



## MEMORANDUM

**To:** Coppell Recreation Development Corporation

**From:** Vicki Chiavetta, Director of Library Services

**Date:** November 6, 2015

**Reference:** Consider approval to enter into an agreement with Lantek Communications for the installation of Audio/Video equipment for the Cozby Library and Community Commons, through TCPN #R5192-TX-8139, in the amount of \$138,525.94 as budgeted; and authorizing the CRDC Board President to sign any necessary documents.

**2030:** Community Wellness and Enrichment: Community Gathering Places, Community Education Programs and Support of Top Quality Schools  
Business Prosperity: Provide services in Library for local home-based offices

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### Introduction:

The library expansion project includes a program room, business center, conference room, and study rooms designed to incorporate technology to be utilized by the public for collaborative learning, meetings, classes, and more. The contract with Lantek Communications provides the equipment and software that will support these functions.

### Analysis:

The library's Strategic Plan includes several goals related to technology and was the impetus for the audio/visual plan design for the library expansion. Some of the goals that were considered were:

- Evaluate and implement emerging technologies for patrons and staff
- Provide library (technology) services requested by patrons
- Incorporate a training space that includes a computer lab and business center
- Utilize electronic communication methods to promote library services
- Flexibility throughout the facility

As the planning of the library expansion progressed, the library was able to hone in on specific technologies that should be provided to the community through the focus groups that participated in the library design. High on the list was providing technology services that would enable residents to

collaborate with each other, utilize spaces for training classes, be creative and provide educational opportunities for all ages. During the design phase of the project, a technology team developed a plan to meet these needs and presented a recommendation that would address most of the concerns put forth by the community and by library staff.

Staff consulted with two audio/video specialists to identify the appropriate equipment that would accomplish goals of the project. The resulting plan includes the following:

- Equips program room, study rooms, teen space, business center, conference room, and story time room with monitors that allow collaborative work by connecting devices to the monitors
- Provides the ability to conduct online classes in the business center and program room
- Furnishes the program room with the necessary equipment to host one large meeting or two smaller meetings, including projectors, screens, microphones, speakers and supporting hardware
- Outfits a flexible study room with the tools to create videos
- Provides monitors and equipment for digital signage throughout the library
- Paging equipment
- Custom interactive monitor system for educational learning in the toddler area
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During the process of working with the A/V consultants, library staff focused on those solutions that would provide the best value and flexibility for the community. Lantek Communications is a member of TCPN and offers the most comprehensive program for the library's audio/visual needs.

**Legal Review:**

N/A

**Fiscal Impact:**

On September 23, 2015, the CRDC approved a contract with T.S. Byrne Management, Inc., for the Guaranteed Maximum Price for the construction of the library. The Lantek contract is one of several that are not included in the construction contract. An allowance of \$150,000 for A/V equipment was included in the overall project budget. The Lantek contract came in under budget at \$138,525.94.

**Recommendation:**

The Library Department recommends approval of this item pending Coppell City Council approval on Tuesday November 10, 2015.