

If you have previously registered on Employee Navigator, enter your username and password at <https://www.employeenavigator.com>.

**Open Enrollment is the time to make changes to your benefit selections. You will only be able to make changes during the year if you have a qualifying event such as loss of other coverage, marriage, divorce, birth or adoption of a child, etc.**

If you have a qualifying event and need to make a change to your benefits, you must do so within 30 days of the event.







## Contact Us

### FH INSURANCE

**Ronnie Meyers**

720.212.9637  
ronnie@fh-insurance.com

**Amy Mountin**

303.475.8090  
amy@fh-insurance.com

### CARRIERS

**Cigna**

[www.mycigna.com](http://www.mycigna.com)

**Ameritas**

[www.ameritas.com](http://www.ameritas.com)

**Ameritas**

\${Vision\_Carrier\_Phone}



## I. SYNOPSIS

The Boulder Public Library District [BPLD] is seeking a vendor to provide Furniture, Fixture, Workplace Design, procurement and installation services. The vendor will work with a library project lead and impacted staff to transform up to XX square feet of office space located at 1001 Arapahoe Avenue in Boulder to accommodate current and future staff workplace needs.

## II. OVERVIEW

The Boulder Public Library District (BPL) serves a diverse population within the City of Boulder, Boulder County, and surrounding communities. The library has been a department of the City of Boulder and relied on the city for enterprise IT services and support.

In 2022, the voters established the Boulder Public Library District (District.) It is currently an independent governmental entity and subdivision of the State of Colorado. The year 2023 is the transition year for transferring city public library resources to the Boulder Public Library District. The current schedule is for the library to separate from the City of Boulder by January 1, 2024. Visit <https://boulderlibrary.org/about/board/> for more information about the District process.

The Boulder Public Library District seeks proposals from qualified architectural and design and organizational design consultants who have experience with public sector infrastructure. The ideal consultant will demonstrate in their proposal technical and creative. They also must be highly effective communicators.

## III. KEY DATES

- RFP Available October 25, 2023
- Site Visit November 1, 2023
- Deadline for questions November 3, 2023
- Proposals Due to Boulder Public Library November 10, 2023
- Selection Completed / Contract Negotiations Begin November 17, 2023

**Boulder Public Library District** reserves the right to extend the submission deadline or any other deadline or date indicated in the RFP in the event that an extension would be in the best interest of the library. The library reserves the right to reject all proposals or any part thereof and award the contract to the most responsive and responsible firm(s) as deemed in the best interest of the library, or to suspend the procurement if the desired outcomes are not achieved. The library also reserves the option to include additional related services in the resulting vendor contract.

## IV. RULES GOVERNING PROPOSALS

- A. **2.1. Confidentiality**  
The content of all proposals will be kept confidential throughout the selection process and afterward. Copies of any proposal will not be shared with other respondents.
- B. **2.2. Disposition of Proposals**  
All materials submitted in response to the RFP shall become the property of **Boulder Public Library District**.
- C. **2.3. Modification of Proposals**  
Modifications to proposals will not be accepted by **Boulder Public Library District**.
- D. **2.4. Late Submissions**  
Proposals not received prior to the date and time specified will not be considered.
- E. **2.5. Acceptance/Rejection of Submittal**  
**Boulder Public Library District** reserves the right to reject any or all responses to this RFP, to waive minor irregularities in any proposal or in the RFP procedures, and to accept any proposal presented which meets or exceeds these specifications and which is deemed to be in the best interests of the **Boulder Library**. However, the requirements for timelines shall not be waived.
- F. **2.6. Proposal Evaluation**  
A committee of individuals representing **Boulder Public Library District** will perform the evaluation of all proposals. Following this evaluation process, the committee *may* elect to ask certain respondents to complete an oral or written interview before the committee. The purpose of the interview would be to allow those further selected firms expansion and discussion of their written responses.
- G. **2.7. Oral Interviews**  
If oral interviews are provided, they will be held at the sole discretion of Boulder Public Library District and are for the purposes of allowing *the library* to broaden their understanding of certain selected respondents.
- H. **2.8. Final Broker Selection**  
The final selection of the successful respondent(s) is scheduled to be completed as soon as possible. The successful respondent will assume their responsibilities immediately upon Board of Trustee approval of their contract.

## V. SCOPE OF WORK

The selected vendor will act as a design partner, and their scope of work will include, but not be limited to, providing environmentally and ergonomically sound furniture, systems and equipment and space layouts and solutions in collaboration with library staff work groups.

Working with the project lead the vendor will develop final pricing packages and procure final selections. The vendor will install furniture in a staged, coordinated and collaborative manner with the general contractor performing any minor renovations on the project.

The entire scope of the project is to transform X number of offices and storage areas encompassing approximately X square based upon the design work and budget.

We anticipate 4 primary phases of the project.

### **Design:**

1. Work with staff and project lead to produce design ideas with furniture and work-flow integration. Understand user needs and perspectives, define project goals and how success will be measured.
2. Refine layouts, design concepts and budgets for furniture and fixture solutions. Integration of technology and how to incorporate current HVAC conditions to plan. Option analysis.
3. Final design and layout review and approval.

### **Procurement**

1. Product selection and pricing package. [specifications, cut sheets, alternatives.]
2. Bidding and Installation drawings.
3. Procurement and Installation schedules

### **Installation**

1. Construction and coordination meetings [pre and on-site]
2. Furniture delivery and installation. Coordination of delivery and installation with general contractor performing work in building. Coordination [if applicable] with technology and technical [HVAC] systems. Installation of systems on site.

### **Assessment**

1. Collaborate with project lead to design post-occupancy assessment.

## VI. CHALLENGES

### Current Challenges

1. We anticipate the redesign will take multiple sessions with multiple stakeholders.
2. The “construction phase” if there is to be one may not begin until end of Q1 2024
3. Accommodate workflow disruptions. We anticipate that at least 2 workgroups will be disrupted, but need to remain operational. Precise timelines for staging will be required.
4. New staff will begin to be hired in January 2024. New staff will be in the process of starting with the library throughout Q1 – so we will likely be bringing new people on board without defined spaces for them to be while the project is underway.

## VII. BOULDER PUBLIC LIBRARY DISTRICT OBLIGATIONS

The consultant selected for the project will be provided with the following:

1. Project Lead
2. Access to staff
3. Access to files, studies, reports, analyses and other information necessary for the completion of the project. These materials will be provided to the successful vendor following award of the contract.

## VIII. PROPOSAL CONTENT

Please include the following information in the sequence presented below. Proposals should concisely address each objective in the Scope of Services. Please limit proposals to 10 pages).

1. Company History, Team and Related Experience.
  - a. Recent in-house Architecture, Interior Design, Environmental Graphic Design and/or Organizational leadership experience?
  - b. Recent experience in public sector work environment?
  - c. Recent Public Library experience?
  - d. Availability of Senior Interior Design personnel with public sector experience available in Q4 to begin project?
  - e. Experience with construction and permitting process in City of Boulder?
2. Project Approach and Management.
  - a. Briefly describe collaborative approach and integrated design with focus on how you would work with project and lead and assorted workgroups impacted by project.
  - b. Describe tools, analytics, services you will provide to support utilization of space and conduct post-occupancy assessment.



3. Please include:
  - a. estimated timeline
  - b. cost for your services.
  - c. Approximate project budget given the square footage and number of staff impacted.
4. Please submit any other information that is relevant to the project or may support the decision to select your firm for the project.

## IX. CONTACT INFORMATION

For more information or questions about this RFP, please contact:

**PROJECT LEAD:** Jaime Kopke, Program and Events Manager, Boulder Public Library District, 1001 Arapahoe Ave, 303-441-3193, [kopkej@boulderlibrary.org](mailto:kopkej@boulderlibrary.org). All questions about the RFP must be submitted to Jaime by 3 p.m. [Mountain Time] on November 3, 2023. Answers will be issued only to the consultant who submits the question. Unauthorized contact with other Library employees may result in disqualification. Respondents should only rely upon written or verbal statements issued by the Project Lead.

Boulder Library looks forward to receiving proposals from qualified vendors. We will evaluate all proposals carefully and select the vendor that best meets our needs.

## X. CONSULTANT SELECTION

The contract will be awarded to the consultant whose proposal, conforming to this RFP, is most advantageous to the library's mission. The selection committee will be comprised of members of the library staff and designees from the Boulder Public Library District Board of Trustees (or their appointed representatives).

Relevant experience/expertise	35%
Project Approach and Service	35%
Ability to meet the timeline	10%
Cost of Service	15%
Minority owned/operated Business	5%

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## MEMORANDUM

TO: Boulder Public Library District

FROM: Seter & Vander Wall, P.C.; Kim J. Seter, Esq.

DATE: October 16, 2023

RE: Legal Status Report for October 17, 2023

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This is our legal status report for the October 17, 2023 Board of Trustees meeting.

### **Minutes-Action Item**

**Task:** Prepare meeting minutes.

**Status:** The October 10 minutes are ready for approval.

**Action:** **Consider approval of the minutes presented in the packet.**

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### **Policies and Procedures- New Item**

**Task:** Work on Policies and Procedures.

**Status:** You asked me to provide lists of recommended policies and procedures. There is a very interesting and educational list of policies from all over the country sorted in various ways at the following website prepared by CLiC, Colorado Library Consortium.

[Public Library Policy Collection \(clicweb.org\)](http://www.clicweb.org/extras/innovations-innitiatives/publiclibrarypolicycollection/)  
[www.clicweb.org/extras/innovations-innitiatives/publiclibrarypolicycollection/](http://www.clicweb.org/extras/innovations-innitiatives/publiclibrarypolicycollection/)

**Action:** No action required.

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### **Second Reading and Public Hearing 2024 Budget. Updated Report**

**Task:** Adoption of 2024 Budget

{00693381}

**Status:** The 2024 Budget will be presented for your consideration.

Further discussion of the budget will continue October 24 at which time we will present various resolutions to adopt the budget, set the mill levy and appropriate funds.

**Action:** None required.

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**Proposition HH and Potential Opt-Out of Inflation Rate Cap/2024 Budget, Mill Levy and Certification-Completed**

**Task:** Consideration and discussion of Proposition HH and Related District Revenue Reduction Legislation SB 23-303 and SB 23-108.

**Status:** This matter will be removed from the next status report.

**Action:** None.

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**Negotiation of Intergovernmental Agreements- Updated Report**

**Task:** Draft, negotiate and finalize Intergovernmental Agreement among the City, County and Library District required by § 24-90-107(2)(e), C.R.S.

**Status:** Changes and comments were returned to the City last Wednesday. We are awaiting City Attorney review.

**Action:** No action necessary.

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**Family And Medical Leave Insurance Program Opt Out-No Change**

**Task:** Consider FAMLI participation.

**Status:** The Board approved the opt-out resolution. We will register the District with FAMLI Agency and advise of the Opt-Out. This will have to be revisited in 8 years or the District will automatically be reinstated into the program.

**Action:** None Required.

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**2022 Audit Exemption Request-(Report/No Change)**

**Task:** Address State Auditor’s Notice of Failure to File a 2022 audit.

**Status:** Resolution 2023-09-01 was approved and forwarded to the State Auditor’s office. We may or may not receive notice of the waiver; but, will follow up as necessary.

**Action:** None Required.

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**District Bank Account-Report (New Change)**

**Task:** Assist in opening District bank account.

**Status:** Checks have been received from the County Treasurer for deposit.

**Action:** None required.

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**Notice of Violation of 5.5 % Limitation-Report/No Change**

**Task:** The Colorado Division of Local Governments in the Department of Local Affairs notified the County of its belief the District has violated the limitation of 5.5% property tax revenue increases and must refund its tax receipts.

**Status:** The Division often makes these errors. I do not believe the County did anything wrong in the election that approved the tax revenue in the first instance. We are addressing this matter with the Division.

**Action:** None required.

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**Additional Projects Underway (Report)**

- a. Draft BVSD IGA regarding Student 1 - Student ID for Library Access. (completed)
- b. Lyngsoe Contract Amendment and Assignment to District.
- c. Marmot Contract Amendment and Assignment to District.
- d. 3M System Procurement Agreement.

**Additional Projects Outstanding**

- a. Research City and District requirements regarding employment benefits. Completed

- b. Resolution regarding state Family and Medical Leave Insurance Program opt-in or opt-out. **Completed**
- c. Insurance matters including director errors and omissions, public officials' liability coverage, trustee bonds, and workers compensation.
- d. Colorado Open Records Act Resolution (CORA).
- e. Colorado State Archives Records Retention Schedule and Resolution.
- f. Resolution regarding disposal of data containing personally identifying information.
- g. IGA Sub-Projects Underway
  - 1. Obtain and review title work on all properties to be conveyed in fee. **(moot)**
  - 2. Review library property leases regarding assignability and allowed uses etc. **(completed)**
  - 3. Obtain list of operations contracts and copies for review for assignability and conditions.
  - 4. Obtain list of BPL Library personnel positions. **(completed)**
  - 5. Follow up on NOBO subdivision. **(Possibly moot)**
  - 6. Prepare analysis regarding transition of employee sick and vacation leave. **(Completed)**
  - 7. Draft proposed Civic Center License Agreement. **(1<sup>st</sup> Draft Completed)**