

**Approved Minutes
For the Boulder Public Library Commission
August 10, 2011**

COMMISSION MEMBERS PRESENT

Sam Fuqua
Anne Sawyer
Celeste Landry
Donna O'Brien

LIBRARY STAFF MEMBERS PRESENT

Valerie Maginnis, Library & Arts Director
Jennifer Miles, Acting Assistant Library & Arts Director
Melinda Mattingly, Reference & Collections Manager
Kathleen Janosko, Administrative Specialist II (Finance)
Leanne Rizzo, Administrative Specialist II
Gwen Holton, Branch Library Specialist

CITY STAFF MEMBERS PRESENT

None

COMMISSION MEMBERS ABSENT

Annette Mitchell

PUBLIC PRESENT

None.

CALL TO ORDER

The meeting was called to order at 6:50 p.m.

APPROVAL OF MINUTES

The minutes of July 6, 2011 were unanimously approved as written.

PUBLIC PARTICIPATION

None

MATTERS FROM THE DIRECTOR & STAFF

- **Library newsletter improvements- e-newsletter:** Boulder Public Library will be transitioning to an electronic newsletter in January 2012. This monthly e-newsletter will be formatted for easy printing and available in hard copy form at the libraries for a few months as part of the transition. The hard copies will be available bi-monthly through the end of the year.
- **Update on the Capital Improvement Strategy stakeholder group meeting:** Library & Arts Director, Valerie Maginnis, reviewed a memo with the Library Commission that stated that if passed in November 2011, \$2.45 million of the bond request would be allotted to relocating and refurbishing the Children's Library and Teen Area of the Main Library as well as relocating and updating the adult fiction collection.
- **2011 2nd quarter usage statistics:** Director Maginnis reviewed these statistics with the Commission.
- **Book club publicity:** Director Maginnis has taken to heart the concern of 196 citizens from

the Book Club petition and presented a new colorful flier highlighting the Library's book and discussion groups. This monthly flier provides information on titles and topics that these groups are discussing as well as meeting times and locations. **(Please see attachment.)**

- **Update on Library Café:** Director Maginnis will send the Commission information about possible options for an interim cafe service for the Main Library for discussion at the September meeting. **(Please see Library Director's memo attached.)**
- **Update on other Library matters:** Director Maginnis gave brief updates on the future RFID project planning and on library staffing including the Digital Branch Library & Technology Manager position. **(Please see Library Director's memo attached.)**

MATTERS FROM THE COMMISSION

- **Commission Priority Discussion: Review information regarding North Boulder service options:** Director Maginnis presented various operating and maintenance costs and leasing rates for limited library service options for North Boulder. She also presented information about potential collaborative efforts she is pursuing with other City departments and community groups to offer library service/programs in North Boulder. **(Please see attachment.)**
- **Priority discussion for September Library Commission Meeting:** The Commission plans to discuss library capital improvement projects at the September meeting.
- **Arapahoe parking lot discussion:** Director Maginnis has contacted Sandy Hollingsworth, West Senior Center Director, to get more information about the parking spots designated for the West Senior Center in the Arapahoe parking lot.

Other:

- Commissioner Fuqua reported on discussion held on August 8, 2011 by several community members to explore the possibilities of establishing a 'Friends of the Library' group.
- Commissioner Landry requested a verbal report from those commissioners who attend the PLAN Boulder meeting held in July in which the library was the focus of discussion. Library Staff were invited to attend but declined.

Adjournment – The meeting was adjourned at 8:49 p.m.

Please note: The next meeting will be held on Wednesday, September 7th, at the Meadows Branch Library, 4800 Baseline Rd.

Approved By _____



Date _____

09/13/11

September 2011

BOOK DISCUSSIONS

at the **Boulder Public Library**



The Boulder Public Library offers numerous opportunities for discussing books and topics of all kinds. Most groups meet once a month throughout the year; however some meet every other week and some take a break during the summer months.

Some of the groups have been in existence for many years while others have just begun recently. Sometimes a discussion happens one time only or on a very limited basis. While there is some staff participation and coordination of the groups, most rely on volunteer leadership. People are welcome to join or observe the groups at any time. We encourage you to contact discussion group coordinators prior to attending to confirm details.

For more information about discussions as well as new book arrivals, literary resources and downloadable materials, go to research.boulderlibrary.org/readingroom

The Arapahoe Conference Room and Boulder Creek Meeting Room are at the
BOULDER PUBLIC LIBRARY
1001 Arapahoe Avenue

GEORGE REYNOLDS BRANCH LIBRARY
3595 Table Mesa Drive

MEADOWS BRANCH LIBRARY
4800 Baseline Road

**CARNEGIE BRANCH LIBRARY
FOR LOCAL HISTORY**
1125 Pine Street

ARABIC LITERATURE "Borrowed Time" by Hassan Daoud. Monday, September 12, 7 p.m. in the Arapahoe Conference Room. Ghada Elturk, 303-441-4941 or Kirsten Wood, klwwoodklw@aol.com

BOULDER BOOKIES "Nemesis" by Phillip Roth. Friday, September 16, 1 p.m. at the Reynolds Branch. Eleonore Solomon, eleonore.solomon@comcast.net or 720-328-4368.

BOULDER WORLD AFFAIRS Tuesdays from 10 a.m.-noon at the Meadows Branch. art.smoot@gmail.com

CLUB DE LITERATURA MODERNA EN ESPANOL "Estrella distante" by Roberto Bolano. Friday, September 2, 4 p.m. at the Boulder Creek Meeting Room. Cassandra Cleavinger, 720-561-3218

CONVERSATIONS IN ENGLISH LITERARY DISCUSSIONS Wednesdays, 1 p.m. at the Arapahoe Conference Room. Ghada Elturk, 303-441-4941

GEOPOLITICS SERIES "The Muslim Brotherhood: What is it?" Thursday,

September 29, 1 p.m. at the Boulder Creek Meeting Room. Bob Cohen, r.cohen@ieee.org

GREAT BOOKS "The Beak of the Finch" by Jonathan Weiner; September 14. "The End of Nature" by Bill McKibben; September 28. Wednesdays, 7:30 p.m. at the Meadows Branch. Bill Sackett, 303-449-4136

THE GREAT INDIAN NOVEL The group does not meet in September. Jyotsna Raj, 303-447-8831

IT'S A GIRL THING: MOTHER-DAUGHTER BOOKCLUB The group does not meet in September. Lacy Bearden 303-441-3120

QUESTIONS ON COSMOLOGY "Physics at Ultrahigh Temperatures" and "Back to a Microsecond-The Particle Cascade;" September 1. TBA; September 15. Thursdays at 7 p.m. in the Arapahoe Conference Room. Jeff Grove, jeff1.grove@gmail.com

RACE IN AMERICA The group does not meet in September. Heather Ponce, 303-443-0419

READINGS IN WORLD LITERATURE "Colour Scheme" by Ngaio Marsh. Friday, September 2, 10:30 a.m. in the Arapahoe Conference Room. Joyce Lebra, 303-494-5869

SOCRATES CAFE Wednesdays, September 7 and 21, 2 p.m. at the Meadows Branch. Larry Winston, 720-269-4850

U.N. & INTERNATIONAL AFFAIRS "What is, and what should be, the United Nations strategy for dealing with drugs and guns?" Thursday, September 15, 1 p.m. in the Boulder Creek Meeting Room. Bob Cohen, r.cohen@ieee.org

WOMEN OF THE WEST - MONDAYS "Dozen on Denver: Stories" by Rocky Mountain News Editors led by Rosalie Bargmann. September 26, 11:30 a.m. in the Arapahoe Conference Room. Audrey Ambler, 303-442-8776

WOMEN OF THE WEST - SATURDAYS "Made in Hungary: A Life Forged by History" by Maria Krenz. September 10, 10 a.m. in the Arapahoe Conference Room. Meghan Slocum, 303-499-9722

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August 1, 2011

TO: Boulder Public Library Commission

Chair – Sam Fuqua; Vice Chair – Annette Mitchell; Secretary – Anne Sawyer; Member – Celeste Landry; Member – Donna O'Brien

FROM: Valerie Maginnis, Director, Library/Arts

SUBJECT: August 10, 2011, Library Commission Meeting Information

Dear Library Commissioners: I have prepared this memo of information for you on matters that will be discussed at the upcoming Library Commission meeting on August 10, 2011. I will be prepared to speak to these items at that meeting, as well as answer any questions you may have.

Matters from the Director and Staff:

Library Newsletter Improvements:

The Boulder Public Library is proposing to introduce an electronic newsletter with a target implementation date of January 2012. Between now and January 2012, the current print newsletter will be issued bi-monthly. The first issue of the electronic newsletter will also be available in print format. The newsletter will include features and short articles on library and arts programs and services, with direct links to the library's web site, including the calendar. The newsletter will also promote the Boulder Library Foundation and the programs for which they grant funding. Migrating to an electronic format newsletter is expected to result in a cost savings of more than \$18,000 annually for the Library/Arts Department. The library will be sending patrons who have provided us with their email addresses (75,000+ patrons) an invitation to subscribe to the monthly newsletter.

Update on Capital Improvement Stakeholder Group Meeting:

The concluding Capital Improvement Stakeholder Group meeting was held on July 11, 2011. At that meeting, the Stakeholders confirmed their votes on the "significant deficiencies" capital improvement projects to be funded by the bond. The total amount of the bond request is \$49 million. Included in that amount is \$2.45 million to: Relocate and refurnish Children's Library – Library Commission Priority 1A; and Refinish and refurnish '92 wing, 1st floor (Teen Area) - Library Commission Priority 1B.

Information was also presented to the Stakeholder group and the audience about limited service options for North Boulder, specifically the operating costs for a 1,500 square foot library outlet. At the July 11, 2011, meeting, the Stakeholder group voted to not include a North Boulder service option in the proposed 2011 bond package.

Update on Library Café:

At this time, funding is appropriated (\$15,000) for utilities (water/power) retro-fit on the Bridge. However, with the pending 2011 Bond election, there is the possibility (if the Bond passes) through the

relocation and refurbishing of the Children's Library, to locate a café/coffee cart on the main level, adjacent to the library's entry. Before moving ahead with the utilities retro-fit on the Bridge area, we wait for the results of the November 2011 election to see if funding for projects 1A and 1B described above is approved, and, an alternate location for the café/coffee cart can be determined, according to the recommendations in the 2009 Library Facilities Sustainability Study.

Update on RFID, and, What If Any Impact the CIS Ballot Proposal Would Have on This Project:

At this time, funding for RFID (Radio Frequency Identification) and replacement of the Materials Handling System, in the amount of \$879,883, is budgeted in the Equipment Replacement Fund. Library staff will be responsible for developing the RFPs for both projects. These two projects would not have direct impact on the CIS Ballot Proposal.

Book Club Petition:

The "Petition to Boulder Public Library" was signed by 196 individuals, requesting that the Boulder Public Library monthly newsletter include the name of the book under discussion in the listing of book discussion groups. At this time, the names of the book discussion groups are listed in the newsletter, along with the date, time, and location of the discussions, and, the name and phone number/email address of the discussion leaders. A full listing of book discussion group titles can be found on the library's web site (<http://research.boulderlibrary.org/content.php?pid=37693&sid=277046>).

To assist in promoting book discussion group membership, the library has created a special website slide notice on the library's home page, with a link to the book discussion group page, and, library staff members are preparing a special book discussion group flier for distribution at the Main Library and the branches, and, the Boulder Senior Centers. This flier, which is designed to be updated, will be distributed the week of August 8, 2011, and emailed to you.

Senior Center-Dedicated Parking in the Arapahoe Avenue Parking Lot:

Currently there are 6 overflow parking spaces dedicated to the Boulder Senior Center in the Arapahoe Avenue parking lot. These spaces were dedicated in 1992 at the time of the library expansion. Some Senior Center parking spaces were absorbed during the library expansion. I called David Coile with the City's Senior Services. He stated that these parking spaces are "permit" only and use is usually related to busy times at the Senior Center: lunchtime; Thursday mornings; and during tax season.

Update on Staffing:

1 FTE Assistant Library Director: Jennifer Miles appointed Acting Assistant Director though 12/2011

1 FTE Arts Manager: position is currently vacant with review and recruitment scheduled for 12/2011

1 FTE Digital Branch Library & Technology Manager: as of 07/28/2011, this position is unfilled. Due to a small number of applicants, Library Administration will re-advertise in the fall.

.25 FTE Librarian 1 (Donations): for 2012, this position funds the upgrade of filled 1.75 FTE Reference Specialist position to Digital Services Librarians.

1 FTE Shelving Aide: Core staffing analysis scheduled for the fall to evaluate whether this position can be filled.

.5 FTE Library Clerk II: Core staffing analysis scheduled for the fall to evaluate whether this position can be filled.

August 12, 2011

To: Library Commission
From: Valerie Maginnis, Library & Arts Director, City of Boulder
Subject: Estimated Annual Operating and Maintenance: Proposed North Boulder Branch Storefront/Outlet

Cost estimates for the following options were presented to the Library Commission at the August 10, 2011 meeting. These are not actual costs and only meant to be examples.

Methodology: Operating and Maintenance (O&M) costs are based on the Boulder Public Library (BPL) cost per square foot (113,614 total sf) using the proposed 2012 Library & Arts budget. Staffing costs were estimated assuming the minimum of 2 staff members on-duty during library hours. Security and staffing costs were estimated using the 2012 proposed budget.

Option A – 1,500 SF Rental Outlet

Operating & Maintenance Costs

Rent: 1,500 sf x \$25/sf x 5 yr: \$187,500	\$37,500 annually *
Utilities:	\$ 1,845
IT:	\$ 3,870
Maintenance:	\$ 4,400
Supplies:	\$ 1,530
Security: (40 hr/wk @ \$ 25/hr)	\$ 52,000
Materials:	\$ 10,639
Other & replacement:	\$ 5,202 **
<u>Courier Service: (5 d/wk, 52 wks/yr)</u>	<u>\$ 2,000</u>
O&M Sub Total:	\$118,986

Staffing Costs including benefits

Manager: \$56.31/hr x 5 hrs x 52 wks:	\$ 14,641
Branch Library Specialist: 40 hrs/wk:	\$ 55,351
2 Shelving Aides: 20 hrs/wk, ea.:	\$ 30,744
<u>Administrative Specialist: \$19/hr x 5 hrs x 52 wks:</u>	<u>\$ 4,940</u>

Staffing Sub Total: \$105,676

O&M AND STAFFING COST TOTAL: \$224,662

One-Time Fixed Costs*

Rental Space Construction/Finishes: @\$110/sf \$165,000

Furniture/Fixtures/Equipment @\$20/sf: \$ 30,000

10% Contingency: \$ 3,825

Fixed Cost Total: \$198,825

GRAND TOTAL: \$423,487

OPTION B -1,500 sf Rental Outlet (assuming \$1/yr lease agreement)

Operating & Maintenance Costs

Rent: \$ 1

Utilities: \$ 1,845

IT: \$ 3,870

Maintenance: \$ 4,400

Security: (40 hr/wk @ \$ 25/hr) \$ 52,000

Grounds Maintenance: (not included in rent) \$ 4,000

Supplies: \$ 1,530

Materials: \$ 10,639

Other and Replacement: \$ 5,202**

Courier Service: \$ 2,000

O&M Sub Total: \$ 85,487

Staffing Costs including benefits

Manager: \$56.31/hr x 5 hrs x 52 wks: \$ 14,641

Branch Library Specialist: 40 hrs/wk: \$ 55,351

2 Shelving Aides: 20 hrs/wk, Ea.	\$ 30,744
<u>Administrative Specialist: \$19/hr x 5 hrs x 52 wks:</u>	<u>\$ 4,940</u>
Staffing Sub Total:	\$105,676

O&M AND STAFFING COST TOTAL: \$191,163

One-Time Fixed Costs*

Rental Space Construction/Finishes: @\$110/sf	\$165,000
Furniture/Fixtures/Equipment @\$20/sf:	\$ 30,000
<u>10% Contingency:</u>	<u>\$ 3,825</u>
Fixed Cost Total:	\$198,825
GRAND TOTAL:	\$389,988

*Figures provided in Humphries/Poli "Statement of Probable Costs" memo, dated November 22, 2011.

**Misc. non-personnel costs; non-computer replacement

