

BOULDER PUBLIC LIBRARY DISTRICT
-REGULAR MEETING-
Tuesday, November 19, 2024
Boulder Public Library, Canyon Meeting Room
1001 Arapahoe Ave, 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>
Andy Saylor	2029
Benita Duran	2028
Tom Cosgrove	2028
Sylvia Wirba	2027
Doug Hamilton	2027
Cara O'Brien	2026
Sam Fuqua	2025

Follow [link](#) to review long range agenda planning document.

AGENDA

1. Call to Order and Declaration of Quorum
2. Public Comment
3. Consider approval of minutes of October 15, 2024
4. 2025 Recommended Operating and Capital Budget (90 mins)
 - a. Presentation by staff
 - b. Public Hearing
 - c. Board of Trustees to consider a resolution to approve the 2025 operating and capital budget and certify the mill levy
5. Draft BPLD Capital Improvement Plan (15 min)
 - a. Brief overview and input from the Board of Trustees on the first draft
6. Director Updates (15 min)
 - a. Gunbarrel Automated Material Handler (AMH) – Board approval sought on the quote and Sole Source Justification.
 - b. DRAFT BPLD Compensation Philosophy
 - c. Highlights from the 2024 staff benefits survey
7. Trustee Matters
8. Legal Counsel Updates
9. Adjournment

NEXT MEETING: Tuesday, December 17, 2024

Record of Proceedings

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

OF THE

BOULDER PUBLIC LIBRARY DISTRICT

Held: Tuesday, October 15, 2024, at 6:00 p.m. at the Boulder Public Library, 1001 Arapahoe Avenue, Boulder, Colorado.

The 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:

Doug Hamilton
Benita Duran
Sylvia Wirba
Cara O'Brien
Andy Sayler
Sam Fuqua

Also present were Paul Polito from Seter & Vander Wall, P.C.; David Farnan, Director of the Boulder Public Library; Jennifer Phares, Deputy Director of the Boulder Public Library; Celia Seaton, Executive Assistant of the Boulder Public Library; Caroline Woodiel, Carnegie Archive Manager of the Boulder Public Library; Sydney McCoy, Public Services Director; and Chris Barge, Executive Director of the Boulder Public Library Foundation.

Members of the public present: None

Person preparing summary: Celia Seaton

Type of Meeting: Regular

Agenda Item 1: Call to Order and Declaration of Quorum

Hamilton called the meeting to order at 6:00 p.m. noting that enough appointed trustees were present to create a quorum authorized to act on behalf of the District.

Agenda Item 2: Public Comment

Barge expressed gratitude for all who attended the recent Foundation Gala and contributed to its “great success.” The event provided BLF with a “good head start” toward being able to fulfill the library’s funding requests for 2025. He looks forward to the Youth Arts Festival planned for this coming Saturday; BLF secured funding for this project through Boulder County and the Metro Football District’s profit from the sale of the Denver Broncos.

Agenda Item 3: Consider Approval of Minutes of September 17, 2024

Following motion from Trustee Hamilton and second from Trustee Saylor, these minutes were approved unanimously.

Agenda Item 4: Carnegie Re-opening: Archive Manager Caroline Woodiel

Farnan introduced Woodiel to the board; concurrent with Woodiel’s mid-July hire, the Carnegie team joined the Program & Events Department. Woodiel most recently served as the Head Archivist/Librarian for the McLelland Library in Arizona. Having received her undergraduate degree from CU Boulder, she arrived already familiar with the local community.

Woodiel presented the board with an [overview of recent Carnegie Library activities](#), including an update on the services changes. Starting the week of October 14th, Carnegie Library for Local History will be open for public walk-in hours on Thursdays and Saturdays from 12-4 p.m. and an additional 10 hours of dedicated appointment availability throughout the week. Two new staff members serving as archive specialists will soon support this library. Woodiel lauded the Facilities team who have been busy making repairs and other updates to the building including work on the roof, painting updates, and the forthcoming installation of eye-catching new window shades to enhance visibility for passers-by. Offering a hybrid service model for the public will balance customer service needs for two different user groups: those who prefer a quieter environment with dedicated assistance and those who appreciate the unplanned drop-in opportunity.

Woodiel detailed the process and activity during a Carnegie Library patron visit for both the appointment and walk-in scenarios. Common topics of interest that community members pursue include genealogy, real estate research, and old newspaper articles (Carnegie serves as the repository for all *Daily Camera* articles.)

On October 12, Carnegie held a grand re-opening celebration which drew 157 attendees. Community members participated in hands-on activities as well as a usage survey which will continue to collect responses over the next several weeks.

She welcomed questions and comments from the board.

Duran asked Woodiel to describe what she finds most exciting in her work. Woodiel expressed enthusiasm at “the scope of being able to collect Boulder’s history,” filling in historical gaps, as well as a markedly “strong interest in the community” to aid in this effort.

Fuqua wondered about the best route for a patron wishing to conduct research on a specific subject in a survey across all *Daily Camera* materials. Woodiel replied that this person could pursue this topic during the drop-in open hours, make an appointment for dedicated assistance, or reach out through the contact form on the website (a staff member will gather related materials for up to an hour responding to email requests.) When asked to consider room for improvement at Carnegie, Woodiel noted storage concerns as well as climate needs for a portion of that storage (i.e., refrigeration for film negatives). This issue will be alleviated by the addition of the Gunbarrel branch and its storage capacity. A more thorough assessment of the collection would be possible at that time.

In response to Hamilton's question, Woodiel explained that there are several avenues by which Carnegie receives items for its collection. Passive collection occurs as patrons bring in donations; these must be reviewed by staff for potential addition to the collection. Interpersonal connections can also play a pivotal role in bolstering desired collections; she noted this as a strength of her predecessor, Wendy Hall.

Hamilton thanked Woodiel for visiting and for her team's effort getting the archive re-opened to the public as intended in the ballot measure to create a library district: "this means a lot to the community."

Agenda Item 5: Library Policy Review

Carnegie Library Policies and Forms – Woodiel indicated the [clean and tracked change versions of these documents as presented in the packet](#). The section regarding research policies and fees produced the most edits, removing outdated language and information that is no longer relevant. Woodiel invited comments and questions from the board.

In response to Hamilton's question, Phares highlighted the policy language indicating that Carnegie does indeed collect digital files along with physical materials.

Hamilton asked whether a policy to limit patron appointments might be necessary. Woodiel noted that she has not yet experienced that being an issue.

Duran wondered about the challenge of communicating certain rules which only apply at Carnegie and no other library locations (e.g., the restriction on using pens). Woodiel and her team typically walk patrons through proper use of the collection, explaining the indelible nature of pen marks which can harm or mar unique materials. Provided with this reasoning, patrons are usually very understanding.

Duran wondered whether library cards were required for access; Woodiel responded that anyone who comes in the door is considered a patron; books are not checked out from this location. Following up, Duran led discussion about whether definition should exist around patrons who reside within the official library district boundaries in order to better calculate revenue from copies and other services for which district taxes are appropriated. Farnan clarified that while the Carnegie collection includes items from across the entirety of Boulder County, library district boundaries only geographically cover about a third of that area. Additionally, Phares stated that the patron copy expense is minimal. In response to O'Brien's query on the copy limit of ten pages, Woodiel explained that this maintains a reasonable expectation for staff time and effort. In response to Duran's question, Phares confirmed that the City gave ownership of all materials contained in the collection to the library upon district formation.

Wirba wondered how common it is for a library system to have a resource like Carnegie. Woodiel: "not a lot of public libraries have an archive, [nor] "an over 50-year old [oral history program](#)." The existence of

this collection, its availability to the public, and the level of public support is “an incredibly unique and wonderful thing.”

Wirba moved that the board approve the policies pertinent to the Carnegie Library for Local History, as presented in the packet. Hamilton seconded, and the motion passed unanimously.

Agenda Item 6: Recommended Operating and Capital Budget Presentation

The Finance Team began budget planning in June alongside Programs and Events Manager Jaime Kopke and IT Director Aimee Schumm who assisted in building out four 2025 strategic priorities: data-driven decision-making, workplace culture-building, strengthening and growth of community connections, and improving the safety and function of the facilities and spaces.

Phares indicated pie charts demonstrating 2025 operating and capital budget sources totaling around \$27M, 2025 operating and capital budget uses, and 2025 personnel costs.

Phares updated the presentation with a slide indicating calculations toward the estimated fund investment balance (see [handouts](#).) As Phares explained, “the board’s decision about the amount of carryover to appropriate for 2025 will determine what’s left unappropriated after 2024 is closed.” Phares walked through the estimated invested fund balance sheet and how staff arrived at the numbers. After deducting the figures in gray highlight (remittance to City of Boulder, restricted reserves, etc.), \$3,115,266 is the estimated total 2024 fund balance after the recommended 2025 carryover. Staff recommend the listed \$5M be designated under capital projects. These funds may be appropriated if the board decides to invest significant funds toward Carnegie or if a building becomes available in southeast Boulder for the Meadows branch after the current lease expires. Staff confirmed that regular expenses for such items as carpet cleaning, water, electricity, and recycling are already built into the general operating budget.

The group reviewed a chart drilling down into details of how the \$27M will be allocated. Hamilton confirmed that the cost for the security contract was listed under facilities and maintenance; he suggested it be listed as its own piece of the pie. Phares will adjust the slides to remove items like board governance and café expenses from the administration percentage per Duran’s request (these items were combined to be readable on the graphic.) Saylor recommended that footnoting be used to clarify elements of the 8% (\$1,099,428) allocated under benefits (e.g., RTD Transit EcoPass, tuition reimbursement, long and short-term disability).

Phares indicated recommended total personnel costs with presentation of a slide indicating 2025 total employee compensation along with a market rate breakdown. 2025 staffing levels were shown graphically to highlight additional standard staff positions measured by FTE: 4 under Internal Services (1 for Finance, 2 for Human Resources, and 1 for Facilities), 7.5 under Public Services (primarily staff for the Gunbarrel branch), and 3.5 under Literacy and Outreach. This represents a 12% increase in FTE (18 new employees).

New Gunbarrel costs were covered under the appropriate slide, including on-going and one-time expenditures. Staff expect only 10 of the 12 new employees to be sited in Gunbarrel. The two offsite positions will bolster the IT and Facilities teams to provide adequate support for the new branch. It is

predicted that the costs will represent about 5% of the overall District operating budget (not including capital).

Phares next reviewed the recommended Outreach and Literacy team expansion with new positions to assist in launching many new initiatives (staff recommend a 42% overall department budget increase as compared to 2024 levels.) On October 8, Boulder Public Library District was given the Boulder Housing Partners' Partnership Award in honor of your time and dedication to Boulder Housing Partners and the Boulder community. Library staff have worked with BHP for over seven years bringing story times, STEAM and craft programs, a Mobile Bilingual Library Program, and thousands of free books through Book Rich Environments Program. This past year, library staff hosted, or participated in, 37 programs/events with Boulder Housing Partners, had over 830 interactions with their community members, and gave away over 800 books. This team plans to launch several projects next year including an adult literacy marketing campaign, expanded children's literacy book programming, and adding a Reading Buddies group at an underserved school.

Phares indicated funding for survey and focus group work which will help inform data-driven decision making going forward. These will include a patron use and satisfaction survey, Carnegie Library User Survey and/or focus groups, a literacy program impact study, and a programs and events impact study.

The board next reviewed the staff recommendation for the \$5M carryover: capital projects that will address some of the critical deferred maintenance items, complete the renovation and furnishing of the new Gunbarrel branch, and address patrons' evolving use of library facilities (e.g., a reconfiguration to the Main Library's 2nd floor to potentially include more community meeting room space).

Deferred maintenance cost estimates for Main Library were listed under categories of immediate; short term; and mechanical, electrical and plumbing (MEP) elements (e.g., replacing and updating HVAC units at Main Library). O'Brien found the header language, "estimates that were obtained in 2023," to be confusing. She suggested removing reference to the year and adding a footnote that clarifies that the estimates were obtained in 2023. Duran recommended removing "immediate" and instead inserting "completed in 2024" to indicate finished projects.

The following slides outlined deferred maintenance needs and related costs for the George Reynolds Branch Library and the Carnegie Library for Local History. Once prepared, the three-tiered estimate for Carnegie design improvements will be presented to the board.

The third quarter balance sheet in the packet indicates the expected total for the end of the year in comparison with 2023. Farnan explained that interest is earned from the library's Chase Bank and COLOTRUST accounts.

The board provided nods of approval to support the appropriation of the actual balance of the 2024 investment interest for one-time projects in 2025 (e.g., survey work).

Trustees next discussed the appropriation of the actual balance of the 2024 operating budget and unencumbered capital budget for capital projects in 2025. After consideration, the group was split and ultimately decided to stay with the recommended carryover of \$5M for 2025 capital and one-time expenses. The additional \$3.1M can serve as a capital fund reserve with potential application to the future home of the Meadows Library.

The board expressed support for the appropriation of the anticipated grant funds before they are awarded.

Benefit cost increases for 2025 have been negotiated: 9.7% for healthcare, 12% for dental, and no increase for vision. The board was asked whether it approved funding the employee cost increases to the employee contributions for medical (\$73,000) and dental (\$8,000). If so, the District's benefits cost would increase by \$81,000 to total \$4,470,375. Farnan noted that this decision of whether to pass along increased insurance costs to staff will return each year, and it may be a higher percentage in the future. After discussion, the board decided to retain the same percentage of coverage and not to allocate additional funds to cover the cost increases to the employee medical and dental contributions.

The group conferred on adjustments to the presentation, memo, attachments, press release, and invitation in advance of November's public hearing. Duran will provide a list of contacts for outreach. Phares plans to deliver a streamlined version of this presentation prior to public comment at the November meeting; this will assist the community in understanding the big picture.

Agenda Item 7: Quarterly Treasurer's Report

O'Brien invited questions and welcomed feedback as the board reviewed the [balance sheet and statement of activities as presented at the end of the packet](#). Observing the current quarterly dispatch of these two documents, Wirba suggested a more frequent recurrence. Duran agreed, and the group determined that the Treasurer's Report will appear in alternating meeting packets (approximately every two months).

Agenda Item 8: Director Updates

None.

Agenda Item 9: Trustee Matters

a. CU Law Samuelson-Glushko Technology Law & Policy Clinic

Sayler discussed [this opportunity to formally engage with a CU clinic for support around accessibility and internet policy related work \(previously relayed to the board via email\)](#). The [CU Law Samuelson-Glushko Technology Law & Policy Clinic](#) would assist with review of the library's digital accessibility statement with respect to Colorado Law HB21-1110 as well as the Computer Use and Internet Safety Policy. Future work might involve support around best practices and connection with local accessibility partners as well as providing an overview of library law related to network internet activity tracking.

The board expressed interest in moving forward with this engagement opportunity which will strengthen the relationship with the University and allow the library to receive specialized legal advice regarding digital accessibility. Sayler indicated that he would connect Hamilton with the Clinic leadership to enter into a formal agreement.

Agenda Item 10: Legal Counsel Updates

None.

Agenda Item 11: Adjournment

With no further business before the Board, the meeting was adjourned at about 8:46 p.m.

Attestation

DRAFT

October 11, 2024

TO: The Boulder Public Library Board of Trustees

FROM: David Farnan, Library Director

Jennifer Phares, Director of Business and Administration

Adriana Boniakowski, Finance Manager

SUBJECT: Presentation of the 2025 Recommended Operating and Capital Budget

EXECUTIVE SUMMARY

Based on four strategic priorities that address the 2022 ballot promises made during the library district formation campaign and the 2018 Boulder Public Library Master Plan's few uncompleted goals, Administration staff have prepared the Boulder Public Library District 2025 Recommended Operating and Capital Budget for a public hearing and the Board of Trustees consideration.

Most of the new budget items are related to employee wage adjustments based on the 2024 compensation study completed by the Human Resources team, a recommended 4 percent annual increase for standard employees, a 9.7 percent increase in medical benefits costs and a 12 percent increase in dental benefits costs, and the hiring of several new employees to staff the Gunbarrel Library and expand the Literacy and Outreach program offerings.

The other area of significant new investment is the recommended budget for capital to make improvements in some of the public spaces at the Main Library to increase access and respond to patron use trends, to complete the Gunbarrel Library renovation, and to address the immediate and short-term deferred maintenance items at the Main Library, George Reynolds Library, and the Carnegie Library for Local History. Administration staff looks forward to the public's input and the Board of Trustees direction about the Boulder Public Library District 2025 Recommended Operating and Capital Budget.

I. OVERVIEW

Library Staff Strategic Priorities

In preparation for creating the 2025 recommended budget the District's staff leadership team developed four strategic priorities for the year ahead. These strategic priorities are intended to provide a framework for staff to deliver the excellent library service the community is expecting from the new Boulder Public Library District. Each strategic priority was developed to address the 2022 library district formation ballot promises and 2018 Boulder Public Library Master Plan goals.

1. *Programs and Services*

Our efforts to assess and refine new and expanded services, programs, resources, and spaces will continue to be a focus in 2025. To support our work in this area, we will further develop the practice of data-informed decision-making using new evaluation tools and processes with the goal of using the information to improve the programs and services that have already been expanded in 2024 and the new programs and services that have been or are in the process of being implemented and/or

piloted. This data-driven decision-making practice will also guide us with future planning and resource allocation.

2. Workplace Culture

We have nearly completed redefining many staff roles and welcoming many new employees to the District. In 2025, we will focus on building and strengthening our workplace culture and introducing processes to make us more effective in performing our work. To contribute to a vibrant, uplifting work environment, the goals for culture-building include new opportunities for training and development, increased opportunities for collaboration, improved work planning, a rewards and recognition program, and a job performance coaching and feedback program.

3. Community Connections

In 2025, we will collaborate to create new pathways of connection within the community, by opening a new library in Gunbarrel, increasing our presence at local events, and coordinating and expanding our outreach efforts. The goal of this work is to increase community awareness of the programs, services and resources offered by the library, to ensure that these offerings are meaningful to community members, and to provide access to these offerings that is inclusive and convenient for them.

4. Facilities and Spaces

To improve the efficiency and safety of our facilities, we will increase our efforts and invest resources to address deferred building maintenance, continue to assess and improve management of areas such as the playgrounds, the public restrooms, and the Main Library’s “underbelly.” We will also invest resources in security personnel and equipment at the new libraries, and in the renovation of Carnegie Library for Local History.

The **2025 Recommended Operating and Capital Budget** as compared to the 2024 operating and capital budget is **Attachment A**.

II. BUDGET SOURCES

New Revenue

The District’s 2025 operating budget is primarily comprised of \$21,437,601 property tax revenues. Other projected 2025 revenues include the anticipated café and book sale proceeds and other tax revenues estimated at a total of \$58,053.

Anticipated 2025 Grant Funds

Annual grant contributions from the Colorado Department of Education and the Warner Charitable Trust are anticipated to be awarded to the District that total approximately \$36,000. These grant funds are restricted to purchasing library materials. The Boulder Library Foundation is considering granting the District approximately \$125,000 to enhance current or support new literacy, outreach, and youth programs.

Carryover Funds

Administration staff recommends that \$5 million of the projected 2024 unspent operating funds and unencumbered capital funds be approved for carryover to the 2025 capital budget line. As of Oct. 2, 2024, interest income earned on investments to date totals \$512,174. Both the earned interest and carryover funds will be used to address 2025 one-time and capital projects. Staff recommend that the Board of Trustees approves the actual end-of-year balance of the interest income funds be carried over for use in 2025.

Encumbered 2024 Operating and Capital Funds

The design work for several capital projects (listed in section VI of this memo) is underway and purchase orders have been issued. Administration staff will liquidate the encumbered funds as the design work is completed. The encumbered funds for any work that is not completed by the end of the year will automatically carryover as encumbrances into 2025.

Estimated Invested 2024 Fund Balance

The Administration staff estimates that the District will have a fund balance of slightly greater than \$3.1 million at close of the 2024 fiscal year. These funds will remain invested until they are needed for future capital investment such as extensive renovations to the Carnegie Library for Local History or the purchase of a building for the Meadows Library. Administration staff will request that the Board of Trustees appropriate the funds when they are needed. Therefore, they do not appear in the 2025 recommended operating and capital budget.

Restricted Reserves

In 2023, the Board of Trustees approved a \$2.55 million allocation to a separate restricted reserve fund. Currently, these funds are invested and generating interest income. The reserves are shown at the bottom of **Attachment A** for reference and are 12 percent of the 2025 recommended operating budget (recommended capital was not used in the calculation of the percentage.)

See **Attachment B** for **Chart 1. 2025 Operating & Capital Budget Sources**. Grants and other revenues are combined on the chart.

III. BUDGET USES - PERSONNEL

2024 Employee Compensation Study

In 2023, the Board of Trustees directed that library employees who transferred from City of Boulder employment would retain the wage they earned as city employees, receive a \$4,000 increase to their base pay, and that the District would adapt the City's pay structure until a formal compensation study could be completed. The study has three parts:

Part 1 (Complete)

- Analysis of District jobs as compared to the local labor market.
- Development of an updated pay structure.
- Development of a Compensation Philosophy

Part 2 (In progress due in November)

- Internal pay equity analysis

Part 3 (Pending completion of Part 2)

- Review of positions in middle pay grades for FLSA (Fair Labor Standard Act) status. FLSA status indicates whether a position is eligible to earn overtime pay.

Part 1 of the District’s 2024 compensation study was completed in September and included market analysis of more than 70 current job descriptions. The outcome of the analysis showed that 12 employees need a wage adjustment to be paid at the market rate for their positions. To improve the effective distribution of internal functions in Collection Services, Programs and Events, and Facilities, four employees are recommended for promotions. The total annual cost of the wage adjustments and promotions is \$119,000.

Annual Pay Increase

In 2023, the Board of Trustees set a goal that the median annual salary for employees would be no less than \$60,000 within two years. Before the pay adjustments described in this memo are applied for a full-time employee, the median annual salary is \$60,726 and the average annual salary is \$66,623. This is based upon 141 standard positions. Administration staff recommends the Board of Trustees consider approving a 4 percent increase to standard employees’ base pay. The total annual cost of the increase is \$314,000. The median and average annual salaries before and after the adjustments and 4 percent increase is applied are shown in **Table 1**.

Table 1. Comparison of Median and Average Annual Salaries for a Current Full-Time Employee

Annual Salary	2024¹	2025²
Median	\$60,726	\$63,155
Average	\$66,623	\$69,213

New Standard Positions and Temporary Positions Cost

Eighteen new standard positions (15 FTE (Full Time Equivalent)) are included in the 2025 recommended operating budget with a total estimated annual base salary cost of \$911,744. These new positions specifically address the staff’s 2025 strategic priorities: 2. Workplace Culture and 3. Community Connections (See page 1 of this memo for the 2025 strategic priorities.).

According to the projected 2025 hiring schedule, several positions will be filled for only part of the next year which could result in a maximum estimated savings of \$292,047 in salary and benefits costs for these new positions. These savings have not been deducted from the recommended 2025 operating budget. Similarly, salary savings that may occur for the time between when a position becomes vacant and is refilled is conservatively anticipated to be 1.3 percent of the personnel budget, approximately \$434,482. See **Table 2** and **Attachment B. Chart 3. 2025 Personnel Costs Breakdown** and **Chart 4. 2025 Staffing Levels – Standard Positions**.

¹ Includes early hire of new full-time Café Manager, part time Library Specialist Lead, full-time IT Applications Specialist, and full-time Gunbarrel Manager.

² Includes all salary adjustments and increases described in this memo.

Table 2. Total 2025 Estimated Annual Salary Costs for Employees

	Annual Salary Cost	FTE	~ Employee Count
Current	\$8,711,642	126	141
Promotions/ Market Pay Adjustment	\$119,000	-	-
Annual Pay Increase	\$312,000	-	-
Substitutes and Temps	\$142,000	-	30 ³
New Positions	\$911,745	15	18
TOTAL	\$10,196,387	141	189

Substitute and Temporary Workers

The District is fortunate to have approximately 30 substitute employees who are dedicated to supporting public services and the Carnegie Library archive. These team members are vital to maintaining consistent and uninterrupted public services as they are scheduled to cover shifts when standard staff are on leave or there is a vacant position. In 2025, Programs and Events will create substitute jobs to support the theater, programs, and events, and increase the substitute pool for the makerspaces. Similarly, Literacy and Outreach will create substitute jobs to support outreach efforts. Funding for temporary jobs that support literacy programs such as Summer of Discovery are also included in the 2025 recommended operating budget. A substitute barista job is under recruitment now and Administration staff is anticipating this cost could be partially offset by the 2025 café proceeds.

Health Care and Other Benefits

The Cigna health insurance premiums increase was negotiated down from the initial 20 percent to 9.7 percent. Dental insurance premiums increased by 12 percent due to the high use by employees who elected that benefit. There was no increase in the vision insurance premiums. See **Table 3** for the total estimated total employer and employee benefits cost for current and new employees combined.

³ This count fluctuates. Current as of Oct.2, 2024.

Table 3. Total Estimated Employer and Employee Benefits Cost for 2025 for 163 Standard Employees

Provider	Employer Cost ⁴	Employee Cost ⁵
Cigna Health Insurance	\$1,469,033	\$524,054
PERA Pension ⁶	\$1,684,638	\$991,997
Ameritas Dental Insurance	\$116,934	\$38,833
Ameritas Vision Insurance	\$19,342	\$9,434
Other ⁷	\$1,099,428	\$0
TOTAL	\$4,389,375	\$1,564,318

Table 4 shows the impact of the benefits cost increases to the 4% salary increase for a full-time employee at the current median salary.

Table 4. Impact of Benefits Cost Increase on the Recommended 4 Percent Salary Increase if Passed on to a Full-Time Employee

Current Median Annual Salary	4% pay Increase	9.7% annual cost increase for family medical	12% annual cost increase for family dental	4% salary increase less benefit cost increase	Adjusted total % salary increase
\$60,275.60	\$2,429.02	\$473.41	\$43.03	\$1,912.59	3.14%

See **Attachment B** for **Chart 2. 2025 Operating & Capital Budget Uses** and **Chart 3. 2025 Personnel Cost Breakdown**.

IV. BUDGET USES - NON-PERSONNEL

The 2025 non-personnel operating base budget was developed using YTD actual expenditures and adding the total expenditure projections for monthly costs remaining in 2024. Budget managers reviewed the base budget for their service areas and advised that adjustments be made based on anticipated cost increases for purchased services, adding a new library in Gunbarrel, and the hiring of 18 new employees.

In 2024, Administration staff learned that excess funds were budgeted for operating costs that should have been budgeted under capital as the items purchased are considered capital assets

⁴ Highest cost benefit premiums used for new and budgeted vacant positions. Current employer costs for benefit election premiums used for current staff.

⁵ Not included in the 2025 budget. Provided for comparison to employer costs.

⁶ PERA cost estimate includes employer contribution for standard, substitute, and temporary employees.

⁷ Other benefits include estimated employer contributions for Health Spending Account, Lifestyle Spending Account, Life Insurance, Long and Short-Term Disability, EcoPass, leave administration, tuition reimbursement, professional development, and Workers Comp.

(e.g., physical library materials, bulk purchase of computer equipment, etc.). Adjustments to the 2024 operating and capital budget were approved by the Board of Trustees on July 2, 2024. The 2025 recommended operating and capital budget includes these shifts of funds from the operating to capital line items.

In addition, the Communications, Programs and Events, and Literacy and Outreach teams are recommended to receive approximately \$90,000 total of one-time funding to conduct surveys and impact studies. The funds will be used for consulting services to supplement staff's expertise and for outreach and focus group support. The Communications Team also is recommended to receive \$50,000 of one-time funding for updates to the website to remain in compliance with the [Digital Accessibility Plan](#). These one-time project funds are allocated to the purchased services line item in **Attachment A** See also **Attachment B** for **Chart 2. 2025 Operating & Capital Budget Uses**.

V. GRANT BUDGET

Collection Services

Collection Services applied for the annual grant from the Colorado Department of Education to supplement the purchase of library materials and resources. The library has received this grant for several years. The 2025 grant is anticipated to be approximately \$30,000. The Warner Charitable Trust grants the library approximately \$6,000 annually, also to supplement the purchase of adult and children's library books.

Maker-in-Residence Program

The Programs and Events makerspace team requested \$30,000 from the Boulder Library Foundation to bring in two nationally recognized makers to participate in the new maker-in-residence program. The funding will be used for the makers' fee, their travel and lodging while they are in Boulder, and for materials for the public workshops.

Literacy and Outreach

The literacy team requested \$48,000 from the Boulder Library Foundation to support several initiatives: ESL (English as a Second Language) classes, Spanish Conversations groups, adult Spanish literacy classes (a pilot program), to design and launch a marketing campaign for adult literacy titled "Literacy for All: Opportunities for Life". The outreach team requested \$47,000 to host programs in the community that focus on children's literacy, host two multicultural events at two libraries, and organize a Reading Buddies Program group in the community where most of the residents are considered underserved or at an elementary school that has students who are considered underserved.

The Boulder Library Foundation invited the Programs and Events and Literacy and Outreach teams to submit the previously described requests. The Foundation Board of Directors will consider funding these three requests and award them in March 2025 if they are approved. Administration staff recommends that the Board of Trustees consider appropriating all the anticipated grant funds upon approval of the 2025 operating budget so that planning and work can begin on these initiatives prior to the award dates.

For simplicity, the 2025 grant funds are shown on **Attachment A 2025 Recommended Operating and Capital Budget**. The Board of Trustees will begin receiving a separate bimonthly report showing budget to actuals for the grant fund in 2025.

VI. CAPITAL BUDGET

Administration staff recommends that \$5 million of the unspent 2024 operating and capital funds “carryover” and the actual balance of the interest income earned (estimated to be slightly more than \$700,000 by end of 2024) be appropriated for 2025 to fund several one-time and capital projects. These funds are allocated to the IT support and Capital outlay line items in **Attachment A**. These projects will: 1) address some of the most critical deferred maintenance items, 2) complete the renovation and furnishing of the Gunbarrel library facility, and 3) address patrons’ evolving use of library facilities. Design work is in progress to obtain accurate cost estimates for several of the capital projects listed below.

Main Library

- Supplemental HVAC solutions and control system programming overhaul.
- 1961 building convert staff locker room to a staff break area.
- Contribute funds for safety improvements around the perimeter of the buildings.
- Reconfiguration of the second-floor areas to improve access and accommodate new or increased uses: reduce height of non-fiction collection shelving and add seating, conversion of the small meeting room to study rooms, and relocate the public service desk to improve visibility and safety.
- Begin addressing deferred maintenance items categorized in the Boulder Public Library Facility Assessment by Cumming Group, July 2023 as immediate and short term.
- Public meeting room AV equipment upgrade and replacement.
- Increase number of laptops for patrons’ use during programs.
- Replace Canyon Theater projector.
- Implement a Point-of-Sale software and equipment for the primary service points in the libraries.

Gunbarrel Library

- Complete renovation and furnishing of the facility.

Carnegie Library for Local History

- Complete site evaluation and costing for three levels of renovation including deferred maintenance items in the Boulder Public Library Facility Assessment by Cumming Group, July 2023.

George Reynolds Library

- Address foundation drainage issues at the SE meeting room wall.
- Begin addressing deferred maintenance items categorized in the Facility Assessment by Cumming Group, July 2023 as short term.

Attachment C provides the range of cost estimates for deferred maintenance by each facility and categorized by immediate, sort-term, long-term, and mechanical and plumbing needs. The items listed above will address most of the immediate and short-term items in the Facility Assessment by Cumming Group, July 2023.

VII. COMMUNITY BUDGET INFORMATION

In 2023, the Board of Trustees requested a one-page infographic designed for community members to get a broad overview of the annual budget highlighting information that is relevant to them. The infographic is **Attachment D**.

CONCLUSION

Administration staff is pleased to present the 2025 recommended operating and capital budget for public input and the Board of Trustee's consideration. In 2024, the Board of Trustees empowered Administration staff to seize the opportunity to rent a facility that will become the Gunbarrel Library (ahead of schedule). Also, the Board of Trustees patiently supported the staff through a year of remarkable change and growth. This 2025 recommended budget continues to grow library services and funds not only the remaining 2018 Master Plan goals, but also funds the commitments made to the community when it voted to form the Boulder Public Library District in 2022. Also, this budget begins to invest in the facilities to make them run more efficiently, keep the exteriors in good repair, address safety issues, and refresh public spaces to align with the community's evolving use of the libraries. The entire staff is excited about the coming year, opening a second new library and creating new and stronger connections with the community!

**Boulder Public Library District
2025 Recommended Operating & Capital Budget Comparison with 2024**

	2024 Adjusted Budget	2025 Recommended Budget	Variance
Revenue			
Property Tax	\$21,404,074	\$21,437,601	\$33,527
Carryover Revenue	\$16,577,384	\$5,000,000	-\$11,577,384
Interest Income	\$0	\$512,174	\$512,174
Grants	\$641,634	\$161,000	-\$480,634
Sales	\$35,000	\$35,000	\$0
Other	\$8,053	\$23,053	\$15,000
Total Revenue	\$38,666,145	\$27,168,828	-\$11,497,317
Expenditures			
Personnel	\$12,522,894	\$14,587,395	\$2,064,501
Administrative	\$422,515	\$336,403	-\$86,112
Board Governance			
Legal Consultants & Fees	\$150,000	\$130,000	-\$20,000
Auditor	\$27,600	\$23,500	-\$4,100
Board Food	\$6,000	\$6,000	\$0
Board Memberships & Travel	\$5,000	\$2,000	-\$3,000
Total Board Governance	\$188,600	\$161,500	-\$27,100
Purchased Services	\$1,681,675	\$1,636,890	-\$44,785
Building Costs & Utilities	\$755,494	\$1,288,800	\$533,306
IT Support	\$1,626,533	\$1,468,140	-\$158,393
Library Collection	\$1,975,050	\$2,009,700	\$34,650
Marketing & Engagement	\$200,000	\$180,000	-\$20,000
Programs & Events	\$385,000	\$646,000	\$261,000
Capital Outlay	\$4,848,411	\$4,839,000	-\$9,411
Cafe	\$50,000	\$15,000	-\$35,000
2023 City of Boulder Library Expenses	\$13,865,000	\$0	-\$13,865,000
Total Expenditures	\$38,521,172	\$27,168,828	-\$11,352,344
Total Change in Fund Balance	\$144,973	\$0	-\$144,973
Separate Restricted Reserves		\$2,550,000	
2024 Operating Fund Balance (invested)		slightly > \$3,000,000	

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Recommended 2025 Boulder Public Library District Operating & Capital Budget Charts

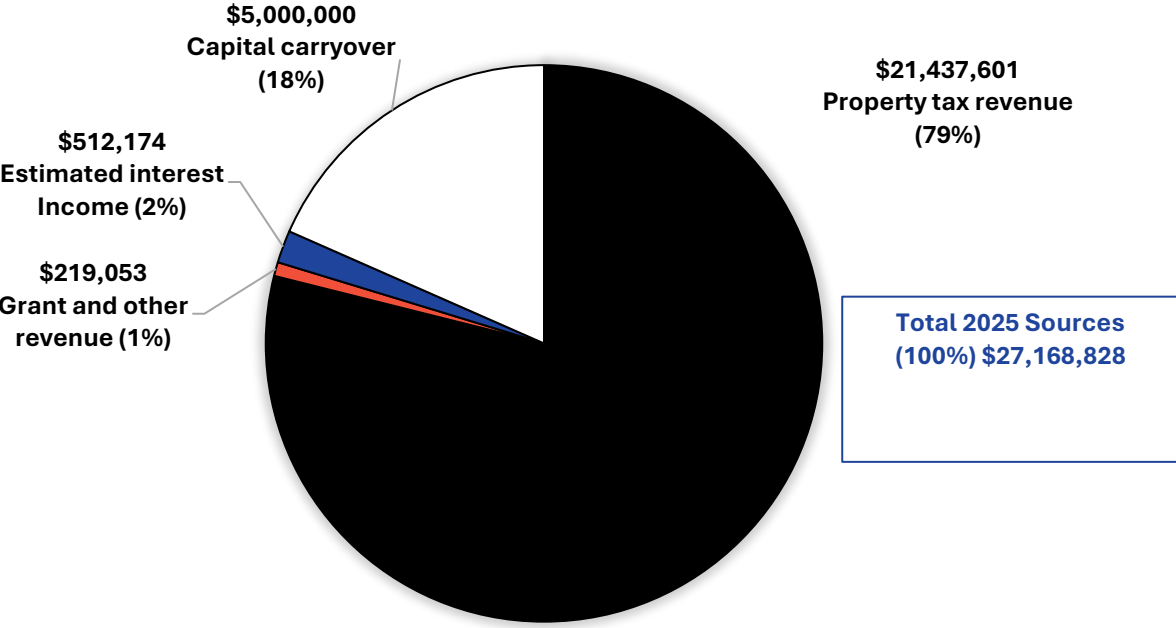


Chart 1. 2025 Operating & Capital Budget Sources

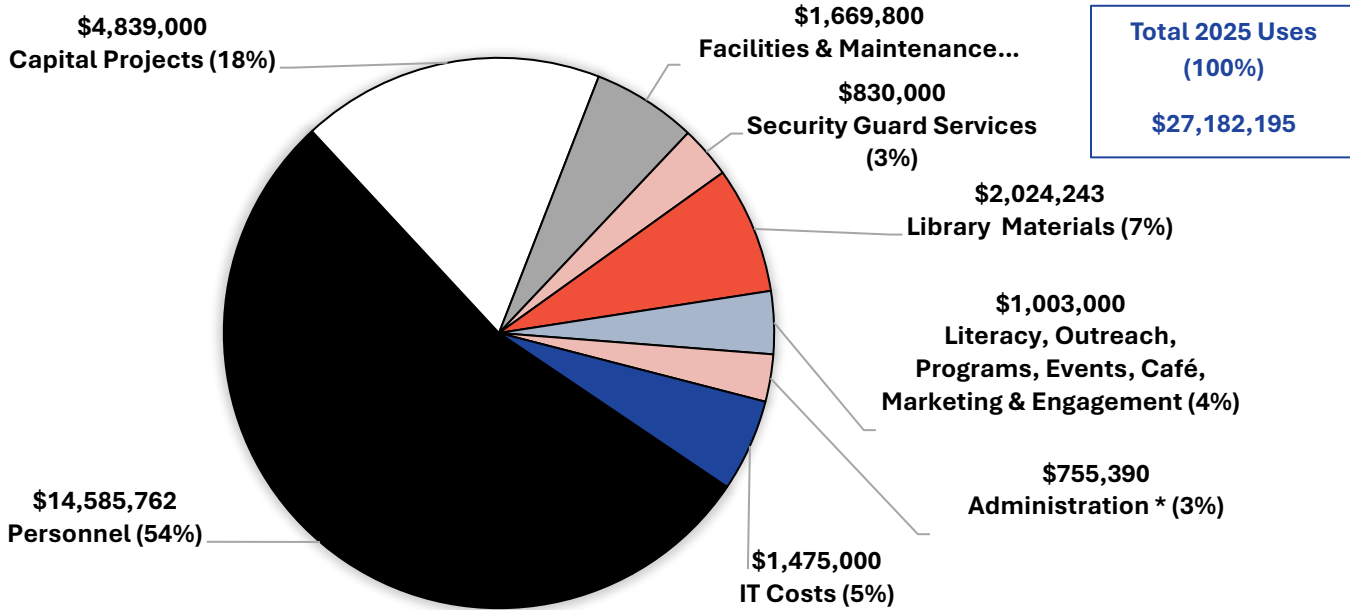
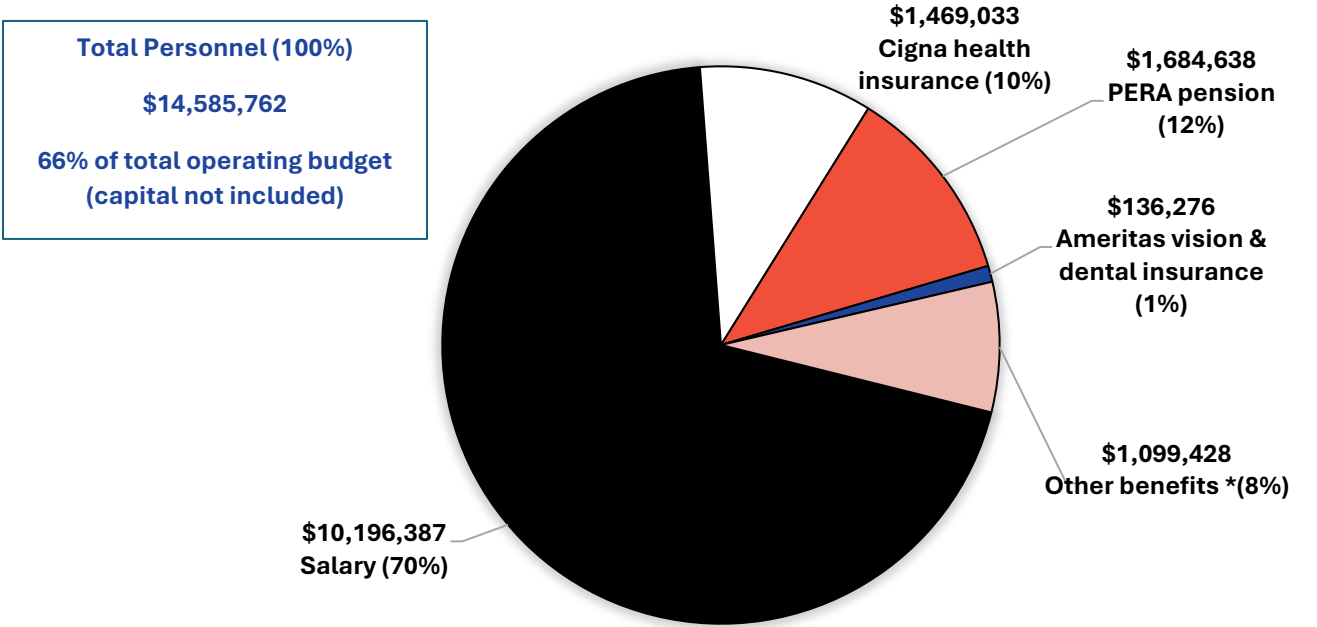


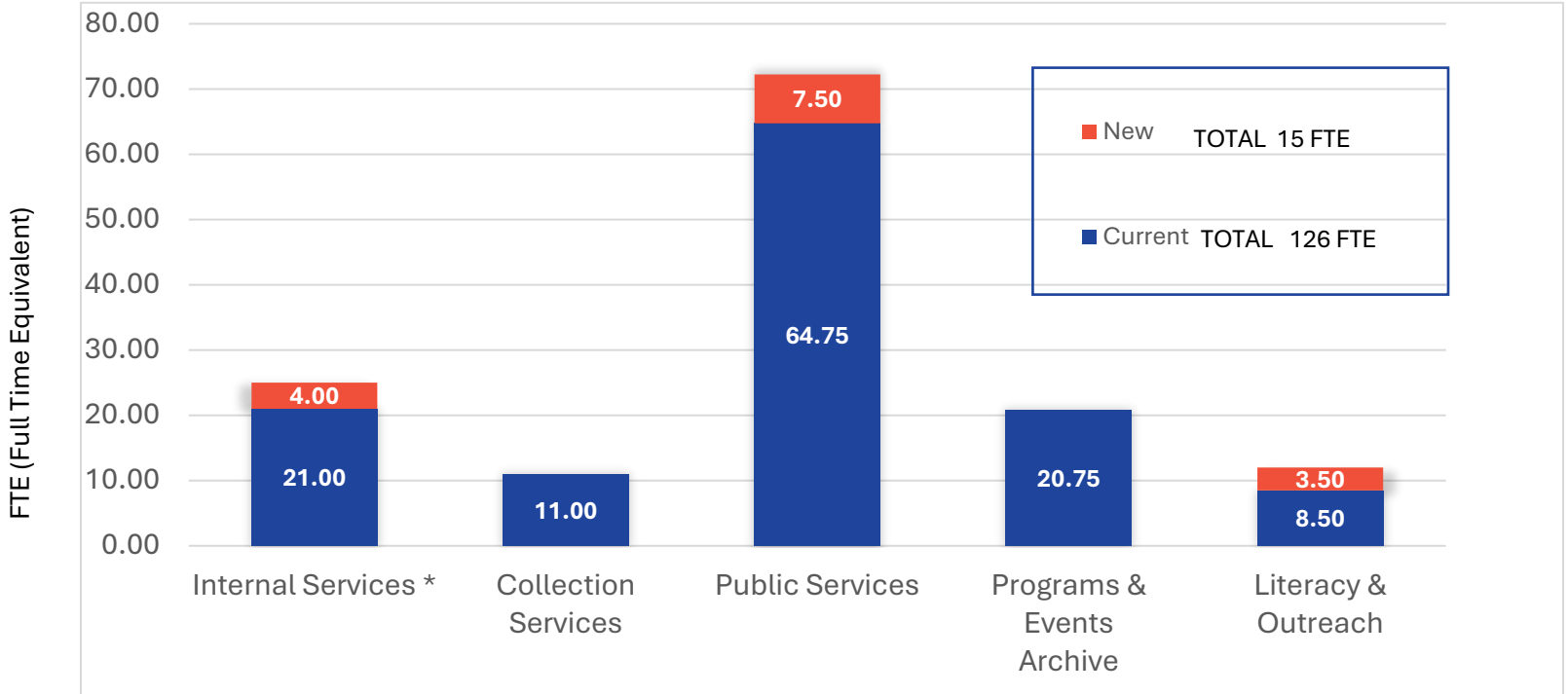
Chart 2. 2025 Operating & Capital Budget Uses

*Includes: consultants, fees, legal services, liability insurance, auditor services, etc.



*Includes: Health & Lifestyle Spending Accounts, Life Insurance, Long & Short-Term Disability, EcoPass, leave administration, tuition reimbursement, professional development, & Workers Comp.

Chart 3. 2025 Personnel Costs Breakdown



*Includes: HR, Finance, Facilities, & IT.

Chart 4. 2025 Staffing Levels – Standard Positions

Deferred Maintenance Costs as Described in the 2023 Boulder Public Library Facility Assessment by Cumming Group

MAIN LIBRARY	1960		1974		1992		Low Total	High Total
	Low	High	Low	High	Low	High		
Construction Immediate	\$ 144,395	\$ 176,483	\$ 5,891	\$ 7,201	\$ 270,829	\$ 331,013	\$ 421,115	\$ 514,697
Construction Short Term	\$ 42,941	\$ 52,483	\$ 113,466	\$ 138,680	\$ 355,565	\$ 434,580	\$ 511,972	\$ 625,743
Construction Long Term	\$ 1,203,607	\$ 1,471,075	\$ 806,553	\$ 985,787	\$ 2,197,006	\$ 2,685,230	\$ 4,207,166	\$ 5,142,092
Mechanical, Electrical, Plumbing	\$ 682,803	\$ 834,537	\$ -	\$ -	\$ 1,390,522	\$ 1,699,527	\$ 2,073,325	\$ 2,534,064
						TOTAL	\$ 7,213,578	\$ 8,816,596

GEORGE REYNOLDS LIBRARY	1968	
	Low	High
Construction Immediate	\$ 161,059	\$ 196,850
Construction Short Term	\$ 106,064	\$ 129,634
Construction Long Term	\$ 240,024	\$ 293,362
Mechanical, Electrical, Plumbing	\$ 51,691	\$ 63,178
TOTAL	\$ 558,838	\$ 683,024

CARNEGIE LIBRARY	1907	
	Low	High
Construction Immediate	\$ 44,990	\$ 54,987
Construction Short Term	\$ 566,568	\$ 692,472
Construction Long Term	\$ 539,410	\$ 659,279
Mechanical, Electrical, Plumbing	\$ 196,163	\$ 239,754
TOTAL	\$ 1,347,131	\$ 1,646,492

ALL FACILITIES	Low	High
MAIN LIBRARY	\$ 7,213,578	\$ 8,816,596
GEORGE REYNOLDS LIBRARY	\$ 558,838	\$ 683,024
CARNEGIE LIBRARY	\$ 1,347,131	\$ 1,646,492
TOTAL	\$ 9,119,547	\$ 11,146,112

Cost Estimates Include:

Phasing Premium
General Requirements and Conditions
Bonds & Insurance
Contractor's Fee
Design Contingency
Construction Contingency
Escalation

Items Affecting Cost Estimates:

Modifications to the Scope of Work beyond the assessment
Unforeseen subsurface conditions
Restrictive technical specifications or excessive contract conditions
Any specified item of material or product that cannot be obtained from three sources
Any other non-competative bid situations
Bids delayed beyond the projected schedule

\$ 1,591,505

**BOULDER PUBLIC LIBRARY DISTRICT
RECORD OF PROCEEDINGS**

STATE OF COLORADO
COUNTY OF BOULDER

**Boulder Public Library District
Board of Trustees Resolution 2024-11-__**

The Board of Trustees of the Boulder Public Library District, Boulder County, Colorado held a regular meeting at the Boulder Public Library, Canyon Meeting Room, 1001 Arapahoe Avenue, Boulder, Colorado, on Tuesday, November 19, 2024, at the hour of 6:00 p.m.

The following members of the Board of Trustees were present:

President: Doug Hamilton
Vice President: Benita Duran
Secretary/Treasurer: Sylvia Wirba
Treasurer: Cara O'Brien
Trustee: Tom Cosgrove
Trustee: Andy Sayler
Trustee: Sam Fuqua

Also present: Kim J. Seter, Seter, Vander Wall & Mielke, P.C.; David Farnan, Library Director; Jennifer Phares, Deputy Director of the Boulder Public Library and Chris Barge, executive director of the Boulder Public Library Foundation and members of the public.

Counsel reported, that prior to the meeting, the Trustees were notified of the date, time and place of the meeting and the purpose for which it was called. He further reported that this meeting is a regular meeting of the Board of Trustees of the District and that a Notice of Meeting has been posted and to the best of his knowledge remains posted to the date of this meeting. A copy of the Notice of the Regular Meeting and a copy of the published Notice of Public Hearing as to the Recommended 2025 Budget are incorporated into these proceedings.

NOTICE OF REGULAR MEETING
AND
NOTICE OF PUBLIC HEARING AS TO 2025 RECOMMENDED BUDGET

DRAFT

**NOTICE OF PUBLIC HEARING
AS TO PROPOSED 2025 BUDGET**

NOTICE IS HEREBY GIVEN that a proposed 2025 budget will be submitted to the **BOULDER PUBLIC LIBRARY DISTRICT** for the fiscal year 2025. A copy of such proposed budget has been filed in the office of the District Director, located at 1001 Arapahoe Ave. in Boulder, Colorado, where same will be open for public inspection. Such proposed budget will be considered at a regular meeting of the Boulder Public Library District to be held at the Boulder Public Library, 1001 Arapahoe Avenue, Canyon Meeting Room, Boulder, Colorado at 6:00 p.m. on Tuesday, November 19, 2024. Any interested elector within the Boulder Public Library District may inspect the proposed budget and file or register any objections at any time prior to the final adoption of the proposed 2025 budget.

BY ORDER OF THE BOARD OF TRUSTEES:
BOULDER PUBLIC LIBRARY DISTRICT

By: /s/ SETER, VANDER WALL & MIELKE, P.C.
Attorneys for the District

Publish in: *The Daily Camera*
Publish on: Wednesday, November 6, 2024

Trustee _____ introduced and moved the adoption of the following Resolution:

**Boulder Public Library District
Board of Trustees Resolution 2024-11-__**

RESOLUTION

A RESOLUTION SUMMARIZING EXPENDITURES AND REVENUES FOR EACH FUND AND ADOPTING A BUDGET, LEVYING PROPERTY TAXES TO HELP DEFRAY THE COSTS OF GOVERNMENT, AND APPROPRIATING SUMS OF MONEY TO EACH FUND IN THE AMOUNTS AND FOR THE PURPOSES SET FORTH HEREIN FOR THE BOULDER PUBLIC LIBRARY DISTRICT, BOULDER COUNTY, COLORADO, FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY, 2025, AND ENDING ON THE LAST DAY OF DECEMBER, 2025.

WHEREAS, the Board of Trustees of the Boulder Public Library District has authorized its budget officer to prepare and submit a proposed budget at the proper time; and

WHEREAS, the proposed budget has been submitted to the Board of Trustees of the District for its consideration; and

WHEREAS, upon due and proper notice, published in accordance with law, the proposed budget was open for inspection by the public at a designated place, a public hearing was held on Tuesday, November 19, 2024 and interested electors were given the opportunity to file or register any objections to the proposed budget; and

WHEREAS, whatever increases may have been made in the expenditures, like increases were added to the revenues so that the budget remains in balance, as required by law.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE BOULDER PUBLIC LIBRARY DISTRICT OF BOULDER COUNTY, COLORADO:

Section 1. Summary of 2025 Revenues and 2025 Expenditures. The estimated revenues and expenditures for each fund for fiscal year 2025, as more specifically set forth in the budget attached hereto are accepted and approved.

Section 2. Adoption of Budget. The budget as submitted, amended and attached hereto and incorporated herein is approved and adopted as the budget of the Boulder Public Library District for fiscal year 2025.

Section 3. Levy of General Property Taxes. The foregoing budget indicates the amount of money necessary to balance the budget for the General Fund for operating expenses from property tax revenue. For the purposes of meeting all general operating expenses of the District during the 2025 budget year, the voters have approved a tax levy of 3.5 mills upon each dollar of the total valuation for assessment within the District for the year 2025.

Section 4. Certification to County Commissioners. The Secretary of the District, or its designee, is hereby authorized and directed to certify to the County Commissioners of Boulder County the mill levy for the District hereinabove determined and set forth on the Certification of Tax Levies for Non-School Governments attached hereto.

Section 5. Appropriations. The amounts set forth as expenditures and balances remaining, as specifically allocated in the budget are hereby appropriated from the revenue to each fund for the purposes stated and no other.

Section 6. Budget Certification. The budget shall be certified by the Secretary of the District, and made a part of the public records of the Boulder Public Library District.

The foregoing Resolution was seconded by Trustee _____.

RESOLUTION APPROVED AND ADOPTED THIS 19TH DAY OF NOVEMBER, 2024.

Boulder Public Library District
2025 Budget Resolution
Signature Page

BOULDER PUBLIC LIBRARY DISTRICT

By: _____
Doug Hamilton
President

ATTEST:

By: _____
Sylvia Wirba
Secretary/Treasurer

DRAFT

STATE OF COLORADO
COUNTY OF BOULDER
BOULDER PUBLIC LIBRARY DISTRICT

I, Sylvia Wirba, hereby certify that I am a Trustee and the duly elected and qualified Secretary of the Boulder Public Library District, and that the foregoing constitute a true and correct copy of the record of proceedings of the Board of Trustees of said District, adopted at a meeting of the Board of Trustees of the Boulder Public Library District held on November 19, 2024, at the Boulder Public Library, Canyon Meeting Room, 1001 Arapahoe Avenue, Boulder, Colorado, as recorded in the official record of the proceedings of the District, insofar as said proceedings relate to the budget hearing for fiscal year 2025; that said proceedings were duly had and taken; that the meeting was duly held; and that the persons were present at the meeting as therein shown.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed the official seal of the District this 19th day of November, 2024.

Secretary

EXHIBIT A

**BUDGET DOCUMENT
AND
BUDGET MESSAGE**

DRAFT

**Boulder Public Library District
2025 Operating & Capital Budget**

	2025 Recommended Budget
Revenue	
Property Tax	\$21,437,601
Carryover Revenue	\$5,000,000
Interest Income	\$512,174
Grants	\$161,000
Sales	\$35,000
Other	\$23,053
Total Revenue	\$27,168,828
Expenditures	
Personnel	\$14,587,395
Administrative	\$336,403
Board Governance	
Legal Consultants & Fees	\$130,000
Auditor	\$23,500
Board Food	\$6,000
Board Memberships & Travel	\$2,000
Total Board Governance	\$161,500
Purchased Services	\$1,636,890
Building Costs & Utilities	\$1,288,800
IT Support	\$1,468,140
Library Collection	\$2,009,700
Marketing & Engagement	\$180,000
Programs & Events	\$646,000
Capital Outlay	\$4,839,000
Cafe	\$15,000
2023 City of Boulder Library Expenses	\$0
Total Expenditures	\$27,168,828
Total Change in Fund Balance	\$0

November 15, 2024

To: Boulder Public Library Board of Trustees

From: David Farnan, Library Director

Jennifer Phares, Director of Business and Administration

Subject: Draft Boulder Public Library District 2025 through 2035 Capital Improvement Program

Following the Board's discussion of the 2025 recommended budget in October, Trustee Hamilton requested a Capital Improvement Program (CIP) document be created for the District. **Attachment A** is the initial draft. Staff seek the Board's input on the CIP timeline, content, and format and the Board's direction on if and where to post the final version on the Board of Trustees webpage.

Questions for the Board of Trustees

1. Does the Board of Trustees agree with a 10-year plan for the CIP?
2. Does the Board of Trustees have questions and/or input on the contents in the draft CIP?
3. Does the Board want the CIP posted with financial information [here](#)?

BOULDER PUBLIC LIBRARY

CAPITAL IMPROVEMENT PROGRAM

2025 through 2035

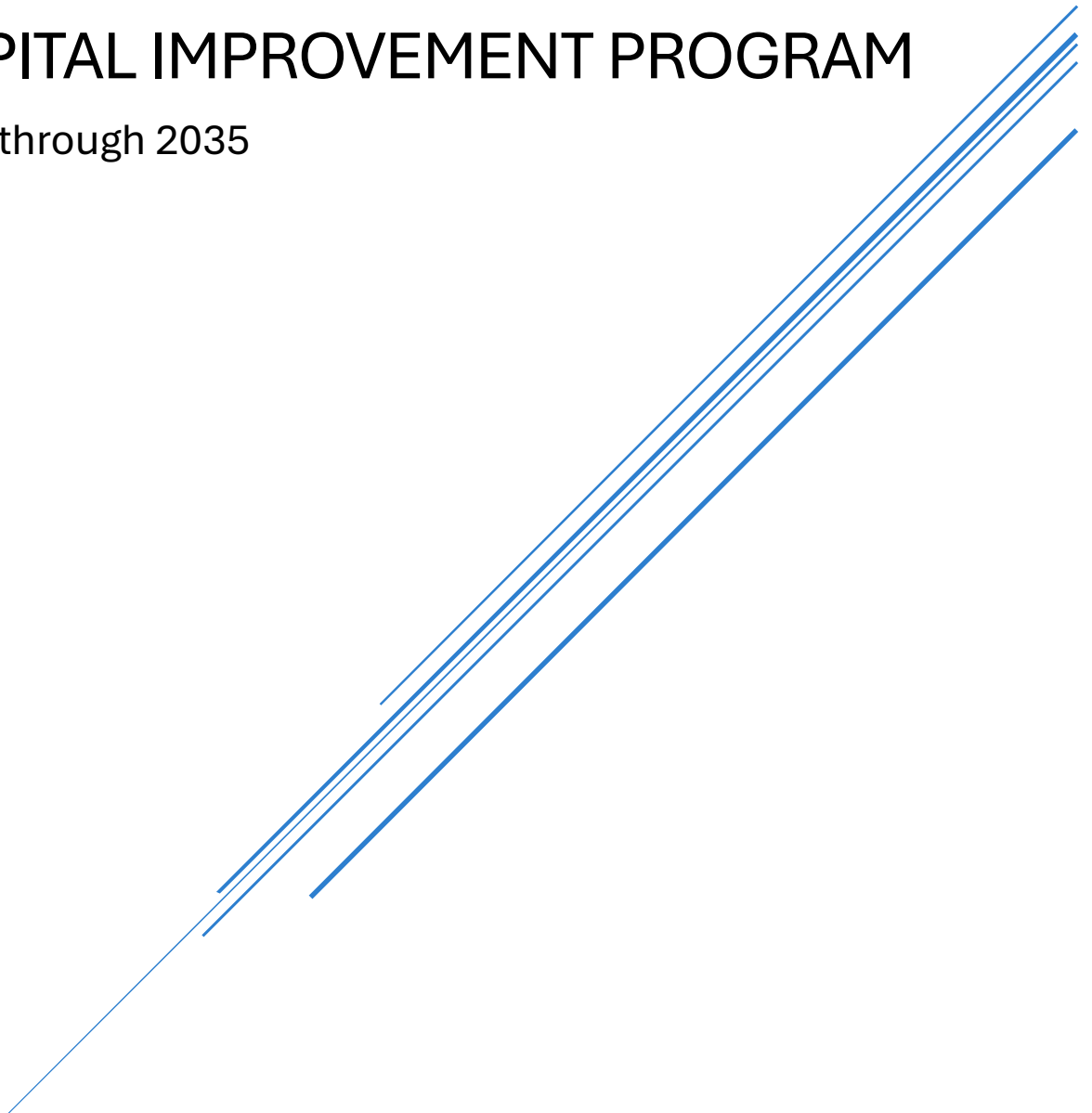


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Completed and Planned Capital Investment	3
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DRAFT

Executive Summary

The Boulder Public Library District’s Capital Improvement Program (CIP) is a detailed plan for maintaining, enhancing, and expanding its public and service-delivery infrastructure. The CIP describes capital improvement projects, their estimated costs, and their priority as identified by the library’s strategic planning documents and guidance from the Board of Trustees. It also covers capital investment in IT and other equipment, and the library collections. The CIP (except the library collection) is funded from the District’s prior years’ unspent property tax and other revenues designated by the Board of Trustees. The library collection receives a portion of the current year’s property tax revenue and is reported in the operating budget. The CIP will be updated annually, identifying projects that are complete, equipment that has been replaced, or has become obsolete and adding new projects and equipment based upon facility conditions, replacement schedules, and patron use and feedback.

Asset Management Policy

The District’s [Asset Management Policy](#) states:

For expenditures related to repair, remodeling, or expansion of an existing capital asset, the District must determine if the expenditure increased the capacity, operating efficiency or extend the useful life of the asset. The thresholds identified below are used to designate repairs, remodeling, or expansion expenditures as capital. Expenditures that only serve to restore capital assets to a working condition or do not enhance or extend the useful life should be recorded as repair and maintenance expense and will not be capitalized.

Table 1. Values for Capital Assets

Land, Buildings and Building Improvements	\$50,000 or more
Library Materials	All purchases, regardless of cost
Furniture, Fixtures, Equipment, Computer Software	\$5,000 or more
Works of Art and Historical Treasures	\$5,000 or more
Vehicles	\$5,000 or more

Many of the projects described in the CIP are to address deferred maintenance for the facilities leased from the City of Boulder. In 2023, the District hired the Cumming Group to conduct a facility assessment to catalog and prioritize the deferred maintenance items for the Main Library, George Reynolds Library, and the Carnegie Library for Local History. The high end of the range of costs in 2023 dollars are included in this CIP plan. Although some of the deferred maintenance items don’t meet the value threshold or increase capacity, operating efficiency or extend the useful life of the asset, they are included in the CIP because the total combined amount is about \$8 million and needs to be scheduled over several years. Many of these non-capital items may be combined into a project that overall would meet the value threshold and criteria.

Only new acquisitions that meet the above criteria will be designated as capital and depreciated. Assets given to the District by the City of Boulder will not be scheduled for depreciation.

Capital Budget and Cost Assumptions

Appropriation for the annual CIP projects may fluctuate significantly over the years due to timing of projects and availability of funding. This is demonstrated by the range in projected annual capital budget during the next several years, currently ranging between <\$1 million and approximately \$5 million annually. The current estimated total investment is approximately \$20 million over the next 10 years. The 2023 actuals and 2024 budget are including to show the trend in capital investment. This total includes equipment replacement but does not include investment in the library collection. Investment in the library collection is described in a later section of the CIP. Staff will discuss with the Board of Trustees the deferred maintenance and capital projects planned for the upcoming year during the budget development process.

Most of the costs in the CIP are rough, order of magnitude estimates and are in addition to the annual maintenance operating budget that covers items such as gas, electricity, water, custodial services, etc. The cost estimates do not factor in cost escalation. The annual average construction cost escalation from 2010 to 2020 was 3.7 percent. That factor has not been applied to estimates in the CIP. Cost escalation may be more for mechanical, electrical, and plumbing. In the Denver area, costs for most materials (except copper) have remained flat for the 12 months before the 2nd quarter of 2024 according to the Mortenson Construction Cost Indices.

Capital Improvement Principles

The 2018 Boulder Public Library Master Plan identifies several principles to guide capital investment.

- BPLD is committed to providing relevant technology, clean, safe, welcoming, and ADA accessible facilities, and fluid spaces that are adaptable to the community's changing literacy needs.
- BPLD facilities should be inviting, ensuring equitable access to resources, and compel community members to explore, gather, learn, and engage.
- BPLD facilities should model environmental sustainability for the rest of the community.
- BPLDs technology infrastructure should include current security safeguards, have enough devices to support digital inclusion and bandwidth to meet in current and new facilities.
- BPLDs geographic distribution of library services should provide convenient access and be responsive to community members' library needs and correspond to population growth.

The 2022 campaign to form and fund the Boulder Public Library District also identified taking care of library assets as a priority.

Completed and Planned Capital Investment

During the upcoming few years, the District is working toward meeting the capital goals in the master plan such as:

- Opening a library in Gunbarrel,
- Investigating restoration of the Carnegie Library and planning for more archival storage space,
- Investing in technology that supports safe and secure public spaces,
- Activating the Canyon Theater, Gallery and outdoor spaces around library facilities, and
- Planning for the eventual relocation of the Meadows Library to a more visible and easier to access location in southeast Boulder.

Appendix A has Table 1 showing the total annual CIP investment and Chart 1 is a graphical representation of the total annual CIP investment. **Appendices B** through **G** (in alphabetical order by location name and equipment) have a table detailing the capital project estimates by year and a chart that shows the total planned annual investment by project type. Descriptions of the types of projects in the appendices are as follows:

Deferred Maintenance – Maintenance of building and building systems that is past due.

Deficiency – Projects or equipment needed for service delivery. May include deferred maintenance.

Enhancement – Expansion or improvement of a current service or facility or a new amenity.

Replacement – Current asset scheduled for replacement.

Library Collection

Physical library collections are also managed as capital assets. BPLDs Collection Services has its own collection development policy and purchasing policy directives. The 2018 Boulder Public Library Master Plan states that the total annual investment in collection services should be no less than ten percent of the year's operating budget and at least \$14 per capita. **Appendix H** has three charts: **Chart A** shows the total collection services budget by year, **Chart B** shows the Collection Services budget as a percentage of the total operating budget, **Chart C** shows the collection budget and per capita.

Overview of Capital Investments

EQUIPMENT

IT and other equipment are included in the CIP according to the anticipated replacement schedule by item. The IT operating budget for any given year is not enough to absorb these capital investments.

COLLECTION

Physical library materials purchased for all libraries are combined annually as one capital asset and depreciated over 6 years.

FLEET

The District owns a facilities van and was given the bike book from the City of Boulder. Although it is almost 10 years old, with regular maintenance, the book bike will not need replacement for more than 10 years. In 2025, an additional facilities vehicle is planned for purchase.

MAIN LIBRARY

The Main Library was built in three increments. The original 1961 building on Canyon Blvd is 23,899 sq. ft. It currently has office space for staff and community partners, meeting and study rooms, the Canyon Theater, the Canyon Gallery, and the BLDG61 Makerspace. The estimated total cost of the deferred maintenance due on this building is greater than \$2.5 million. New investment may include staff breakroom and renovation of the space after the City tenant moves out in 2029.

The first addition was added in 1974, it is 14,680 sq. ft. and currently has the café, bookshop, children's area and collection, the teen space and the adult non-fiction book collection. The estimated cost of deferred maintenance due on this building is greater than \$1.1 million. New investments include reconfiguration of the non-fiction book collections, and spaces adjacent to the teen space conversion of one medium sized underused meeting room into 3 to 4 study rooms.

The second addition on Arapahoe Ave. was added in 1992 is 55,585 sq. ft. and currently has meeting rooms, seating areas, public computers, the adult and teen fiction collections, media, accounts desks, staff offices, storage, and the materials handling department and automated materials handling system. The estimated cost of the deferred maintenance due on this building is greater than \$5 million.

NOBO LIBRARY

The construction of the NoBo Library was completed in 2024. The outdoor program space and playground are anticipated for completion in April 2025. The District took occupancy of the facility from the City of Boulder in July 2024 and assumed responsibility for capital improvements and maintenance. New planned investments are minor adjustments to optimize comfort and use of the spaces.

GUNBARREL LIBRARY

In 2024, the Board of Trustees approved acquisition of a ten-year lease of the former First Bank building in Gunbarrel. The current lease expires in 2034. Aside from the renovation prior to the library opening, there is no deferred maintenance or capital asset replacements scheduled for the next 5 years.

GEORGE REYNOLDS LIBRARY

The George Reynolds Library was built in 1968 and was 4,070 sq. ft. when it opened. The estimated cost of the deferred maintenance due on this building is greater than \$600,000. Routine replacement of furniture and flooring is planned during the next 5 to 8 years.

MEADOWS LIBRARY

The Meadows Library is a 7,800 sq. ft. leased space in the Meadows on the Parkway shopping center. The lease was assigned from the City of Boulder to the District in 2023. The lease for the current space expires by 2029. There is no deferred maintenance or major replacements planned for the Meadows Library prior to 2029. The Board authorized the library director to begin investigating buildings or spaces in southeast Boulder that become available to purchase or lease by 2028 for the Meadows Library to relocate.

CARNEGIE LIBRARY FOR LOCAL HISTORY

Built in 1907 as Boulder's first public library, this library currently serves as the public archive for Boulder's history. It is 4,000 sq. ft. The estimated cost of the deferred maintenance due on this building is greater than \$1.6 million. Staff are working with a construction firm on plans to address deferred maintenance, address deficiencies of the facility as an archive, and enhancements that will attract more visitors. The Board will consider whether to fund some of these projects in 2025. The Board is also considering the option of moving some or all the collection to another facility by 2028.

FACILITIES AND MAINTENANCE SHOP

Lease spaces near the Main Library are being investigated to serve as a receiving location and facilities workshop. Moving the facilities team to another facility will free up workspace for new employees and storage at the Main Library. With the Board's approval, the lease of additional space is planned for 2025.

Appendices A through I

Table 1. Annual CIP Investment

	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Carnegie Library		\$130,855	\$1,023,834			\$517,425	\$30,000						\$100,000
Equipment	\$767,405	\$200,799	\$298,000	\$878,000	\$192,952		\$826,317			\$1,000,000		\$100,000	
Gunbarrel Library		\$1,600,552					\$100,000			\$25,336		\$300,000	\$318,002
Main Library		\$810,919	\$2,109,329	\$147,117	\$2,748,559	\$50,000	\$1,393,999	\$2,660,529	\$36,007	\$1,346,396	\$123,640		\$114,233
Meadows Library		\$18,315		\$1,500,000	\$1,800,000			\$100,000	\$200,000				
NoBo Library		\$1,414,427	\$130,000			\$100,000				\$51,938	\$100,000	\$209,613	
George Reynolds Library		\$24,845	\$333,487	\$216,259	\$100,000			\$242,448	\$200,000	\$100,000	\$1,000,000		
Grand Total	\$767,405	\$4,200,712	\$3,894,650	\$2,741,376	\$4,841,511	\$667,425	\$2,350,316	\$3,002,977	\$436,007	\$2,523,670	\$1,223,640	\$609,613	\$532,235

Chart 1. Annual CIP Investment

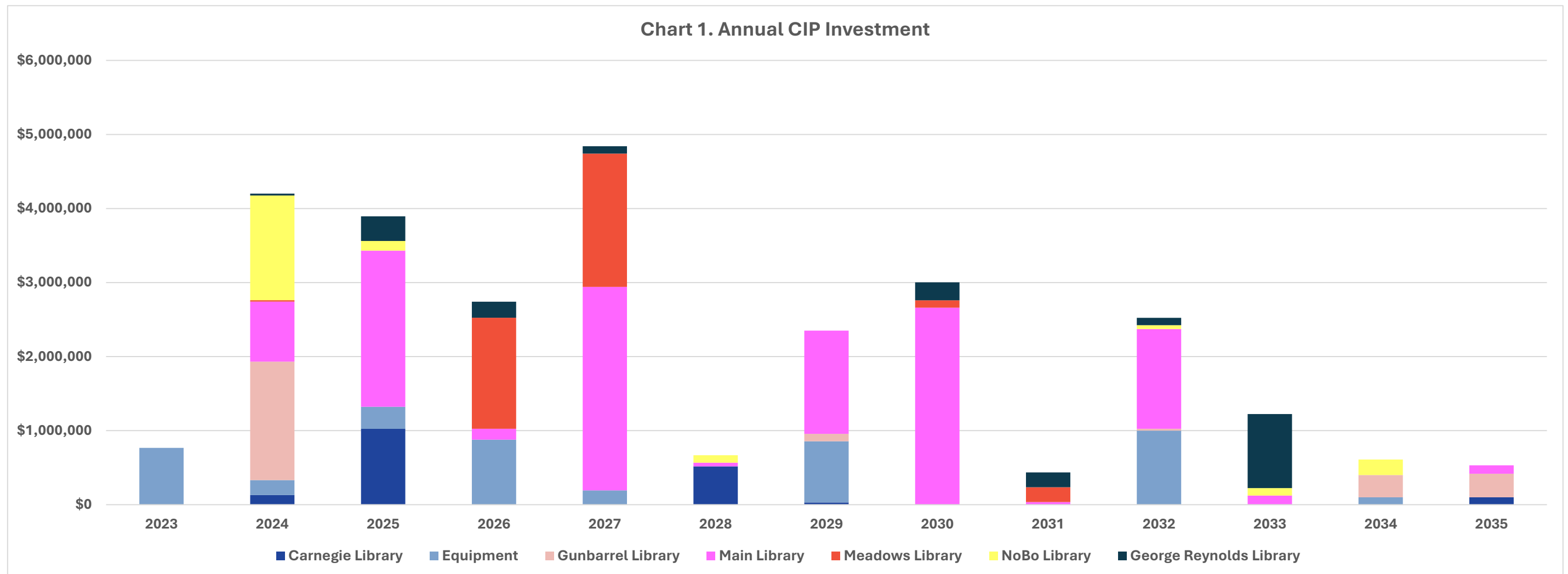


Table 1. Carnegie Library Annual CIP Investment

Type	Project	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
DM	Emergency roof repairs		\$8,725											
DM	Exterior masonry tuck pointing		\$15,047											
DM	Exterior railing repair		\$10,219											
DM	Interior water damage repairs		\$11,838											
DM	Replace deteriorated exterior brick						\$517,425							
D	Interior renovation/ repair			\$1,000,000										
D	Exterior ADA ramp improvements			\$12,889										
D	Interior design plan		\$81,720											
R	Carnegie microfilm reader			\$10,945										
R	Flooring replacement / refinishing													\$100,000
R	Public & staff furniture		\$3,305					\$30,000						
Grand Total		\$0	\$130,855	\$1,023,834	\$0	\$0	\$517,425	\$30,000	\$0	\$0	\$0	\$0	\$0	\$100,000

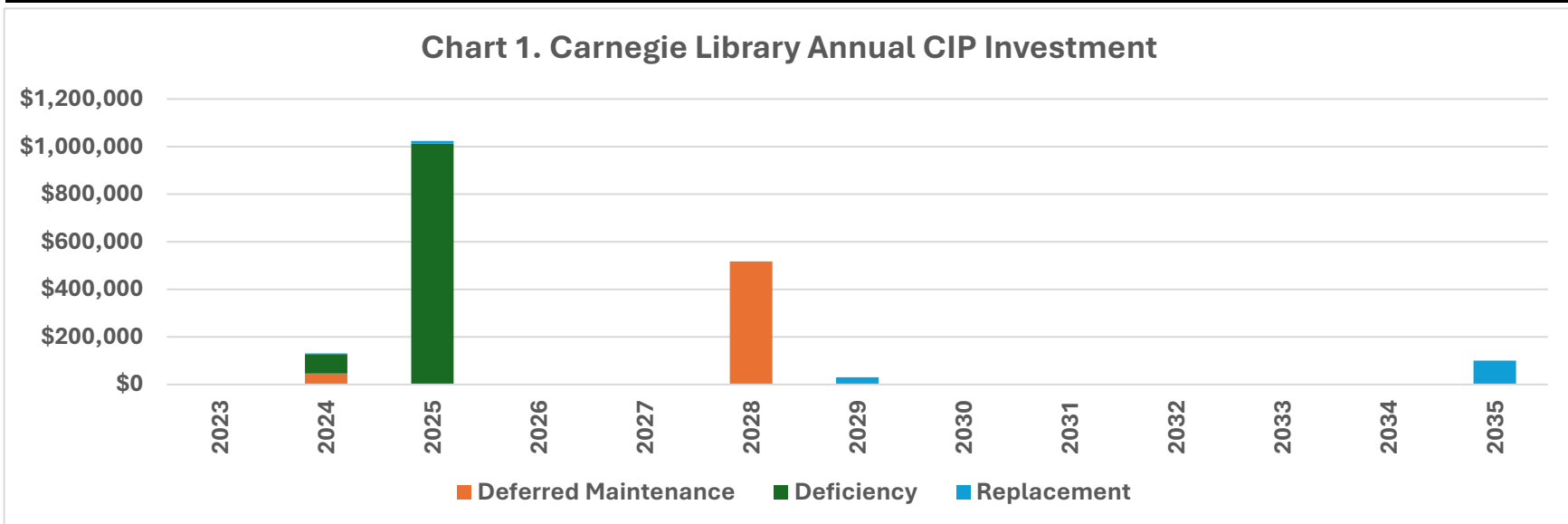


Table 1. Equipment Annual CIP In vestment

Type	Project	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
D	Facilities vehicle		\$53,865	\$60,000										
D	Point of Sale System			\$125,000										
E	HALO system		\$22,130											
E	Laptops for patron use			\$98,000										
E	Sewing machine Studio 24		\$9,328											
R	Children's educational computers		\$18,649											
R	Copiers & printers		\$18,884					\$26,317						
R	Epilog laser cutter BLDG61				\$40,000									
R	Genie Lift AWP-24			\$15,000										
R	People counter equipment		\$6,268											
R	Self-checkout machines					\$192,952					\$200,000			
R	ShopBOT CNC machine BLDG61				\$38,000									
R	Staff & service desk computer equipment	\$767,405	\$71,675		\$800,000			\$800,000			\$800,000			
Grand Total		\$767,405	\$200,799	\$298,000	\$878,000	\$192,952	\$0	\$826,317	\$0	\$0	\$1,000,000	\$0	\$0	\$0

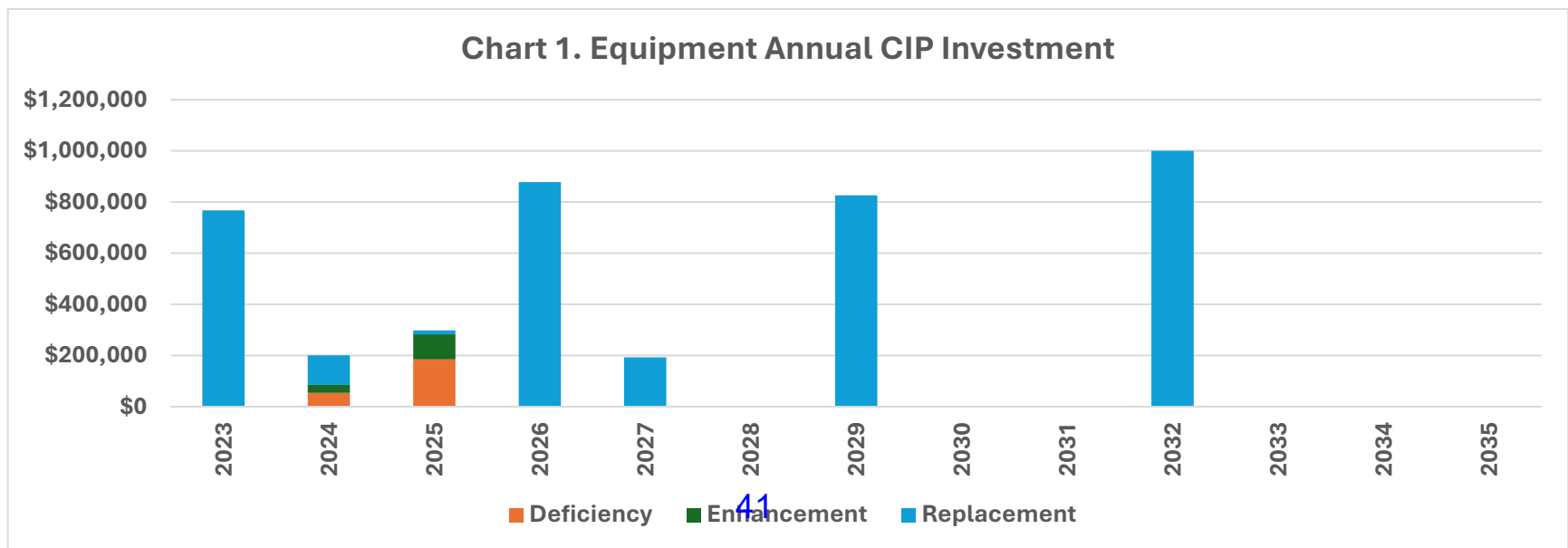


Table 1. George Reynolds Library Annual CIP Investment

Type	Project	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
DM	Address foundation drainage issues at the SE meeting room wall			\$168,787										
DM	Disable Makeup Air Unit			\$4,307										
DM	Install relief air fan			\$23,255										
DM	Insulate & clamp hot water piping			\$17,865										
DM	Remove rust & seal doors			\$1,646										
DM	Repair crack in pavement on NW drive			\$6,029										
DM	Repair moisture damage in sorting room			\$7,666										
DM	Repair sections of deteriorated sidewalk			\$861										
DM	Replace asphalt roof shingles			\$65,752										
DM	Replace low slope roof membrane								\$242,448					
DM	Replace sealant around windows			\$29,319										
DM	Retro-commissioning study of building automation system			\$8,000										
E	Install elevator											\$1,000,000		
R	Flooring									\$200,000				
R	Meeting room AV equipment		\$19,002											
R	Public & staff furniture		\$5,843			\$100,000					\$100,000			
R	Reynolds Automated Materials Handling system				\$216,259									
Grand Total		\$0	\$24,845	\$333,487	\$216,259	\$100,000	\$0	\$0	\$242,448	\$200,000	\$100,000	\$1,000,000	\$0	\$0

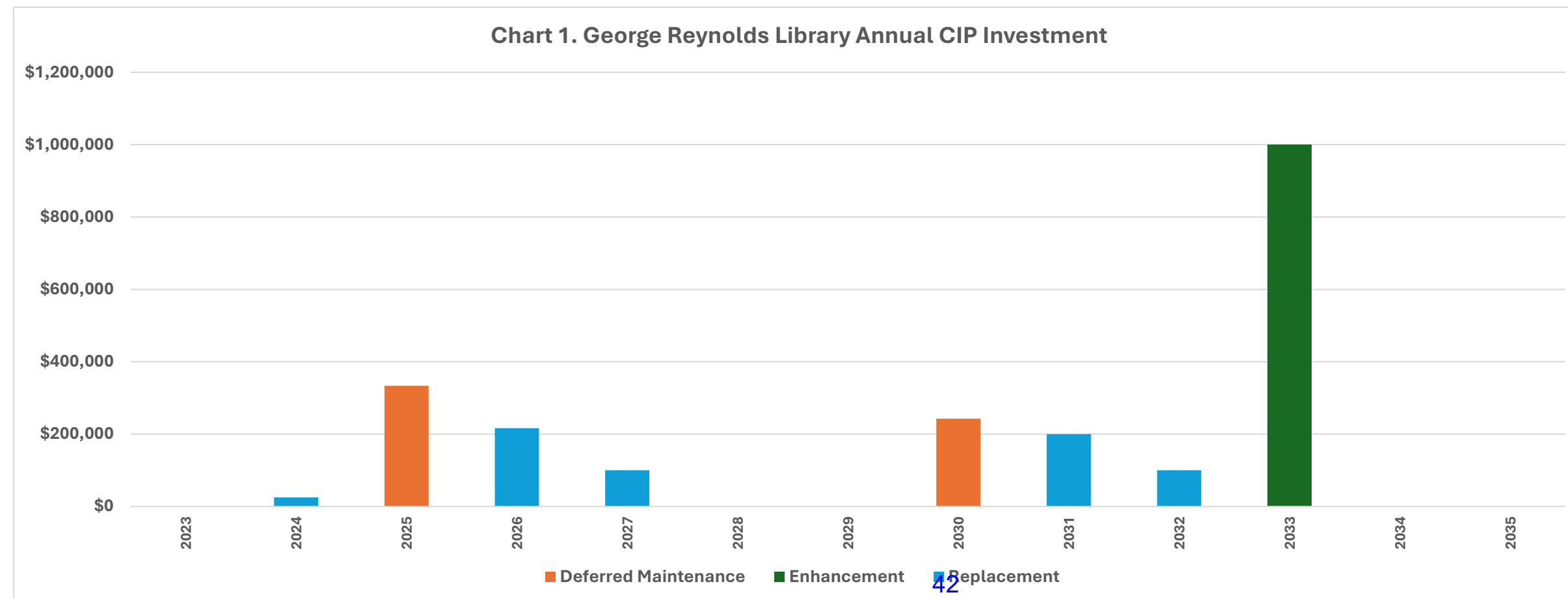


Table 1. Gunbarrel Library Annual CIP Investment

Type	Project	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
D	Roof repair		\$36,118											
D	Stone raised planting bed													
E	Interior demolition		\$23,723											
R	Gunbarrel Automated Materials Handling system		\$231,713											\$318,002
E	Interior renovation & FFE		\$1,250,000											
E	Interior renovation design services		\$58,999											
R	Flooring												\$200,000	
R	Meeting room AV equipment										\$25,336			
R	Public & staff furniture							\$100,000					\$100,000	
Grand Total		\$0	\$1,600,552	\$0	\$0	\$0	\$0	\$100,000	\$0	\$0	\$25,336	\$0	\$300,000	\$318,002

Chart 1. Gunbarrel Library Annual CIP Investment

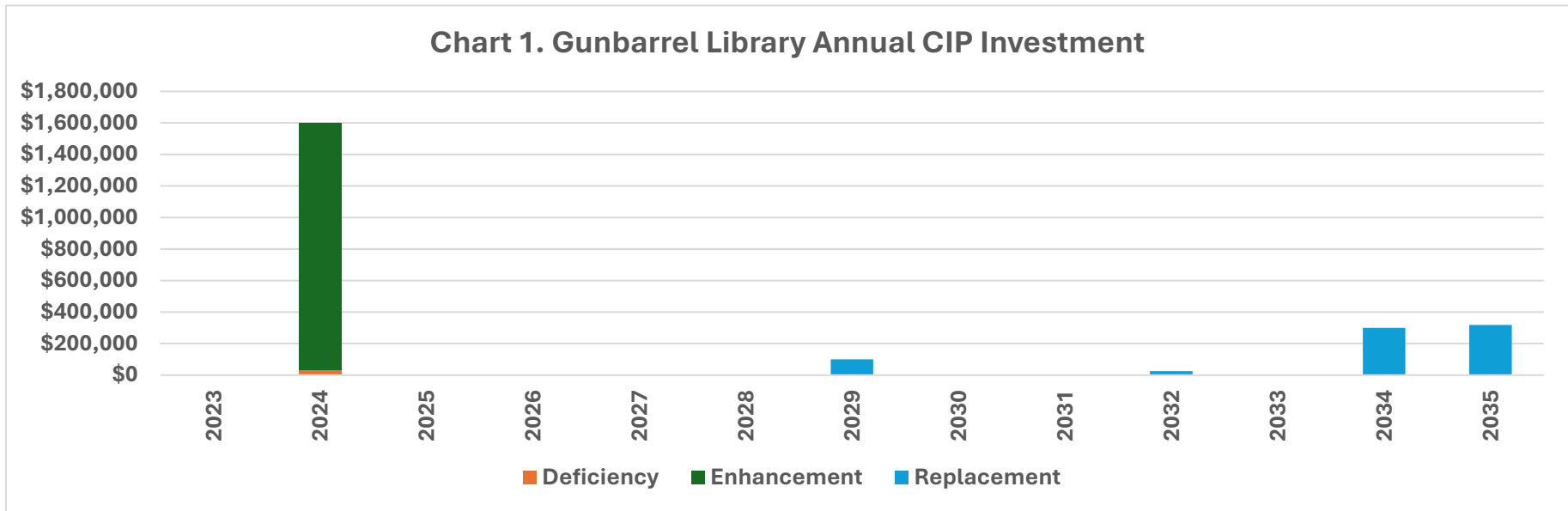
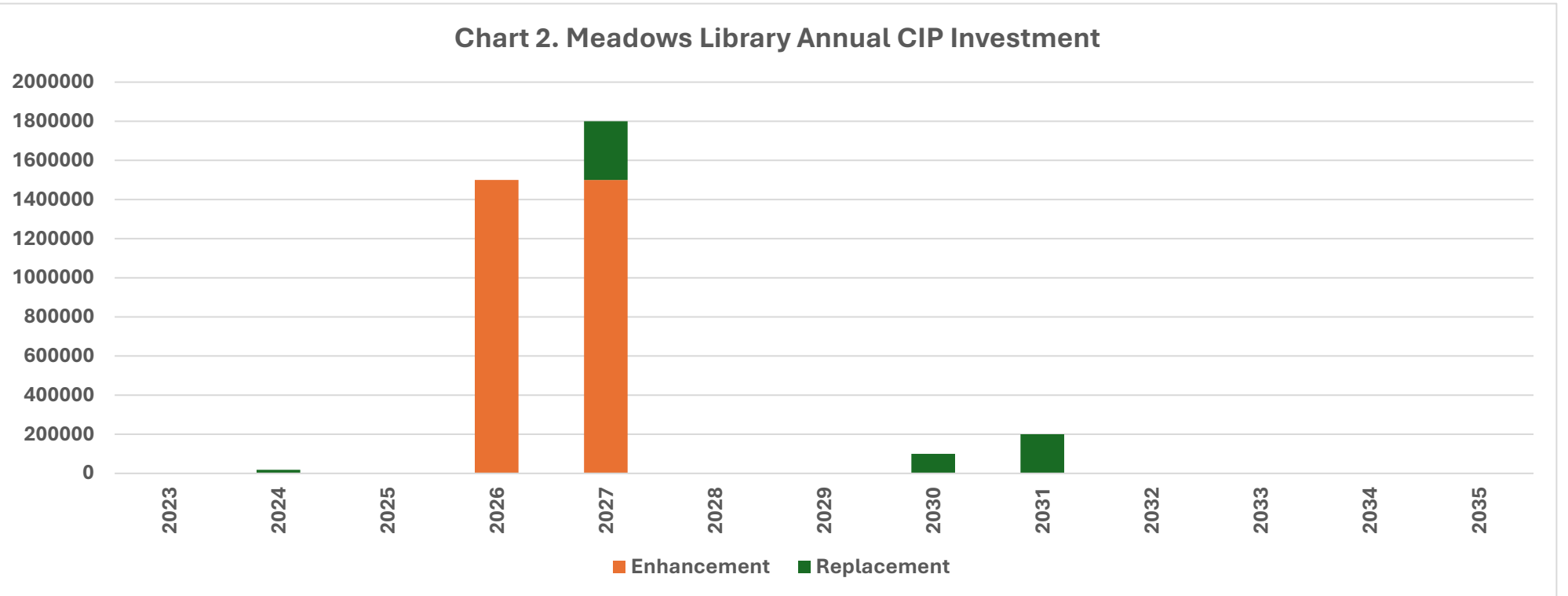


Table 1. Meadows Library Annual CIP Investment

Type	Project	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
E	Relocate Meadows Library				\$1,500,000									
E	Renovate the new Meadows facility					\$1,500,000								
R	Flooring					\$200,000								
R	Meadows Automated Materials Handling system									\$200,000				
R	Meeting room AV equipment		\$6,334											
R	Public & staff furniture		\$11,981			\$100,000			\$100,000					
Grand Total		\$0	\$18,315	\$0	\$1,500,000	\$1,800,000	\$0	\$0	\$100,000	\$200,000	\$0	\$0	\$0	\$0

Chart 2. Meadows Library Annual CIP Investment



Type	Project	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
DM	Add curbs for solar panels 1992 bldg		\$3,736											
DM	Arapahoe Meeting Room drop ceiling replacement		\$33,742											
DM	Clean and repaint exterior metal railings			\$937										
DM	Clean minor efflorescence from stone masonry			\$2,498										
DM	Clean rust from exterior metal railings and refinish				\$2,928									
DM	Flood door maintenance					\$3,429								
DM	HVAC control system programming overhaul			\$150,000										
DM	HVAC repair & maintenance 1960 bldg					\$705,740								
DM	HVAC repair & maintenance 1992 bldg					\$1,437,232								
DM	Repair moisture damaged drywall ceilings 1974 bldg				\$28,058									
DM	Repair mortar joints in retaining wall stone coping				\$3,101									
DM	Repair stone masonry on patio planters			\$124,518										
DM	Repair stone paver joints on patio			\$52,023										
DM	Replace glazing units with failed seals			\$75,795										
DM	Replace light fixtures in plaza soffit				\$21,705									
DM	Replace metal panel joints at main entrance			\$31,446										
DM	Replace moisture damaged ceiling tiles 1974 bldg				\$16,325									
DM	Replace roof membranes 1992 bldg							\$836,836						
DM	Replace sealant around skylights			\$5,545										
DM	Replace single pane windows 1961 bldg							\$131,647						
DM	Replace single pane windows 1974 bldg							\$262,352						
DM	Replace stone coping mortar joints / setting bed 1992 bldg					\$52,158								
DM	Standing water repair at area well			\$12,885										
DM	Water leak investigation & repair		\$53,557											
D	Access control system		\$4,089											
D	Electric window shades		\$80,268											
D	Fire alarm system		\$5,903											
D	First floor public restroom doors			\$13,000										
D	Landscaping to improve safety				\$25,000									

Type	Project	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
D	Office reconfiguration design services		\$32,227											
D	Security camera equipment		\$47,129											
D	Supplemental HVAC solutions			\$500,000										
E	2nd floor reconfiguration: non-fiction area, teen area, service desks, & added meeting rooms			\$750,000										
E	Staff Breakroom Build out design		\$19,827											
E	Basement storage reconfiguration				\$50,000									
E	Canyon Theater renovation					\$250,000								
E	Canyon Theater sound system & control equipment		\$51,624											\$17,471
E	Children's Hollow		\$11,000											
E	Convert staff locker room to break area			\$177,000										
E	Dragon Artwork		\$5,500											
E	Locker room conversion to staff breakroom design services		\$9,266											
E	Renovation of City tenant space						\$1,000,000							
R	Automated materials handling system								\$891,594					
R	Café equipment replacement						\$50,000							
R	Canyon Theater lighting										\$123,640			
R	Canyon Theater projector			\$30,000										\$96,762
R	Expansion joint btwn 1974 & 1992 bldgs									\$36,007				
R	HVAC mechanical system modification design services		\$17,476											
R	Meeting room AV equipment			\$183,682										
R	Northside outdoor landscaping		\$6,150											
R	Public & staff furniture		\$429,425			\$300,000					\$300,000			
R	Replace carpeting in main areas 1992 bldg								\$415,758					
R	Replace roof system 1961 bldg										\$1,046,396			
R	Replace roof system 1974 bldg								\$516,341					
Grand Total		\$0	\$810,919	\$2,109,329	\$147,117	\$2,748,559	\$50,000	\$1,393,999	\$2,660,529	\$36,007	\$1,346,396	\$123,640	\$0	\$114,233

Chart 1. Main Library Annual CIP Investment

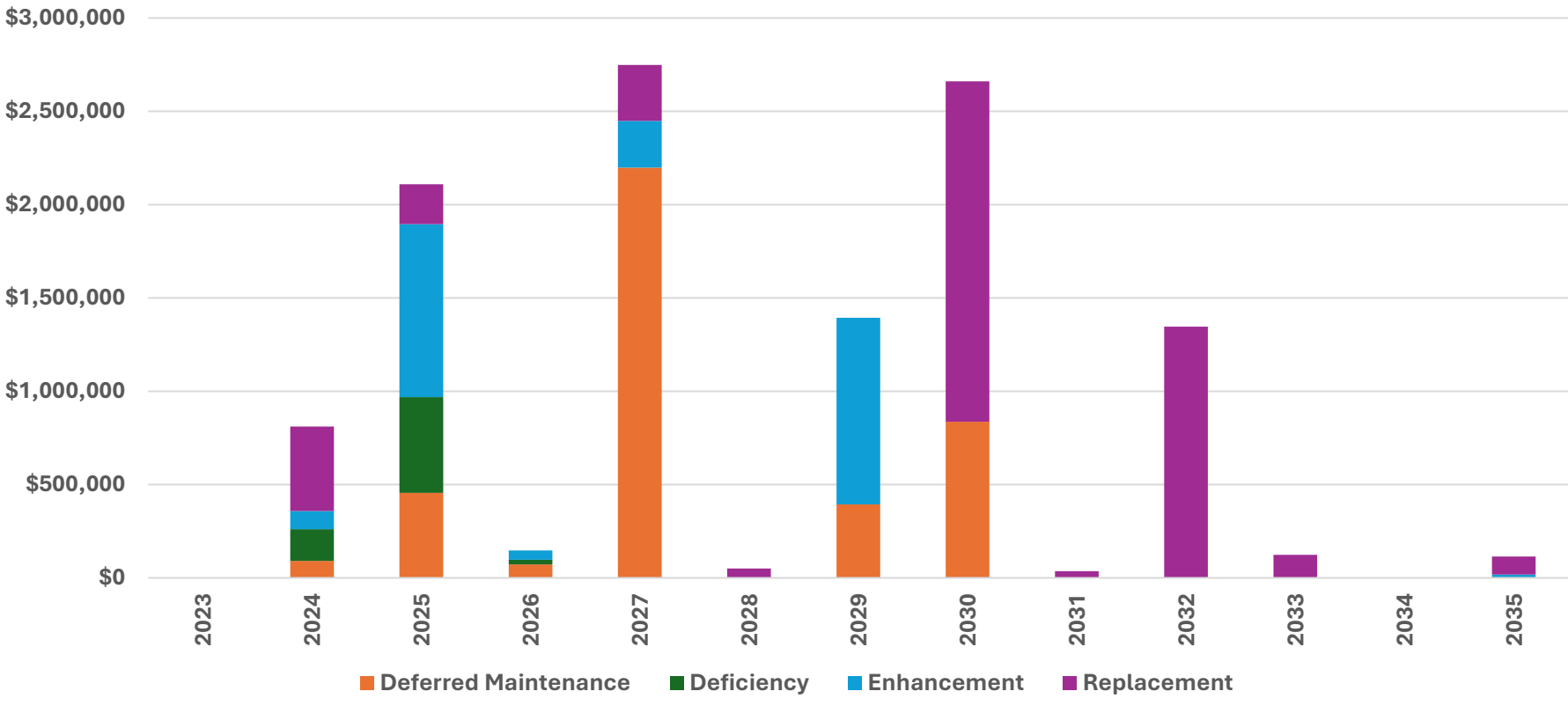


Table 1. NoBo Library Annual CIP Investment

Type	Project	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
D	Access control system		\$7,873											
D	Acoustic solution installation			\$100,000										
D	Acoustic study & design services		\$8,354											
D	Architect & engineering services		\$46,059											
D	Network equipment		\$48,661											
E	Playground contingency		\$70,000											
D	Replace public restroom door & add ADA door opener			\$30,000										
D	Seal wood fascia													
D	Security camera equipment		\$10,226											
E	LCD screen & projector Studio24		\$8,019											
E	Mobile artwork		\$2,000											
E	Playground		\$1,137,534											
R	Meeting room AV equipment		\$42,000								\$51,938			
R	NoBo Automated Materials Handling system												\$209,613	
R	Public & staff furniture		\$33,701				\$100,000					\$100,000		
Grand Total		\$0	\$1,414,427	\$130,000	\$0	\$0	\$100,000	\$0	\$0	\$0	\$51,938	\$100,000	\$209,613	\$0

Chart 1. NoBo Library Annual CIP Investment

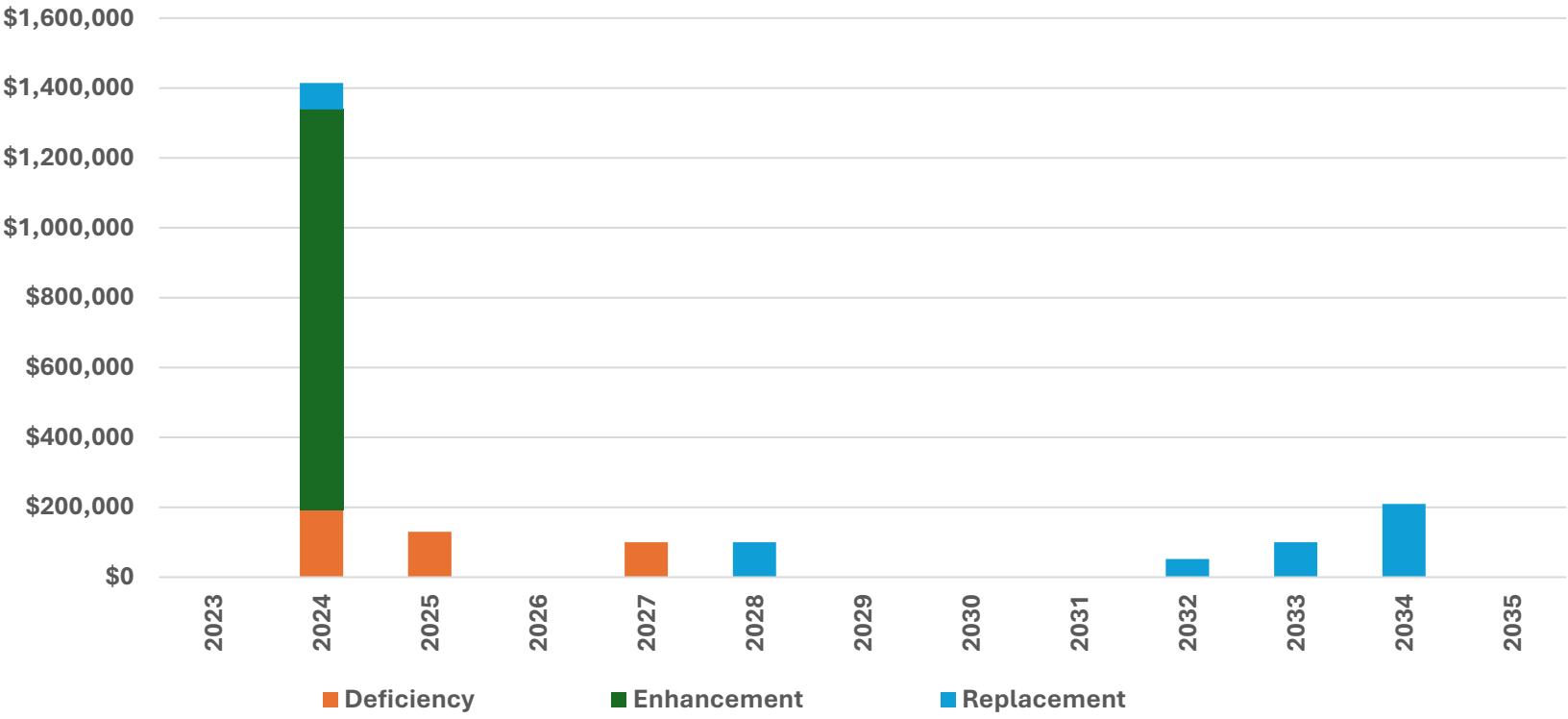


Chart A. Collection Services Budget

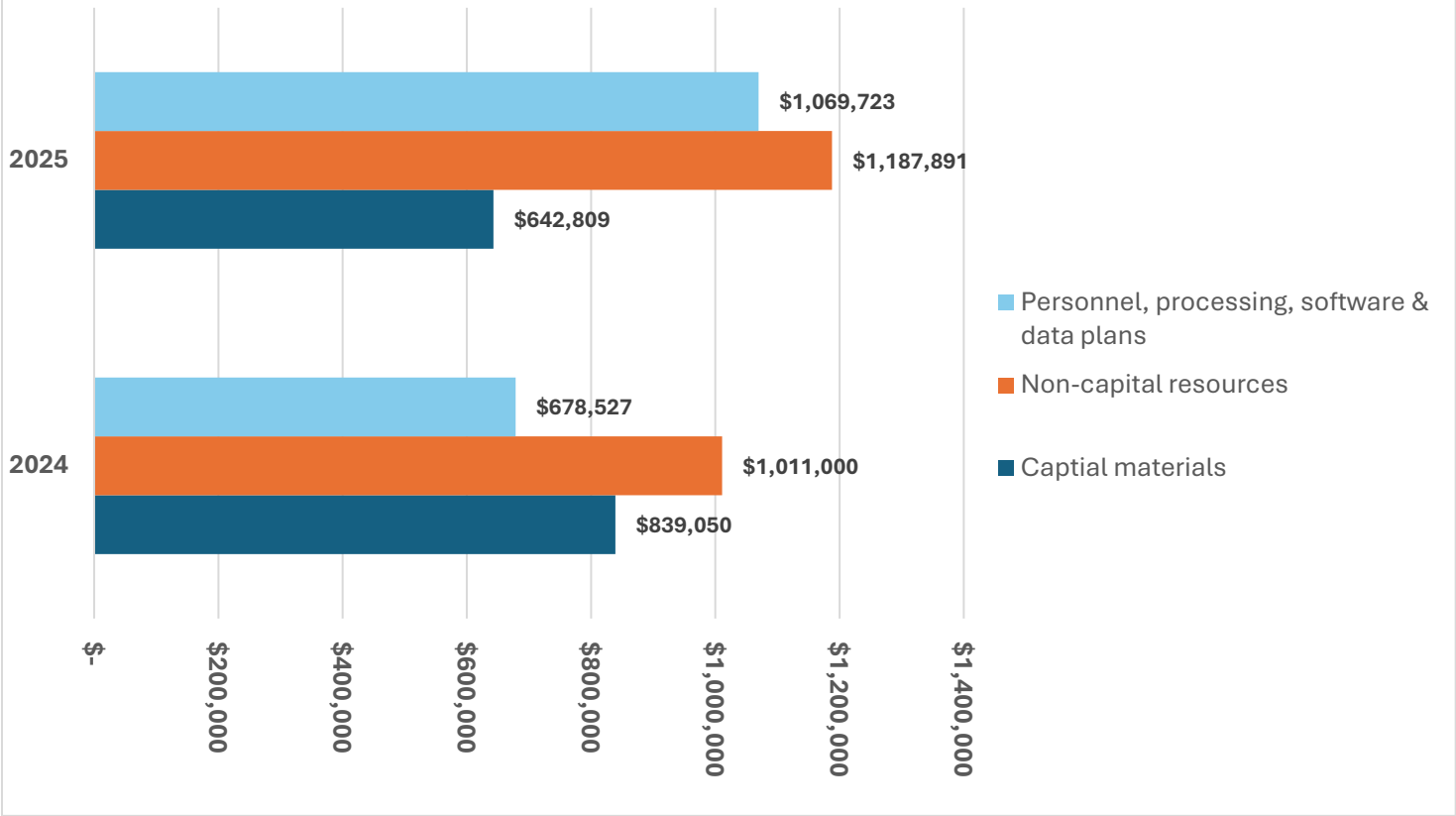


Chart B. Collection Services Percent of Total Operating Budget

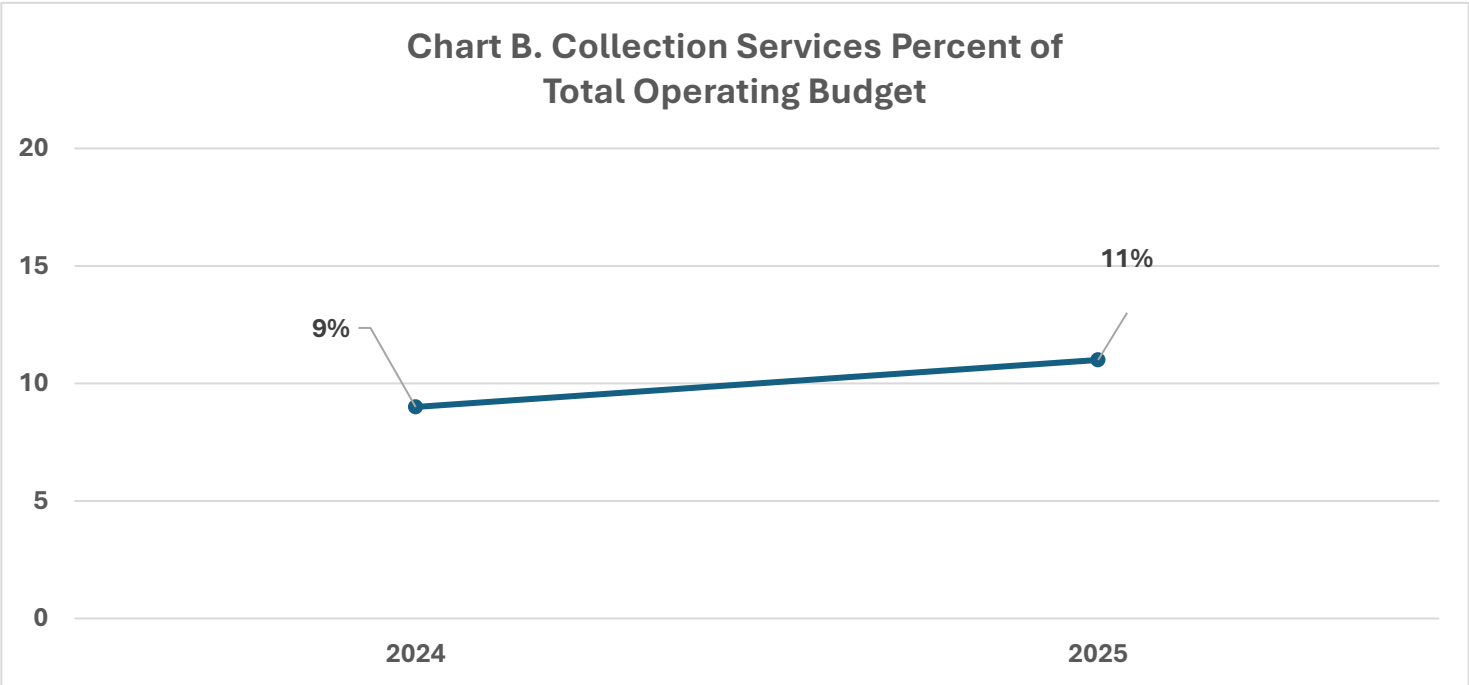
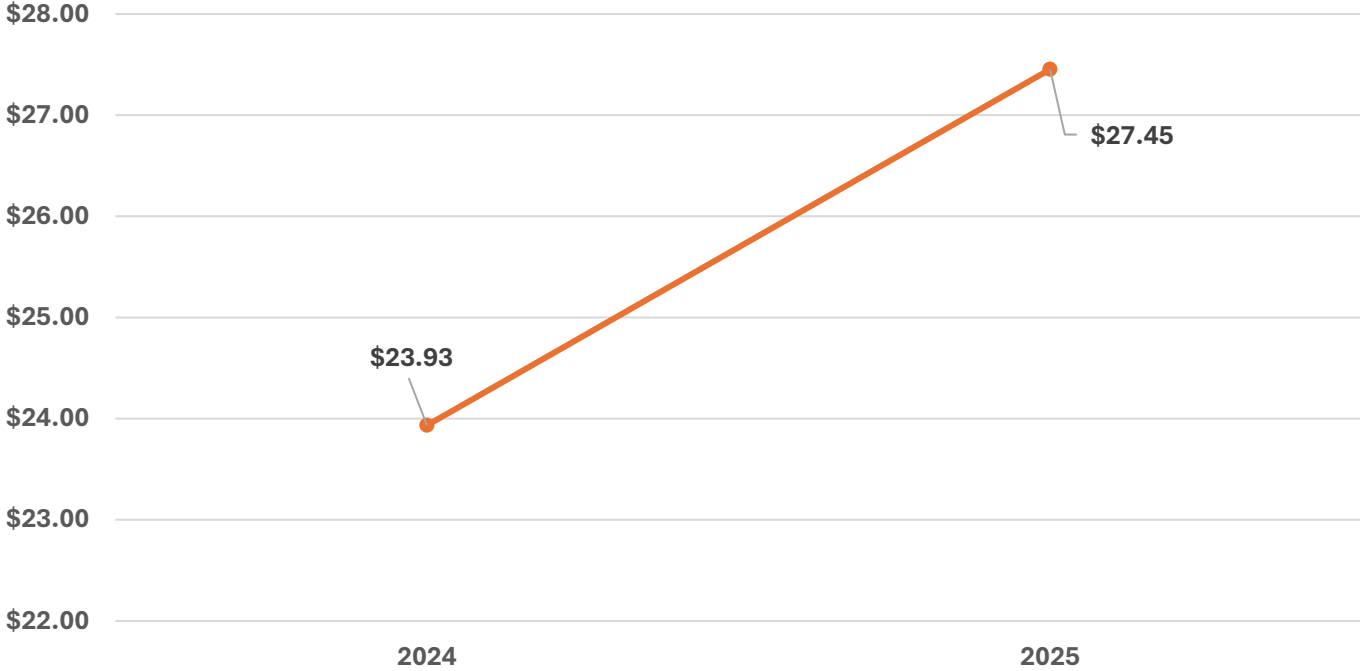


Chart C. Total Collection Budget per Capita



November 15, 2024

LIBRARY DIRECTOR'S REPORT

Procurement Contract – Automated Materials Handling System for Gunbarrel Library

The Board's consideration and approval is requested for the purchase of the automated materials handling system for the Gunbarrel Library. The Sole Source Justification, proposal, and updated drawing are **Attachments A, B and C**, respectively.

Draft BPLD Total Compensation Philosophy

The HR team has completed the Draft BPLD Total Compensation Philosophy (**Attachment D**). A compensation philosophy is a formal statement documenting the District's position about employee compensation. It explains the "why" behind employee pay and creates a framework for consistency. The HR team will use the compensation philosophy to attract, retain and motivate employees. The Board's review and input is requested before the philosophy is finalized and published.

Highlights from the Staff 2025 Benefits Survey

The HR team solicited feedback from staff about benefits prior to the kickoff of open enrollment on Nov.19, 2024. The team will conduct optional benefits education sessions based upon the feedback received. A summary of the staff feedback and data collected from the benefits broker is included as **Attachment E** for the Board's information.

Warner Charitable Trust Beneficiary

Chris Barge, Boulder Library Foundation executive director is pursuing the transfer of the beneficiary from the District to the Foundation of the Warner Charitable Trust. From the Foundation's perspective, Alex Warner's legacy giving is a great story to tell. The Foundation may feature the story on its website to encourage others to leave planned gifts benefiting the library, through the Foundation.

Mr. Warner served on the Foundation and was an outspoken proponent of the successful 1987 tax measure to fund the 1992 addition to the Main Library and renovations to the other libraries. If Mr. Warner has living descendants, the Foundation will reach out to them and keep them updated annually about the library's good stewardship of Alex Warner's legacy. The annual allocation from the trust would pass through the Foundation to the library after it is received.

Sole Source Justification

Gunbarrel Library Automated Materials Handling System Procurement

This document seeks approval to proceed with the purchase of an automated materials handling system from Lyngsoe Systems, Inc. The equipment will be installed at the new Gunbarrel Library at a cost of \$231,731.00. This system (equipment and software) is used to automatically check in and sort library materials borrowed by library patrons. It reduces staff time to manually handle library materials and increases patrons' access to materials by decreasing the time to reshelve them.

The installation of the system will be overseen by the Boulder Public Library District staff members, Aimee Schumm, Director of Innovation and Technology and Andres Melendez, Facilities Operations and Maintenance Manager in consultation with the project manager of JOC Construction.

The automated materials handling system for the Main Library was purchased in 2014 through an City of Boulder RFP process (RFP 20-2013). Subsequently, the automated materials handling systems for the Meadows and George Reynolds Branch Libraries were purchased in 2016 through a City of Boulder Request to Proceed authorized by former City Manager, Jane Brautigam (RTP 16-2017).

The documents referenced above will show the manufacturer of the current systems at the Main, George Reynolds, and Meadows Libraries has changed hands three times, 3M, Bibliotheca, and Lyngsoe Systems, Inc., respectively. Lyngsoe was a subsidiary of Bibliotheca and still is the service provider to the library's systems for annual maintenance and repairs. The Lyngsoe Systems, Inc. service contract with the City of Boulder was assigned to the District upon the transition on January 1, 2024.

The library team requests approval of this Sole Source Justification for the procurement of the automated materials handling system from Lyngsoe Systems, Inc. for the Gunbarrel Library for the following reasons:

- The current systems at the Main, Meadows, and George Reynolds Libraries are the same as the one to be purchased for the Gunbarrel Library. The systems operate with a standard propriety software platform.
- The new system's cost is in line with the previous three systems purchased from 3M and Bibliotheca. 3M no longer provides automated materials handling systems to libraries and Bibliotheca no longer sells the Lyngsoe product.
- Library patrons will have a consistent experience no matter which library they visit as the user interface for each system is the same.
- Routine maintenance of the systems for the library's facilities team will be consistent using the same schedules and replacement parts. Troubleshooting operational issues will be more effective with the systems being the same.
- For efficient operations, library staff are assigned to different locations based upon need and will only need to be trained on one system.
- The equipment and service provided by Lyngsoe Systems, Inc. since 2016 has been satisfactory and there are no other providers to service these systems available. The library

will also have only one contractor relationship to manage with a vendor that has a good track record.

- Lastly, there are few manufacturers of automated materials handling systems that provide affordable and reliable systems. An RFP process, at this point, would likely result in Lygnsoe Systems, Inc. being chosen for all the above reasons.

This Sole Source Justification is supported by the library director and the finance team. Funding for the equipment will come from the capital budget designated by the Board of Trustees.

If further information is required to make a decision about this Sole Source Justification, please contact Aimee Schumm, Boulder Public Library District (schumma@boulderlibrary.org).

Boulder Public Library District

Doug Hamilton, President of the Board of Trustees

ATTEST:

Trustee

APPROVED AS TO FORM:

Kim J. Seter, Atty

November 5, 2024

Aimee Schumm
Boulder Library District

Re: Proposal- Boulder Library District – Gunbarrel Branch – Amended v2


Aimee,

We are thrilled to continue our partnership with Boulder Library District by providing a new sorter for the Gunbarrel Library Branch. This marks the fifth Lyngsoe Systems sorter installation, reinforcing our long-standing collaboration in enhancing the efficiency of your library operations. As with previous projects, this sorter will seamlessly integrate with your existing infrastructure, offering advanced sorting capabilities to meet the growing demands of your community. Our commitment to innovation and support ensures that Gunbarrel Library will benefit from improved patron service and streamlined material handling for years to come. We look forward to working together on this exciting addition.

Regards,



Neil Gillott
Director of Engineering
240.674.8441
Fax- 301.360.0911

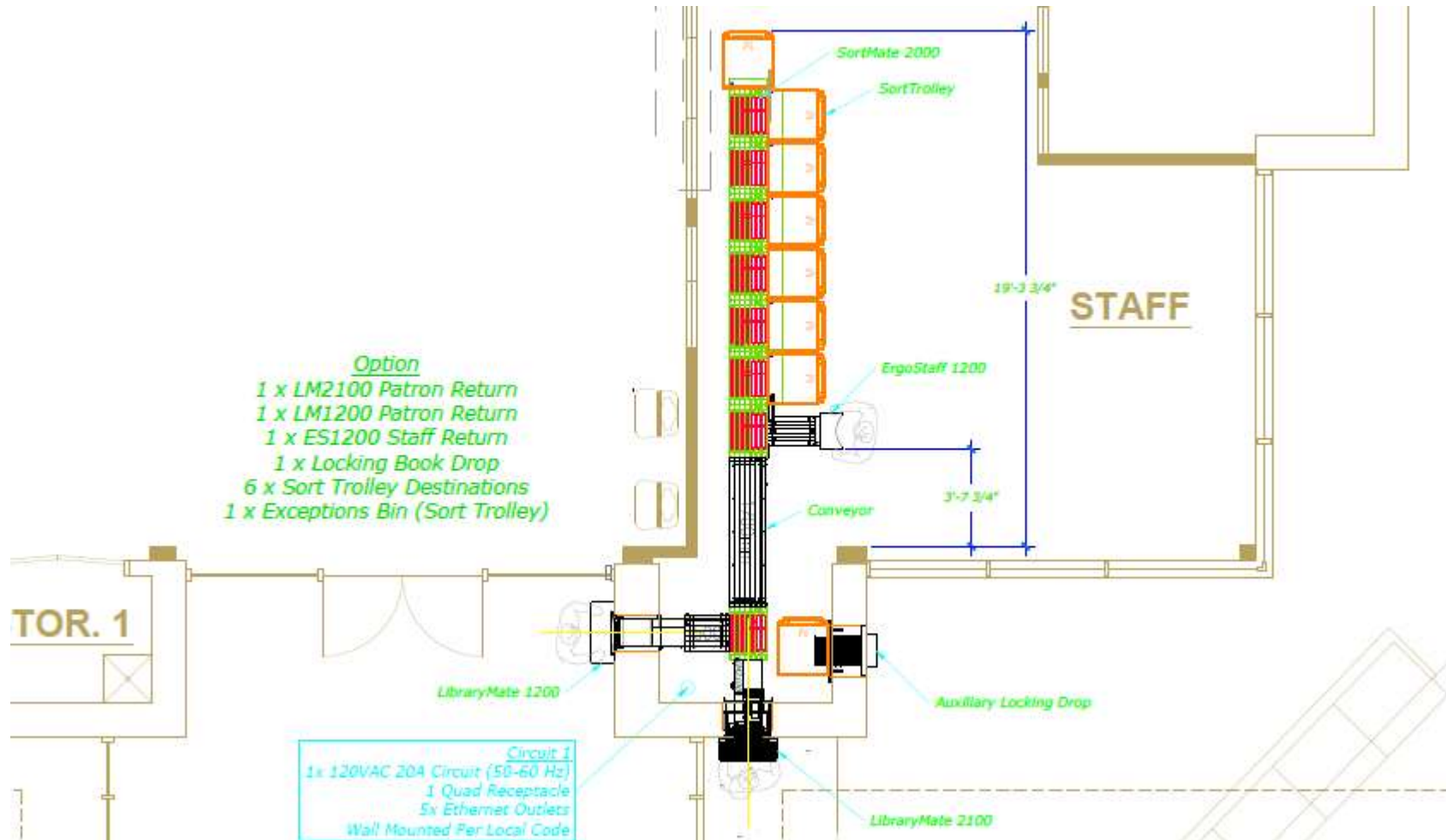


Cory McCoy
President
240.674.8443

Lyngsoe Systems Inc.
1664 Bowmans Farm Road
Suite 109
Frederick, MD 21701
www.lyngsoesystems.com/library



DRAWINGS






PRICING

Boulder Public Library Gunbarrel Branch Pricing		Price
<p>Sortation System – Interior / Exterior System (7-bin) <i>Lyngsoe Dwg: B26445-000-5-0</i></p> <p><u>Sortation System</u></p> <ul style="list-style-type: none"> • Qty (1) Library Mate™ LM1200 Interior check in station (RFID) with touchscreen interface, patron shelf, and patron receipt printer • Qty (1) Library Mate™ LM2100 Exterior check in station (RFID) with touchscreen interface, patron shelf, and patron receipt printer • Qty (1) Ergo Staff™ ES1200 Staff induction check in station (RFID Top scan barcode Hybrid) with touchscreen interface, height adjustable work surface, backdating <ul style="list-style-type: none"> ▪ Qty (1) Hold Slip Printer • Qty (1) Auxiliary Locking Book Drop • Qty (1) Sort Mate™ SM2000 High-Speed Sorter with 7-destinations <ul style="list-style-type: none"> ▪ LSC – Lyngsoe Sort Controller advanced software ▪ (6) Smart Dock destinations with chute full capability ▪ (1) Smart Dock exceptions destinations with chute full capability • System Delivery and Set up (non-union) • Shipping • Parts Warranty (Standard 12 month) • Hotline (24/7) (Standard 12 month) • Spare Parts (on-site kit) 		
Equipment pricing		\$202,163
<p><u>Sort Bins</u></p> <ul style="list-style-type: none"> • Qty (1) Sort Trolley™ Standard • Qty (7) ErgoBins™ Powered Auto Level Trolley 		
Sort Bins		\$29,550
Total USD		\$231,713



<p>Barcode Scanning add-on</p> <p><u>Add on to check in station</u></p> <ul style="list-style-type: none"> Add Qty (1) Barcode scanner to either Library Mate™ 1200, Library Mate™ 2100, or Ergo Staff™ 1200 	
Option price	\$3,710 USD

<p>System accessories</p> <p><u>Sort Trolley Std</u></p> <ul style="list-style-type: none"> Qty (1) Sort Trolley Auto Level Trolley 24" L x 24" W x 33" H 600 x 600 x 830mm 		
Option price	\$1,200 USD	

NOTE: Price excludes any and all required building modifications which are the responsibility of the Building Owner.

Price excludes any tax, local duties, or bonds unless otherwise specified

Options pricing is only valid if purchased with the main system.



PAYMENT TERMS

20% on receipt of order
 35% on shipment
 45% at beneficial use
 net 30 days

Late payments subject to 1-½% interest charges per month.

This proposal is based on Lyngsoe Systems’ standard terms and conditions.

Sales tax, or other state and local taxes have not been included unless specifically stated.

PRELIMINARY PROJECT SCHEDULE

This project schedule represents a framework schedule for each site.

Contract Signature/Letter of Authorization	: Receipt of PO
Drawings Approved	: 1 weeks At Receipt of Order (ARO)
Shipment	: 19 weeks ARO
System Delivery	: 27 weeks ARO
Set Up Completed	: 29 weeks ARO
Final Acceptance (Start of Warranty)	: 30 weeks ARO

*Schedules to be confirmed after order. Current lead times could change due to supply chain and/or shipping issues

*Standard Sea Freight quoted. Expedited air freight shipping quoted separately.

This Proposal Is Valid For 6 Months

TERMS AND CONDITIONS

As per Lyngsoe standard terms and conditions <https://lyngsoesystems.com/general-terms-and-conditions-of-sale>



OWNER'S RESPONSIBILITIES

- a) Provide any necessary permits and/or licenses.
- b) Provide power to a location near the sorter and coordinated points near the conveyor route (within 10 feet) 120V single phase.
- c) If required, provide details of structural, or imbedded obstructions within floor or ceiling structures. X-ray or other methods is not included unless otherwise specified.
- d) Provide one network drop per Library Mate™ or Ergo Staff™, one for each sorter for communication and support, and one for onsite commissioner.
- e) Provide one SIP license for each check-in station.
- f) Allow for site to site VPN (IPSEC) for commissioning and ongoing hotline support. Additional details contained in LS Remote Customer Support document
- g) Provide a clear path for access to and from the installation site for personnel and equipment.
- h) Provide secure, dry, convenient storage for equipment, tools and materials used on site.
- i) Provide adequate working space for the installation crew. Provide lighting for installation at the location where the work is to be performed. Provide parking and restroom facilities. Provide onsite security
- j) If special lift equipment is required, Lyngsoe Systems must have access to a ramp door.
- k) Areas of installation to be broom swept by other contractors prior to the start of Lyngsoe Systems installation.
- l) Training required for on-site activities (safety, OSHA, etc) in excess of 4 hours will be billed at \$165/hr plus expenses
- m) Provide no later than the scheduled start of installation date, the installation site free and clear and ready for Lyngsoe Systems to begin installation. Lyngsoe Systems acknowledges that some degree of facility construction may be underway during installation. The Purchaser acknowledges its responsibility to minimize possible resulting disruptions to Lyngsoe Systems' installation process.
- n) Provide no later than start of installation date, all civil work and necessary removal or modifications of existing equipment or buildings. For instance, the building modifications required for the installation of the Library Mates™ in exterior or interior walls, and penetration points through walls required by the conveyor run. Architectural finishing of penetration points after installation of Library Mates™ if required.

CONFIDENTIALITY

Information, data and drawings embodied in this proposal are strictly confidential and are supplied on the understanding that they will be held confidentially and not disclosed to third parties without the prior written consent of Lyngsoe Systems.

Procurement Agreement

INWITNESS WHEREOF, the Parties hereto have caused this Procurement Agreement to be executed by their respective, duly authorized representatives, on the Date the last Party signs.

VENDOR:

Signature

Name: _____

Title: _____

Date: _____

CLIENT: Boulder Public Library District

Doug Hamilton, President, Board of Trustees

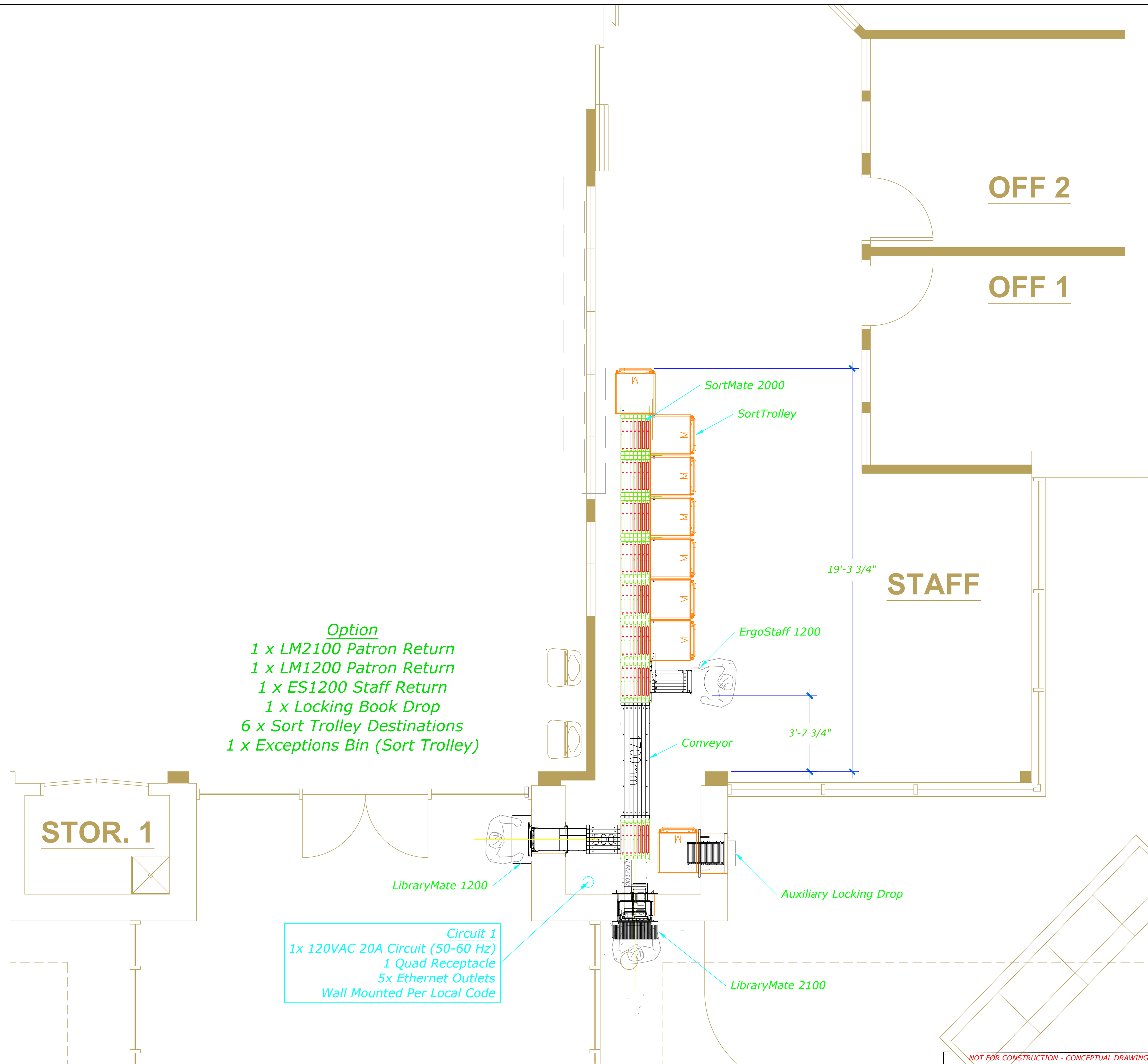
Attest:

Signature

Print Name

Approved as to Form:

Kim J. Seter, Attorney in fact CO #14294



Option
 1 x LM2100 Patron Return
 1 x LM1200 Patron Return
 1 x ES1200 Staff Return
 1 x Locking Book Drop
 6 x Sort Trolley Destinations
 1 x Exceptions Bin (Sort Trolley)

Circuit 1
 1x 120VAC 20A Circuit (50-60 Hz)
 1 Quad Receptacle
 5x Ethernet Outlets
 Wall Mounted Per Local Code

PLAN VIEW

DATE	REV. BY	REV. #	DESCRIPTION
xx/xx/xxxx	xxx	1	xxxxx

GENERAL NOTES



NOT FOR CONSTRUCTION - CONCEPTUAL DRAWING ONLY

<small>THE INFORMATION CONTAINED HEREON IS CONFIDENTIAL, IS SUBMITTED IN CONFIDENCE AND IS PROPRIETARY INFORMATION OF LYNDSOE SYSTEMS, AND SHALL BE USED ONLY IN THE PERFORMANCE OF THE CONTRACT OF WHICH THE DRAWING FORMS A PART, AND SHALL NOT, WITHOUT LYNDSOE SYSTEMS' WRITTEN APPROVAL, BE REPRODUCED OR IN ANY OTHER WAY USED IN WHOLE OR IN PART IN CONNECTION WITH SERVICES AND EQUIPMENT OFFERED FOR SALE OR FURNISHED BY OTHERS.</small>		TITLE Boulder Public Library CO - Gunbarrel		DRAWING NUMBER B26445-000-5-0		SHEET 1	
DRAWN HKI	PRODUCT INFO - LxWxH	PRODUCT WEIGHT		REV.		SHEET SIZE ARCH D	
APPR'D NTG	MAXIMUM	-	-	-	-	FILENAME B26445-000-5-0	
DATE 11/4/2024	AVERAGE	-	-	-	-	DOC # 185.938.000	
SCALE	MINIMUM	-	-	-	-		

X:\BOULDER PUBLIC LIBRARY CO\SALES\B26445-000 BOULDER PUBLIC LIBRARY CO - GUNBARREL\DRAWINGS\B26445-000 REV1 BOULDER PUBLIC LIBRARY CO - GUNBARREL.DWG

BOULDER PUBLIC LIBRARY

Total Compensation Philosophy

Boulder Public Library District's employees are the centerpiece to achieving its mission:

*Connecting people, ideas, and information to
transform lives and strengthen our community.*

BPLD strives to be an employer of choice by offering competitive salaries, benefits and other resources that align with employees' life stages and allow them to thrive in the community. BPLD's Total Compensation package is designed to attract, motivate, and retain a diverse team of knowledgeable, creative, skilled, collaborative, and result-oriented employees who share this mission.

Total Compensation is comprised of two parts:

1. **Direct Cash Compensation** – cash payment for work performed
2. **Non-Direct Cash Compensation** – Benefits and other resources that support employees' work-life balance and promote both short-term and long-term health and financial stability.

Direct Cash Compensation

This form of compensation is market-based, considers BPLD's available resources, and is primarily driven by employee skills, experience, and performance. BPLD has established a pay structure and practices/policies to manage, administer, and periodically review and update Direct Cash Compensation.

Budget

- The BPLD personnel budget is determined annually in the fall for the subsequent year and requires approval by the Board of Trustees. In addition to changes in the cost of labor in the local market, BPLD's available operating resources, cost of living in the region, and the following factors influence pay increases. No employee is guaranteed to receive an annual pay increase.

Employee Performance

- Employees will receive informal feedback about their performance throughout the year during one-on-one meetings with their supervisor. Employees and supervisors will participate in formal performance evaluations annually. Employee performance will earn the following ratings.
 - **Consistently perform work at an unsatisfactory level** may expect their pay to remain the same until consistent improvement is achieved.
 - **Consistently perform their work at a basic satisfactory level** may expect their pay to keep pace with changes in market-rate pay.
 - **Consistently perform their work at a higher efficiency level and/or beyond the scope of their job as assigned** may receive pay increases that meet or are above market-rate pay.

The full year of feedback in both formal and informal settings will be considered when evaluating an

employee's performance.

Employees' annual pay will only be up for discussion with Human Resources one time per year and will not be done in conjunction with or immediately following the performance review process. This may seem counterintuitive, but BPLD believes that the annual performance evaluation process should be focused solely on positive and constructive feedback.

Annual pay increases and performance increases will take place later in the year following the performance review process, closer to the annual budgeting season. Employee performance evaluations along with consideration of BPLD's personnel budget resources will determine the amount of pay increase or bonus pay earned by each employee.

To promote a culture of innovation, engagement, and to reward and retain talented employees, BPLD may at its discretion recognize outstanding job performance or project management with one-time bonus pay, additional paid time off, and/or learning and professional development opportunities. All employees are eligible to receive rewards and recognition.

Employees whose pay rate reaches the maximum of the pay range for the job will receive performance evaluations and may receive one-time bonuses or alternative forms of compensation for their performance as appropriate.

Non-Cash Compensation (Employee Benefits)

BPLD supports the physical, mental, and financial well-being of its employees by offering access to stable, high-quality and value benefits including health and welfare, paid and unpaid leaves, and retirement security. As an employer of choice, BPLD seeks to provide employee benefits designed to support them at many critical junctures in their life and career. Other methods used for BPLD to retain productive, growth-oriented employees are to provide paid professional growth opportunities and several options to plan for and fund their retirement.

Health & Wellbeing

- Health and wellbeing benefits include health, dental and vision insurance, and life and disability insurance. These benefits are offered to part-time and full-time employees after no more than 30 days of employment. BPLD seeks to keep plans affordable by either paying full cost or subsidizing the cost of the insurance plans. For detailed information about health and wellbeing benefits offered visit the [BPLD Employee Handbook](#) (Compensation & Employee Benefit sections).

Time Off & Leave

- Time off and leave benefits include paid vacation and sick leave, paid holiday time off and several other paid or unpaid leave options. For detailed information about time off and leave benefits visit the [BPLD Employee Handbook](#) (Compensation & Employee Benefit sections).

Professional Development Support

- Professional development support is available to standard employees at their supervisor's discretion and includes paid work time to attend job related training and conferences, cost of admission for training and conferences, and training and conference related travel expenses.

Retirement Planning & Savings Options

- Retirement planning and savings options are provided to employees through BPLD's affiliation with Public Employee Retirement Association of Colorado (PERA). For detailed information about retirement planning and savings options visit the [PERA website](#).

Total rewards approach

- Our philosophy encompasses more than just base salary; it includes benefits, incentives, and career development opportunities to create a holistic package that meets diverse employee needs.

Conclusion

Our compensation philosophy at BPLD reflects our commitment to creating a fair, competitive, and flexible work environment. By adhering to these principles, we aim to foster a motivated and high-performing workforce that supports the success and wellbeing of both our employees and the community we serve.

Benefits

Utilization + Insights

2024

Summary

The data is from a BPLD employee benefits survey & BPLD CAP Usage Report from Cigna.

63 Responses total,
47%
regular employees completed
the survey.

Most employees are **satisfied or happy** with Cigna benefits, although there is room for improvement to increase their satisfaction.

There are only a few employees who are truly dissatisfied with the health benefits provided.

Employees overwhelmingly think the benefits offered are **above average**.

BPLDs health benefits are **not compelling enough for about 35% of employees** to select them in favor of their spouse's or partner's plans.

The Cigna report indicated that about 21% of participants are engaged with their health (taken steps to maintain or improve health).
The norm for Cigna participants is 30%.

- **The #1 comment in the BPLD employee survey was a desire for more Lifestyle Spending Account money to fully fund an annual gym membership. The current amount employees receive is \$300/annually.**
 - Cigna offers contracted & reduced rates at many gyms which may address this desire.
- While employees indicated that HR provided adequate information about benefits, they requested **more support during enrollment & with how to use their benefits.**
 - They use the benefits guide more than any other resource – so it needed to be better for 2025 (completed).
 - We built in education & drop-in sessions during the open enrollment process.

- The Cigna report & the BPLD employee survey indicated that **preventative care is a significant reason employees think insurance is essential, however it is underutilized.**

- 23% of Cigna users completed well visits, well below average Cigna groups.
- 36% of Cigna users accessed preventative care.
Total BPLD health engagement* is 21%, compared to the norm of 30% of other Cigna groups.

- **Depression medications have the highest number of users & prescriptions written.**

- **Employees go as often to specialists as they do to their primary care provider.**

THIS INDICATES GOING TO THE DOCTOR ONLY WHEN THERE IS A PROBLEM.

Cigna

Overall, the employees are satisfied with Cigna. It's a good continuation of benefits for employees who transferred from the City of Boulder, & it is being used – though there is room for growth.

There are several opportunities for education that HR thinks may address those who are dissatisfied or who are unclear how to maximize their benefit use.

100 Cigna Employee Users

80% of respondents happy with Cigna

This is pretty strong!

73% of employees use Cigna at least once per year if not more

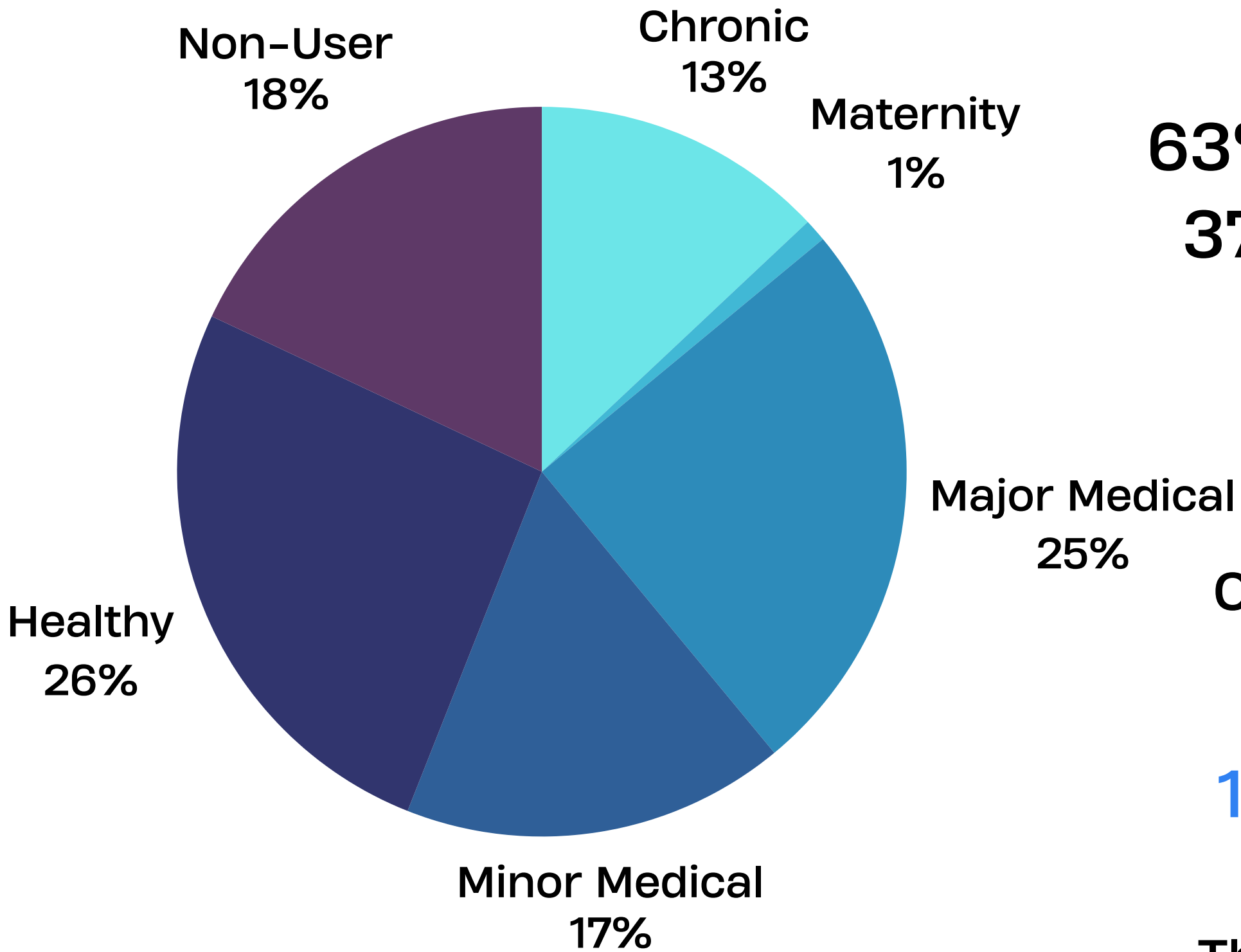
The national average is 66% utilization.

20% of respondents neutral or dissatisfied with Cigna

This represents an area for improvement or need to educate employees.

51% were able to find a provider within the Cigna Network

HR would like to see this number increase, or better understand any employee pain points.



**63% of Cigna enrollees are female
37% of Cigna enrollees are male**

Average age of Cigna enrollee is 45

Our benefit users index older compared to average organizations

18% of Cigna enrollees haven't used the benefit in 2024.

This may be an opportunity for growth for 2025 - though this % is average

The 'chronic' population is considered low compared to the average 35% of Cigna users

Demographics



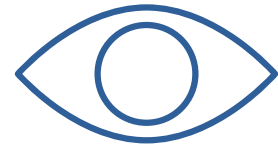
DENTAL

42% are satisfied & 35% of needs were met

Employee comments indicated some disappointment about coverage inclusions + in-network access.

63% used their dental benefit at least once

This is expected given that most go at least twice per year.



VISION

65% are satisfied & 43% of needs were met

While satisfaction is strong, employees didn't share why their needs were not met.

43% used their benefit at least once

Those who did use the benefit were satisfied. It's not unusual to have lower utilization for vision benefits.

Ameritas

BPLD employees compared this benefit with the City of Boulder offering – particularly on the Dental side of things: TMJ, orthodontics, etc. (*Specialty Care*).

Some of the disappointment with the dental benefits (expressed in the survey) combined with the actual use indicates some confusion – signaling the need for more guidance & education to find in network providers.

While use of the vision benefits is on track, there is still an opportunity to educate employees on annual preventative visits. HR suspects the 'needs' gap may be due to the \$150 cap on glasses & contacts.

Lively

The responses regarding Lively includes HSA, FSA & LSA benefits. HR will endeavor to parse out satisfaction for the individual account types better in future surveys.

Overall employees are pleased with Lively benefits. Many employees needed only minimal support to access their benefits through the Lively portal.

56% were satisfied, & 30% indicated n/a

N/A indicates that many haven't used the HSA or FSA, or not yet used the LSA. This is consistent with employee comments.

46% felt that Lively met their needs

This means some have not used or have not yet used Lively. Many comments asked for an increase in the LSA to better cover gym membership.

71% of employees have used Lively

There is still some confusion by employees on how to get started using the LSA – another opportunity for education & support.

FH Clinic

Use data from the 1st year is decidedly mixed. This is pretty normal for concierge medical care, as it is *dramatically* different than traditional care. Overall, HR suspects that employees just don't know what to expect & therefore use is low.

HR is aiming for a increase in use in year two. The team plans to continue to educate employees, find ways to reduce barriers & ask FH Clinic representative to set clearer expectations for patients.

18% of employees enrolled in Cigna used this benefit

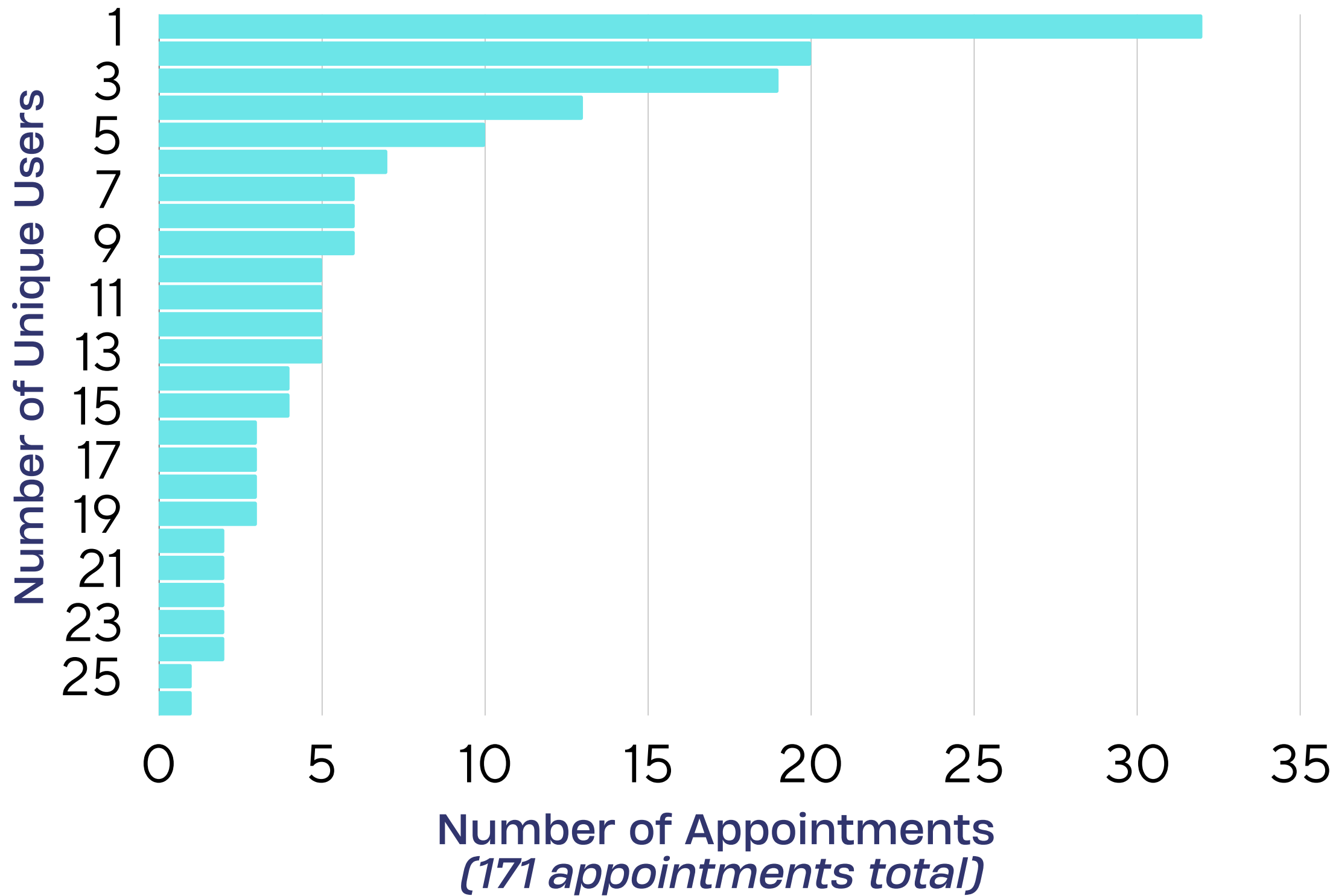
The highest month of physicals made (*1st appointments*) coincided with an educational session in June.

30% are satisfied with service, 13% are neutral, & 6% are dissatisfied

This is lower than expected, & the employee comments align with this.

25% thought that FH Clinic met their health needs

Employee comments indicated confusion about the length of the 1st appointment, & what FH bills to Cigna insurance for lab work.



According to data provided by Foundation Health, as of November 2024:

144 total enrollees
88 employees
56 dependents

26 employees or dependents went to the FH Clinic for care
(some employees did quite often)

Those who have received care liked the physicals, referrals to specialists, & prescription refills

FH Clinic Usage

Use has been *very low* only
 18% of Cigna enrollees have gone to the FH Clinic.

- HR is currently working with FH Clinic representatives to analyze BPLD use data to determine how much use of the FH Clinic offsets health insurance premiums.
- Currently, use of the FH Clinic membership is nowhere near offsetting its cost by reducing health insurance premiums.

FH Clinic Use – Insurance Cost Offset

Cigna	Ameritas	Lively	FH Clinic	Wellness Program	Paylocity Integration
<p>Curate resources + communicate/educate employees regularly about current options.</p> <p>HR will investigate a 3rd health insurance option for 2026. Many employees asked for an HMO or a 'Silver' option. Having a low deductible plan was not a high priority.</p>	<p>Research alternatives offered by Ameritas. Evaluate how/if satisfaction changes YOY.</p>	<p>Communicate / educate employees regularly about current options.</p>	<p>Increase utilization to 50% Cigna enrollees</p> <p>If not met, remove dependent coverage, & divert the dollars to enhance the Wellness Program (\$70k*)</p>	<p>Implement a Wellness Program rooted in preventative care & mental health using resources available from current plans.</p>	<p>Benefits information is being integrated into Paylocity starting with Open Enrollment this year. HR anticipates this will have positive impact on employees' access & understanding of their benefits.</p>

Goals for 2025

**(\$105 per user x 56 dependents) x 12.*

Et Voilà!

Summary created by Libby Turner & Grace Wanebo

Questions?

hr@boulderlibrary.org