

**Boulder Public Library Commission**

June 1, 2011

Main Library

Arapahoe Conference Room

6:45 p.m.

**AGENDA**

Call to Order

Approval of Minutes

- May 4, 2011

Public Participation

Matters from the Director & Staff

- 2011 Charitable Contribution from the Warner Trust
- 2012 Budget Update – David Mallett, City Budget Transition Team Member

Matters from the Commission

- Next steps for Library Commission 2011 priorities

Adjournment



**Draft Minutes  
For the Boulder Public Library Commission  
May 4, 2011**

COMMISSION MEMBERS PRESENT

Sam Fuqua  
Anne Sawyer  
Annette Mitchell  
Celeste Landry  
Donna O'Brien

STAFF MEMBERS PRESENT

Jennifer Miles, Acting Library & Arts Director  
Mary Jane Holland, Children and Teen Library Manager  
Gwen Holton, Branch Library Specialist  
Kathleen Janosko, Administrative Specialist II (Finance)  
Leanne Rizzo, Administrative Specialist II  
Tom Carr, City Attorney  
David Mallett, City Budget Transition Team Member

COMMISSION MEMBERS ABSENT

None

PUBLIC PRESENT

None

CALL TO ORDER

The meeting was called to order at 6:45 p.m.

APPROVAL OF MINUTES

The March and April minutes were approved as amended.

PUBLIC PARTICIPATION

None

MATTERS FROM THE DIRECTOR & STAFF

- **Commission Priority Discussion:** Tom Carr, City Attorney, spoke in order to clarify the Library Commission's role and responsibility according to the city charter. He confirmed that the Library Commission possesses an advisory role that can then be considered, and action can be taken accordingly, by the City Manager. The Library Commission may submit their recommendations, regarding library staff positions, to the City Manager. Carr also discussed the possibility of a long range plan for the Library Commission to recommend changes to the wording of the charter.
- **2011 budget process update:** David Mallett, from the Budget Transition Team, discussed the library funds adjustment to base process. Request for adjustments to the 2011 library budget are as follows: 1. A budget supplement from the library fund balance for Main Library renovation projects plan and Main Library Bridge utility installation for café services; 2. A carryover request from 2010 funds was made for new furniture for selected public

areas in the Main Library and painting of selected interior areas at the Meadows Branch and Main Library; 3. A transfer of computer replacement funds from the General Fund to the Library Fund. (Meeting packet materials include detailed information about these budget requests.) The "Revised 2011 Fund Financial Updated with 2010 Actuals" was discussed.

- **2011 Summer Reading Program:** Mary Jane Holland, Children's & Youth Services Manager, presented the details of the Toddler, Children and Teen's Summer Reading Programs, entitled, "One World, Many Stories" and "You Are Here," respectively. A YouTube video was shown at the meeting and will be shown in the Boulder Valley Schools that are located within the City of Boulder. A link to the video will also be displayed on the Library's website. Holland mentioned that research has shown that children, who read for 20 minutes a day during the summer, enter the next school year, *at* or *above* their grade's recommended reading level.

#### **Update on Library Matters:**

- **Commission meeting schedule-** The meeting schedule was discussed regarding the Library Commission's 2011 priorities for the June and July meetings. The Library Commission will discuss the necessary steps for each priority discussion topic at the June meeting. Their priority of 'Service Options for North Boulder' will be discussed at the July meeting. The Library Commission will meet at the Reynolds branch on Wednesday, July 6<sup>th</sup> and the Meadows branch on Wednesday, September 7<sup>th</sup>.
- **Capital Improvement Program (CIP) submission for the Library-** Acting Library & Arts Director, Jennifer Miles informed the Commission of the important deficiency projects being submitted as part of the CIP by the Facilities and Asset Management department on behalf of the library: modernize/upgrade two of the elevators at the Main Library and installation of flood-proof doors at the east entrances of the Main Library's north building.
- **Commissioner Landry's query about book discussion group petition-** The petition will be submitted to the new library director after her arrival on June 13<sup>th</sup>.
- **Commissioner Landry's query about Library Café and RFID project-** A budget supplemental request was submitted to Council to fund the cost of any utility upgrades necessary to bring café services back to the Main Library Bridge. There was no update regarding the RFID or other big projects for the Library.
- **Commissioner Landry's query about the status of vacant positions-** Commissioner Landry asked whether or not the library would still be considered short staffed, if all of the positions on the Status of Vacant Library Positions table (included in the meeting packet) were filled. Miles clarified that when the approved positions are filled the library would have just 1.5 FTE non-management vacancies and 2.0 FTE management vacancies. Miles explained that she would be making a request to fill the Branch Services Manager position at the Reynolds branch library, as the person that holds this position will be resigning on May 14<sup>th</sup>, 2011.
- **2011 Library usage statistics- 1<sup>st</sup> quarter-** A table with this information was distributed and reviewed.

#### **MATTERS FROM THE COMMISSION**

- **Update on Library/Commission promotion at the Boulder Creek Festival:** Commission Sawyer recommended against running a booth at the festival as library staff (as discussed at the March meeting) and other necessary resources will not be available. The Library Commission supported this recommendation.

**Adjournment** – The meeting was adjourned at 8:50 p.m.

**Boulder Public Library Commission**

**June 1, 2011**

**A Resolution Concerning the Acceptance of Revenue  
From the Warner Charitable Trust**

Whereas, the Warner Charitable Trust (hereinafter, "the trust") has designated the Library Commission for the City of Boulder (hereinafter, "the Commission") as the recipient of income in its trust agreement dated August 16<sup>th</sup>, 1965, and;

Whereas, according to the terms of the trust agreement, payments to recipients commenced in December 2005, and;

Whereas, the trust agreement specifies that said income payments are to be expended in equal parts for acquisition of books in the Children's Section and the Adult Section of the Boulder Public Library, and;

Whereas, the Boulder Public Library has received a payment on behalf of the Commission in the amount of \$6, 140.12 on May 4, 2011.

Now, therefore, the Commission authorizes the Boulder Public Library Director to accept the income on behalf of the Commission and to expend said income for the purposes designated in the trust agreement.



## 2011 LIBRARY OPERATING BUDGET REVENUE SUMMARY

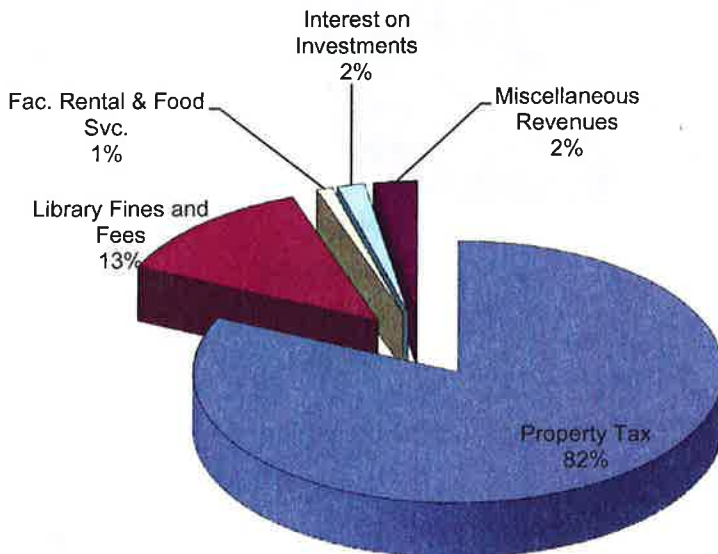
**THE 2011 APPROVED LIBRARY OPERATING BUDGET  
= \$7,049,310 AND COMES FROM TWO SOURCES<sup>1</sup>**

**I. GENERAL FUND = \$6,149,302 (87.2% of total budget)**  
General funds come primarily from city retail sales and use taxes.

**II. LIBRARY FUND = \$900,008 (12.8% of total budget)**

Sources of 2011 Library Fund Revenues		
<b>Property Tax</b>	<b>\$737,408</b>	<b>82%</b>
<b>Library Fines and Fees</b>	<b>\$115,000</b>	<b>13%</b>
<b>Fac. Rental &amp; Food Svc.</b>	<b>\$8,600</b>	<b>1%</b>
<b>Interest on Investments</b>	<b>\$15,000</b>	<b>2%</b>
<b>Miscellaneous Revenues</b>	<b>\$24,000</b>	<b>3%</b>
<b>Total</b>	<b>\$900,008</b>	<b>100%</b>

Library (Non-General) Fund Revenues

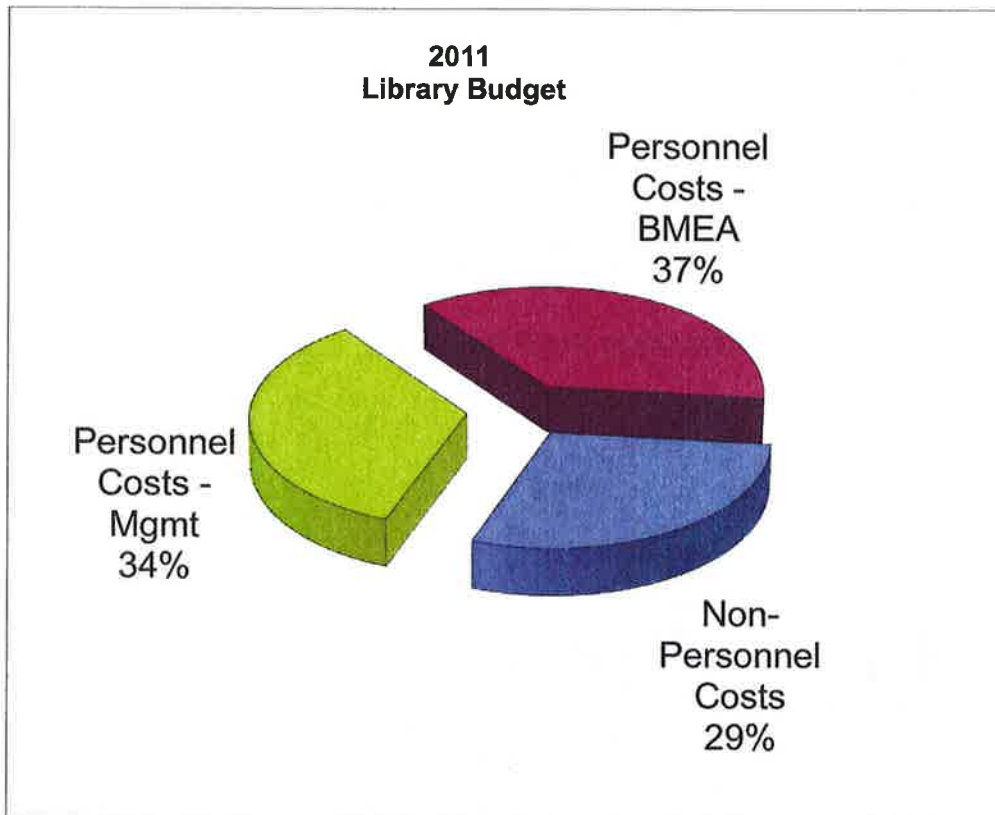


**Library Fund Revenues:**

- 1. Property Tax:** comes from 1/3 mill levy, which is dedicated to the Library Fund.
- 2. Fines and Fees:** comprised of overdue fines, collection referral and replacement fees.
- 3. Miscellaneous revenues** is a mixture of sources including payments for lost or damaged materials, charges for copies and prints, and photo reprints at Carnegie.
- 4. Other components of Library Fund revenues** include facility rentals and food service contract fees.

## 2011 LIBRARY OPERATING BUDGET SUMMARY

2011 Approved Budget <sup>1</sup>		
Personnel Costs - Mgmt	\$2,421,461	34%
Personnel Costs - BMEA	\$2,587,148	37%
Non-Personnel Costs	\$2,040,702	29%
<b>Total</b>	<b>\$7,049,311</b>	<b>100%</b>



### Personnel Costs

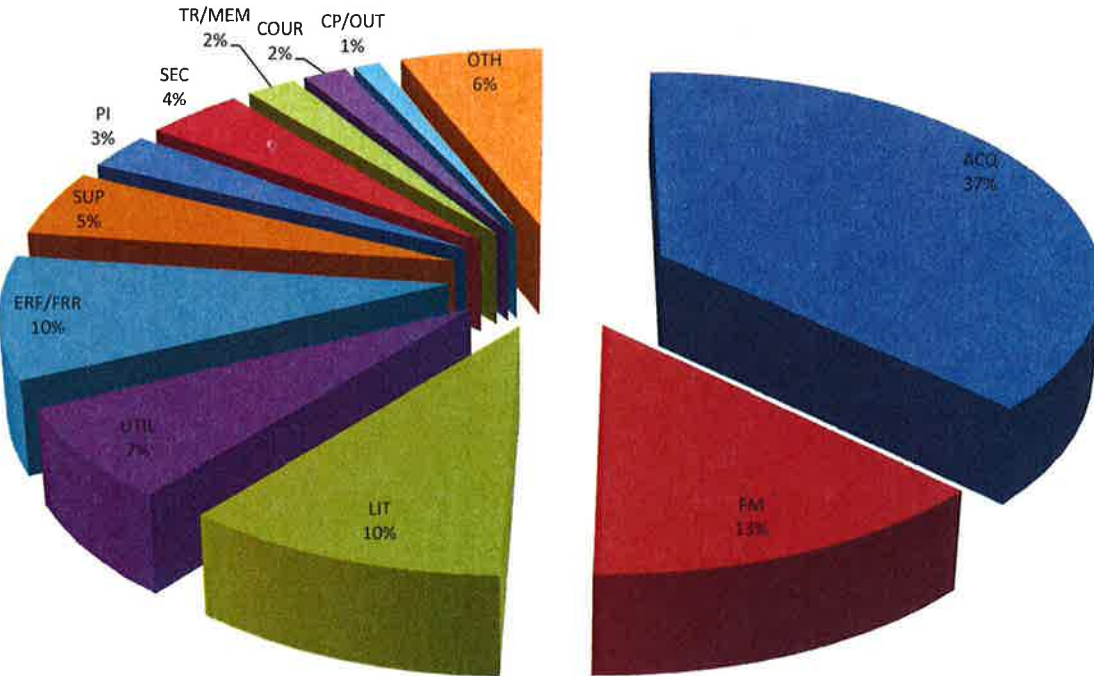
Library personnel costs include staff salaries and benefits. Benefits are approximately 22% of total personnel costs.

### Non-Personnel Costs

Non-personnel costs include all other expenses: library materials, supplies, contractual services, utilities, and maintenance.

1. Includes adjustments of \$42,500 to restore Sunday hours at main library and \$69,000 for library collections budget.

## 2011 Library Non-Personnel Budget



Non-Personnel Budgeted Expenditures	Label	2011	%
Library Acquisitions (books, periodicals, media)	ACQ	\$760,445	37%
Facility Maintenance--all branches - custodial/building maintenance maintenance agreements, consultants, the computer replacement fund (CRF), plus data and phone lines)	FM	\$268,503	13%
Utilities (Gas and Electric)	LIT	\$210,900	10%
	UTIL	\$143,500	7%
Equipment Replacement Fund (non-computer)	ERF/FRR	\$192,000	9%
Supplies (office, copier, postage, book repair, non-capital equipment and furniture)	SUP	\$103,000	5%
Public Information (including calendar, advertising, fliers)	PI	\$56,500	3%
Security (Wackenhut Contract)	SEC	\$82,000	4%
Staff Training/Professional Memberships	TR/MEM	\$42,746	2%
Courier Services	COUR	\$37,000	2%
Cultural Programming (Children's, Film, Concert, Exhibits) and Community Literacy and Learning Services (Literacy, Cultural Outreach, Special Services, Volunteer)	CP/OUT	\$23,200	1%
Other (This includes miscellaneous costs which individually comprise a small fraction of the total non-personnel budget, including work-study employment costs, rentals, miscellaneous services and supplies)	OTH	\$120,908	6%
<b>TOTAL</b>		<b>\$2,040,702</b>	<b>100%</b>



# **2011 Library Commission Priorities**

1. Stabilization of library funding
2. Service options for North Boulder
3. Improved Communication with the community
4. Moving forward on capital improvement projects
5. Virtual Branch Library
6. Definition of the role of the Library Commission

# 2011

## JANUARY

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30	31					

## JANUARY

- Meeting with Jan Brautigam, City Manager regarding the Library's portion of the 0.38 sales tax.

## FEBRUARY

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## FEBRUARY

- 2011 Budget Overview.
- Commission Priority Discussion: Priority setting and implementation.

## MARCH

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## MARCH

- Commission Priority Discussion: Stable funding.

# 2011

## APRIL

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## APRIL

- 2010 Annual Statistics Summary
- Commission Priority Discussion: Virtual Branch Library
- Commission Recommendation: High Priority Projects for Capital Improvement Program.

## MAY

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## MAY

- 2011 Budget Update.
- 1<sup>st</sup> Quarter Library Usage Statistics.
- Summer Reading Program Presentation.
- Commission priority discussion: Commission's legal role / responsibility – City Attorney.

## JUNE

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## JUNE

- 2012 Budget Update.
- Commission priority discussion: planning next steps to address the 2011 Commission priorities.

# 2011

## JULY

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### JULY – George Reynolds Branch Library

- Commission priority discussion: review information regarding North Boulder service options.

## AUGUST

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### AUGUST

- 2<sup>nd</sup> Quarter Library Usage Statistics.

## SEPTEMBER

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### SEPTEMBER – Meadows Branch Library

- Budget Update.

# 2011

OCTOBER						
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## OCTOBER

NOVEMBER						
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## NOVEMBER

- 3<sup>rd</sup> Quarter Library Usage Statistics.

DECEMBER						
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## DECEMBER

