

BOULDER PUBLIC LIBRARY DISTRICT
-REGULAR MEETING-
Tuesday, December 17, 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 November 19, 2024
4. Bi-Monthly Treasurer's Report (15 min)
5. Mid-Year Audit Update (20 min)
6. Director Updates (15 min)
7. Trustee Matters
 - a. Trustee Selection Committee
 - b. August Retreat Dates
 - c. Parasol Patrol Resolution
8. Legal Counsel Updates
9. Adjournment

NEXT MEETING: Tuesday, January 21, 2025

Record of Proceedings

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

OF THE

BOULDER PUBLIC LIBRARY DISTRICT

Held: Tuesday, November 19, 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
Tom Cosgrove
Sylvia Wirba
Cara O'Brien
Andy Saylor
Sam Fuqua

Also present were Kim J. Seter, Esq. 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; Sydney McCoy, Public Services Director of the Boulder Public Library; Maria Tormos, Communications Manager of the Boulder Public Library; Juan Jimenez, BoulderReads Literacy Manager of the Boulder Public Library; Susanna Perez, Outreach Manager of the Boulder Public Library; and Chris Barge, Executive Director of the Boulder Public Library Foundation.

Members of the public present: Celeste Landry and Adnan Chernoff

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 6:01 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

Celeste Landry, a Library Commissioner from 2010 until 2014, referenced her February 2022 letter to the editor in the *Daily Camera* which spoke in support of creating a library district. As she reiterated, “If the library were funded adequately then the commission would not have considered library districting as a financial solution.”

She recalled the library hours extending until 9 p.m. Monday through Thursday during her time on commission. As the library now closes at 7 p.m., she has observed lower attendance in her discussion group that uses a library meeting room. She noticed that other libraries in the area stay open later in the evening; Lafayette Public Library is open until 8 p.m. Monday through Thursday. She feels that the Boulder library system should be a model for the neighboring communities and urged consideration of a later closing time of 9 p.m.

Hamilton reported hearing patron feedback desiring later hours for the makerspace. He relayed the library’s plan to open at 9 a.m. instead of 10 a.m. on Fridays, starting January 3, 2025. The Canyon Theater is available for after-hours events on Thursdays and Saturdays until 10 p.m. Fuqua “would love to test later hours for the makerspace facilities.”

Duran appreciated her comments. She suggested additional consideration around removing some of the library’s holiday closures.

Farnan thanked Landry for her input. In his observation, a smaller portion of patrons visit the library in the evening as compared to the rush of the morning hours; visits after 6 PM can dwindle to a “trickle.” However, he recognized that Landry’s perspective was from a patron who is already in the building and wishes to stay later. This could be investigated, along with a review of the associated costs for extended security contract hours and increased staffing levels.

Farnan noted that the holiday schedule will be brought to the board for approval. BPLD currently recognizes twelve holidays, which Farnan observed as common practice throughout the area. To minimize expense, Fuqua suggested scheduling the later hours at a branch with a smaller footprint (e.g., the NoBo Library). Hamilton placed this on the plan to consider further next year.

Agenda Item 3: Consider Approval of Minutes of October 15, 2024

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

Agenda Item 4: 2025 Recommended Operating and Capital Budget

a. Staff Presentation

Phares incorporated the board’s feedback into [this presentation, which was previewed at the October meeting](#). She reviewed accomplishments from 2024 which were achieved with board support and fulfilled promises made in the library district ballot measure: restored library service hours, activation of the Canyon Theater, expanded makerspace access, opening of the NoBo Library, and reopening of Carnegie Library and Main Library Café. The Café is now staffed in-house and consistently managed. The library hired over 70 new staff, started to address the

most critical deferred maintenance items, and began implementation of the Outreach Strategic Plan. Phares highlighted 2025 goals: open Gunbarrel Library, survey community, increase safety on grounds and tackle more deferred maintenance items, and strengthen community outreach alongside new literacy programs. She reviewed the four strategic priorities as outlined during the last meeting in October: 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 presented a pie chart depicting 2025 Operating and Capital Budget Sources that total \$27.1M. The unappropriated fund balance is estimated at \$5,650,000. \$3.1M has been designated by the board for future capital needs. Phares then reviewed how staff calculated the estimated total fund balance by year's end of 2024.

Another pie chart indicated 2025 Operating and Capital Budget Uses. The next graph drilled into details regarding the 2025 Personnel Costs Breakdown. Not including capital, personnel costs represent 66% of the total operating budget. The slides which followed covered the 2025 total employee compensation along with highlighted increase to FTE with standard employees.

The next slide reviewed costs for the new Gunbarrel library branch. Staff recommended allocations for associated personnel, equipment, repairs, renovations, materials collection, as well as outreach and marketing for a celebratory grand opening.

The Literacy & Outreach Department personnel grows by 42% with five new positions including a temporary citizenship class coordinator. New 2025 initiatives include ESL and Spanish literacy classes, Spanish conversation groups, and two additional multi-cultural events at the libraries.

Phares next presented the scope of cost estimates for taking care of deferred maintenance at Main, George Reynolds, and the Carnegie libraries. These were listed under categories of immediate; short term; and mechanical, electrical and plumbing (MEP) elements. She noted recent improvements such as roof and ceiling repair for a notorious leak in the north building at Main – though perhaps not always glamorous, these fixes are long-awaited and much appreciated.

Once prepared, the three-tiered estimate for Carnegie design improvements will be presented to the board.

b. Public Hearing

Adrian Chernoff presented the board with an overview of his story-telling platform, Ojje Interactive Books, which uses “Artificial Intelligence (AI) curated storytelling” in both Spanish and English and personalized for various age levels. In response to Duran’s inquiry, Chernoff has not yet partnered with any schools in the area, though he has introduced the product. He feels the library would be a “great place to activate.” Juan Jiminez provided his information for follow-up.

Barge commended the “inspiring conversation” regarding what he considers “the most transformational budget” for the library in this generation. He sees the staff and board as “excellent stewards of the big bet that the community placed on this library,” and appreciated

the “rapid clip” of work. He noted that the Boulder Library Foundation is a “proud partner” in these efforts.

Duran asked whether there was another resource in the area for people seeking citizen class instruction; she also wondered about potential federal funding sources. Locally, the [Intercambio Language School](#) has provided instruction for decades. In the past, grant monies from BLF paid Intercambio to hold citizen classes at the library. The instructor has now been classified as a temporary library employee to bring the program in-house. Jiminez noted that the library’s program is free and in-person while the one offered by Intercambio charges a fee and is hosted online. Jiminez explained that his research indicated that the library’s current program is too small to work with government grants. Additionally, Farnan has observed a heavy load of expected reporting in return for such grants.

Regarding grant monies expected from the Boulder Library Foundation, Saylor observed \$125,000 noted in the proposed grant budget as compared to \$250,000 that he understood BLF to be setting aside. He confirmed that this figure could be adjusted if additional proposals are submitted. Barge reported that BLF has made space in its budget for up to \$250,000 in library grants which would be approved in February.

Cosgrove inquired about allocations to explore solutions for the safety issues around the Main Library underbelly. Farnan replied that this was highlighted as a potential capital expense. Following this theme, Farnan noted that the city is currently drawing up [plans for 2026 Civic Area improvements, inviting the community to provide feedback on design options](#). He emphasized that ongoing maintenance will be a vital component alongside any capital improvements that are made.

Farnan noted that staff can explore extending hours, but the library has experienced a decline in public usage since the pandemic. Nationally, this drop has been trending since 2012. Circulation numbers continue to rise despite lower physical visits. Observing this shift, “we are living in a different world,” and the library seeks to employ novel modalities to bring programs and services to the community through outreach. As he emphasized, “the outreach plan is not new;” it was on the Library Master Plan in 2007 and again in 2018 but had never received proper funding. With the formation of the district, the plan was launched; next year it is set to be doubled. In Farnan’s view, the trustees will have to weigh options to invest resources in either longer hours or staff who can effectively engage and market the available opportunities.

Outreach is often performed after the official closure hours of the library and can engage communities otherwise underserved. Susanna and Outreach Coordinator Christina Garcia represented the library at an Immigration Resource Fair held the previous week after the library closure hours; they reached 150 people. Garcia is engaging families this evening at an event for Boulder Valley School District. Strategically staffing this type of outreach can result in the strongest impact for the community, generating the library’s presence outside its physical walls.

An internal pay equity survey will be completed this year and implemented in 2026; Phares does not anticipate substantial adjustments.

O'Brien praised the "really good work" that went into this budget presentation. Hamilton agreed: "Amazing."

c. **Board of Trustees to consider a resolution to approve the 2025 operating and capital budget and certify the mill levy**

Hamilton introduced and moved for adoption of the resolution as published on page 24 of the [packet](#), approving the fiscal year 2025 budget as presented as well as the certification of the mill levy. Duran seconded, and the motion passed unanimously.

Agenda Item 5: Draft BPLD Capital Improvement Plan (CIP)

a. **Brief overview and input from the Board of Trustees on the first draft**

Responding to Hamilton's request, Phares compiled this draft to assist in planning for future allocations. The format stylistically mirrors the City of Boulder's CIP documents. Phares included the policy information that provides foundational understanding alongside this plan. She categorized some of the different capital costs, incorporating graphics to represent work at the different facilities as expected over the next several years. She welcomed input and feedback from the board.

The group discussed keeping abreast of the [Boulder Valley Comprehensive Plan](#) as the city and county solicit input for updates to this guiding document. Duran attended a meeting on this topic held earlier in the month at The Dairy. As she noted, it is important to know and understand future development and growth as the library, city, and county share mutual impacts.

Fuqua considered the timeline for a new Meadows library branch alongside concern for the cost of Carnegie Library improvements. Farnan expects to bring the three tiers for Carnegie repair and improvement to the board within the first quarter of 2025. Staff agreed with Fuqua's recommendation to strategically relocate some of the more sensitive items in the Carnegie archives to a new Meadows site for modernized storage with environmental control.

Duran confirmed that this plan would be shared with City of Boulder representatives. Hamilton expressed the importance of taking good care of the buildings, but also indicated that ownership must be transferred to justify more significant investment. City of Boulder staff had recommended that the buildings be transferred, though the council vote had resulted in a split. Farnan recalled that the ownership of assets can be revisited and renegotiated in 2027 per the intergovernmental agreement.

Agenda Item 6: Director Updates

a. **Gunbarrel Automated Material Handler (AMH) – Board approval sought on the quote and Sole Source Justification**

Farnan indicated this item as presented in the [packet](#). Saylor confirmed that the same material handling system (Lyngsoe) is in use at the other libraries.

Hamilton moved to approve the sole source purchase of the Lyngsoe system for the new Gunbarrel Library location at a cost of \$231,731. Cosgrove seconded and the motion passed unanimously.

b. **DRAFT BPLD Compensation Philosophy**

Farnan expects this item, as presented in the [packet](#), will be helpful for prospective employees as well as the public.

c. **Highlights from the 2024 staff benefits survey**

Staff agreed to Saylor’s recommendation that this survey be done earlier in the year to better guide decisions around benefit choices. The more formal class and compensation study will be formally conducted every two years.

Duran was surprised that only 75% of staff were signed up for the benefits; as the intention was to create an attractive package, she had expected a higher membership rate. O’Brien wondered how this rate fared against that of other organizations.

Noting the low participation indicated by the survey results, Hamilton would prefer at least 80% feedback to provide more valid statistics for evaluation: “if people aren’t happy, they need to participate.”

Farnan indicated that the charitable funds received annually by the Warner Trust may be directed through the administration of the Boulder Library Foundation in the future.

By the end of the month, staff hope to receive the mechanical and electrical drawings for planned facility work at the Gunbarrel Library site; these will be presented to the board at the December meeting.

After negotiations between Fransen Pittman and the city (who owns the building), the contractor has opted out and the completion work will be transitioned to a different group. Due to permitting timelines and construction delays, Farnan expects the opening of the NoBo Library playground will be pushed ahead to a date in spring 2025.

Agenda Item 7: Trustee Matters

Cosgrove attended the Drag Queen Storytime held at Main Library this past Saturday. Observing the 50-70 volunteers known as the Parasol Patrol, he recommended writing a letter of appreciation for the group’s “awesome” support in conducting a safe and fun event. Farnan agreed that this would be a nice gesture, Parasol Patrol has been a familiar presence at library events for many years now. Cosgrove

agreed to draft this letter and Farnan will look into inviting a Parasol Patrol representative to a future trustee meeting.

Agenda Item 8: Legal Counsel Updates

Setzer noted that the legal team will certify the mill levy for the District to the County Commissioners of Boulder County and make the certified and approved budget a part of public records.

Agenda Item 9: Adjournment

With no further business before the Board, the meeting was adjourned at about 8:06 p.m.

Attestation

DRAFT

**Boulder Public Library District
Statement of Activities - Actual vs Budget**

	2024 Adj Ops Budget	YTD Actuals 11/30/2024	YTD Balance 12/31/2024	% Received / Spent
			Actual minus budget	
Revenue				
Property Tax	21,404,074.00	21,727,362.67	323,288.67	102 %
Carryover Revenue	16,577,384.04	16,577,384.04	0.00	100 %
Interest Income	0.00	837,325.79	837,325.79	0 %
Grants	641,634.00	601,144.32	(40,489.68)	94 %
Donations	0.00	563.00	563.00	0 %
Sales	35,000.00	39,553.76	4,553.76	113 %
Book Fees	0.00	12,397.96	12,397.96	0 %
Other	600,811.00	639,604.60	38,793.60	106 %
Total Revenue	39,258,903.04	40,435,336.14	1,176,433.10	103 %
Expenditures				
Personnel	12,522,894.00	8,715,744.72	3,807,149.28	70 %
Administrative	422,515.00	169,371.58	253,143.42	40 %
Board Governance				
Legal Consultants & Fees	150,000.00	111,674.23	38,325.77	74 %
Auditor	27,600.00	16,500.00	11,100.00	60 %
Board Food	6,000.00	4,679.41	1,320.59	78 %
Board Memberships & Travel	5,000.00	748.35	4,251.65	15 %
Total Board Governance	188,600.00	133,601.99	54,998.01	71 %
Purchased Services	1,481,675.00	1,231,315.01	251,639.28	83 %
Building Costs & Utilities	954,494.00	889,325.07	65,168.93	93 %
IT Support	1,626,533.00	1,354,803.84	271,729.16	83 %
Library Collection	1,975,050.00	1,636,972.34	338,077.66	83 %
Marketing & Engagement	200,000.00	127,001.92	72,998.08	64 %
Programs & Events	385,000.00	371,147.34	13,512.66	96 %
Capital Outlay	4,848,411.00	1,675,286.01	3,158,600.86	35 %
Cafe	50,000.00	30,790.73	19,209.27	62 %
2023 City of Boulder Library Expenses	12,012,232.65	12,012,232.65	0.00	100 %
Total Expenditures	36,667,404.65	28,347,593.20	8,306,226.61	77 %
Total Change in Fund Balance	2,591,498.39	12,087,742.94	9,482,659.71	

Created on : 12/13/2024 12:13 PM PST

Boulder Public Library District Balance Sheet

	Current YTD Balance 11/30/2024	Year Ending 12/31/2023	Difference 2024 minus 2023
Current Assets			
Cash & Cash Equivalents			
Chase checking account	1,165,561.05	6,648,518.33	(5,482,957.28)
Chase CD account	0.00	10,000,000.00	(10,000,000.00)
COLOTRUST Prime Account	11,267,676.28	0.00	11,267,676.28
Cash Drawers & Change Fund	1,750.00	0.00	1,750.00
Total Cash & Cash Equivalents	12,434,987.33	16,648,518.33	(4,213,531.00)
Accounts Receivable, Net	9,968.52	74,551.97	(64,583.45)
Other Current Assets	25,064.00	0.00	25,064.00
Total Current Assets	12,470,019.85	16,723,070.30	(4,253,050.45)
Long-term Assets	(2,805.45)	0.00	(2,805.45)
Total Assets	12,467,214.40	16,723,070.30	(4,255,855.90)
Liabilities			
Short-term Liabilities	429,265.75	14,100,869.85	(13,671,604.10)
Total Liabilities	429,265.75	14,100,869.85	(13,671,604.10)
Fund Balances			
General Fund Reserves	2,550,000.00	0.00	2,550,000.00
Total General Fund Reserves	2,550,000.00	0.00	2,550,000.00
Change in Fund Balance	12,074,158.10	2,622,200.45	9,451,957.65
Total Fund Balances	14,624,158.10	2,622,200.45	12,001,957.65
Total Liabilities and Fund Balance	15,053,423.85	16,723,070.30	(1,669,646.45)

Created on : 12/13/2024 12:06 PM PST

December 13, 2024

To: Boulder Public Library District Board of Trustees

From: David Farnan, Library Director

Jennifer Phares, Director of Business and Administration

Adriana Boniakowski, Finance Manager

Subject: Update about Mid-year Financial Audit

The auditors met with the finance team on Wednesday, November 20, 2024 to conduct a mid-year audit. In advance of the meeting, the auditor requested the following documents:

- General Ledger Detail from 01/01/2024 – 12/31/2024
- Payroll Register for the period that includes the date 8/20/2024
- Bank statements for all accounts for the month of September 2024, including reconciliations
- Bank export of all credit card transactions 01/01/2024 – 12/31/2024

The auditors observed cash handling practices in the café and the George Reynolds Branch Library, met with the Human Resources team to review payroll records. The auditor shared one finding regarding the set up of PERA deductions. The incorrect set up resulted in over-contributions for most employees. The issue was reconciled in pay period 23 for employees. Staff is currently working to reconcile contribution records with PERA.

Although staff inquired about when the audit report will be issued, no response has been received yet. If the audit report is received prior to the December board meeting, it will be emailed to Trustees. If it is received after the December board meeting, it will be included in the January 2025 board meeting packet.

December 2024

Library Director's Report

CAPITAL CONSTRUCTION CONTRACTS

During the July 2, 2024 special meeting, the Board of Trustees approved a transfer of 2024 operating funds to capital improvement projects and deferred maintenance items outlined in the property condition assessment report produced by Cumming Management Group, Inc. in 2023 plus some other improvements for patron and staff areas in the facilities. If the Board approves, the following capital construction proposal will be funded from the 2024 capital budget.

- **Conversion of Main Library north building locker room to a staff breakroom with private space for lactation.**

The purpose of this project is to create appropriate space for break time and for employees who are nursing to have private space for lactation. The number of employees that work out of the north building has more than doubled since the beginning of 2024 and currently there is no designated private employee space for employees who are nursing. Two cost estimates were obtained for this project and Administration and Facilities staff have elected to use JOC Construction because of their team's familiarity with the facility and their proposal being the most economically advantageous to the District. The contract is part of the cooperative purchasing organization Gordian Job Order Contracting. The contract is **Attachment A**. A rendering of the restroom is **Attachment B**.

- **Gunbarrel Facility Renovation**

The purpose of this project is to renovate the facility for the Gunbarrel Library. The bulk of the construction work is to create a separate staff workspace with automated materials sorting unit and offices for the library manager and staff. The current "bank" offices will be converted into public meeting rooms, a storytime area for children and a laptop work area. We plan to renovate the restrooms to provide all gender access and to allow for regulating access. The project will also create an enclosed nursing station that can be used by staff or patrons. The current timeline for the project to open is Summer 2025.

We plan to present the construction contract and the final design concept with the Board as soon as it is available. If the contract is available prior to Tuesday, December 17, it will be sent separately to the Trustees for their consideration and approval during the December meeting so the project funds can be encumbered from the 2024 budget. If the proposal is not available in time for the December meeting, it will be presented to the Board in January and if approved, 2025 capital funds will be encumbered for the project.

SERVICE CONTRACT AND INSURANCE RENEWALS

- **Kleen-Tech Custodial Services Contract**

The vendor services agreement for custodial services is due for renewal on Jan. 2, 2025. Approximately, \$58K (annual cost) of services were added in 2024 with the opening of the

George Reynolds Library on Mondays, Saturday cleaning of the Carnegie Library, and the opening of the NoBo Library. The vendor requested that the District consider covering the actual cost of health care benefits for Kleen-Tech employees assigned to the District's account who work 20 hours or more per week and opt in to the coverage. The estimated total cost is approximately \$30K annually. The District will be billed for the actual cost. Benefits coverage for these Kleen-Tech employees was a provision of the agreement the City of Boulder had for the library to address the commitment to provide a living wage. This provision was inadvertently left out of the 2024 agreement with the District. The addition of the cost of the coverage represents a ten percent increase in the base cost of the agreement. The total base cost of the 2025 contract is \$320,402.

Staff recommend that the Board approves this renewal as Kleen-Tech services have been satisfactory during 2024. The renewal agreement is **Attachment C**.

- **2025 Liability Insurance Renewal**

We are finalizing renewal of the various liability insurance coverages. The IMA proposal is **Attachment D**. Page 3 of the report is a premium and rate comparison for 2024 compared to 2025. A quote for the Employment Practices Liability Insurance (covers legal expenses and settlements associated with employment-related lawsuits) is still pending. The Cyber Insurance and Executive Liability Insurance proposal is **Attachment E**. Staff requests the Board's authorization via a motion for David Farnan to purchase these coverages for the District for 2025.

- **Pontem Security Services Contract**

The vendor services agreement for security guard services is due for renewal on Dec. 31, 2024. The \$14,720 (annual) increase in cost is due to security coverage for the theater pilot and opening an hour early on Fridays. There were no changes to the hourly rates. The total base cost of the 2025 contract is \$771,663.

Staff recommend that the Board approves this renewal as Pontem, LLC services have been satisfactory during 2024. The renewal agreement is **Attachment F**.

UPDATE ON WARNER TRUST BENEFICIARY CHANGE

The Boulder Library Foundation has chosen not to pursue transfer of beneficiary for the Warner Charitable Trust to the Foundation based upon the response from the JPMorgan trust officer that the trust would have to bear the cost of the transfer.

JPMorgan, as Trustee of the Warner Charitable Trust, is willing to continue to treat the Boulder Library District as a trust beneficiary as the successor in interest to the City of Boulder's Library Commission. We (JPMorgan) cannot, however, name the Boulder Library Foundation as the beneficiary without petitioning the court for instruction and approval. If the Boulder Public Library District wants us to take the route, we can do so at the trust's expense.



Work Order Signature Document

EZIQC Contract No.: 20221102-9547

New Work Order

Modify an Existing Work Order

Work Order Number.: 24-BoulderPLD-0033.00

Work Order Date: 11/21/2024

Work Order Title: Main - Break Room Construction

Owner Name: CITY OF BOULDER CO - COOPERATIVE Contractor Name: JOC Construction, LLC

Contact: Andres Melendez

Contact: Kiryl Kavalenka

Phone: 720-978-3809

Phone: 720-419-5142

Work to be Performed

Work to be performed as per the Final Detailed Scope of Work Attached and as per the terms and conditions of EZIQC Contract No 20221102-9547.

Brief Work Order Description:

Break room construction

Time of Performance

Estimated Start Date:

Estimated Completion Date: 11/16/2024

Liquidated Damages

Will apply:

Will not apply:

Work Order Firm Fixed Price: \$105,364.37

Owner Purchase Order Number:

Approvals

Owner

Date

Contractor

Date



Detailed Scope of Work

To: Kiryl Kavalenka
JOC Construction, LLC

1954 Airport Road Suite 235
Chamblee, GA 30341
720-419-5142

From: Andres Melendez
CITY OF BOULDER CO - COOPERATIVE -
Boulder Public Library District
1001 Arapahoe
Boulder, CO 80302
720-978-3809

Date Printed: November 21, 2024
Work Order Number: 24-BoulderPLD-0033.00
Work Order Title: Main - Break Room Construction
Brief Scope: Break room construction

Preliminary

Revised

Final

The following items detail the scope of work as discussed at the site. All requirements necessary to accomplish the items set forth below shall be considered part of this scope of work.

detailed scope provided after proposal

Subject to the terms and conditions of JOC Contract **20221102-9547**.

Contractor

Date

Owner

Date

Contractor's Price Proposal - Summary

Date: November 21, 2024
Re: IQC Master Contract #: 20221102-9547
 Work Order #: 24-BoulderPLD-0033.00
 Owner PO #:
 Title: Main - Break Room Construction
 Contractor: JOC Construction, LLC
 Proposal Value: \$105,364.37

Section - 01	\$14,873.25
Section - 02	\$6,648.43
Section - 03	\$986.66
Section - 05	\$1,357.98
Section - 06	\$13,883.02
Section - 07	\$1,802.55
Section - 09	\$21,416.03
Section - 10	\$1,109.44
Section - 11	\$6,086.46
Section - 12	\$3,966.46
Section - 22	\$13,615.03
Section - 23	\$6,403.12
Section - 26	\$13,215.94
Proposal Total	\$105,364.37

This total represents the correct total for the proposal. Any discrepancy between line totals, sub-totals and the proposal total is due to rounding.

The Percentage of NPP on this Proposal: %

Contractor's Price Proposal - Detail

Date: November 21, 2024

Re: IQC Master Contract #: 20221102-9547
 Work Order #: 24-BoulderPLD-0033.00
 Owner PO #:
 Title: Main - Break Room Construction
 Contractor: JOC Construction, LLC
 Proposal Value: \$105,364.37

Sect.	Item	Mod.	UOM	Description	Line Total
Labor	Equip.	Material	(Excludes)		
Section - 01					
1	01 22 16 00 0002		EA	Reimbursable Fees Reimbursable Fees will be paid to the contractor for eligible costs as directed by Owner. Insert the appropriate quantity to adjust the base cost to the actual Reimbursable Fee. If there are multiple Reimbursable Fees, list each one separately and add a comment in the "note" block to identify the Reimbursable Fee (e.g. sidewalk closure, road cut, various permits, extended warranty, expedited shipping costs, etc.). A copy of each receipt, invoice, or proof of payment shall be submitted with the Price Proposal.	\$4,053.00
			Installation	Quantity Unit Price Factor = Total 4,053.00 x 1.00 x 1.0000 = 4,053.00	
				Permit and review fees.	
2	01 22 16 00 0002		EA	Reimbursable Fees Reimbursable Fees will be paid to the contractor for eligible costs as directed by Owner. Insert the appropriate quantity to adjust the base cost to the actual Reimbursable Fee. If there are multiple Reimbursable Fees, list each one separately and add a comment in the "note" block to identify the Reimbursable Fee (e.g. sidewalk closure, road cut, various permits, extended warranty, expedited shipping costs, etc.). A copy of each receipt, invoice, or proof of payment shall be submitted with the Price Proposal.	\$2,100.00
			Installation	Quantity Unit Price Factor = Total 2,100.00 x 1.00 x 1.0000 = 2,100.00	
				Bond Fees.	
3	01 22 23 00 0173		EA	High Efficiency Particulate Air (HEPA) Filter, 99.99% Efficient At 0.3 Micron For Portable Air Scrubbers	\$512.97
			Installation	Quantity Unit Price Factor = Total 2.00 x 217.58 x 1.1788 = 512.97	
				Air scrubbers for demolition operations.	
4	01 56 16 00 0073		SF	6 Mil, Reinforced, Plastic Sheeting On One Side, Temporary Wood Stud Wall, 16" On Center	\$838.13
			Installation	Quantity Unit Price Factor = Total 300.00 x 2.37 x 1.1788 = 838.13	
				Plastic for temporary dust control walls.	
5	01 56 16 00 0073 0105		MOD	For Metal Studs 24" On Center, Add/Deduct	\$81.34
			Installation	Quantity Unit Price Factor = Total 300.00 x 0.23 x 1.1788 = 81.34	
6	01 56 16 00 0078		SF	1/8" Thick, Masonite For Temporary Floor Protection	\$2,563.89
			Installation	Quantity Unit Price Factor = Total 2,500.00 x 0.87 x 1.1788 = 2,563.89	
				Floor protection in hallways during demolition process.	
7	01 66 19 00 0010		CY	Transfer Demolition Debris Distances Greater Than 125', Per CY Of Material Per 125'	\$151.83
			Installation	Quantity Unit Price Factor = Total 40.00 x 3.22 x 1.1788 = 151.83	
				Transfer of demo materials to the dumpster.	
8	01 74 13 00 0002		CSF	Clean Miscellaneous Surfaces, Wipe Down With Mild Detergent	\$3,649.56
			Installation	Quantity Unit Price Factor = Total 300.00 x 10.32 x 1.1788 = 3,649.56	
				Final cleaning after construction is complete.	

Contractor's Price Proposal - Detail Continues..

Work Order Number: 24-BoulderPLD-0033.00
 Work Order Title: Main - Break Room Construction

Section - 01

9	01 74 19 00 0016	EA	40 CY Dumpster (6 Ton) "Construction Debris" Includes delivery of dumpster, rental cost, pick-up cost, hauling, and disposal fee. Non-hazardous material.						\$922.53	
			Installation	Quantity	Unit Price	Factor	=	Total		
				1.00	782.60	1.1788		922.53		
			Dumpster for the duration of the project.							

Subtotal for Section - 01**\$14,873.25****Section - 02**

10	02 41 16 13 0003	GSF	Up To 2,000 SF Commercial Building Interior Demolition, Gutting And Placing Into Dumpster Or Truck						\$6,648.43	
			Installation	Quantity	Unit Price	Factor	=	Total		
				800.00	7.05	1.1788		6,648.43		
			Demolition of all existing surfaces inside restroom and lockers areas.							

Subtotal for Section - 02**\$6,648.43****Section - 03**

11	03 54 16 00 0003	SF	1/4" Thick Self Leveling Cementitious Underlayment For Floors Including Surface Preparation						\$986.66	
			Installation	Quantity	Unit Price	Factor	=	Total		
				300.00	2.79	1.1788		986.66		
			Patching floors prior to final flooring installation.							

Subtotal for Section - 03**\$986.66****Section - 05**

12	05 41 00 00 0003	SF	3-5/8" Width, 16" On Center, 18 Gauge, Load Bearing, Structural Metal Stud Framing With Tracks And Runners						\$1,202.38	
			Installation	Quantity	Unit Price	Factor	=	Total		
				300.00	3.40	1.1788		1,202.38		
			Framing temp walls for dust control as well as framing shower into solid wall for kitchen expansion.							

13	05 41 00 00 0003 0185	MOD	For >200 To 500, Add						\$155.60
			Installation	Quantity	Unit Price	Factor	=	Total	
				300.00	0.44	1.1788		155.60	

Subtotal for Section - 05**\$1,357.98****Section - 06**

14	06 41 13 00 0333	EA	15" Wide, 35" High x 23-3/4" Deep, Single Drawer and Single Door, Solid Wood Face Frame, Decorative Laminate Veneer Door and Drawer Front, Base Cabinet						\$806.44	
			Installation	Quantity	Unit Price	Factor	=	Total		
				2.00	342.06	1.1788		806.44		
			Base cabinets for breakroom area.							

15	06 41 13 00 0333 0125	MOD	For Solid Wood Drawers, Dovetail Joints And Full Extension Drawer Guides, Add						\$275.30
			Installation	Quantity	Unit Price	Factor	=	Total	
				2.00	116.77	1.1788		275.30	

16	06 41 13 00 0333 0129	MOD	For All Plywood Box Construction, Add						\$286.97
			Installation	Quantity	Unit Price	Factor	=	Total	
				2.00	121.72	1.1788		286.97	

Contractor's Price Proposal - Detail Continues..

Work Order Number: 24-BoulderPLD-0033.00
 Work Order Title: Main - Break Room Construction

Section - 06

17	06	41	13	00	0334	EA	18" Wide, 35" High x 23-3/4" Deep, Single Drawer and Single Door, Solid Wood Face Frame, Decorative Laminate Veneer Door and Drawer Front, Base Cabinet								\$844.37	
						Installation	Quantity	Unit Price	Factor	=	Total					
							2.00	358.15	x	x	1.1788	=	844.37			
							Base cabinets for breakroom area.									
18	06	41	13	00	0334	0125	MOD	For Solid Wood Drawers, Dovetail Joints And Full Extension Drawer Guides, Add							\$275.30	
							Installation	Quantity	Unit Price	Factor	=	Total				
								2.00	116.77	x	x	1.1788	=	275.30		
19	06	41	13	00	0334	0129	MOD	For All Plywood Box Construction, Add							\$286.97	
							Installation	Quantity	Unit Price	Factor	=	Total				
								2.00	121.72	x	x	1.1788	=	286.97		
20	06	41	13	00	0336	EA	24" Wide, 35" High x 23-3/4" Deep, Single Drawer and Single Door, Solid Wood Face Frame, Decorative Laminate Veneer Door and Drawer Front, Base Cabinet								\$1,021.48	
							Installation	Quantity	Unit Price	Factor	=	Total				
								2.00	433.27	x	x	1.1788	=	1,021.48		
							Base cabinets for breakroom area.									
21	06	41	13	00	0336	0125	MOD	For Solid Wood Drawers, Dovetail Joints And Full Extension Drawer Guides, Add							\$275.30	
							Installation	Quantity	Unit Price	Factor	=	Total				
								2.00	116.77	x	x	1.1788	=	275.30		
22	06	41	13	00	0336	0129	MOD	For All Plywood Box Construction, Add							\$286.97	
							Installation	Quantity	Unit Price	Factor	=	Total				
								2.00	121.72	x	x	1.1788	=	286.97		
23	06	41	13	00	0340	EA	36" Wide, 35" High x 23-3/4" Deep, Single Drawer and Double Door, Solid Wood Face Frame, Decorative Laminate Veneer Door and Drawer Front, Base Cabinet								\$632.56	
							Installation	Quantity	Unit Price	Factor	=	Total				
								1.00	536.61	x	x	1.1788	=	632.56		
							Base cabinets for breakroom area.									
24	06	41	13	00	0340	0125	MOD	For Solid Wood Drawers, Dovetail Joints And Full Extension Drawer Guides, Add							\$137.65	
							Installation	Quantity	Unit Price	Factor	=	Total				
								1.00	116.77	x	x	1.1788	=	137.65		
25	06	41	13	00	0340	0129	MOD	For All Plywood Box Construction, Add							\$0.00	
							Installation	Quantity	Unit Price	Factor	=	Total				
								0.00	121.72	x	x	1.1788	=	0.00		
26	06	41	13	00	0342	EA	30" Wide, 35" High x 23-3/4" Deep, Double Drawer with False Panel Drawer Front, Solid Wood Face Frame and Decorative Laminate Veneer Drawer Fronts, Base Cabinet								\$1,623.16	
							Installation	Quantity	Unit Price	Factor	=	Total				
								2.00	688.48	x	x	1.1788	=	1,623.16		
							Base cabinets for breakroom area.									
27	06	41	13	00	0342	0126	MOD	For Solid Wood Drawers, Dovetail Joints And Full Extension Drawer Guides, Add							\$550.59	
							Installation	Quantity	Unit Price	Factor	=	Total				
								2.00	233.54	x	x	1.1788	=	550.59		
28	06	41	13	00	0342	0129	MOD	For All Plywood Box Construction, Add							\$286.97	
							Installation	Quantity	Unit Price	Factor	=	Total				
								2.00	121.72	x	x	1.1788	=	286.97		

Contractor's Price Proposal - Detail Continues..

Work Order Number: 24-BoulderPLD-0033.00
 Work Order Title: Main - Break Room Construction

Section - 06

29	06 41 13 00 0365	EA	30" Wide, 12" High x 12" Deep, Double Door, Solid Wood Face Frame and Decorative Laminate Veneer Doors, Wall Cabinet						\$672.69	
		Installation	Quantity	Unit Price	Factor	=	Total			
			2.00	285.33	1.1788		672.69			
			Wall cabinets for breakroom area.							
30	06 41 13 00 0365 0130	MOD	For All Plywood Box Construction, Add						\$153.97	
		Installation	Quantity	Unit Price	Factor	=	Total			
			2.00	65.31	1.1788		153.97			
31	06 41 13 00 0391	EA	15" Wide, 30" High x 12" Deep, Single Door, Solid Wood Face Frame and Decorative Laminate Veneer Door, Wall Cabinet						\$696.93	
		Installation	Quantity	Unit Price	Factor	=	Total			
			2.00	295.61	1.1788		696.93			
			Wall cabinets for breakroom area.							
32	06 41 13 00 0391 0130	MOD	For All Plywood Box Construction, Add						\$153.97	
		Installation	Quantity	Unit Price	Factor	=	Total			
			2.00	65.31	1.1788		153.97			
33	06 41 13 00 0392	EA	18" Wide, 30" High x 12" Deep, Single Door, Solid Wood Face Frame and Decorative Laminate Veneer Door, Wall Cabinet						\$746.23	
		Installation	Quantity	Unit Price	Factor	=	Total			
			2.00	316.52	1.1788		746.23			
			Wall cabinets for breakroom area.							
34	06 41 13 00 0392 0130	MOD	For All Plywood Box Construction, Add						\$153.97	
		Installation	Quantity	Unit Price	Factor	=	Total			
			2.00	65.31	1.1788		153.97			
35	06 41 13 00 0394	EA	24" Wide, 30" High x 12" Deep, Single Door, Solid Wood Face Frame and Decorative Laminate Veneer Door, Wall Cabinet						\$866.16	
		Installation	Quantity	Unit Price	Factor	=	Total			
			2.00	367.39	1.1788		866.16			
			Wall cabinets for breakroom area.							
36	06 41 13 00 0394 0130	MOD	For All Plywood Box Construction, Add						\$153.97	
		Installation	Quantity	Unit Price	Factor	=	Total			
			2.00	65.31	1.1788		153.97			
37	06 41 13 00 0396	EA	30" Wide, 30" High x 12" Deep, Double Doors, Solid Wood Face Frame and Decorative Laminate Veneer Doors, Wall Cabinet						\$981.04	
		Installation	Quantity	Unit Price	Factor	=	Total			
			2.00	416.12	1.1788		981.04			
			Wall cabinets for breakroom area.							
38	06 41 13 00 0396 0130	MOD	For All Plywood Box Construction, Add						\$153.97	
		Installation	Quantity	Unit Price	Factor	=	Total			
			2.00	65.31	1.1788		153.97			
39	06 41 13 00 0398	EA	36" Wide, 30" High x 12" Deep, Double Doors, Solid Wood Face Frame and Decorative Laminate Veneer Doors, Wall Cabinet						\$553.14	
		Installation	Quantity	Unit Price	Factor	=	Total			
			1.00	469.24	1.1788		553.14			
			Wall cabinets for breakroom area.							
40	06 41 13 00 0398 0130	MOD	For All Plywood Box Construction, Add						\$76.99	
		Installation	Quantity	Unit Price	Factor	=	Total			
			1.00	65.31	1.1788		76.99			

Contractor's Price Proposal - Detail Continues..

Work Order Number: 24-BoulderPLD-0033.00
 Work Order Title: Main - Break Room Construction

Section - 06

41	06 41 93 00 0002	EA	4" To 6" Long, 1/2" Diameter, Cabinet Bar Pull						\$441.65
			Quantity	Unit Price	Factor	=	Total		
		Installation	22.00 x	17.03 x	1.1788	=	441.65		
			Cabinets pulls for doors and drawers.						
42	06 42 19 00 0002	SF	1/16" Plastic Laminate Faced PanelIncludes cutting to fit.						\$488.31
			Quantity	Unit Price	Factor	=	Total		
		Installation	48.00 x	8.63 x	1.1788	=	488.31		
			Venire panel for sides of the exposed cabinets.						

Subtotal for Section - 06**\$13,883.02****Section - 07**

43	07 84 43 00 0005	CLF	3/8" x 3/8" Joint, Intumescent Firestop Sealant (3M CP 25WB+)						\$469.47
			Quantity	Unit Price	Factor	=	Total		
		Installation	1.00 x	398.26 x	1.1788	=	469.47		
			Fire stopping where new electrical and mechanical is coming thought from hallway.						
44	07 84 43 00 0005 0099	MOD	For Up To 2.5 CLF, Add						\$30.11
			Quantity	Unit Price	Factor	=	Total		
		Installation	1.00 x	25.54 x	1.1788	=	30.11		
45	07 92 13 00 0009	CLF	1/2" x 1/2" Joint, Silicone Sealant And Caulking						\$1,091.14
			Quantity	Unit Price	Factor	=	Total		
		Installation	2.30 x	402.45 x	1.1788	=	1,091.14		
			Sealant around the perimeter of the rooms.						
46	07 92 13 00 0009 0123	MOD	For 1 Part Mildew Resistant, Add						\$211.83
			Quantity	Unit Price	Factor	=	Total		
		Installation	2.30 x	78.13 x	1.1788	=	211.83		

Subtotal for Section - 07**\$1,802.55****Section - 09**

47	09 01 60 91 0012	SY	Grinding Of Existing Concrete Floor Prior To Installation Of FlooringUp to 1/8" of material per pass						\$214.72
			Quantity	Unit Price	Factor	=	Total		
		Installation	33.30 x	5.47 x	1.1788	=	214.72		
			Grinding of floors prior to installation of finishes.						
48	09 23 13 00 0014	SF	Skim Coat One Coat Gypsum Plaster On Walls						\$250.50
			Quantity	Unit Price	Factor	=	Total		
		Installation	250.00 x	0.85 x	1.1788	=	250.50		
			Skim coat existing drywall where new and existing meet for smooth transition.						
49	09 23 13 00 0014 0025	MOD	For Horizontal Installation Up To 10' High, Add						\$26.52
			Quantity	Unit Price	Factor	=	Total		
		Installation	250.00 x	0.09 x	1.1788	=	26.52		
50	09 23 13 00 0014 0037	MOD	For >100 To 500, Add						\$44.21
			Quantity	Unit Price	Factor	=	Total		
		Installation	250.00 x	0.15 x	1.1788	=	44.21		
51	09 23 13 00 0017	SF	Smooth Finish Two Coats Gypsum Plaster On Walls						\$3,611.84
			Quantity	Unit Price	Factor	=	Total		
		Installation	800.00 x	3.83 x	1.1788	=	3,611.84		
			Finish all drywall smooth finish.						

Contractor's Price Proposal - Detail Continues..

Work Order Number: 24-BoulderPLD-0033.00
 Work Order Title: Main - Break Room Construction

Section - 09

52	09 23 13 00 0017	0025	MOD	For Horizontal Installation Up To 10' High, Add							\$480.95
				Installation	Quantity	Unit Price	Factor	=	Total		
					800.00	x 0.51	x 1.1788		480.95		
53	09 23 13 00 0017	0037	MOD	For >100 To 500, Add							\$801.58
				Installation	Quantity	Unit Price	Factor	=	Total		
					800.00	x 0.85	x 1.1788		801.58		
54	09 29 10 00 0009		SF	5/8" Type X Fire Rated Gypsum Board							\$247.55
				Installation	Quantity	Unit Price	Factor	=	Total		
					150.00	x 1.40	x 1.1788		247.55		
				Drywall in the breakroom.							
55	09 29 10 00 0009	0054	MOD	For >128 To 320, Add							\$45.97
				Installation	Quantity	Unit Price	Factor	=	Total		
					150.00	x 0.26	x 1.1788		45.97		
56	09 29 10 00 0017		SF	5/8" Moisture Resistant Gypsum Board							\$309.44
				Installation	Quantity	Unit Price	Factor	=	Total		
					150.00	x 1.75	x 1.1788		309.44		
				Drywall in the restroom area.							
57	09 29 10 00 0017	0054	MOD	For >128 To 320, Add							\$51.28
				Installation	Quantity	Unit Price	Factor	=	Total		
					150.00	x 0.29	x 1.1788		51.28		
58	09 29 10 00 0038		SF	Up To 10' High, Walls, Tape, Spackle And Finish Gypsum Board							\$144.99
				Installation	Quantity	Unit Price	Factor	=	Total		
					300.00	x 0.41	x 1.1788		144.99		
				Tape and spackle all new drywall.							
59	09 29 10 00 0038	0043	MOD	For >128 To 320, Add							\$31.83
				Installation	Quantity	Unit Price	Factor	=	Total		
					300.00	x 0.09	x 1.1788		31.83		
60	09 29 10 00 0038	0048	MOD	For ASTM C840 Level 5 High Quality Finish, Add							\$106.09
				Installation	Quantity	Unit Price	Factor	=	Total		
					300.00	x 0.30	x 1.1788		106.09		
61	09 29 10 00 0044		LF	Up To 10' High, Vertical Corners, Tape, Spackle And Finish Gypsum Board							\$47.74
				Installation	Quantity	Unit Price	Factor	=	Total		
					50.00	x 0.81	x 1.1788		47.74		
				Drywall corners finish.							
62	09 29 10 00 0044	0048	MOD	For ASTM C840 Level 5 High Quality Finish, Add							\$34.19
				Installation	Quantity	Unit Price	Factor	=	Total		
					50.00	x 0.58	x 1.1788		34.19		
63	09 29 10 00 0183		LF	3-7/8" Aluminum Extrusions, Bullnose For Gypsum Board							\$2,801.87
				Installation	Quantity	Unit Price	Factor	=	Total		
					88.00	x 27.01	x 1.1788		2,801.87		
				Tile bull nose for finishes.							
64	09 30 13 00 0004		SF	8" x 8" And Larger Unmounted Ceramic Floor TileIncludes glazed porcelain , unglazed porcelain and glazed ceramic tiles.							\$597.06
				Installation	Quantity	Unit Price	Factor	=	Total		
					50.00	x 10.13	x 1.1788		597.06		
				New tile floors inside the restroom.							

Contractor's Price Proposal - Detail Continues..

Work Order Number: 24-BoulderPLD-0033.00
 Work Order Title: Main - Break Room Construction

Section - 09

77	09 91 23 00 0061	0281	MOD	For >250 To 500, Add							\$77.80	
			Installation	Quantity	x	Unit Price	x	Factor	=	Total		
				300.00		0.22		1.1788		77.80		
78	09 91 23 00 0149		SF	1 Coat Paint, Brush Work, Paint Interior Drywall/Plaster Ceiling							\$697.85	
			Installation	Quantity	x	Unit Price	x	Factor	=	Total		
				800.00		0.74		1.1788		697.85		
				Prime all ceilings.								
79	09 91 23 00 0149	0281	MOD	For >250 To 500, Add							\$84.87	
			Installation	Quantity	x	Unit Price	x	Factor	=	Total		
				800.00		0.09		1.1788		84.87		
80	09 91 23 00 0150		SF	2 Coats Paint, Brush Work, Paint Interior Drywall/Plaster Ceiling							\$1,254.24	
			Installation	Quantity	x	Unit Price	x	Factor	=	Total		
				800.00		1.33		1.1788		1,254.24		
				Paint all ceilings.								
81	09 91 23 00 0150	0281	MOD	For >250 To 500, Add							\$160.32	
			Installation	Quantity	x	Unit Price	x	Factor	=	Total		
				800.00		0.17		1.1788		160.32		
Subtotal for Section - 09											\$21,416.03	

Section - 10

82	10 28 13 13 0006		EA	Surface Mounted, Stainless Steel Folded Paper Towel Dispenser (Bobrick B-2620)							\$113.08	
			Installation	Quantity	x	Unit Price	x	Factor	=	Total		
				1.00		95.93		1.1788		113.08		
				Paper towel dispenser inside the restroom.								
83	10 28 13 13 0052		EA	Two Roll, Surface Mounted, Stainless Steel Toilet Tissue Dispenser (Bobrick Classic B-2888)							\$125.08	
			Installation	Quantity	x	Unit Price	x	Factor	=	Total		
				1.00		106.11		1.1788		125.08		
				Toilet paper dispenser inside the restroom.								
84	10 28 13 13 0068		EA	40 Fluid Ounce, Surface Mounted, Stainless Steel Soap Dispenser (Bobrick Classic B-2111/2112)							\$94.42	
			Installation	Quantity	x	Unit Price	x	Factor	=	Total		
				1.00		80.10		1.1788		94.42		
				Soap dispenser inside restroom.								
85	10 28 13 13 0162		EA	18" Length, 1-1/2" Diameter, Stainless Steel Grab Bar (Bobrick B-6806x18)							\$106.83	
			Installation	Quantity	x	Unit Price	x	Factor	=	Total		
				1.00		90.63		1.1788		106.83		
				ADA compliant grab bars.								
86	10 28 13 13 0162	0154	MOD	For Peened Grip, Add							\$7.32	
			Installation	Quantity	x	Unit Price	x	Factor	=	Total		
				1.00		6.21		1.1788		7.32		
87	10 28 13 13 0165		EA	36" Length, 1-1/2" Diameter, Stainless Steel Grab Bar (Bobrick B-6806x36)							\$115.49	
			Installation	Quantity	x	Unit Price	x	Factor	=	Total		
				1.00		97.97		1.1788		115.49		
				ADA compliant grab bars.								
88	10 28 13 13 0165	0154	MOD	For Peened Grip, Add							\$8.10	
			Installation	Quantity	x	Unit Price	x	Factor	=	Total		
				1.00		6.87		1.1788		8.10		

Contractor's Price Proposal - Detail Continues..

Work Order Number: 24-BoulderPLD-0033.00
 Work Order Title: Main - Break Room Construction

Section - 10

89	10 28 13 13 0166	EA	42" Length, 1-1/2" Diameter, Stainless Steel Grab Bar (Bobrick B-6806x42)						\$118.49	
			Quantity	Unit Price	Factor	=	Total			
		Installation	1.00 x	100.52 x	1.1788	=	118.49			
			ADA compliant grab bars.							
90	10 28 13 13 0166 0154	MOD	For Peened Grip, Add						\$8.37	
			Quantity	Unit Price	Factor	=	Total			
		Installation	1.00 x	7.10 x	1.1788	=	8.37			
91	10 28 13 13 0369	EA	18" x 30", Surface Mounted, Stainless Steel Angle Frame Glass Mirror/Shelf Combination (Bobrick B-292-1830)						\$412.26	
			Quantity	Unit Price	Factor	=	Total			
		Installation	1.00 x	349.73 x	1.1788	=	412.26			
			Mirror for the restroom.;							
Subtotal for Section - 10									\$1,109.44	

Section - 11

92	11 30 13 13 0029	EA	1.6 CF Countertop Microwave Oven						\$366.94	
			Quantity	Unit Price	Factor	=	Total			
		Installation	1.00 x	311.28 x	1.1788	=	366.94			
			New microwave oven for breakroom.							
93	11 30 13 13 0029 0018	MOD	For Stainless Steel, Add						\$53.22	
			Quantity	Unit Price	Factor	=	Total			
		Installation	1.00 x	45.15 x	1.1788	=	53.22			
94	11 30 13 13 0050	EA	>20 To 22 CF Top Freezer Refrigerator						\$1,667.67	
			Quantity	Unit Price	Factor	=	Total			
		Installation	1.00 x	1,414.72 x	1.1788	=	1,667.67			
			New refrigerator for breakroom.							
95	11 30 13 13 0050 0018	MOD	For Stainless Steel, Add						\$242.87	
			Quantity	Unit Price	Factor	=	Total			
		Installation	1.00 x	206.03 x	1.1788	=	242.87			
96	11 30 13 13 0081	EA	18" Built-In Dishwasher						\$1,359.12	
			Quantity	Unit Price	Factor	=	Total			
		Installation	1.00 x	1,152.97 x	1.1788	=	1,359.12			
			New dishwasher for breakroom.							
97	11 30 13 13 0081 0018	MOD	For Stainless Steel, Add						\$189.29	
			Quantity	Unit Price	Factor	=	Total			
		Installation	1.00 x	160.58 x	1.1788	=	189.29			
98	11 48 16 00 0003	EA	3/4 HP, 115/208-230 Volt, 1 Phase, Stainless Steel, Garbage Disposal						\$2,207.35	
			Quantity	Unit Price	Factor	=	Total			
		Installation	1.00 x	1,872.54 x	1.1788	=	2,207.35			
			Garbage disposal with power for breakroom sink.							
Subtotal for Section - 11									\$6,086.46	

Section - 12

99	12 36 61 19 0005	SF	1-1/4" Thick, Quartz Agglomerate Countertop With Backsplash						\$3,857.20	
			Quantity	Unit Price	Factor	=	Total			
		Installation	26.35 x	124.18 x	1.1788	=	3,857.20			
			Hard surface countertops for breakroom.							

Contractor's Price Proposal - Detail Continues..

Work Order Number: 24-BoulderPLD-0033.00
 Work Order Title: Main - Break Room Construction

Section - 12

100	12 36 61 19 0007	EA	Cutout For Sink And/or Faucet In Quartz Agglomerate Countertop						\$109.26	
			Installation	Quantity	Unit Price	Factor	=	Total		
				1.00	92.69	1.1788		109.26		
			Cut out for undermount sink.							

Subtotal for Section - 12**\$3,966.46****Section - 22**

101	22 05 76 00 0005	EA	4" Floor Cleanout, Round Or Square Top, Cast Iron With Cast Bronze Screw Plug And Nickel Bronze Cover						\$1,001.94	
			Installation	Quantity	Unit Price	Factor	=	Total		
				1.00	849.97	1.1788		1,001.94		
			Cleanout assembly for sinks.							
102	22 11 16 00 0853	LF	1/2" Inside Diameter, Type L, Copper Pipe/Tubing With Fittings AssemblyIncludes all hangers and couplings, elbow, tee, reducer fittings. All hangers are complete assemblies. Not for use where detail is available.						\$873.84	
			Installation	Quantity	Unit Price	Factor	=	Total		
				42.00	17.65	1.1788		873.84		
			Water supply lines for breakroom sink.							
103	22 11 16 00 0854	LF	3/4" Inside Diameter, Type L, Copper Pipe/Tubing With Fittings AssemblyIncludes all hangers and couplings, elbow, tee, reducer fittings. All hangers are complete assemblies. Not for use where detail is available.						\$361.95	
			Installation	Quantity	Unit Price	Factor	=	Total		
				15.00	20.47	1.1788		361.95		
			Water supply line as a homerun for the new breakroom.							
104	22 11 19 00 0042	EA	1/2" Inlet/Outlet, Automatic Trap Primer, Up To Two Floor Drains (PPP PR-500)						\$212.90	
			Installation	Quantity	Unit Price	Factor	=	Total		
				1.00	180.61	1.1788		212.90		
			Trap primer for drains in dry areas.							
105	22 11 19 00 0227	EA	3/4" Inlets, 3/4" Outlet Point-Of-Use Thermostatic Mixing Valve (Bradley S59-4016)						\$1,602.37	
			Installation	Quantity	Unit Price	Factor	=	Total		
				4.00	339.83	1.1788		1,602.37		
			Thermostatic mixing valves for all he sinks per code compliance.							
106	22 13 13 00 0004	EA	Wall Mounted Water Closet, Single Fixture Rough-In, Cast Iron Waste And Vent PipeIncludes cast iron waste and vent pipe and copper domestic supply . Excludes fixture, carrier and flush valve.						\$1,774.73	
			Installation	Quantity	Unit Price	Factor	=	Total		
				1.00	1,505.54	1.1788		1,774.73		
			Rough in for sink and toilet.							
107	22 13 16 00 0012	LF	2" Aboveground No Hub Cast Iron Soil Pipe AssemblyIncludes all fittings , couplings and hangers. Fittings are assumed every 10'. Not for use where detail is available.						\$594.96	
			Installation	Quantity	Unit Price	Factor	=	Total		
				18.00	28.04	1.1788		594.96		
			Drain line from kitchen sink area.							
108	22 41 39 00 0007	EA	Kitchen Faucet, Polished Chrome (Kohler K-15251-B)						\$160.41	
			Installation	Quantity	Unit Price	Factor	=	Total		
				1.00	136.08	1.1788		160.41		
			Kitchen faucet.							
109	22 42 13 13 0014	EA	Flush Valve Type, Siphon Jet, Wall Mounted, Wall Outlet, Handicap Accessible, Elongated Vitreous China Water Closet (Kohler® Kingston™)						\$701.13	
			Installation	Quantity	Unit Price	Factor	=	Total		
				1.00	594.78	1.1788		701.13		
			New restroom toilet.							

Contractor's Price Proposal - Detail Continues..

Work Order Number: 24-BoulderPLD-0033.00
 Work Order Title: Main - Break Room Construction

Section - 22

110	22 42 13 13 0046	EA	Vertical Adjustable On Stack, No-Hub, Single Water Closet Carrier						\$1,217.88	
			Quantity	Unit Price	Factor	=	Total			
		Installation	1.00 x	1,033.15 x	1.1788	=	1,217.88			
			ADA compliant sink in the restroom.							
111	22 42 13 13 0046 0284	MOD	For Carrier For Floor Mounted, Back Outlet China Bowls, Deduct						-\$92.30	
			Quantity	Unit Price	Factor	=	Total			
		Installation	1.00 x	-78.30 x	1.1788	=	-92.30			
112	22 42 16 16 0010	EA	33" x 21" x 7-1/2" Stainless Steel Kitchen Sink, Double Bowl, 20 Gauge (Elkay PSR3321)						\$1,338.57	
			Quantity	Unit Price	Factor	=	Total			
		Installation	1.00 x	1,135.54 x	1.1788	=	1,338.57			
			Kitchen sink.							
113	22 42 16 16 0010 0218	MOD	For 18 Gauge, Add						\$780.83	
			Quantity	Unit Price	Factor	=	Total			
		Installation	1.00 x	662.39 x	1.1788	=	780.83			
114	22 42 39 00 0159	EA	Self-Generating EcoPower System, Single Supply Sensor Faucet, Standard Spout (Toto "Eco-Power" TEL3GKCN-60)						\$1,403.05	
			Quantity	Unit Price	Factor	=	Total			
		Installation	1.00 x	1,190.24 x	1.1788	=	1,403.05			
			Restroom sink faucet with valve.							
115	22 42 43 00 0021	EA	1.28 GPF, Back Spud, Concealed Infrared Water Closet Flush Valve (Toto EcoPower TET2LN31 Or TET3LN31)						\$1,682.76	
			Quantity	Unit Price	Factor	=	Total			
		Installation	1.00 x	1,427.52 x	1.1788	=	1,682.76			
			Flash valve for toilet.							

Subtotal for Section - 22**\$13,615.03****Section - 23**

116	23 01 30 61 0011	LF	>12 To 14 SF Cross Section, Rework Existing Ductwork						\$5,733.63	
			Quantity	Unit Price	Factor	=	Total			
		Installation	39.80 x	122.21 x	1.1788	=	5,733.63			
			Modify existing mechanical lines to work with new wall layout and needs.							
117	23 05 93 00 0003	EA	Balancing Heating And Ventilating Units						\$433.70	
			Quantity	Unit Price	Factor	=	Total			
		Installation	1.00 x	367.92 x	1.1788	=	433.70			
			Unit balance after work is complete.							
118	23 33 33 00 0009	EA	24" x 24" Duct Access Doors Insulated Factory Fabrication						\$235.78	
			Quantity	Unit Price	Factor	=	Total			
		Installation	1.00 x	200.02 x	1.1788	=	235.78			
			Access panel for ceiling.							

Subtotal for Section - 23**\$6,403.12****Section - 26**

119	26 01 20 91 0002	EA	Lock Out/Tag Out Local Disconnect Excludes tag or padlock See CSI section 26 01 20 91-0004 for padlock, 26 01 20 91-0005 for tag(s).						\$32.55	
			Quantity	Unit Price	Factor	=	Total			
		Installation	1.00 x	27.61 x	1.1788	=	32.55			
			Lock out tag out for electrical work.							

Contractor's Price Proposal - Detail Continues..

Work Order Number: 24-BoulderPLD-0033.00
Work Order Title: Main - Break Room Construction

Section - 26

120	26 01 50 51 0370	EA	Recycle 6' Length Linear Fluorescent Lamps						\$26.88
			Installation	Quantity	Unit Price	Factor	=	Total	
				6.00	3.80	1.1788		26.88	
			Recycling of existing light fixtures.						
121	26 05 19 16 0015	MLF	#10 AWG, Type THHN-THWN, 600 Volt, Copper, Single Solid Cable, Installed In Conduit						\$2,941.33
			Installation	Quantity	Unit Price	Factor	=	Total	
				3.25	767.75	1.1788		2,941.33	
			Electrical wires to modify lighting and switches.						
122	26 05 19 16 0017	MLF	#12 AWG, Type XHHW, 600 Volt, Copper, Single Solid Cable, Installed In Conduit						\$1,135.36
			Installation	Quantity	Unit Price	Factor	=	Total	
				1.25	770.52	1.1788		1,135.36	
			2 new home runs from electrical panel for appliances.						
123	26 05 33 13 0010	CLF	3/4" Electrical Metallic Tubing (EMT) Conduit Assembly With 2 #12 Copper THHN And 1 #12 Copper Insulated Grounding Conductor/Includes conduit, set screw connectors, set screw couplings, straps, wire as indicated. Not for use where detail is available.						\$5,024.27
			Installation	Quantity	Unit Price	Factor	=	Total	
				5.65	754.37	1.1788		5,024.27	
			Add new outlets in the breakroom as well as power for appliances.						
124	26 05 33 16 0038	EA	3-1/4" Depth, 4-11/16" Square Steel Box						\$200.02
			Installation	Quantity	Unit Price	Factor	=	Total	
				3.00	56.56	1.1788		200.02	
			Junction boxes for power/						
125	26 05 33 16 0316	EA	20 Amperes, Duplex Receptacles (Wiremold 68REC-25) Two (2) proprietary 20 amperes duplex power receptacles with mounting plates and 25' leads. Designed to fit in either of the two side compartments in both the 6ATC and the 8ATC Series Poke-Thru Devices. Receptacle can be wired as a standard or isolated						\$1,721.05
			Installation	Quantity	Unit Price	Factor	=	Total	
				10.00	146.00	1.1788		1,721.05	
			New receptacles in the breakroom.						
126	26 05 33 23 0146	EA	Single Receptacle Box (Wiremold #1546A)						\$309.20
			Installation	Quantity	Unit Price	Factor	=	Total	
				10.00	26.23	1.1788		309.20	
			Single receptacle boxes.						
127	26 05 33 23 0147	EA	Duplex Receptacle Box (Wiremold #1546B)						\$118.40
			Installation	Quantity	Unit Price	Factor	=	Total	
				3.00	33.48	1.1788		118.40	
			Double receptacle boxes.						
128	26 09 23 00 0450	EA	120/277 Volt AC, 20 Amperes, Dual Voltage, Occupancy Sensor Power Pack (Watt Stopper BZ-100)						\$102.73
			Installation	Quantity	Unit Price	Factor	=	Total	
				1.00	87.15	1.1788		102.73	
			Room Occupancy sensor for breakroom.						
129	26 51 19 00 0268	EA	4' Length, 42 Watt, LED Linear Low Bay Fixture (PlanLED A2W4A)						\$1,604.15
			Installation	Quantity	Unit Price	Factor	=	Total	
				3.00	453.61	1.1788		1,604.15	
			New lighting inside breakroom and restroom.						

Subtotal for Section - 26**\$13,215.94**

Contractor's Price Proposal - Detail Continues..

Work Order Number: 24-BoulderPLD-0033.00
Work Order Title: Main - Break Room Construction

Proposal Total	\$105,364.37
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This total represents the correct total for the proposal. Any discrepancy between line totals, sub-totals and the proposal total is due to rounding.

The Percentage of NPP on this Proposal: %



Subcontractor Listing

Date: November 21, 2024

Re: IQC Master Contract #: 20221102-9547
 Work Order #: 24-BoulderPLD-0033.00
 Owner PO #:
 Title: Main - Break Room Construction
 Contractor: JOC Construction, LLC
 Proposal Value: \$105,364.37

Name of Contractor	Duties	Amount	%
No Subcontractors have been selected for this Work Order		\$0.00	0.00

Boulder Library District
Main Library Break Room Construction
1001 Arapahoe Ave,
Boulder, CO 80302

Summary of Scope

This Scope of Work includes “renovation of existing locker room into a breakroom and upgrading the restroom finishes” based on general specifications provided by Boulder Library District and observations made by contractor at site visit completed on 10/20/2024 and DD plans dated 10/01/2024.

Detailed Scope of Work

This project involves the complete renovation of an existing locker room and bathroom, transforming the spaces into a functional breakroom and updated restroom. The scope includes removing existing fixtures, finishes, and accessories, such as lighting, plumbing fixtures, tiles, and locker systems. New plumbing and electrical rough-ins will be installed to accommodate the updated layout, including a kitchenette and enhanced restroom facilities. The HVAC system will be reconfigured to align with the new wall layout. The renovation will include the installation of 5/8” drywall and moisture-resistant boards, finished to a Level 5 standard, and painted to complete the interior design. New flooring will be installed, including tile in the restroom and LVT in the breakroom. The breakroom will feature a new kitchenette with quartz countertops, ADA-compliant grab bars, and appliances. Updated lighting, outlets, and switches will be installed throughout, ensuring a modern and functional space. Please note that furniture is excluded from this proposal and will be provided by the client.

1. Demolition:

- Remove existing toilet accessories in the bathroom.
- Demolish all tiles on walls and floors in the bathroom.
- Remove the existing locker system inside the locker room.
- Demolish the existing shower enclosure in the locker room.
- Remove all plumbing fixtures and finishes in the locker room.
- Demolish all lighting fixtures in the bathroom and locker room.

2. Plumbing:

- Provide and install new plumbing rough-ins for the kitchenette in the new breakroom.
- Install new plumbing fixtures, including toilets, sinks, and associated finishes in the restroom and breakroom.

3. Electrical:

- Provide new electrical homeruns for lights, outlets, and fixtures in both the bathroom and breakroom.
- Install and finish all new lighting, outlets, and switches in the restroom and breakroom.

4. HVAC:

- Reconfigure the HVAC system to accommodate the new wall layout.

November 20, 2024

5. Drywall and Finishes:

- Install new 5/8" drywall on the walls inside the breakroom.
- Provide and install new moisture-resistant board in the restroom.
- Finish all new drywall to a Level 5 finish.
- Paint all walls and ceilings in the breakroom and restroom.

6. Flooring:

- Provide and install new tile flooring in the restroom.
- Provide and install new LVT flooring in the breakroom.

7. Cabinetry and Countertops:

- Provide and install a new kitchenette in the breakroom.
- Install quartz countertops in the breakroom kitchenette and seating area.

8. ADA Compliance:

- Provide and install all new ADA-compliant grab bars in the restroom.

9. Appliances:

- Provide and install all new appliances in the breakroom.

Note: Furniture is not included in this price proposal and will be provided by the client.

Details that apply to all work

1. This proposal is based on normally expected conditions as observed upon site visit.
2. Contractor shall utilize the latest issue of the Job Order Contract Specifications for all work.
3. All measurements and quantities supplied in this scope of work are approximate in nature and are supplied as a convenience for the contractor. The contractor is responsible for field verification of all measurements and quantities.
4. Contractor shall verify all new and existing conditions and dimensions at job site.
5. Parking will be made available for the Contractor by the Owner and the Contractor shall coordinate all parking with the Owner prior to beginning work.
6. All salvageable materials remain the property of the Owner.
7. Contractor shall coordinate inspections as required / if required.
8. Contractor is responsible for protection of all surfaces including those not in the scope of work from construction dust, debris or damage during construction up until final acceptance. The methods of protection including wood, plastic, paper or other means for sealing / protecting furniture, sidewalks, doors or windows, etc.
9. Contractor shall be responsible for daily job site clean-up and will make provisions for disposing of all of his trade's debris. There shall not at any time be any material or debris left on site that could endanger the public.
10. Contractor shall be responsible for 48 hours advanced notice to coordinate Utility Interruptions.

Submittals

1. Restroom finishes.
2. Electrical components specifications.
3. Cabinetry shop drawings.
4. Tile finishes.

Schedule

1. The total estimated duration to complete this project including an allotment for administrative time, submittal processing, inspection time, punch list remediation, and closeout time will be **[60] Days**

JOC Construction, LLC

Georgia/ Arizona/ Colorado/ North Carolina/ South Carolina/ Tennessee/ Florida

www.joc-construction.com

from the time JOC Construction receives purchase order from client, however, should there be any circumstances that impede progress that are out of the control of JOC Construction Inc. a time extension equal to documented days lost will be issued.

Owners Responsibilities

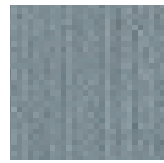
1. Provide access to job site and prompt response to RFI and submittal information submitted by contractor.
2. Provide reimbursement for any fees associated with tapping/beginning service for utilities and permitting as necessary.

Clarifications

1. At the time of the issuance of a purchase order, it is understood that permits are required. If the contractor will be responsible for obtaining applicable permits for the above-mentioned work, then Owner will be responsible for reimbursement of any fees that may be charged to contractor associated with permitting as well as all fees and expenses (i.e. permit fees, professional design and engineering fees as outlined in the Construction Task Catalog) incurred as described in the RS Means master document.
2. Prevailing wages have **NOT** been included in this proposal.
3. This proposal is based on Normal Working Hours as defined by Monday through Friday, 7AM to 5PM MT.
4. Hazardous Material Removal or handling has not been included in this proposal.
5. Any reference to the match existing shall describe closest match available. Due to the aging of materials, discontinued items, and minor batch color discrepancies from manufacturers, it is not always possible to find an exact match for existing materials.



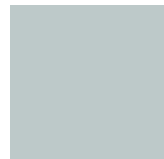
WALL TILE (MAIN):
TRINITY TILE
12"x24" ONDA - SAND,
MATTE



WALL TILE (ACCENT):
TRINITY TILE
12"x24" VIDAL - COASTAL
BREEZE, CHISELED



FLOOR TILE:
TRINITY TILE
12"x24" ONDA - SAND,
TEXTURED



WALL COLOR:
SHERWIN WILLIAMS
NIEBLA AZUL



BOULDER MAIN LIBRARY
STAFF RESTROOM

1001 ARAPAHOE AVE, BOULDER, CO 80302

**FIRST AMENDMENT TO THE VENDOR SERVICES AGREEMENT
BETWEEN THE BOULDER PUBLIC LIBRARY DISTRICT AND KLEENTECH
DATED JANUARY 2, 2024**

This First Amendment to the January 2, 2024 Vendor Services Agreement (the “First Amendment”) is made as of the ____ day of ____December____, 2024, by and between the The Boulder Public Library District (the “District”), and Kleen Tech Services, LLC (the “Contractor”). The District and Contractor may hereinafter be referred to individually as a “Party” or collectively as the “Parties.”

A. The Parties entered into an Agreement for services on January 2, 2024 for custodial services; and

B. The Parties wish to amend the terms of the Agreement to clarify the promises and obligations of the Parties.

NOW THEREFORE, in consideration of the promises and obligations set forth below, the Parties agree to amend the Agreement as follows:

1. The Parties agree to amend Exhibit A, Scope of Services attached hereto and incorporated herein by this reference.

2. The Parties agree to add clause 7 Insurance for Employees to the Agreement as follows: Vendor agrees that it will make available to each employee performing at least twenty (20) hours of work per week pursuant to this Agreement (“Eligible Employee”) health insurance benefits under the same plan as that provided to all employees of Vendor, including management personnel, subject to the requirements of such plan. Client agrees to reimburse Vendor for Vendor’s cost of the monthly premiums for each Eligible Employee who elects to participate in Vendor’s health insurance plan. The Client shall not be responsible for additional insurance costs for the Eligible Employee's spouse, children or family. Client shall not be responsible for payment of any federal or state income tax imposed upon any Eligible Employee who elect to participate in Vendor's health insurance plan.

3. By this First Amendment the Parties agree to extend the term of the Agreement through December 31, 2025. A certificate of insurance shall be provided to the District evidencing coverage for the extended term of the Agreement.

5. Except as amended herein, the Agreement shall remain in full force and effect.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the Parties to this First Amendment have caused it to be executed by their authorized officers as of the day and year first above written. This First Amendment may be executed in counterparts, each of which shall be original, but all of which together shall constitute a fully binding and executed amendment.

CONTRACTOR

By: Jorge Saldana
Print Name: Jorge Saldana
Title: Sr. VP, Operations

BOULDER PUBLIC LIBRARY DISTRICT

By: _____
Print Name: _____
Title: _____

ATTEST:

APPROVED AS TO FORM:

BPLD Attorney

**Boulder Public Library District
Custodial Services Pricing – Recurring Services**

Site	Price per Month
Main Library	\$13,999.57
Meadows Library	\$1,738.66
George Reynolds Library	\$2,086.00
NoBo Corner Library	\$4,930.00
Carnegie Library	\$1,446.00
Total All Libraries	\$24,200.23

Living wage benefits District billed for actual cost, estimated at ~\$3,000 per month.

**Boulder Public Library District
Custodial Services Pricing - Upon Request Services**

Facility/Service	Price
Additional Services Long Lead (72 hrs) Time - per Hour	\$ 37.00
Additional Services Short Lead (1-72 hrs) Time - per Hour	\$ 46.27
Emergency Services - per Hour	\$ 55.52
Hard Surface Cleaning - per Square Foot	\$ 0.26
Upholstery Cleaning - per Sofa	\$ 68.17
Upholstery Cleaning - per Loveseat	\$ 51.12
Upholstery Cleaning - per Chair	\$ 34.09
Upholstery Cleaning - per Office Chair	\$ 25.57
Upholstery Cleaning - Per Partition/Panel	\$ 17.04

Facility/Service	Price Per Service
Carpet Cleaning - Main Library	\$ 4,975.00
Carpet Cleaning - Meadows	\$ 578.00
Carpet Cleaning - NoBo	\$ 145.00
Carpet Cleaning - George Reynolds	\$ 578.00
Clean/polish main level floor at Carnegie (minus doc storage)*	\$ 578.00
Restroom Deep Clean - Main Library	\$ 901.61
Restroom Deep Clean - Meadows	\$ 204.91
Restroom Deep Clean - George Reynolds	\$ 245.89
Restroom Deep Clean - NoBo	\$ 116.00
Restroom Deep Clean - Carnegie	\$ 116.00

*This quote is for a light scrub and burnish. Kleen-Tech recommends a finish is not applied to the floor due to condition of flooring

The following Upon Request Services are requested to be performed according to the following schedule. Contractor lead will coordinate with the District's facilities team to schedule these services.

- Quarterly carpet cleaning for Main, Meadows, NoBo Corner and Reynolds (First week of January/April/July/October).
- Twice per year cleaning/polishing the main level floor at Carnegie excluding the document storage room (Second week of January/ July).
- Quarterly deep cleaning of the restrooms at Main, Meadows, Reynolds, NoBo Corner, and Carnegie (Third week of January/April/July/October)

Total Annual Base Cost (Recurring Services only): \$290,402.76

Libraries Specifications

Main Library

	Daily	Weekly	Monthly	As Needed	Notes
Main Entryways					
Remove all marks and fingerprints from door and partition glass	X				
Remove any cobwebs and pests	X				
Clear snow and ice as needed from loading dock, stairs, and access to outdoor book returns	X				
Sweep all debris/ 3ft away from exterior doors				X	
Wet mop and/or vacuum floors	X				
Clean any windowsills and corners			X		
All Areas					
Empty trash/recycling/compost bin	X				
Rinse trash/recycling/compost bin to remove odors			X		
Damp wipe all open surface of furniture including hard surface chairs and table				X	
Dust mop & Mop hard surface floor	X				
Vacuum carpet floor	X				
Vacuum and spot clean upholstered furniture			X		
Clean and disinfect drinking fountains	X				
Wipe and Disinfect door handles, light switches, and push plates	X				
Spot clean Carpet				X	
Spot clean walls				X	
If found patrons personal items remove from public areas and store in lost & found				X	
High dust window ledges, tops of partition and miscellaneous items			X		
Doors are to remain as found upon completion of work	X				
Dust bookshelves			X		
Break/ kitchen areas					
Wipe and disinfect all tables surface and counter tops	X				
Empty trash/recycling/compost bin	X				
Wipe and disinfect inside and out of microwave	X				
Rinse trash/recycling/compost bin to remove odors			X		

Wipe and disinfect backsplash	X				
Sweep and mop all floors	X				
Damp wipe exterior of vending machine, and refrigerators	X				
Clean inside and around sink	X				
Vacuum carpet floor	X				
Clean and disinfect drinking fountains	X				
Wipe and Disinfect door handles, light switches, and push plates	X				
Spot clean Carpet				X	
Spot clean walls				X	
Dust window ledges, tops of partition and miscellaneous items			X		
General Offices & Office Areas					
Empty trash/recycling/compost bin	X				
Rinse trash/recycling/compost bin to remove odors			X		
Dust mop & Mop hard surface floor	X				
Vacuum carpet floor	X				
Wipe and Disinfect door handles, light switches, and push plates	X				
Spot clean Carpet				X	
Spot clean walls				X	
Refill paper & soap dispenser	X				
Damp wipe all open surface of desk tops, furniture, filing cabinets, counter, and tables	X				
Stairways / Corridors / Ramp					
Damp wipe and disinfect handrails	X				
Sweep and mop and/or vacuum all stairs corner to corner, including ledge	X				
clean glass on stairway	X				
Damp wipe all spots on walls				X	
Elevators					
Wipe interior and exterior of doors and panels	X				
Clean and disinfect button panel	X				
Sweep and mop and/or vacuum	X				
Clean and vacuum elevator tracks	X				
Restrooms					
Restock all soap and paper dispensers	X				
Disinfect toilets and urinals	X				
Clean sinks/countertops	X				
Clean mirrors	X				
High dust all partitions, vents and light fixtures	X				
sweep and mop floor	X				
Empty trash/recycling/compost bin	X				
Wipe and Disinfect door handles, light switches, and push plates	X				
Clean and sanitize showers	X				

Plunge toilets, if not successful notify city employee promptly				X	
Auditorium					
Canvas aisles to remove trash and debris	X				
Vacuum aisles and stairs	X				
Sweep and mop stage				X	must do at least 2 per week
Secure all doors upon completion of work	X				
Damp wipe chair rest			X		
Bridge					
Return tables and chairs to original position that do not impede traffic flow	X				
Wipe down and disinfect tables	X				
Sweep and mop all floors	X				
Wipe down hard surface chairs	X				
Empty trash/recycling/compost bin	X				
Rinse trash/recycling/compost bin to remove odors			X		
Miscellaneous					
Bring in newspaper delivered each morning	X				Only on Mondays, may be asked to do if short staffed
Bring in outdoor book return bin each morning including holidays and closures					
Empty outdoor trash/recycling cans	X				
Ensure all areas/offices that must be locked are locked	X				
Report immediately any unknown patrons wondering after hours in building to city staff and BPD	X				

Miscellaneous continued

DAILY

Wipe down hard surfaces (seats and table tops) and vacuum floors in the three meeting and lactation pods located on the second floor, north side of north building, second floor staff offices east side, and in the children's library on the first floor of the middle building.

Resume cleaning and restocking all public and staff restrooms

WEEKLY

Carefully vacuum the children's hollow (tree house) under the stairway across the hall from the children's library. There are some shaggy parts of the floor, so please be mindful of that.

Meadows Library

	Daily	Weekly	Monthly	As Needed	Notes
Main Entryways					
Remove all marks and fingerprints from door and partition glass	X				
Remove any cobwebs and pests	X				
Sweep all debris/ 3ft away from exterior doors	X				
Wet mop and/or vacuum floors	X				
Clean any windowsills and corners	X				
All Open & Common Areas					
Empty trash/recycling/compost bin	X				
Rinse trash/recycling/compost bin to remove odors			X		
Damp wipe all open surface of furniture including hard surface chairs and table	X				
Dust mop & Mop hard surface floor	X				
Vacuum carpet floor	X				
Vacuum and spot clean upholstered furniture			X		
Clean and disinfect drinking fountains	X				
Wipe and Disinfect door handles, light switches, and push plates	X				
Spot clean Carpet				X	
Spot clean walls				X	
High dust window ledges, tops of partition and miscellaneous items				X	
Doors are to remain as found upon completion of work	X				
Dust bookshelves			X		
Break/ kitchen areas					
Wipe and disinfect all tables surface and counter tops	X				
Empty trash/recycling/compost bin	X				
Wipe and disinfect inside and out of microwave	X				
Rinse trash/recycling/compost bin to remove odors			X		
Wipe and disinfect backsplash	X				
Damp wipe exterior of refrigerators	X				
Clean inside and around sink	X				
Vacuum carpet floor	X				
Clean and disinfect drinking fountains	X				
Wipe and Disinfect door handles, light switches, and push plates				X	
Spot clean Carpet				X	
Spot clean walls				X	
Dust window ledges, tops of partition and miscellaneous items			X		

General Offices & Office Areas					
Empty trash/recycling/compost bin	X				
Rinse trash/recycling/compost bin to remove odors			X		
Dust mop & Mop hard surface floor	X				
Vacuum carpet floor	X				
Wipe and Disinfect door handles, light switches, and push plates				X	
Spot clean Carpet				X	
Spot clean walls				X	
Damp wipe all open surface of desk tops, furniture, filing cabinets, counter, and tables			X		
Restrooms					
Restock all soap and paper dispensers	X				
Disinfect toilets and urinals	X				
Clean sinks/countertops	X				
Clean mirrors	X				
High dust all partitions, vents and light fixtures			X		
sweep and mop floor	X				
Empty trash/recycling/compost bin	X				
Wipe and Disinfect door handles, light switches, and push plates				X	
Clean and sanitize showers	X				
Plunge toilets, if not successful notify city staff promptly	X				
Conference Rooms					
Empty trash/recycling/compost bin	X				
Rinse trash/recycling/compost bin to remove odors			X		
Damp wipe all open surface of furniture including hard surface chairs and table		X			
Vacuum carpet floor	X				
Vacuum and spot clean upholstered furniture			X		
Wipe and Disinfect door handles, light switches, and push plates				X	
Spot clean Carpet				X	
Spot clean walls				X	
High dust window ledges, tops of partition and miscellaneous items			X		

Reynolds Library

Main Entryways	Daily	Weekly	Monthly	As Needed	Notes
Remove all marks and fingerprints from door and partition glass	X				
Remove any cobwebs and pests	X				
Sweep all debris/ 3ft away from exterior doors	X				
Wet mop and/or vacuum floors	X				
Clean any windowsills and corners	X				
All Open & Common Areas					
Empty trash/recycling/compost bin	X				
Rinse trash/recycling/compost bin to remove odors			X		
Damp wipe all open surface of furniture including hard surface chairs and table	X				
Dust mop & Mop hard surface floor	X				
Vacuum carpet floor	X				
Vacuum and spot clean upholstered furniture			X		
Clean and disinfect drinking fountains	X				
Wipe and Disinfect door handles, light switches, and push plates	X				
Spot clean Carpet				X	
Spot clean walls				X	
High dust window ledges, tops of partition and miscellaneous items			X		
Doors are to remain as found upon completion of work	X				
Dust bookshelves				X	
Break/ kitchen areas					
Wipe and disinfect all tables surface and counter tops	X				
Empty trash/recycling/compost bin	X				
Wipe and disinfect inside and out of microwave	X				
Rinse trash/recycling/compost bin to remove odors			X		
Wipe and disinfect backsplash	X				
Damp wipe exterior of refrigerators	X				
Clean inside and around sink	X				
Vacuum carpet floor	X				
Clean and disinfect drinking fountains	X				
Wipe and Disinfect door handles, light switches, and push plates	X				
Spot clean Carpet				X	
Spot clean walls				X	
Dust window ledges, tops of partition and miscellaneous items			X		
General Offices & Office Areas					
Empty trash/recycling/compost bin	X				

Rinse trash/recycling/compost bin to remove odors			X		
Dust mop & Mop hard surface floor	X				
Vacuum carpet floor	X				
Wipe and Disinfect door handles, light switches, and push plates	X				
Spot clean Carpet				X	
Spot clean walls				X	
Damp wipe all open surface of desk tops, furniture, filling cabinets, counter, and tables		X			
Restrooms					
Restock all soap and paper dispensers	X				
Clean and disinfect toilets and urinals	X				
Clean sinks/countertops	X				
Clean mirrors	X				
High dust all partitions, vents and light fixtures			X		
sweep and mop floor	X				
Empty trash/recycling/compost bin	X				
Wipe and Disinfect door handles, light switches, and push plates				X	
Clean and sanitize showers	X				
Plunge toilets, if not successful notify city staff promptly	X				
Conference Rooms					
Empty trash/recycling/compost bin	X				
Rinse trash/recycling/compost bin to remove odors			X		
Damp wipe all open surface of furniture including hard surface chairs and table	X				
Vacuum carpet floor	X				
Vacuum and spot clean upholstered furniture	X				
Wipe and Disinfect door handles, light switches, and push plates	X				
Spot clean Carpet				X	
Spot clean walls				X	
High dust window ledges, tops of partition and miscellaneous items			X		

NoBo

Main Entryways	Daily	Weekly	Monthly	As Needed	Notes
Remove all marks and fingerprints from door and partition glass	X				
Remove any cobwebs and pests				X	
Sweep all debris/ 3ft away from exterior doors	X				
Wet mop and/or vacuum floors	X				
Clean any windowsills and corners				X	
All Areas and Office					
Empty trash/recycling/compost bin	X				
Rinse trash/recycling/compost bin to remove odors				X	
Damp wipe all open surface of furniture including hard surface chairs and table	X				
Dust mop & Mop hard surface floor	X				
Vacuum carpet floor	X				
Vacuum and spot clean upholstered furniture			X		
Wipe and Disinfect door handles, light switches, and push plates	X				
Spot clean Carpet			X		
Spot clean walls				X	
Dust bookshelves			X		
High dust window ledges, tops of partition and miscellaneous items	X				
Restrooms					
Restock all soap and paper dispensers	X				
Disinfect toilets and urinals	X				
Clean sinks/countertops	X				
Clean mirrors	X				
High dust all partitions, vents and light fixtures			X		
sweep and mop floor	X				
Empty trash/recycling/compost bin	X				
Wipe and Disinfect door handles, light switches, and push plates	X				
Plunge toilets, if not successful notify city employee promptly				X	
Carnegie Library	Daily	Weekly	Monthly	As Needed	Notes
Main Entryways					
Remove all marks and fingerprints from door and partition glass	X				
Remove any cobwebs and pests		X			
Sweep all debris/ 3ft away from exterior doors	X				
Wet mop and/or vacuum floors	X				
Clean any windowsills and corners			X		
All open areas					
Empty trash/recycling/compost bin	X				
Rinse trash/recycling/compost bin to remove odors		X			
Damp wipe all open surface of furniture including hard surface chairs and table				X	

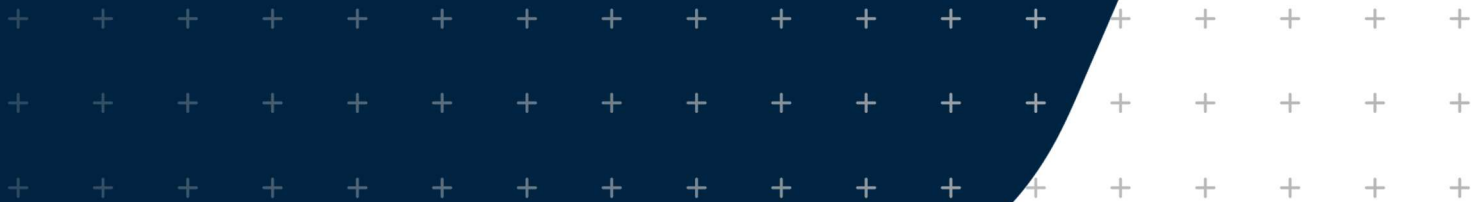
EXHIBIT A

Dust mop & Mop hard surface floor	X				
Vacuum carpet floor	X				
Clean and disinfect drinking fountains	X				
Wipe and Disinfect door handles, light switches, and push plates	X				
Spot clean Carpet				X	
Spot clean walls				X	
High dust window ledges, tops of partition and miscellaneous items			X		
Dust bookshelves			X		
Restrooms					
Restock all soap and paper dispensers	X				
Disinfect toilets and urinals	X				
Clean sinks/countertops	X				
Clean mirrors	X				
High dust all partitions, vents and light fixtures			X		
sweep and mop floor	X				
Empty trash/recycling/compost bin	X				
Wipe and Disinfect door handles, light switches, and push plates	X				
Clean and sanitize showers	X				
Plunge toilets, if not successful notify city employee promptly				X	
Stairways / Corridors					
Damp wipe and disinfect handrails	X				
Sweep and mop and/or vacuum all stairs corner to corner, including ledge	X				
Damp wipe all spots on walls				X	
General Offices & Office Areas					
Empty trash/recycling/compost bin	X				
Rinse trash/recycling/compost bin to remove odors				X	
Dust mop & Mop hard surface floor	X				
Vacuum carpet floor	X				
Wipe and Disinfect door handles, light switches, and push plates	X				
Spot clean Carpet				X	
Damp wipe all open surface of desk tops, furniture, filing cabinets, counter, and tables			X		



INSURANCE PROPOSAL **BOULDER PUBLIC LIBRARY**

January 1, 2025 to January 1, 2026



ABOUT IMA

IMA Financial Group, Inc. (IMA) is one of the largest and fastest growing privately held insurance brokerage firms in the United States.

Our performance and customer loyalty speaks volumes of IMA's commitment to protecting assets and making a difference. In fact, over the past five years IMA has doubled our revenue while retaining our customers.



BUSINESS STRENGTH

Over \$640 Million in Revenue



CARRIER RELATIONSHIPS

Over \$8 Billion in Premium Placed Annually



EMPLOYEE-OWNED

2,000+ Owners Focused on Clients' Success



IMA FOUNDATION

Community Focused



CLIENT FOCUSED

96% Client Retention Rate



GLOBAL REACH

Clients in all 50 States + Over 100 Countries

YOUR IMA TEAM

More Than Just Insurance.

Building, Developing & Maintaining **Relationships.**

Protecting Assets Is What We Do,

Making A Difference Is Who We Are.



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PREMIUM & RATE COMPARISON

EXPOSURE				
COVERAGE	RATING BASIS	2024 - 2025	2025-2026	VARIANCE
General Liability	Total Square Footage	129,856	129,856	0%
Property	Total Insured Value	32,636,835	42,136,835	29%
Inland Marine	Total Insured Value	1,630,000	1,630,000	0%
Business Auto	Number of Units	1	1	0%
Workers' Compensation	Payroll	5,366,000	10,196,387	90%
Umbrella	Total Square Footage	120,556	129,856	8%
D&O	Revenue	17,800,000	18,095,815	2%
Employment Practices Liability	Employee Count	78.5	112	43%
Crime	Revenue	17,800,000	18,095,815	2%
Flood	Total Insured Value	30,106,248	30,106,248	0%
Cyber	Revenue	17,800,000	18,095,815	2%

AVERAGE RATES				
AVERAGE RATES	RATING BASIS	2024-2025	2025-2026	VARIANCE
General Liability	Total Square Footage	7.24	8.56	18%
Property	Total Insured Value	0.26	0.23	-11%
Inland Marine	Total Insured Value	0.24	0.24	2%
Business Auto	Number of Units	2544.00	2548.00	0%
Workers' Compensation	Payroll	0.34	0.38	-12%
Umbrella	Total Square Footage	4.35	4.70	8%
D&O	Revenue	0.022	0.024	10%
Employment Practices Liability	Employee Count	1184.71	1303.18	10%
Crime	Revenue	0.020	0.024	20%
Flood	Total Insured Value	0.145	0.166	14%
Cyber	Revenue	0.028	0.029	1%

PREMIUM				
PREMIUM	2024-2025	ADJUSTED PREMIUM (RENEWAL EXPOSURE AT EXPIRING RATE)	2025-2026	VARIANCE
General Liability	\$ 9,408	\$ 9,408	\$ 11,117	18.17%
Property	\$ 85,217	\$ 110,022	\$ 98,120	-10.82%
Inland Marine	\$ 3,894	\$ 3,894	\$ 3,958	1.64%
Business Auto	\$ 2,544	\$ 2,544	\$ 2,548	0.16%
Workers' Compensation	\$ 18,339	\$ 34,847	\$ 30,762	-11.72%
E-Mod	1.330	-	1.340	-
Umbrella	\$ 5,241	\$ 5,645	\$ 6,101	8.07%
D&O	\$ 3,831	\$ 3,831	<i>Pending</i>	-
Employment Practices Liability	\$ 930	\$ 1,775	<i>Pending</i>	-
Crime	\$ 3,500	\$ 3,500	\$ 4,276	20.17%
Flood	\$ 43,700	\$ 50,000	\$ 50,000	0.00%
Cyber	\$ 5,044	\$ 5,630	\$ 5,169	-8.19%
TOTAL PREMIUM	\$ 181,648	\$ 230,771	\$ 212,051	-8.11%

NOTES

- + Gunbarrel Library added mid-term 2024
- + Expiring flood short term 2/16/2024 – 1/1/2025
- + Expiring cyber short term 2/7/2024 – 1/1/2025
- + D&O and EPL renewal quotes pending
- + Premiums do not include surplus lines tax where applicable

25-26 PROGRAM SUMMARY

LINE OF COVERAGE	CARRIER	LIMITS	DEDUCTIBLES	PREMIUM
Property	Philadelphia	\$ 42,136,835 TIV \$ 2,000,000 Earthquake (All Locations) \$ 1,000,000 Flood (1125 Pine Street)	\$ 10,000 All Perils Except 2% Wind/Hail	\$ 98,120.00
Inland Marine	Philadelphia	\$ 1,500,000 Electronic Data Processing Equipment \$ 105,000 Fine Arts \$ 25,000 Rented/Leased Equipment	\$ 10,000 EDP \$ 1,000 Fine Art & Rented/Leased Equipment	\$ 3,958.00
General Liability	Philadelphia	\$ 1,000,000 Per Occurrence / \$ 2,000,000 Aggregate \$ 1,000,000 / \$ 2,000,000 Abuse or Molestation \$ 1,000,000 / \$ 1,000,000 Employee Benefits Liability	None	\$ 11,117.00
Business Auto	Philadelphia	2023 Ford Transit Van \$ 1,000,000 Liability Including Hired & Non-Owned Auto	\$1,000/\$1,000 comp/collision Hired Physical Damage: \$500/\$500 comp/collision	\$ 2,548.00
Workers' Compensation	Pinnacol	\$ 1,000,000 / \$ 1,000,000 / \$ 1,000,000	None	\$ 30,762.00
Umbrella	Philadelphia	\$ 5,000,000 Per Occurrence / \$ 5,000,000 Aggregate	\$ 10,000 SIR	\$ 6,101.00
Crime	Berkley	\$ 1,000,000	\$ 10,000 SIR	\$ 4,284.00 + Taxes & Fees
ERS Package	Philadelphia	\$ 1,000,000 Separate Limits for D&O, EPL including \$ 100,000 Wage/Hour Defense	\$ 5,000 SIR	<i>Pending</i>
Cyber	Corvus	\$ 1,000,000 Network Security and Privacy Liability \$ 1,000,000 Policy Aggregate Limit	\$ 5,000 SIR	\$5,169.00 + Taxes & Fees
Flood	Houston	<u>3595 Table Mesa Dr, Boulder, CO</u> Building: \$3,776,494 <u>1125 Pine St, Boulder, CO</u> Building: \$2,276,608 <u>1001 Arapahoe Ave, Boulder</u> Main Library: \$14,172,265 Middle Building: \$5,067,414 Makerspace: \$7,805,162 <i>** No contents coverage provided</i> <i>** Walkway at main library excluded</i>	\$ 50,000	\$ 50,000.00 + Taxes & Fees

STATEMENT OF VALUES - PROPERTY

FACILITY NAME	ADDRESS	COUNTY	BUILDING	CONTENTS	ELECTRONIC DATA PROCESSING EQUIPMENT	FINE ART	RENTED/LEASED EQUIPMENT	BUSINESS INTERRUPTION & EXTRA EXPENSE	SOLAR PV	TOTAL	2% WIND/HAIL DEDUCTIBLE
Main	1001 Arapahoe Ave. Boulder, CO 80302	Boulder	\$20,983,406	\$3,000,000	Included	Included	Included	Included	\$337,170	\$24,320,576	\$426,412
Reynolds	3595 Table Mesa Dr Boulder, CO 80302	Boulder	\$2,903,255	\$1,000,000	Included	Included	Included	Included	\$7,600	\$3,910,855	\$58,217
Carnegie	1125 Pine Boulder, CO 80302	Boulder	\$1,337,664	\$1,000,000	Included	Included	Included	Included	\$67,740	\$2,405,404	\$28,108
Meadows	4800 Baseline Rd Boulder, CO 80303	Boulder	\$ 0	\$ 1,000,000	Included	Included	Included	Included	N/A	\$1,000,000	N/A
North Library	4500 13 th Street, Boulder, CO 80902	Boulder	\$7,000,000	\$500,000	Included	Included	Included	Included	N/A	\$7,500,000	\$140,000
Gunbarrel	6500 & 0 Lookout Road, Boulder, CO 80301	Boulder	\$2,000,000	\$1,000,000	Included	Included	Included	Included	N/A	\$3,000,000	\$40,000
		TOTAL	\$34,224,325	\$7,500,000	\$1,500,000	\$105,000	\$ 25,000	\$500,000	\$412,510	\$42,136,835	-

COVERAGE HIGHLIGHTS

PROPERTY		
COVERAGE	EXPIRING	RENEWAL
Blanket Building Limit	\$25,636,835	\$34,636,835
Blanket Business Personal Property	\$7,000,000	\$7,500,000
Business Interruption	\$500,000	\$500,000
Extra Expense	Included in Business Interruption	Included in Business Interruption
Deductible – All other Perils	\$10,000	\$10,000
Deductible – Wind/Hail	2%, min \$10,000 per building (see SOV)	2%, min \$10,000 per building (see SOV)
Sewer or Drain Backup	Included	Included
TOTAL PREMIUM	\$85,217	\$98,120

GENERAL LIABILITY		
COVERAGE	EXPIRING	RENEWAL
Each Occurrence	\$1,000,000	\$1,000,000
Personal & Advertising Injury Limit	\$1,000,000	\$1,000,000
General Aggregate Limit	\$2,000,000	\$2,000,000
Products/Completed Operations Aggregate Limit	\$2,000,000	\$2,000,000
Rented to You limit	\$1,000,000	\$1,000,000
Medical Expense Limit	\$20,000	\$20,000
Sexual/Physical Abuse or Molestation – Occurrence/Aggregate	\$1,000,000/ \$2,000,000	\$1,000,000/ \$2,000,000
Hired/Non-Owned Auto Liability	\$1,000,000	\$1,000,000
Employee Benefits – Retro Date 1/1/24	\$1,000,000/ \$1,000,000	\$1,000,000/ \$1,000,000
Blanket Additional Insured	Included	Included
Blanket Waiver of Subrogation	Included	Included
Primary/Non-Contributory	Included	Included

General Aggregate Per Location	Included	Included
TOTAL PREMIUM	\$9,408	\$11,117

UMBRELLA		
COVERAGE	EXPIRING	RENEWAL
Each Occurrence	\$5,000,000	\$5,000,000
Aggregate	\$5,000,000	\$5,000,000
Retained Limit	\$10,000	\$10,000
UNDERLYING SCHEDULE	EXPIRING	RENEWAL
General Liability	Included	Included
Hired/Non-Owned Auto Liability	Included	Included
Abuse/Molestation	Included	Included
Employers Liability	Included	Included
Employee Benefits	Included	Included
TOTAL PREMIUM	\$5,241	\$6,101

INLAND MARINE		
COVERAGE	EXPIRING	RENEWAL
Data Processing Equipment	\$1,500,000	\$1,500,000
Art on Exhibit	\$105,000	\$105,000
Rented/Leased Equipment	\$25,000	\$25,000
Deductible	\$1,000/EDP \$10,000	\$1,000/EDP \$10,000
TOTAL PREMIUM	\$3,894	\$3,958

DISCUSSION ITEMS

- Phly Sense- property maintenance tool to prevent water & fire damage is available. Email with enrollment information sent 12/2/2024.
- Flood on 1125 Pine Street:
 - o Phly Policy at \$1,000,000 = \$192.00
 - o Flood Policy a \$2,276,608 = \$67.40
 - o Should we remove coverage from the Phly policy?
- Currently there is no flood coverage on 2 buildings:
 - o 4500 13th Street, Boulder, CO 80902 – Quote to add **\$5,873.00** per year.
 - o 6500 & 0 Lookout Road, Boulder, CO 80301 – Coverage currently ineligible until library is fully occupied and operational.

Commercial Package – Philadelphia

- + Subjectivities:
 - Updated Abuse Molestation Supplemental
 - Signed statement of values

Flood - Houston

- + Subjectivities:
 - Signed quote
 - Signed statement of values

PAYMENT TERMS

COVERAGE	AGENCY OR DIRECT	TERM	# OF INSTALLMENTS	FINANCE CHARGES*	TOTAL PAID	MINIMUM EARNED
Carrier Payment Terms						
Philadelphia (PKG/Umbrella)	Direct	Annual*	0	0		
Pinnacle	Direct	Annual**	0	0		
Philadelphia (ERS)	Direct	Annual	0	0		
Berkley	Agency	Annual	0	0		
Houston	Agency	Annual	0	0		
Corvus	Agency	Annual	0	0		
Total						

*Multiple Payment Plans Available
 **Multiple Payment Plans Available

ACH Payment Instructions to IMA Financial Group, Inc.

JP Morgan Chase Bank, N.A. Routing Number: 102001017
 3 Park Plaza, Suite 900 Account Number: 733272659
 Irvine, CA 92612 Email: payments@imacorp.com (indicate invoice #)

IMA Lockbox

IMA Financial Group, Inc.
 PO Box 733835
 Dallas, TX 75373-3885

Include a copy of the invoice or indicate invoice # in the check memo

IMA now accepts online payments via ePay. It's fast, easy and mobile.
<https://ima.epaypolicy.com>

Transaction Charges:
 Credit Card Transactions: 3.25%



There are numerous factors contributing to our success, some of which we believe include:

EXPERIENCE

IMA has over 45 years of proven experience within the insurance brokerage industry.

EMPLOYEE OWNED

IMA is proud to be employee-owned.

MARKET CLOUT

IMA places over \$8 billion in insurance premiums annually.

REACH

IMA has relationships with insurance carriers with extensive expertise.

CLIENT SERVICE

In today's turbulent insurance market, we believe that IMA provides the right products at a competitive price and with superior service.

CLAIMS

We are your advocate. Prompt reporting, early intervention, aggressive investigation, timely settlements and excellent communication are the foundation of our Claims Management philosophy.

RISK CONTROL

IMA's Risk Control Department is staffed with experienced professionals. From strategic planning to implementation, our Risk Control services are designed around your needs.

SPECIALTY PRACTICES

IMA's industry practices are the foundation of our growth and our knowledge in these unique market segments is unequaled amongst our peers.

“**PROTECTING ASSETS IS WHAT WE DO,
MAKING A DIFFERENCE
IS WHO WE ARE.**

- ROB COHEN, Chairman & CEO, IMA Financial Group



About IMA Financial Group

Based in North America, IMA Financial Group, Inc. is an integrated financial services company focused on protecting the assets of its widely varied client base through insurance, risk management, employee benefits, and wealth management solutions. As an employee-owned company, IMA's 2,000-plus associates are empowered to provide customized solutions for their clients' unique needs.

Please visit <http://imacorp.com/terms-service/> to review our full privacy and compensation disclosure statements.





Executive Risk Insurance Proposal

Boulder Public Library District

JANUARY 1, 2025



EXECUTIVE LIABILITY

WHEN TO CONTACT IMA

- + As soon as you receive notice of a claim, EEOC notice, demand, lawsuit, etc.
(specific time frames for compliant reporting of claims apply to every policy)
- + Circumstances occur that may give rise to a Claim
- + Mergers or acquisitions are anticipated or occur
- + Majority ownership changes
- + Creation of new entities, subsidiaries or spin-offs
- + Location closures or employee layoffs are being contemplated
- + Public debt offerings are planned
- + Asking employees to sit on the board of for profit companies
- + Reviewing limits of liability and scope of coverage

Note: This list is not all inclusive. Please contact IMA if any changes occur to your business that you believe may be relevant to your insurance coverage.



DISCUSSION ITEMS

Crime:

- + Last year was your first Crime policy with Berkley Crime and it was unwritten at a minimum premium of \$3,500 for a \$1M limit with a \$10K per claim deductible due to the then recent transition and uncertainty of information.
- + This year Berkley Crime is offering renewal terms with a 22.7% premium increase based on the 42.6% increase in FT/PT employee count.
- + Your expiring policy does not provide coverage for volunteers as employees for your employee theft coverage. Berkley has provided a coverage option that includes coverage for 725 volunteers with an increased \$20K per claim deductible.

Cyber Liability:

- + The cyber liability market has continued to suffer losses due to Social Engineering and Funds Transfer Fraud as well as cyber security breaches. Accordingly, we are beginning to see signs of the cyber market becoming more difficult in terms of premium pricing to make up for those losses. The hardest hit industry sectors are healthcare and real estate, with average premium increases of 40%-60%.
- + Additionally, Cyber Insurers continue to factor in individual cyber security controls, especially Multi-Factor Authentication (MFA), Endpoint Detection and Response (EDR), and Cyber Crime/Social Engineering training and controls.
- + Your incumbent carrier Corvus is offering favorable renewal terms considering the changing cyber market with an 11.23% premium increase from your expiring policy premium.
- + Corvus needs more information regarding the "Yes" answer to application question 36a regarding a cyber incident, claim, or potential claim that hasn't yet been reported?

Executive Risk Package (Directors & Officers Liability / Employment Practices Liability):

- + We are still waiting on renewal terms from your incumbent carrier Philadelphia for your expiring Directors & Officers and Employment Practices Liability Policy.

EXPOSURE MATRIX

Assets (price driver for: D&O)

\$40,009,012 Total Assets as of 12/31/2023

<<Based on information provided in the December 31, 2023 year-end financial report>>

Revenues (price driver for: D&O, EPL, Crime)

Increased from \$17.8M in 2022 to \$18M in 2023 (**up 1.66%**)

<< Based on information provided in the ACE 2023 application and Philadelphia 2024 renewal application>>

Employee Count (price driver for EPL, Crime)

Increased from 69 FT and 19 PT Employees (78.5) in 2024 to 89 Full Time and 46 PT Employees (112) in 2025 (**up 42.6%**)

<<Based on information provided in the ACE 2023 application and Philadelphia 2024 renewal application>>

PREMIUM COMPARISON

AS EXPIRING

CARRIER	2024-2025 EXPIRING LIMIT / RETENTION	2025-2026 RENEWAL LIMIT / RETENTION	% CHANGE
Philadelphia <i>Exec. Risk Package</i>	<u>Directors & Officers Liability:</u> \$1M / \$5K <u>Employment Practices Liability:</u> \$1M / \$5K Total Premium: \$4,761	<u>Directors & Officers Liability:</u> \$1M / \$5K <u>Employment Practices Liability:</u> \$1M / \$5K Total Premium: TBD	TBD
Berkley Crime <i>Crime</i>	\$1M / \$10K Total Premium: \$3,500	\$1M / \$10K Total Premium: \$4,276	+22.7%
Corvus <i>Cyber Liability</i>	\$1M / \$5K Total Premium: \$4,647*	\$1M / \$5K Total Premium: \$5,169*	+11.23%
ERS Program Total	\$12,908*	TBD	TBD

*PREMIUMS DO NOT INCLUDE TAXES & FEES



PREMIUM COMPARISON

CYBER AND CRIME ONLY

CARRIER	2024-2025 EXPIRING LIMIT / RETENTION	2025-2026 RENEWAL LIMIT / RETENTION	% CHANGE
Berkley Crime <i>Crime</i>	\$1M / \$10K Total Premium: \$3,500	\$1M / \$10K Total Premium: \$4,276	+22.7%
Corvus <i>Cyber Liability</i>	\$1M / \$5K Total Premium: \$4,647*	\$1M / \$5K Total Premium: \$5,169*	+11.23%
ERS Program Total	\$8,147*	\$9,445	+15.9%

*PREMIUMS DO NOT INCLUDE TAXES & FEES

CRIME OPTIONS

CARRIER	COVERAGE: LIMIT (RETENTION)
Berkley Crime (as expiring)	Crime: \$1M (\$10K) <i>As expiring coverage did not include coverage for volunteers</i> Annual Premium: \$4,276 <i>expiring premium: \$3,500 (minimum premium)</i> <i>22.7% premium increase</i>
Berkley Crime (includes Volunteers)	Crime: \$1M (\$20K) <i>Option to include coverage for volunteers (+725 persons)</i> Annual Premium: \$5,936 <i>70% premium increase</i>

SUBJECTIVITIES TO BIND COVERAGE

EXECUTIVE LIABILITY

The below must be provided **PRIOR TO BINDING** the proposed program, and the quote is subject to change after receipt and review of this information:

Philadelphia Directors & Officers / Employment Practices Liability:

- + TBD

Berkley Crime:

- + Nothing further is required to bind this coverage.

Coalition Cyber:

- + Please confirm the Insured's revenues have not increased by more than 20% over the prior rated revenue of \$20M.
- + Please confirm that Boulder Public Library District has reported all matters they have knowledge of that have or could potentially give rise to a claim or incident.
- + Please confirm the Personally Identifiable Information (PII) count is below 250K.
- + Please provide more information regarding the "Yes" answer to application question 36a indicating that Boulder Public Library District received any claims or complaints with respect to privacy, breach of information or network security, or unauthorized disclosure of information? Does Boulder Public Library District have a current cyber incident or have a previously unreported incident in 2024?

CRIME

AS EXPIRING OPTION – Does not include coverage for volunteers

Carrier

Berkley Insurance Company
 A.M. Best Rating: A+ XV
 Admitted Carrier

Policy Period

January 1, 2025 to January 1, 2026

Crime Coverage

AGREEMENT	COVERAGE	LIMIT	DEDUCTIBLE
1.	Employee Theft	\$1,000,000	\$10,000
2.	Forgery or Alteration	\$1,000,000	\$10,000
3.	Inside the Premises – Theft of Money and Securities	\$1,000,000	\$10,000
4.	Inside the Premises – Robbery or Safe Burglary of Other Property	\$1,000,000	\$10,000
5.	Outside the Premises	\$1,000,000	\$10,000
6.	Computer and Funds Transfer Fraud	\$1,000,000	\$10,000
7.	Money Orders and Counterfeit Money	\$1,000,000	\$10,000
By endorsement	Clients’ Property	\$1,000,000	\$10,000
By endorsement	Credit, Debit, or Charge Cards	\$1,000,000	\$1,000
By endorsement	Investigative Costs	\$5,000	\$0
By endorsement	Corporate Deception Fraud (Social Engineering)	\$100,000	\$25,000

ERISA Plan(s) Included

Yes – Omnibus Wording

Annual Premium

\$ **4,276** *expiring premium \$3,500*

Notable Coverage Considerations

- a. There is no coverage for the theft of data, trade secrets, or other confidential information. This is not a Cyber or E&O liability policy.
- b. Coverage is written on a “discovery” basis.
- c. Worldwide coverage territory.
- d. Acts committed by partners are not covered.
- e. It is important that potential loss situations or actual claims are handled in a timely manner and consistent with the policy conditions. Please contact IMA if you have loss reporting or questions about your crime / employee dishonesty policy.

Higher limits may be available. Please request from your IMA Representative.



CRIME

OPTION INCLUDING COVERAGE FOR VOLUNTEERS

Carrier

Berkley Insurance Company
A.M. Best Rating: A+ XV
Admitted Carrier

Policy Period

January 1, 2025 to January 1, 2026

Crime Coverage

AGREEMENT	COVERAGE	LIMIT	DEDUCTIBLE
1.	Employee Theft	\$1,000,000	\$20,000
2.	Forgery or Alteration	\$1,000,000	\$20,000
3.	Inside the Premises – Theft of Money and Securities	\$1,000,000	\$20,000
4.	Inside the Premises – Robbery or Safe Burglary of Other Property	\$1,000,000	\$20,000
5.	Outside the Premises	\$1,000,000	\$20,000
6.	Computer and Funds Transfer Fraud	\$1,000,000	\$20,000
7.	Money Orders and Counterfeit Money	\$1,000,000	\$20,000
By endorsement	Clients' Property	\$1,000,000	\$20,000
By endorsement	Credit, Debit, or Charge Cards	\$1,000,000	\$1,000
By endorsement	Investigative Costs	\$5,000	\$0
By endorsement	Corporate Deception Fraud (Social Engineering)	\$100,000	\$25,000

ERISA Plan(s) Included

Yes – Omnibus Wording

Annual Premium

\$ 5,936

Notable Coverage Considerations

- f. There is no coverage for the theft of data, trade secrets, or other confidential information. This is not a Cyber or E&O liability policy.
- g. Coverage is written on a “discovery” basis.
- h. Worldwide coverage territory.
- i. Acts committed by partners are not covered.
- j. It is important that potential loss situations or actual claims are handled in a timely manner and consistent with the policy conditions. Please contact IMA if you have loss reporting or questions about your crime / employee dishonesty policy.

Higher limits may be available. Please request from your IMA Representative.

CYBER LIABILITY

Carrier

Travelers Excess & Surplus Lines Company (Corvus)
 A.M. Best Rating: A++ (Superior)
 Non-Admitted Carrier

Policy Period

December 9, 2024 to December 9, 2025

Named Insured(s)

Boulder Public Library District (and its subsidiaries per the policy definition)

Cyber Terms

COVERAGE		LIMIT	RETENTION
THIRD PARTY			
A.	Network Security and Privacy Liability	\$ 1,000,000	\$ 5,000
B.	Regulatory Investigations, Fines and Penalties	\$ 1,000,000	\$ 5,000
C.	Media Liability	\$ 1,000,000	\$ 5,000
D.	PCI DSS Assessment Expenses	\$ 1,000,000	\$ 5,000
E.	Breach Management Expenses	\$ 1,000,000	\$ 5,000
FIRST PARTY			
A.	Business Interruption	\$ 1,000,000	*See Below
B.	Contingent Business Interruption	\$ 1,000,000	*See Below
C.	Digital Asset Destruction, Data Retrieval and System Restoration	\$ 1,000,000	\$ 5,000
D.	System Failure Coverage	\$ 1,000,000	*See Below
E.	Social Engineering & Cyber Crime Coverage	\$ 250,000	\$ 5,000
F.	Reputational Loss Coverage	\$ 1,000,000	*See Below
G.	Cyber Extortion and Ransomware Coverage	\$ 1,000,000	\$ 5,000
H.	Breach Response and Remediation Expenses	\$ 1,000,000	\$ 5,000
I.	Court Attendance Costs	\$ 250,000	\$ 5,000
End.	Bodily Injury Claims	\$ 250,000	\$ 5,000
End.	Bricking	\$ 1,000,000	\$ 5,000
End.	Criminal Reward Expenses	\$ 50,000	\$ 5,000
End.	Forensic Accounting	\$ 50,000	\$ 5,000
End.	Invoice Manipulation	\$ 250,000	\$ 5,000
End.	Utility Fraud Coverage	\$ 250,000	\$ 5,000
End.	Breach Response Expense Outside the Limit	Included	
POLICY AGGREGATE		\$ 1,000,000	\$ 5,000

CYBER LIABILITY (CONTINUED)

Waiting Period and Period of Indemnity

For First Party Insuring Agreements A., B., and D.:

- + Waiting period: 8 Hours
- + Period of indemnity: 6 Months

For First Party Insuring Agreement F.:

- + Waiting period: 2 Weeks
- + Period of indemnity: 6 Months

Retroactive Dates

None; Full Unknown Prior Acts

Annual Premium

\$	5,169.00	Premium (including TRIA)
\$	162.57	3% CO Surplus Lines Taxes and Fees
\$	250.00	Wholesale Broker Fee
\$	5,581.57	Total Premium

(Expiring total premium was \$5,043.91)

Notable Coverage Considerations

- a. This policy is claims made.
- b. Higher limits may be available. Please request from your IMA Representative.**

This quotation is offered based upon exposures to loss that were made known to IMA at the time of this quotation. This presentation is intended for use as a summary only and does not include all of the policy terms, conditions and exclusions. Please refer to your actual policies for specific coverage information. Requests to bind or change coverage cannot be considered bound until you have received confirmation from an authorized IMA representative.

**FIRST AMENDMENT TO THE VENDOR SERVICES AGREEMENT
BETWEEN THE BOULDER PUBLIC LIBRARY DISTRICT AND PONTEM, LLC d.b.a
PONTEM SECURITY DATED DECEMBER, 2024**

This First Amendment to the December 16, 2023 Vendor Services Agreement (the “First Amendment”) is made as of the ____ day of ____December____, 2024, by and between The Boulder Public Library District (the “District”), and Pontem, LLC (the “Contractor”). The District and Contractor may hereinafter be referred to individually as a “Party” or collectively as the “Parties.”

A. The Parties entered into an Agreement for services on December 16, 2023 for security guard services; and

B. The Parties wish to amend the terms of the Agreement to clarify the promises and obligations of the Parties.

NOW THEREFORE, in consideration of the promises and obligations set forth below, the Parties agree to amend the Agreement as follows:

1. The Parties agree to amend Addendum: Services, Term, & Compensation attached hereto and incorporated herein by this reference.

2. By this First Amendment the Parties agree to extend the term of the Agreement through December 31, 2025. A certificate of insurance shall be provided to the District evidencing coverage for the extended term of the Agreement.

5. Except as amended herein, the Agreement shall remain in full force and effect.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the Parties to this First Amendment have caused it to be executed by their authorized officers as of the day and year first above written. This First Amendment may be executed in counterparts, each of which shall be original, but all of which together shall constitute a fully binding and executed amendment.

CONTRACTOR

By: 
Print Name: Renee L Ortiz
Title: Managing Member

BOULDER PUBLIC LIBRARY DISTRICT

By: _____
Print Name: _____
Title: _____

ATTEST:

APPROVED AS TO FORM:

BPLD Attorney

ADDENDUM: SERVICES, TERM & COMPENSATION
SCOPE OF SERVICES revised Dec. 2024

I. BOULDER PUBLIC LIBRARY DISTRICT LOCATIONS REQUIRING SECURITY SERVICES

- A. Main Library, 1001 Arapahoe Ave., Boulder, CO 80302
- B. Meadows Library, 4800 Baseline Road, Boulder, CO 80303
- C. George Reynolds Library, 3595 Table Mesa Drive, Boulder, CO 80305
- D. North Boulder Library, 4500 13th Street, Boulder, CO 80304

II. SCHEDULE

A. Weekly Schedule of Open Hours:

Main Library:

Monday through Thursday	9 a.m. to 7 p.m.
Friday	9 a.m. to 5 p.m.
Saturday	10 a.m. to 5 p.m.
Sunday	12 p.m. to 5 p.m.

Main Library Canyon Theater – North building

Thursday	open until 10 p.m.
Saturday	open until 10 p.m.

Meadows Library:

Monday through Thursday	9 a.m. to 7 p.m.
Friday	9 a.m. to 5 p.m.
Saturday	10 a.m. to 5 p.m.
Sunday	12 p.m. to 5 p.m.

George Reynolds Library:

Tuesday through Thursday	9 a.m. to 7 p.m.
Friday	9 a.m. to 5 p.m.
Saturday	10 a.m. to 5 p.m.
Sunday	12 p.m. to 5 p.m.

North Boulder Library:

Monday through Thursday	9 a.m. to 7 p.m.
Friday	9 a.m. to 5 p.m.
Saturday	10 a.m. to 5 p.m.
Sunday	12 p.m. to 5 p.m.

B. Closure Schedule: The District closure schedule is on the website [<https://boulderlibrary.org/about/holiday-closings/>] and is subject to change. Security services are not required on the days the libraries are closed. Officers are not expected to report for duty when the libraries are closed due to weather or emergency. The District will provide the officers with contact information to learn of weather or emergency related closures.

C. General Daily Officer Schedule:

1. Officer(s) scheduled for the opening shift shall arrive 15 minutes prior to the opening of the Main Library. Officer(s) scheduled for the closing shift shall remain on-site to complete closing and securing the facility up to 30 minutes after closing.
2. Officers will be assigned to perform interior patrols and exterior building patrols several times per shift as assigned by the District.
3. Main Library:
 - a. A minimum of **four** officers shall be deployed on-site daily at the Main Library. This number includes the Lead Officer as described below.
 - b. 8:45 a.m. – 7:00 p.m. Monday through Thursday
 - c. 8:45 a.m. – 5:00 p.m. Friday
 - d. 9:45 a.m. – 5:00 p.m. Saturday
 - e. 11:45 a.m. – 5:00 p.m. Sunday
4. Meadows and George Reynolds Libraries:
 - a. A minimum of one officer shall be deployed to patrol each library daily.
 - b. 12:00 p.m. -7:00 p.m. Monday through Thursday
 - c. 12:00 p.m. -5:00 p.m. Friday through Sunday
5. North Boulder Library:
 - a. A minimum of one officer shall be deployed on-site daily at the North Boulder Library.
 - a. 8:45 a.m. – 7:00 p.m. Monday through Thursday
 - b. 8:45 a.m. – 5:00 p.m. Friday
 - c. 9:45 a.m. – 5:00 p.m. Saturday
 - d. 11:45 a.m. – 5:00 p.m. Sunday
6. Monthly Assignments:

The District reserves the right to move the assigned officers to any of the facilities in this agreement as needed without prior notice.

D. Lead Officer:

As one of the assigned officers, the Contractor shall provide a lead officer or onsite supervisor who is responsible for the following in addition to the regular post duties:

1. Setting and managing the weekly officer schedule.
2. Coordinating extended coverage described in Section III.
3. Liaising with the main supervisor/contractor office to cover absences using substitute officers.
4. Onboarding training new officers or substitutes.
5. Liaising with the main supervisor/contractor office to ensure officers have received

training, maintain required certifications, and maintain a current training record.

E. Absences:

The Contractor shall schedule trained substitute officers to cover unexpected and scheduled absences of any assigned officer.

F. Minimum Wage:

In alignment with the District's minimum wage for contract service providers of \$22.45/hour, beginning in January 2024, the minimum hourly wage earned by guards will be \$22.45/hour. Newly hired guards will be paid a lower rate for the first 90-days of their employment with the company and then will be increased to \$22.45/hour.

III. EXTENDED COVERAGE

- A. Notice: The District will submit requests for extended coverage via email to the Contractor with as much advance notice as possible. The Contractor will confirm the ability to cover the request via email within 2 business days. Once the Contractor has confirmed availability, Contractor shall be responsible for providing coverage for the extended coverage as requested by the District.
- B. Programs and events outside the daily schedule: Periodically, the District schedules programs or special events outside regular business hours. Library staff will submit requests with advance notice for extended security coverage during these programs and events in accordance with section III, part A in this Scope of Services.
- C. Special events: The District may host programs or events up to three times annually when alcoholic beverages will be served or sold under a Special Event Permit from the City of Boulder. Officers will monitor the public restrooms and maintain patron access to the liquor services area.

IV. EXPECTATIONS FOR OFFICER PROFESSIONAL CONDUCT AND SKILLS REQUIRED

- A. While on duty, security officers are representatives of the District and are expected to perform their duties with a high degree of professionalism. Patrons and library staff members are their customers. Everyone should be treated consistently, fairly and with dignity and respect. Guards shall refrain from standing near or behind public service points unless requested by library staff, refrain from engaging patrons and staff in lengthy conversations of a social nature or conducting personal business in public areas.
- B. Officers must:
1. Be mentally alert and capable of making decisions in accordance with rules, regulations, and policies.
 2. Be able to observe behaviors, record, and report details thoroughly and accurately according to the requirements of the District.
 3. Be able to remain in a standing or sitting position for extended periods of time and be able to travel on foot across rough, uneven surfaces.
 4. Be computer literate, able to read, interpret, and implement written instructions/Post Orders, understand, and follow oral instructions, and act in accordance with specialized training and requirements.
 5. Be physically capable of performing foot patrols at minimum once per hour and remain vigilant and active while on duty.
 6. Maintain the level of physical fitness necessary to climb stairs and lift and/or move objects weighing up to 50 pounds.

7. Be fluent in English and able to communicate with the public in person or by telephone/ smartphone. Fluency in Spanish is preferred.
8. Respond to emergency situations inside the facility and notifications from the HALO system in the public restrooms.
9. Receive initial and ongoing training from the Contactor in the following areas:
 - a. De-escalation techniques.
 - b. Crisis intervention.
 - c. Access control to public restrooms.
 - d. Maintain certification to perform First Aid and CPR and certified to operate an AED (new officers shall receive this training after 90 days) and the HALO smart sensor system. First Aid training to include blood borne pathogens and biohazard instruction.

V. DAILY DUTIES

- A. Attending the staff pre-opening check-in.
- B. Prepare the entrances for opening.
- C. Conduct frequent patrols throughout the facility interior and outside perimeter.
 1. Make verbal or visual contact with staff at each public service point.
 2. Check all public restrooms.
 3. Check all staff office areas.
 4. Inspect all areas that are secluded and not visible from staff or security posts.
 5. Check enclosed outdoor areas.
 6. Check outdoor areas for abandoned personal items, public health risks, or encampments directly impacting library spaces and report through the proper District channels.
- D. Consistently enforce the Library Rules of Conduct and policies following the District guidelines for issuing warnings and suspensions to patrons who refuse to comply with District rules and policies.
- E. Document all incidents, interactions and suspensions using the forms provided and submit the completed forms to staff library administration daily.
- F. Inform the staff, MOD, or PIC when a suspension is issued.
- G. Contact Boulder Police Department for assistance, as needed, and any time an illegal act is/has been committed inside or immediately outside a facility.
- H. Promptly respond to staff requests for assistance with incidents or disruptive behavior from patrons.
- I. Promptly respond to patron requests for assistance with safety or security-related matters.
- J. Assist library staff with emergency procedures as needed.
- K. Periodically review security camera recordings.

- L. Log and manage inventory of items of value sent to lost and found.
- M. Conduct closing sweeps and procedures, set the security alarm, and lock the facility at closing time.

VI. GUIDELINES FOR RULE ENFORCEMENT AND SUSPENSION OF LIBRARY PRIVILEGES

- A. Officers are expected to balance approachability with authority, make general observations at an appreciable distance from service points to maintain patron privacy, maintain composure and employ de-escalation techniques when addressing confrontational situations, and enforce the rules and policies [<https://boulderlibrary.org/about/rules/>] by first educating patrons. Enforcement must be conducted in a consistent manner.
- B. Officers must comply with the following guidelines regarding rule enforcement and suspension of library privileges for patrons:
 1. Rule violations: Persons who violate any rule of conduct shall be provided with an opportunity to correct their behavior. Those who violate library rules or interfere with others' ability to use the library, shall be warned to stop unwanted behaviors. If the person refuses to do so, that person shall be suspended.
 2. Illegal conduct: Any person who allegedly commits or is arrested for a criminal violation in a library shall be issued the maximum length suspension permitted and be referred to the Boulder Police Department. The District shall provide the security officers with a list of examples of illegal conduct.
 3. Suspensions: Officers are given guidelines to determine the length of suspensions. Suspension of library privileges may range from 24 hours (for a relatively minor first rule violation) up to the maximum of one year for repeat rule violations or criminal activity. A suspension period of more than one year may be issued for sexual offenses only with prior consultation with the Library Director or their designee.
 4. Officers are expected to address rule violations consistently and make suspension length commensurate with the type of violation. Patrons who repeatedly violate the rules may be given progressively longer suspensions.
 5. Officers must complete the required suspension documentation and make a reasonable attempt to issue the patron who violated rules with a written copy of the suspension.
 6. Trespass: Officers should contact the Boulder Police Department to issue a trespass citation to patrons who violate the terms of suspension.

SCHEDULE OF COSTS

Number of personnel assigned to cover standard schedule: 14-20

Standard guard hourly rate billed to the library: \$36.06

Standard lead officer hourly rate billed to the library: \$40.08

TOTAL regular base weekly cost (61.75 lead + 333 guard hours): \$14,483

TOTAL regular base weekly cost for Canyon Theater pilot: \$216.36

Administrative weekly costs (Itemized in Section II of this Fee Schedule): \$140.31

EXTENDED LIBRARY SCHEDULE FOR BEFORE/AFTER OPEN HOURS SECURITY COVERAGE

Guard hourly rate billed to the library: \$36.06

Lead hourly rate billed to the library: \$40.08

Minimum number of hours for additional shifts: Four-hour minimum

Rush scheduling change (less than 48-hour advance notice): \$75

Any additional terms for hourly costs: shifts canceled with less than 24-hour advance notice will be billed at the four-hour minimum hourly rate.

ADMINISTRATIVE COSTS

- Number of contractor-provided cell phones (six for Main Library, one for each branch library):
Total of nine phones at \$608.00/month
- Contractor will not be paid for Administrative Costs during any time the libraries are closed for more than one month.

2024 Library District Board of Trustees Application Materials

Memorandum	2
Press Release/Newsletter Content	4
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Boulder County	6
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Interview Questions.....	10
Proposed Recruitment Timeline	11
Outreach Approach.....	12

Memorandum

From: Joni Teter & Sylvia Wirba, Governance Subcommittee, Board of Trustees, Boulder Public Library District

To: Nuria Rivera-Vandermyde, Boulder City Manager
Natalie Springett, Deputy to the Boulder County Commissioners

Cc: David Farnan, Director, Boulder Public Library District
Jennifer Phares, Deputy Director, Boulder Public Library District
Celia Seaton, Board Specialist, Boulder Public Library District

Date: January 5, 2024

Subject: Upcoming Vacancy on the Board of Trustees for the Boulder Public Library District

The Intergovernmental Agreement among Boulder County, the City of Boulder and the Boulder Public Library District (the IGA) requires that the District give notice of an impending vacancy on the Library District Board of Trustees. The Board of Trustees will have a vacancy in early May when the one-year term of an initial Trustee's appointment expires. This new appointment will be for a five-year term.

The IGA states that a Selection Committee composed of two members of the City Council and two members of the Board of County Commissioners, with two members of the Board of Trustees participating as non-voting, ex officio members, will solicit applications and choose a candidate to fill any vacancy. This selection is subject to ratification by the City Council and the Board of County Commissioners before the new Trustee can take office as a Trustee in mid-May.

The Governance Subcommittee of the Library District Board of Trustees has prepared a draft packet of materials to support public outreach and recruitment, along with an application form and proposed interview questions (attached). The Library District will be responsible for collecting applications and compiling information for consideration by the Selection Committee. The process to identify which candidates to interview, and how to select a final candidate, should be determined by the selection committee. Library staff are available to support the selection committee's process.

We request that you share this draft packet with the Boulder City Council and the Board of County Commissioners to solicit feedback on the proposed process, materials and timeline. The Library District Board of Trustees will be reviewing this packet simultaneously, and we hope to receive all comments and suggested changes no later than January 25, 2024 to meet the proposed appointment schedule. All feedback and comments should be sent to Celia Seaton at seatonc@boulderlibrary.org

We propose the following schedule for this appointment process:

January 5: Draft packet provided to the Board of Trustees, Board of County Commissioners and Boulder City Council.

Early January: BOCC and Council appoint members to the Selection Committee

January 16: Board of Trustees appoints members to the selection committee

January 25: Comments on draft packet due to Celia Seaton seatonc@boulderlibrary.org

January 30: Board of Trustees finalizes the packet

February 1-29: Public outreach and recruitment [BPLD lead]

March 1-11: Selection Committee reviews applications [BPLD staff support]

March 12- 29: Selection Committee interviews top candidates [BPLD staff support]

April 1: Selection Committee selects Trustee [BPLD staff support]

April 2-30: BOCC and Council ratify selection [City and County staff support]

May 14: New Trustee is sworn in at the BPLD Board of Trustee Regular May meeting

Thank you for your assistance. Please direct questions to Joni Teter kjteter.bld@gmail.com and Sylvia Wirba sylviawirba.bld@gmail.com.

Applications Open for Boulder Public Library District Board of Trustee Positions Deadline for Applications is February 29, 2024

Would you like to have a hand in shaping the future of one of our community's most cherished institutions, the Boulder Public Library? Would you like to volunteer with a great group of people who are committed to the well-being of our community in an atmosphere of civility and mutual respect (because that's what public libraries stand for)?

Applications are now being accepted for two positions on the Board of Trustees for the Boulder Public Library District: one four-year term and one five-year term. The Board strives to reflect the diversity of views and lived experiences throughout our community, and anyone who is 18 years or older, and lives [within the library district boundaries](#), is welcome to apply.

Trustees are expected to be committed to the long-term financial and programmatic success of the library and the library district and to subscribe to the [Library Trustees' Code of Ethics](#) and the [Library Bill of Rights](#).

While Trustees generously volunteer their time, they have the option to request reimbursement for eligible travel and service-related expenses. The Board of Trustees typically meets twice per month, (virtually and/or in person) on Tuesday evenings, for one to three hours per meeting. Between meetings, Trustees spend time interacting with community members and library staff, reading meeting packets, and staying abreast of happenings in Library-land among other activities. Trustees may also serve on Board Committees, as Officers of the Board, or as liaisons to the Boulder Library Foundation Board. The [Colorado Public Library Trustee website](#) and the [Boulder Public Library Trustee Handbook](#) have more information and resources.

Interested members of the public can come to an information session with current Trustees on February 20 from 5:00-6:00 PM in the Canyon Meeting Room at the Main Library or through the following link: <https://tinyurl.com/yckjiw7v>. The application deadline is 11:59 PM on Thursday, February 29. For more information and to apply, visit the [library's website](#).

The new Trustees will be appointed by a Selection Committee composed of 2 County Commissioners, Claire Levy and Marta Loachamin; two City Council members, Taishya Adams and Tina Marquis; and two current Trustees, Benita Duran and Doug Hamilton. The Selection Committee's appointment is ratified by the City Council and Board of County Commissioners.

What is a library district?

Our library district is a political subdivision of the state, created by a community vote and governed by a Board of Trustees appointed by the City Council and the Board of County

Commissioners. Dedicated property tax revenues fund our library district and voters within the district boundaries must approve any new or increased taxes. It is the most common form of governance for public libraries within the State of Colorado.

What are the responsibilities of Board of Trustee members?

The powers and duties of the Library District Board of Trustees are detailed in [Colorado Library Law \(CRS 24-90-109\)](#) and include:

- Adopt Board of Trustee bylaws, rules, and regulations
- Be responsible for all library property
- Employ the Library Director
- Adopt an annual budget and make appropriations to support library programs and services
- Accept gifts of money or property for the library
- Hold and acquire land by gift, lease or purchase for the library
- Enter into contracts and borrow funds for library purposes
- Submit an annual report to the community, the City Council, the Board of County Commissioners and the State Library

Celia Seaton, Executive Assistant for the Boulder Public Library, can be reached by email at seatonc@boulderlibrary.org to help address questions about the district or application process.

Webpage Updates

Boulder County



Boulder Library District (approved by voters in 2022)

Add 2024 Recruitment Text Here

Note: The newly formed Boulder Library District has launched its own website: boulderlibrary.org. Please visit the BoulderLibrary.org website for updated information. This page will remain live to show the history of how the library district was formed.

History of the Formation of the Boulder Library District

Board Appointments

In March 2023, the Boulder City Council and the Board of County Commissioners for Boulder County invited residents to apply to serve on the Boulder Public Library District Board of Trustees. The Selection Committee for the Boulder Public Library District's initial board of trustees sought applicants with a strong background in the services provided by the Boulder Public Library (BPL).

The Boulder County Board of County Commissioners [ratified the appointments of seven board members](#) at a Business Meeting on May 2, 2023 and Boulder City Council ratified the appointments at their [May 4 meeting](#).

- 5-year term: Denita Duran City of Boulder
- 5-year term: Jennifer Yee Unincorporated Boulder County
- 4-year term: Sylvia Wirba City of Boulder
- 4-year term: Doug Hamilton City of Boulder
- 3-year term: Cara O'Brien Unincorporated Boulder County
- 2-year term: Sam Fuqua City of Boulder
- 1-year term: Joni Teter City of Boulder

Library District Board

2024 Board of Trustee Recruitment

Applications Now Open for Boulder Public Library District Board of Trustee Positions
Deadline is 11:59 PM on Thursday, February 29

Would you like to have a hand in shaping the future of one of our community's most cherished institutions, the Boulder Public Library? Would you like to volunteer with a wonderful group of people who are dedicated to our community's welfare in an environment of mutual respect and kindness? (Because that's what public libraries stand for.)

Applications are now being accepted for one five-year position and one four-year position on the Board of Trustees for the Boulder Public Library District. The Board strives to reflect the diversity of views and lived experiences throughout our community, and anyone who is 18 years or older, and lives [within the library district boundaries](#), is welcome to apply.

Trustees are expected to be committed to the long-term financial and programmatic success of the library and the library district and to subscribe to the [Library Trustees' Code of Ethics](#) and the [Library Bill of Rights](#).

While Trustees generously volunteer their time, they have the option to request reimbursement for eligible travel and service-related expenses. The Board of Trustees typically meets twice per month, (virtually and/or in person) on Tuesday evenings, for one to three hours per meeting. Between meetings, Trustees spend time interacting with community members and library staff, reading meeting packets, and staying abreast of happenings in Library-land among other

activities. Trustees may also serve on Board Committees, as Officers of the Board, or as liaisons to the Boulder Library Foundation Board. The [Colorado Public Library Trustee website](#) and the [Boulder Public Library Trustee Handbook](#) have more information and resources.

Interested members of the public can come to an information session with current Trustees on February 20 from 5:00-6:00 PM in the Canyon Meeting Room at the Main Library or through the following link: <https://tinyurl.com/yckjjw7v>.

[\[Application Link\]](#)

ADD DURATION OF POSTING

BPLD

The screenshot shows the website for the District Board of Trustees. On the left, there is a sidebar with two main sections: 'Library District Resources' and 'About'. The 'About' section contains links for 'About Us', 'Boulder Public Library District Formation', 'Contact Us', 'Employment', 'Library District Board of Trustees', 'Library Commission', 'Library Foundation', 'Newsletters', 'North Boulder Branch Library', '2018 Library Master Plan', 'Press Kit', and 'Program Proposal Form'. A red box on the left contains the text 'Add 2024 Recruitment Text Here' with a red arrow pointing to the 'About Us' link. The main content area has a breadcrumb trail 'Home / About Us / District Board of Trustees' and a title 'District Board of Trustees'. Below the title are two meeting notices: 'Next Special Meeting' (Tuesday, December 5, 2023) and 'Next Regular Meeting' (Tuesday, January 16, 2024). To the right of these notices is a group photo of the Board of Trustees. Below the photo is a caption: 'Board of Trustees Back row left to right: Doug Hamilton, Sylvia Wirba, Sam Fuqua, Joni Teter. Front row left to right: Benita Duran, Jennifer Yee, Cara O'Brien'. Below the meeting notices is a 'Meeting Schedule' section with text about regular meetings on the third Tuesday of the month and special meetings from May to October. At the bottom is a 'Budget, Bylaws, and Handbook' section with links to the 2024 budget, bylaws, handbook, and agenda planning documents.

Applications Now Open for Board of Trustee Position Deadline is 11:59 PM on Thursday, February 29

Would you like to have a hand in shaping the future of one of our community's most cherished institutions, the Boulder Public Library? Would you like to volunteer with a wonderful group of people who are dedicated to our community's welfare in an environment of mutual respect and kindness? (Because that's what public libraries stand for.)

Applications are now being accepted for one five-year position and one four-year position on the Board of Trustees for the Boulder Public Library District. The Board strives to reflect the

diversity of views and lived experiences throughout our community, and anyone who is 18 years or older, and lives [within the library district boundaries](#), is welcome to apply.

Trustees are expected to be committed to the long-term financial and programmatic success of the library and the library district and to subscribe to the [Library Trustees' Code of Ethics](#) and the [Library Bill of Rights](#).

While Trustees generously volunteer their time, they have the option to request reimbursement for eligible travel and service-related expenses. The Board of Trustees typically meets twice per month, (virtually and/or in person) on Tuesday evenings, for one to three hours per meeting. Between meetings, Trustees spend time interacting with community members and library staff, reading meeting packets, and staying abreast of happenings in Library-land among other activities. Trustees may also serve on Board Committees, as Officers of the Board, or as liaisons to the Boulder Library Foundation Board. The [Colorado Public Library Trustee website](#) and the [Boulder Public Library Trustee Handbook](#) have more information and resources.

Interested members of the public can come to an information session with current Trustees on February 20 from 5:00-6:00 PM in the Canyon Meeting Room at the Main Library or through the following link: <https://tinyurl.com/yckjjw7v>. The application deadline is 11:59 PM on Thursday, February 29. For more information and to apply, visit the [library's website](#) or the [county's website](#).

[\[Application Link\]](#)

Application form

See the draft application form [here](#). If there is another preferred tool for gathering responses, the content can easily be copied to an alternative platform.

[Personal information and demographics will be required and can be found in the above link.]

Application Questions:

1. Why are you interested in serving on the Library District Board of Trustees?
2. Do you have experience serving on a nonprofit or governmental board?
3. What skills do you have that will help the board of trustees guide the library district at this critical time in its development?
4. What personal characteristics make you a good fit to join the Library District Board of Trustees? Please provide two examples.
5. Describe an experience with group decision-making that highlights your approach to collaborating on difficult topics.
6. The library proponents envision building an equitable library system for all patrons and residents. Please provide examples of your past experiences in promoting fairness and inclusivity and how you would build an equitable library system to serve the plans of the library district.

Interview Questions

[Interview questions will be shared with candidates prior to their interview.]

The following 5 questions are anticipated to be asked in your interview. They are being provided in advance to help you prepare. Your interview is scheduled for 20 minutes, and a recommended maximum length of time for each question response is provided below to help you plan your time.

1. The board for the Library District is responsible for driving the vision and governance to ensure the Library can meet the objectives named in the 2022 ballot measure [\[link\]](#) and fulfill the goals of the 2018-2028 Library Master Plan. [\[link\]](#). What specific skills or expertise do you possess that would enable you to actively participate in this work and assist the Library District in achieving these outcomes efficiently and cost-effectively? (4 minutes)
2. Are there any circumstances under which you would want to remove, or would support removing a book or item from the libraries? (1 minute)
3. Serving residents of diverse learning styles, physical abilities, language proficiency and meeting other needs is critical to community library services. Please share any experience you may have to address inclusive practices and how you suggest implementing policies to ensure all community members are welcome and served by the Library District? (4 minutes)
4. The Library has now the necessary funding to address years of postponed upkeep in its buildings. What would be your priorities for that additional funding? (3 minutes)
5. How do you think the Library Board of Trustees should provide accountability to taxpayers for their decisions on budgetary, staffing, and service levels? (3 minutes)
6. Can you please provide examples of any current or past relationships, affiliations, or business interests that you believe might create a conflict of interest in your role as a member of our board? How do you plan to manage or mitigate these potential conflicts to ensure your decisions align with the best interests of the organization?

<input type="checkbox"/>	Draft packet provided to the Board of Trustees, Board of County Commissioners and Boulder City Council	+	Jan 5, '24
<input type="checkbox"/>	Appointment of 2 trustees to the selection committee	+	Jan 16, '24
<input type="checkbox"/>	BOCC and Council appoint members to the Selection Committee	+	Jan 16, '24
<input type="checkbox"/>	Comments on draft packet due to the Library District	+	Jan 25, '24
<input type="checkbox"/>	Board of Trustees finalizes the packet	+	Jan 30, '24
<input type="checkbox"/>	Public outreach and recruitment [BPLD lead]	+	Feb 1, '24 - Feb 29, '24
<input type="checkbox"/>	Selection Committee reviews applications [BPLD staff support]	+	Mar 1, '24 - Mar 11, '24
<input type="checkbox"/>	Selection Committee interviews top candidates	+	Mar 12, '24 - Mar 29, '24
<input type="checkbox"/>	Selection Committee selects Trustee	+	Apr 1, '24
<input type="checkbox"/>	BOCC and Council ratify selection	+	Apr 2, '24 - Apr 30, '24
<input type="checkbox"/>	New Trustee is sworn in at the BPLD Board of Trustee Regular May meeting	+	May 14, '24

Outreach Approach

The Board is committed to embodying a diverse range of perspectives and life experiences mirroring the vibrant community within the Library District. It is critical to widely disseminate this unique opportunity to an extensive and diverse audience. To achieve this, the library staff will leverage its robust network of community contacts and personal relationships, ensuring broad awareness of this opportunity. A particular emphasis will be placed on engaging organizations and individuals dedicated to serving disadvantaged and historically underrepresented communities. Noteworthy entities that will be approached for collaboration in recruitment efforts include:

Boulder Housing Partners
 Boulder Housing Partners, Red Oak Park
 Boulder Library Foundation
 BVSD
 BVSD, Adelante Program at Boulder High
 Children's Lit & Literacy in Elementary
 Education
 City of Boulder, Communications and
 Community Engagement
 City of Boulder, Equity
 City of Boulder, FRS coordinator
 City of Boulder, HHS
 Coal Creek Adult Education
 Community Liaison University Hill
 Elementary School
 CU - Bueno Center
 CU - Family Creative Learning
 CU Equity, Bilingualism & Biliteracy
 CU School of Education, Boulder Reads

Digital Divide Program Coordinator at Sister
 Carmen Community Center
 Early Childhood Council Boulder County
 EFAA
 El Centro AMISTAD
 El Comite
 Colorado Statewide Parent Coalition
 (Formerly ELPASO)
 Empowering Communities Globally
 Family Learning Center
 Former literacy teacher from Uni Hill
 Growing Up Boulder
 Head Start Pre-school
 I Have A Dream Foundation
 Intercambio Uniting Communities
 Latino Chamber of Commerce
 Motus Theater
 NAACP
 Naropa
 Native American Rights Fund

New Voices Strategies
Out Boulder
Retired from CU
Summit CPA Solutions
The Learning Source
Volunteer and Surj, Showing up for Racial
Justice

Yo Connections
YOUnify, history w/NAACP, Living Room
Conversations
YWCA
Zonta Foothills Club of Boulder County

Promotional materials and recruitment content will be generated for various distribution channels. These resources will be readily accessible to all partners, facilitating their support in the recruitment endeavor. The targeted distribution channels encompass social media, newsletters, websites, personal emails, and flyers.

1. **Newsletter**

Reviewed/Edited by Maria

Ready for Translation

Scheduled for distribution on: February 7

Discover a unique opportunity to make a lasting impact on the Boulder Public Library by applying for a four or five-year position on the Board of Trustees – there are two vacancies. We welcome applicants who reflect our community's diverse perspectives and are dedicated to the library's long-term success. Interested members of the public can come to an information session with current Trustees on 2/20 from 5-6 PM in the Canyon Meeting Room at the Main Library or through the following link: <https://tinyurl.com/yckjjw7v>. For more details and to submit your application by 11:59 PM on Thursday, February 29, please visit the library's website or the county's website.

2. Social Media Post

Reviewed/Edited by Maira

Ready for  Translation

Post to social 2-3 times between Feb. 1-Feb 8 then 2-3 times between Feb 22 – Feb 29

Post 1:

📌 Exciting Opportunity Alert! 📌 Applications are now open for two positions on the Board of Trustees for the Boulder Public Library District: one four-year term and one five-year term. Shape the future of our community's cherished institution! Apply by 11:59 PM on Thursday, February 29. More info and application link [here]. #CommunityLeadership #BoulderLibrary

Post 2:

☀️ Join the Board of Trustees for the Boulder Public Library! ☀️ We're seeking passionate individuals to help shape the library's future. If you're 18+, live within library boundaries, and committed to community well-being, apply now! Deadline: Feb 29, 11:59 PM. Details [here]. #LibraryLeaders #GetInvolved

Post 3:

📖 ✨ Be a driving force in our library's evolution! 🚀 Apply for a position on the Board of Trustees for the Boulder Public Library District. We welcome diverse perspectives and anyone 18+ living within library boundaries. Deadline: Feb 29, 11:59 PM. Apply and learn more [here]. #LibraryCommunity #VolunteerOpportunity

Post 4:

🔍 Explore a unique opportunity to make a difference! 🌈 The Boulder Public Library is accepting applications for its Board of Trustees. If you're committed to long-term success and community engagement, apply by Feb 29, 11:59 PM. Visit our website for details and application [link]. #LibraryLove #CommunityEngagement

3. Email

Reviewed/Edited by Maira

Share on Feb 1 (Ask Kate if she wants to send to her contacts or if it should come from David)

Subject: Exciting Opportunity to Shape the Future of Boulder Public Library

Dear [Contact's Name],

I hope you're doing well. We wanted to personally reach out and share an incredible opportunity that we believe could be of great interest to you or someone within your network.

Applications are now open for two positions on the Board of Trustees for the Boulder Public Library District: one four-year term and one five-year term. If you or someone you know would like to have a hand in shaping the future of one of our community's most cherished institutions, this is a wonderful opportunity to get involved.

About the Position:

- The Board strives to reflect the diversity of views and lived experiences throughout our community.
- Anyone who is 18 years or older and lives within the library district boundaries is welcome to apply.
- Trustees are unpaid volunteers but may seek reimbursement for necessary travel and expenses directly related to service.
- The Board typically meets twice per month (virtually and/or in person) on Tuesday evenings for one to three hours per meeting.

Responsibilities Include:

- Commitment to the long-term financial and programmatic success of the library and the library district.
- Subscription to the Library Trustees' Code of Ethics and the Library Bill of Rights.
- Interaction with community members and library staff between meetings.
- How to Apply:
- The application deadline is 11:59 PM on Thursday, February 29. To learn more about the position and to submit your application, please visit [library's website].

Feel free to share this opportunity with anyone you think might be interested. If you have any questions or require additional information, please don't hesitate to reach out. Interested members of the public can come to an information session with current Trustees on February 20 from 5-6 PM in the Canyon Meeting Room at the Main Library or through the following link: <https://tinyurl.com/yckjjw7v>.

Thank you for your continued support of the Boulder Public Library District!

Best regards,

Kate's recommendation distribution list:

Org	Contact	Email
Biliteracy and Biligualism, Northern Colorado, Dakotas	Beth Franklin	franklinbeth1309@gmail.com
BIPOC Mtn. Collective	Taiysha Adams	taishya.adams@gmail.com
BLF, Luna Cultura, community connector	Adriana Paola Palacios Luna	info@lunacultura.org
Boulder County HeadStart	Akane Orlandella Ogren, Head Start Division Manager	aogren@bouldercounty.org
Boulder Housing Partners	Karin Stayton, Director of Resident Services	staytonK@boulderhousing.org
Boulder Library Commission. Alaya PreSchool. Summit CPA Solutions	Jane Sykes Wilson	jesykeswilson@gmail.com
Boulder Library Foundation	Chris Barge, ED	chris@boulderlibraryfoundation.org
Boulder Library Foundation, CU Boulder, Empowering Communities Globally	Nicole Sager, Former Board Chair	nicnicsag@gmail.com
BVSD	Emily Cosmos, Literacy Coordinator	emily.cosmos@bvsd.org
BVSD	Michelle Qazi, Director of Literacy, and Emily Cosmo	michelle.qazi@bvsd.org ; emily.cosmos@bvsd.org
BVSD Former Uni Hill Principal	Ina Rodriquez Myer	ina.rodriquez-myer@bvsd.org
BVSD Librarian contact	Rae Ciciora, Head Librarian	rae.ciciora@bvsd.org
BVSD Partnerships	Ari Gerzon-Kessler, Family Partnerships (ask about any Community Liasons?)	ari.gerzon-kessler@bvsd.org
BVSD, El Centro Amistad, Yo Connections, and many other organizations in the community	Marinela Maniero-Goodwin, Learning Resource Coordinator	yoconnections@yoconnections.com
Children's Lit & Literacy in Elementary Education	Adam Crawley	adam.crawley@colorado.edu

City of Boulder	Angela Maria Ortiz Roa, Community Engagement Senior Program Manager	ortizroaa@bouldercolorado.gov
City of Boulder	Manuela Sifuentes	sifuentesm@bouldercolorado.gov
City of Boulder, Communications and Community Engagement	Brenda Ritenour, Community Engagement Sr Program Manager	ritenourb@bouldercolorado.gov
City of Boulder, Communications and Community Engagement	Ryan Hanschen, Community Engagement Sr Program Officer	avendano-curiela@bouldercolorado.gov ; kanea@bouldercolorado.gov
City of Boulder, Equity	Ana Silvia Avendano-Curiel, Equity Policy Advisor, and Aimee Kane	crowee@bouldercolorado.gov
City of Boulder, HHS	Elizabeth Crowe, Deputy Director	bryan@coalcreekadulthood.org
City of Boulder, Intercambio, State of Colorado Judicial	Edgar Chavarria	chavarriae@bouldercolorado.gov
Coal Creek Adult Education	Bryan Holinka, Director	hanschenr@bouldercolorado.gov
CU - Bueno Center	Tania Hogan, Executive Director	Tania.Hogan@colorado.edu
CU Equity, Biligualism & Biliteracy	Deborah Palmer, Professor, Equity, Bilingualism and Biliteracy	debpalmer@Colorado.EDU
CU Equity, Biligualism & Biliteracy	Silvia Nogueron-Liu, Professor, Equity, Bilingualism and Biliteracy	silvia.NogueronLiu@Colorado.EDU
CU School of Education, Boulder Reads	Jacalyn Colt - will try to attend; is considering alternates, too	jacalynmc@comcast.net
Early Childhood Education Advisory Council Boulder County (ECCBC) , Semi Retired Clinical Professor Emerita, UCB; Educational Consultant.	Susan M. Moore	susan.moore@colorado.edu
EFAA	Ana Fernandez Frank, Public Policy & Community Outreach Coordinator	ana@efaa.org ; lindsey@efaa.org
El Centro AMISTAD	Jorge De Santiago, ED, and Elena Aranda, Programs Director	elena@elcentroamistad.org ; jorge@elcentroamistad.org

ELPASO, BVSD	Richard Garcia, ELPASO Development Director; BVSD Board member	spccolo@aol.com
Family Learning Center	Brenda Lyle, ED; Mary Ann Davis, in charge of academic math and academic work	blyle@fcboulder.org
formally of the ELPASO Program	Tere Garcia - Retired Director and new director Alana? (look for card)	deltergar@hotmail.com
Former Library Commissioner	Juana Gomez	juana@lawrenceandgomez.com
Growing Up Boulder	Mara Mintzer, Executive Director	mara@growingupboulder.org
Head Start Pre-school	Olivia Coyne (Division Manager)	ocoyne@bouldercounty.org
I Have A Dream	Perla Delgado, Executive Director; Ana Lilan, Parent engagement - she said she can share the invite too. I asked both Perla and Ana Lilian about who else to invite - Franciso Medina, Program Coordinator and Natalia Luna, Prog Coordinator (francisco.medina@ihaveadreamboulder.org ; natalia.luna@ihaveadreamboulder.org)	Perla.Delgado@ihaveadreamboulder.org ;
Intercambio	John Lopez, CEO	John@Intercambio.org
Intercambio Uniting Communities	Norma Fuentes, Head Boulder Director	norma@intercambio.org
Latino Chamber of Commerce	Carla Colin, Program Manager	carla@latinochamberco.org
Latino Chamber of Commerce and Boulder County Latino Coalition	Peter Salas	psalajr@hotmail.com
Living Room Conversations and Feet Forward	Annie Caplan	annie@livingroomconversations.org
Mosaic Muse LLC	Martha Wilson	martha.wilson.orpc@gmail.com
Motus Theater	Kristen Wilson, ED of Motus Theater - ask her or who to invite	kirsten@motustheater.org
NAACP	Madelyn Woodley	woodleymadelyn@gmail.com
Naropa	Jamelah Zidan, Mission, Culture, & Inclusive Community	Jamelah.zidan@naropa.edu

Naropa	Regina Smith, VP of Mission, Culture and Inclusive Community	rsmith@naropa.edu
Native American Rights Fund	Anne Lucke, Librarian at NARF	alucke@narf.org
New Voices Strategies	Tom Cosgrove	cosgrovetc@gmail.com
Retired from CU	Alphonse Kesley, retired from CU Odessa Dept	keasley@colorado.edu
Volunteer and Surj, Showing up for Racial Justice	Mylene Vialard	vialard.mylene@gmail.com
YMCA	Shiquita Yarbrough, Director, Community Engagement & Equity	syarbrough@ywcaboulder.org
YOUnify, history w/NAACP, Living Room Conversations	Pedro Silva	therooflesschurch@gmail.com
	Marina LaGrave	mlagrave@clace.us

4. GivePulse

Reviewed/Edited by Maira
Post to GivePulse (Sophia)

Volunteer Opportunity: Board of Trustees for Boulder Public Library

Shape the future of one of our community's most cherished institutions by joining the Board of Trustees for the Boulder Public Library District! We are currently accepting applications for both a five-year position and a four-year position. If you are 18 years or older, live within the library district boundaries, and are passionate about community well-being, this is an exciting opportunity for you. As a trustee, you'll play a vital role in the library's evolution, committing to its long-term success, ethical standards, and community engagement. While trustees are unpaid volunteers, they may seek reimbursement for necessary travel and expenses related to service. Meetings are typically held twice a month, and the application deadline is 11:59 PM on Thursday, February 29. Don't miss the chance to make a meaningful impact—apply now! Learn more and submit your application [link to application]. Interested members of the public can come to an information session with current Trustees on February 20 from 5-6 PM in the Canyon Meeting Room at the Main Library or through the following link: <https://tinyurl.com/yckjjw7v>.

**Abierto el periodo de presentación de solicitudes
para el cargo de consejero en el Consejo de Administración del
Distrito de Bibliotecas Públicas de Boulder**
La fecha límite para recibir las solicitudes es el 29 de febrero del 2024

¿Le gustaría ser parte del grupo que moldeará el futuro de una de las instituciones más apreciadas de nuestra comunidad, la Biblioteca Pública de Boulder? ¿Quisiera ofrecerse como voluntario para trabajar con un excelente grupo de personas comprometidas con el bienestar de nuestra comunidad, en un ambiente de consideración y respeto mutuo, (que es precisamente lo que representan las bibliotecas públicas)?

Estamos aceptando solicitudes para dos cargos: uno de cuatro años y otro de cinco años en el Consejo de Administración del Distrito de Bibliotecas Públicas de Boulder. El Consejo hace todo lo necesario para reflejar la diversidad de puntos de vista y experiencias vividas en toda nuestra comunidad, y aceptamos la solicitud de toda persona que tenga más de 18 años y resida [dentro de los límites de nuestro distrito bibliotecario](#).

Esperamos que los consejeros se comprometan a asegurar el éxito financiero y programático a largo plazo de la biblioteca y del distrito bibliotecario, y que se rijan por el [Código de Ética de los Consejeros de la Biblioteca](#) y por la [Declaración de Derechos de la Biblioteca](#).

Los consejeros son voluntarios, pero tienen la opción de solicitar el reembolso de los gastos de viaje y otros gastos necesarios que se relacionen directamente con el servicio que prestan. Por lo general, el Consejo de Administración se reúne dos veces al mes (virtualmente o en persona) los martes en la noche, y las reuniones duran entre una y tres horas. Entre una y otra reunión, los consejeros dedican tiempo a interactuar con miembros de la comunidad y el personal de la biblioteca, leer las actas de las reuniones y mantenerse informados sobre lo que sucede en la biblioteca, entre otras actividades. Los consejeros también pueden servir en Comités del Consejo, como miembros de la Junta Directiva o enlaces con el Consejo de la Fundación de la Biblioteca de Boulder. El [sitio web del Consejo de Administración de la Biblioteca Pública de Colorado](#) y el [Manual del Consejo de Administración de la Biblioteca Pública de Boulder](#) ofrecen más información y recursos.

La fecha límite para presentar la solicitud es el jueves 29 de febrero, a las 11:59 p.m. Para más información y presentar la solicitud, ingrese al [sitio web de la biblioteca](#) o el [sitio web del condado](#).

El consejero nuevo será nombrado por un Comité de Selección compuesto de 2 comisionados del condado, Claire Levy y Marta Loachamin; 2 miembros del Concejo Municipal de Boulder, Taishya Adams y Tina Marquis; y dos consejeros en funciones,

Benita Duran y Doug Hamilton. El nombramiento del Comité de Selección lo ratifican el Concejo Municipal y el Consejo de Comisionados del Condado.

¿Qué es un distrito bibliotecario?

Nuestro distrito bibliotecario es una subdivisión política del estado, creada por el voto comunitario y regida por un Consejo de Administración, que nombra el Concejo Municipal y el Consejo de Comisionados del Condado. Los ingresos provenientes de impuestos de la propiedad específicos financian nuestro distrito bibliotecario y los votantes que residen dentro de los límites del distrito deben aprobar cualquier impuesto nuevo o aumento de impuestos. Es la forma más común de gobernanza que se aplica a las bibliotecas públicas del estado de Colorado.

¿Cuáles son las responsabilidades del Consejo de Administración?

Los poderes y deberes del Consejo de Administración del Distrito Bibliotecario se detallan en la Ley de Bibliotecas de Colorado [Ley de Bibliotecas de Colorado \(CRS 24-90-109\)](#) e incluyen:

- Adoptar los estatutos, normas y reglamentos del Consejo de Administración
- Custodiar todos los bienes de la biblioteca
- Contratar al Director de la biblioteca
- Aprobar un presupuesto anual y hacer asignaciones para respaldar los programas y servicios de la biblioteca
- Aceptar donaciones de dinero o bienes para la biblioteca
- Poseer y adquirir terrenos para la biblioteca mediante donación, arrendamiento o compra
- Celebrar contratos y solicitar préstamos para los propósitos de la biblioteca
- Presentar un informe anual a la comunidad, el Concejo Municipal, el Consejo de Comisionados del Condado y la Biblioteca Estatal

Miembros interesados pueden atender a una reunión informativa con los consejeros el 20 de Febrero a las 5 de la tarde en el Canyon meeting room en la biblioteca principal o virtualmente con la conexión: <https://tinyurl.com/yckjjw7v>.

Puede contactar a Celia Seaton, Asistente Ejecutiva de la Biblioteca Pública de Boulder por correo electrónico a través de: seatonc@boulderlibrary.org, si tiene alguna pregunta sobre el distrito o el proceso de presentación de la solicitud.

MEMORANDUM

TO: Boulder Public Library District

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

DATE: December 13, 2024

RE: Legal Status Report for the December 17, 2024 Trustees' Meeting

ACTION ITEMS

PONTEM Security Services Contract

Task: Review and revise amendment/renewal contract.

Status: The original contract expires December 31, 2024. A Renewal has been negotiated for 2025 with additional costs and expanded scope. We reviewed and signed off on the Contact Amendment for the Board to consider. A copy is in the packet.

Action: **Motion:** *I move the Board of Trustees approve the Amendment to the Pontem Security Service contract be approved for 2025 as presented.*

Kleen-Tech Custodial Services Contract

Task: Review proposed amendments to custodial services contract for 2025.

Status: The proposed amendments have been reviewed and approved after legal review. Because of the size of the contract, Board approval is required. A copy is in the packet.

Action: **Motion:** *I move the Board of Trustees approve the Amendment to the Kleen-Tech Custodial Services contract be approved for 2025 as presented.*

2025 Mill Levy Certification and HB24-233 Disclosures

- Task:** Complete process for assessment and collection of 2025 mill levy revenues.
- Status:** This matter was completed before the December 15 deadline. Copies of the DLG 70 Form and HB24-233 new Disclosures are **attached** for your information.
- Action:** None required.
-

REPORTS - NO ACTION REQUIRED

2024 Budget Amendment

- Task:** **Prepare Budget Amendment for Funds Re NOBO Playground and Gunbarrel Remodel**
- Status:** **COMPLETED**
- Action:** Remove from next report.
-

JOC Construction Contract for NOBO Playground

- Task:** **Review and Revise Contract for Construction**
- Status:** **COMPLETED**
- Action:** Remove from next report.
-

Transition Process for Administrative Work

- Task:** Transition minutes, notices, agenda preparation, records management etc. to BPLD personnel.
- Status:** Archives and other matters will be transitioned as capacity warrants. Ongoing project.
- Action:** None required.
-

CERTIFICATION OF TAX LEVIES for NON-SCHOOL Governments

TO: County Commissioners¹ of BOULDER COUNTY, Colorado.

On behalf of the BOULDER PUBLIC LIBRARY DISTRICT,

the (taxing entity)^A BOARD OF TRUSTEES

of the (governing body)^B BOULDER PUBLIC LIBRARY DISTRICT

(local government)^C

Hereby officially certifies the following mills to be levied against the taxing entity's GROSS \$ 6,113,328,481 assessed valuation of: (GROSS^D assessed valuation, Line 2 of the Certification of Valuation Form DLG 57^E)

Note: If the assessor certified a NET assessed valuation (AV) different than the GROSS AV due to a Tax Increment Financing (TIF) Area^F the tax levies must be calculated using the NET AV. The taxing entity's total property tax revenue will be derived from the mill levy multiplied against the NET assessed valuation of: \$ N/A (NET^G assessed valuation, Line 4 of the Certification of Valuation Form DLG 57) USE VALUE FROM FINAL CERTIFICATION OF VALUATION PROVIDED BY ASSESSOR NO LATER THAN DECEMBER 10

Submitted: 12/10/2024 for budget/fiscal year 2025 (no later than Dec. 15) (mm/dd/yyyy) (yyyy)

PURPOSE (see end notes for definitions and examples)

LEVY²

REVENUE²

Table with 3 columns: PURPOSE, LEVY, REVENUE. Rows include General Operating Expenses, Temporary General Property Tax Credit, General Obligation Bonds and Interest, Contractual Obligations, Capital Expenditures, Refunds/Abatements, and Other.

TOTAL: [Sum of General Operating Subtotal and Lines 3 to 7] 3.500 mills \$ 21,437,601

Contact person: (print) KIM J. SETER Daytime phone: (303) 770-2700

Signed: [Signature] Title: ATTORNEY IN FACT

Include one copy of this tax entity's completed form when filing the local government's budget by January 31st, per 29-1-113 C.R.S., with the Division of Local Government (DLG), Room 521, 1313 Sherman Street, Denver, CO 80203. Questions? Call DLG at (303) 864-7720.

¹ If the taxing entity's boundaries include more than one county, you must certify the levies to each county. Use a separate form for each county and certify the same levies uniformly to each county per Article X, Section 3 of the Colorado Constitution.

² Levies must be rounded to three decimal places and revenue must be calculated from the total NET assessed valuation (Line 4 of Form DLG57 on the County Assessor's FINAL certification of valuation).

CERTIFICATION OF TAX LEVIES, continued

THIS SECTION APPLIES TO TITLE 32, ARTICLE 1 SPECIAL DISTRICTS THAT LEVY TAXES FOR PAYMENT OF GENERAL OBLIGATION DEBT (32-1-1603 C.R.S.). Taxing entities that are Special Districts or Subdistricts of Special Districts must certify separate mill levies and revenues to the Board of County Commissioners, one each for the funding requirements of each debt (32-1-1603, C.R.S.) Use additional pages as necessary. The Special District's or Subdistrict's total levies for general obligation bonds and total levies for contractual obligations should be recorded on Page 1, Lines 3 and 4 respectively.

CERTIFY A SEPARATE MILL LEVY FOR EACH BOND OR CONTRACT:

BONDS^J:

1. Purpose of Issue: _____
Series: _____
Date of Issue: _____
Coupon Rate: _____
Maturity Date: _____
Levy: _____
Revenue: _____

2. Purpose of Issue: _____
Series: _____
Date of Issue: _____
Coupon Rate: _____
Maturity Date: _____
Levy: _____
Revenue: _____

CONTRACTS^K:

3. Purpose of Contract: _____
Title: _____
Date: _____
Principal Amount: _____
Maturity Date: _____
Levy: _____
Revenue: _____

4. Purpose of Contract: _____
Title: _____
Date: _____
Principal Amount: _____
Maturity Date: _____
Levy: _____
Revenue: _____

Use multiple copies of this page as necessary to separately report all bond and contractual obligations per 32-1-1603, C.R.S.

Mill Levy Public Information

Pursuant to 39-1-125 C.R.S.

Counties can ask local governments to submit this form to the county by December 15th pursuant to 39-1-125 (1) (c) C.R.S. Local governments, please verify with the county whether they would like you to use this form or a different process to provide this information.

Taxing Entity Information

Taxing Entity: Boulder Public Library District
County: Boulder
DOLA Local Government ID Number: 67674
Subdistrict Number (if applicable): _____
Budget/Fiscal Year: 2025

Mill Levy Information

1. Mill Levy Name or Purpose: General Operating
2. Mill Levy Rate (Mills) : 3.5
3. Previous Year Mill Levy Rate (Mills) : 3.5
4. Previous Year Mill Levy Revenue Collected : \$ 21,404,074
5. Mill Levy Maximum Without Further Voter Approval: 3.5
6. Allowable Annual Growth in Mill Levy Revenue : > \$ 1,177,244
7. Actual Growth in Mill Levy Revenue Over the Prior Year: \$ 33,000
8. Is revenue from this mill levy allowed to be retained and spent as a voter-approved revenue change pursuant to section 20 (7)(b) of Article X of the State Constitution (TABOR)? Yes
9. Is revenue from this mill levy subject to the Statutory Property Tax (5.5%) Limit in 29-1-301 C.R.S.? No
10. Is revenue from this mill levy subject to any other limit on annual revenue growth enacted by the local government or another local government? No
11. Does the mill levy need to be adjusted or does a temporary mill levy reduction need to be used to collect a certain amount of revenue? If "Yes", what is the amount?
No
12. Other or additional information:

Contact Information

Contact Person: Kim J. Seter, Esq.
Title: Attorney in Fact
Phone: 303.770.2700
Email: kseter@svwpc.com