

**Boulder Public Library Commission**

September 7, 2011

Meadows Branch Library

6:45 p.m.

**AGENDA**

Call to Order

Approval of Minutes

- August 10, 2011

Public Participation

Commission Priority Discussion

- Discussion on Proposed 2012 Library/Arts Department Capital Improvement Strategy Projects

Matters from the Director & Staff

- Discussion of proposed library fees
- Budget Update

Matters from the Commission

- Discussion of North Boulder Limited Service Outlet
- Update on Library Café Options
- Update on Arapahoe Parking Lot

Adjournment



**Draft 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 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.
- **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 2<sup>nd</sup> 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.

- **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.
- **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.

#### 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.

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

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

September 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 and Arts

SUBJECT: September 7, 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 September 7, 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:**

Discussion of Proposed Library Fees:

**Notary Public Fee:** At this time the Boulder Public Library, main branch, provides free Notary Public service, on a drop-in basis. Currently, there is no limit to the number of notarizations the public can receive. There are three Library/Arts employees certified to provide Notary Public service; Greg Ravenwood, Leanne Rizzo, and Kathy Janosko. Kathy and Leanne provide Notary Public service in the library administration office, Monday through Friday, 10 am to 5 pm. Greg Ravenwood provides notary service in the Arts division to artists who are signing exhibit contracts with the department.

According to library staff each notarization takes between 10 and 12 minutes to complete. So far, in 2011, employees in the library's administrative office staff have performed 84 Notary transactions which equates to an expenditure of 14 hours of staff time. There were 79 notarizations in 2010.

In order to recover a portion of the cost of expended staff time, I am recommending to the Boulder Public Library Commission the implementation of a \$5 per Notary Public document fee. *The State of Colorado Revised Statutes Title 12 Professions and Occupations Code, Article 55, Section 121*, states "the fees of notaries public may be, but shall not exceed, five dollars for each document attested by a person before a notary, except as otherwise provided by law." Anticipated revenue generated by the proposed fee is approximately \$900 annually, to be contributed to the library's fines and fees account. There are but a few Colorado public libraries offering Notary Public services; High Plains Library District and the Durango Public Library.

Budget Update:

Awaiting update information from Budget Office, and will forward under separate cover to Commissioners when received.

**Matters from the Commission:**

Discussion of North Boulder Limited Service Outlet:

The proposed North Boulder Limited Service Outlet operating cost estimate does include a line item for building security. This figure was determined by using the current cost formula for the BPL Main Library security -\$25 per hour. Depending upon the location for the proposed limited service outlet in the North/Northeast Boulder neighborhood, some security will be necessary. It may be possible to reconfigure a security guard schedule to address peak service hours vs. total operating hours, thus, reducing this cost. It will be less costly to use outsourced and experienced security than to hire additional library staff because of the attending on-going benefits.

Update on Library Café Options:

Following up on the memo of August 15, 2011, "Evaluation of Interim Library Café Options", there were three options indicated: Option A – Vending Machines; Option B – Café Cart; and Option C – Postpone Investigation and Implementation of Limited Café Services at Main Library Until Mid-November. I have been contacting local vending machine companies for information on their most up-to-date vending machines services, specifically machines that vend high-end coffee beverages. It is possible for the library to purchase, for approximately \$6,630 plus \$505 for the coin mechanism/bill validator, a Seattle's Best coffee and coffee drink vending machine. This machine would require a water supply, which has been identified by FAM as a feasible installation. If the library were to purchase the machine, in addition to collecting revenue from its operation, the library would be responsible for managing supplies and cleaning the machine.

If it is the desire of the Library Commission, it appears that that Option A would result in the quickest placement of limited coffee service for the public on the Library Bridge.

Update on Wilderness Place Project:

At this time, the Department of Housing and Human Services will be taking to City Council, on October 4, 2011, results of the analysis to dedicate the remaining funds in the City's Educational Excise Tax to the Wilderness Place project. This project would provide comprehensive early childhood learning services, as a collaborative effort between the City of Boulder, the Acorn School, and HeadStart. I will be meeting with Karen Rahn, Director of Housing and Human Services on September 21, 2011, to review BPL's participation in this proposed project. At this time, BPL would be prepared to offer a monthly off-site children's library program, and limited materials access, at the Wilderness Place site. This would not be an added cost to the department.

Update on the Arapahoe Parking Lot:

I have been in communication with Karen Rahn, Director of Housing and Human Services, and will meet with her on September 21, 2011. At this meeting we will be discussing a strategy (possibly new signage) to make available – evenings and weekends- for the general public, the six parking spaces, currently dedicated for Senior Center use.



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
<b>GRAND TOTAL:</b>	<b>\$389,988</b>

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

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



August 15, 2011

**To:** Library Commission

**From:** Valerie Maginnis, Library & Arts Director, City of Boulder  
Jennifer Miles, Acting Assistant Library Director, City of Boulder

**Subject:** Evaluation of Interim Library Café Service Options

This information is intended to assist the Library Commission in making a recommendation whether to pursue installation of interim, limited food and beverage services on the Main Boulder Public Library Bridge.

**Background:** In 1993, the library awarded a contract to an owner/operator to offer patrons limited food and beverage service. The contract was transferred to a new owner/operator in 1998. This service was in operation on the Main Library Bridge until October 1, 2009, when the owner decided to close the business.

A Request for Proposal (RFP) was issued in December 2009 for the operation of a limited food and beverage service concession at the Main Library. No proposals were received. A second RFP was issued in January 2010, for which one proposal was received from Everest Cappuccino. This vendor was not selected due to insufficient business experience and the proposal not meeting the requirements. Two formal proposals were received in April 2010. Interviews were held with these vendors, and Smoke Shack Barbeque and Catering, LLC was selected as the partner for negotiation to assess the total cost of remodeling the Main Library Bridge for the operation of a limited service concession. During the nine months that followed, Mr. Allen Burton, owner of Smoke Shack Barbeque and Catering, LLC, applied for a permit from the Boulder County Public Health Department, selected an architect, and solicited bids for a general contractor and construction costs.

Bids for the construction work were received in December 2010 and ranged from approximately \$33,000 to \$44,000. All of the bids were significantly higher than the combined amount that both Mr. Burton was prepared to contribute and the Library had budgeted for this project. City staff determined that it was necessary to scale back the scope of the project considerably to one with a more realistic cost, and that would provide enough flexibility to be in accord with the goals in the most recent Library Master Plan and recommendations of the 2009 Facilities Sustainability Study.

During that same time period, the acting Library & Arts Director retired and, that being the sixth retirement or resignation of Library Administrative staff within a period of six months, the project was tentatively put on hold until a new Library & Arts Director was hired and could assess the staff and budget resources available to continue pursuit of this project.

Anticipating that this project would be continued at a later date, a budget request was made to utilize up to \$15,000 of Library Fund balance to make improvements to electrical, water and drainage utilities

on the Bridge, should an interim option of vending machines or café cart be selected. The total cost of these improvements was estimated to be \$15,000 or less, depending upon the type of concession that is selected. In May 2011, the City Council approved the use of up to \$15,000 from the Library Fund for this purpose. Food and beverage concessions must comply with all current Boulder County Public Health Department and City of Boulder building code regulations, which may necessitate improvements to the electrical and water utilities.

A general outline of project scope and timeline for each option is provided below and is not an exhaustive schedule. The time necessary to complete each step is subject to change and dependent upon the staff resources available in the Library, Purchasing, and Facilities and Asset Management divisions. The tasks are in rough order of sequence, however some of them could be performed concurrently.

**OPTION A – Vending Machines**

Preliminary Internet research of vending machine options has revealed some very recent innovations in the vending industry, which are driving better products to the marketplace.

1. Develop request for bid (1 week)
2. Post request for bids (2 weeks)
3. Develop service agreement (1-2 weeks)
4. Evaluate proposals and select vendor (1 week)
5. Evaluate electrical and water utilities necessary to operate one or more vending machines (1-2 days)
6. Schedule installation of improvements to utilities, if necessary (2-3 weeks)

**OPTION B – Café Cart**

Selling any food or beverage items that are not pre-packaged may require the installation of a sink, drainage line, and minimal secured storage.

1. Develop request for bid (1 week)
2. Post request for bids (2 weeks)
3. Develop contract agreement (2-4 weeks)
4. Evaluate proposals and select vendor (1 week)
5. Vendor apply for necessary Boulder County Public Health Department permit (3-4 weeks)
6. Evaluate electrical and water utility necessary to operate café cart (1-2 days)
7. Collect bids for utility improvements needed (1 week)
8. Schedule improvements to utilities, if necessary (2-3 weeks)

**OPTION C – Postpone investigation and implementation of limited café services at the Main Library until mid-November.**

**Other Information:**

Attachment A. Information on a Selection of Vending Machine Companies

Attachment B. – Front Range Library Food Services Summary

Attachment A.

## Information on a Selection of Vending Machine Companies

### Seattle's Best

<http://www.vendingmarketwatch.com/article/10225125/can-a-premium-brand-revive-hot-beverage-vending>

<http://www.vendingmarketwatch.com/product/10253540/seattles-best-coffeereg-hot-drink-center>

### A Better Vending

<http://www.abvcompany.com/>

### Thomas Vending

<http://www.thomasvending.com/>

### Allied Vending Service

<http://www.alliedvendingsvc.com/>

### Rainbow Vending Inc.

<http://www.denvervendingmachines.com/>

### Front Range Vending

<http://frontrangevending.com/>

### Great American Coffee Company

<http://www.gourmetofficecoffee.com/best-office-coffee-makers.asp>

### Total Vending Services, Inc.

<http://www.totalvending.com/full.html>



Attachment B.

**Front Range Library Food Services Summary**  
(Information gathered in 2010, not an exhaustive list)

**Arapahoe Library District**

Arapahoe Library District has two food service operations, one at the Smoky Hill branch and one at the Koelbel branch. Each is subsidized (approximately \$26,000/year) by the library system. The other branch libraries in the system do not provide food or beverage services.

**Denver Public Library**

A single vendor serves the main library. The Library receives \$1000/month in rent. The other branch libraries in the system do not provide food or beverage services.

**Pikes Peak Library District**

The main library houses a coffee shop which provides no revenue to the library. Vending machines are available at the branch libraries.

**Pueblo City-County Library District**

The main library houses a coffee shop which is operated by Pueblo Diversified Industries (PDI), a company that trains and provides job opportunities to developmentally and/or physically challenged individuals. PDI also operates a vending machine service in the new Pueblo West branch library. The Library receives about \$400/month in revenue.

**Aurora Public Library**

The main library has vending machine available. The Martin Luther King, Jr. branch library houses a coffee cart service. The other branch libraries in the system do not provide food or beverage services.

**Douglas County Libraries**

The Castle Rock branch library houses a small coffee shop. The district has a policy of not competing with other local food or beverage service vendors.

**Poudre River Library District (Fort Collins)**

The district specifically agreed to not compete with local food or beverage service vendors as part of the agreement to build the Council Tree branch library. The district has no food services.

**High Plains Library District (Weld)**

The district offers some vending machine services.

**Anythink Libraries (Rangeview)**

The district offers some vending machine services.

