

MPL and WCPL Merger Committee Meeting

Wednesday, February 13, 2019 2:00 pm

County Commissioner's Chambers

Tentative Agenda

- I. Approve Agenda
- II. Approve 11/29/18 minutes (*attached*)
- III. 10-Year Forecast Presentation
 - a. No Merger
 - b. Merger with no enhancements
 - c. Merger with MPL expansion
 - d. Merger with Bookmobile enhancement
 - e. Merger with Kenmare expansion
 - f. Merger with all enhancements
- IV. Library Space
 - a. JLG Architects Estimate (*attached*)
 - b. Current WCPL Minot Location
- V. Next Steps
- VI. Next Meeting
- VII. Adjournment

Minutes

Merger Committee Meeting

November 29th, 2018

Minot Public Library in the North Meeting Room in the Lower Level, moved to City of Minot Council Chambers

Members Present: Lisa Olson, Janet Anderson, Deb Fauske, Tami Ware, Ryan Ackerman, Kerrienne Boetcher and Tom Barry

Members Not Present: Alan Walter and Jim Rostad

Also Present: David Lakefield, Stephan Podrygula and Kelly Hendershot

Meeting called to order at 3:33pm by Lisa Olson

Tom Barry motioned to approve the agenda. Ryan Ackerman seconded. Motion passed.

Tami Ware motioned to approve the October 15th, 2018 minutes with the correction to the date from 2019 to 2018. Deb Fauske seconded. Motion passed.

Library Usage Comparisons-Door Count: Janet Anderson and Kerrienne Boetcher presented the Library Comparison. The Ward County Public Library numbers do not include the bookmobile. Ward County Public Library door count is going up. Minot Public Library's budget is 3.2 time greater than Ward County Public Library with 9.5 times greater door count.

Library Usage Comparisons-Circulation: Of the checkouts at the Minot Public Library 17% are not Minot residents. 26.5% of total check outs were done at the Minot location for Ward County Public Library.

Public Outreach-Survey Results: The committee had created a Survey Monkey survey with 3 questions with 291 replies. 64% are against the merger 36% in favor. Lots of people did give contact information. People might want to see three options. Kerrienne Boetcher believes public meeting should come first, then maybe re-survey. The survey exposed that there is a lot of misinformation and tax concerns.

Public Outreach-Three Options:

1. No change
2. Merge while keeping all locations as is (with 2 in Minot)
3. Merge and combine the 2 Minot locations into the current MPL building

Ryan Ackerman motioned that the committee continue looking at a merged scenario where there was only one Minot location rather than keeping the Minot location of the Ward County Public Library. Seconded by Tom Barry to discuss it. Ackerman explained that he believed it was not in the committee's interest to pursue option # 2 after seeing the estimated budget for option # 2 which did not provide any cost-savings. Roll call vote: Ryan Ackerman yes, Deb

Fauske yes, Kerrienne Boetcher no, Janet Anderson yes, Lisa Olson yes, Tom Barry yes Tami Ware no. Motion carries.

Merged Budget Estimates-Five year growth rate: Both Minot Public Library and Ward County Public Library 5 year projection increases by 1.5-3% annually. Bookmobile replacement is a growing fund which grows by \$10,000 each year.

Merged Budget Estimates-Cost of Duplication: There is duplication in books and material of a least 41% right now. Buildings and maintenance also has duplication.

Merged Budget Estimates-Final projected merged budget: if we kept both locations there would be a cost of \$29,416.03. Merging would be a savings of \$56,917.66. The Libraries have 16 current staff, proposal is based on 14 (due to two staff retiring in the future). Merged budget includes 2 part time employee for the increased bookmobile services, part time staff would not be eligible for benefits. Budget does not include the cost to enhance the Minot Public Library to merge. \$56,917.66 savings would have to be rolled into building enhancement. The Committee agreed that use of the current WCPL building must be taken into consideration regarding savings. If the County is able to use the space for something they would otherwise have to pay additional money for then this savings needs to be included. However, if the space has no current plan it would be difficult for the public to see the benefit.

Library Space: Bookmobile space at Minot Public Library is definitely a concern. The garage at Minot Public Library has a cement walkway at the back that would be costly to remove. Janet Anderson would rather see the Bookmobile in an outbuilding at Minot Public Library and keep the garage for book donations. May need to look at a dual purpose out building at Minot Public Library for the bookmobile and other building maintenance items. Ward County Public Library would need space to place "hold" books while they wait to go out on the next bookmobile day. Ward County Public Library donations would add to the Minot Public Library workload. There may not be a shortage of space in the future if people prefer books that are digital. Minot Public Library had to double the computers years ago, but now most people just use the free wifi.

Next steps: Kerrienne Boetcher will contact the County Auditor and/or County Commissioner(s) ahead of the next committee meeting to ask if there is a need for the space that Ward County Public Library currently occupies. Ryan Ackerman will assess if the bookmobile will fit in the garage at Minot Public Library and will have some numbers for the committee on the cost of enhancing the Minot Public Library to accommodate a possible merger.

Next meeting Wednesday January 9th, 2019 @ 2pm at ward county building.

The meeting adjourned at 4:48pm

Submitted by Tami Ware



BUDGET SUMMARY

JLG #16187 Minot Public Library P0 #03

Issued: February 4th, 2019

CONSTRUCTION COSTS

Renovation Costs, Existing Structure

	Cost/SF		Area (SF)	Low		High	
	Low	High		Low	High		
New Coffee Shop area (From Book Sales/Conference)	\$120	\$175	702	\$84,240			\$122,850
New Seating and Tables (From Former Display Area)	\$120	\$175	504	\$60,480			\$88,200
Book Mobile (or Renovated Maintenance shop)	\$120	\$175	580	\$69,600			\$101,500
Staff Break Room (Reworked public/staff coffee)	\$120	\$175	413	\$49,560			\$72,275
Marker Space Rm. (Reworked public/staff coffee)	\$120	\$175	496	\$59,520			\$86,800
New Staff offices (Reworked Ref. Desk/Micro Fish)	\$120	\$175	1,050	\$126,000			\$183,750
Basement Meeting Rooms A	\$120	\$175	664	\$79,680			\$116,200
Basement Meeting Rooms B	\$120	\$175	749	\$89,880			\$131,075
Basement Meeting Rooms C (FOLB Sales Room)	\$120	\$175	584	\$70,080			\$102,200
	SUBTOTAL			\$263,880			\$384,825

5,742

Site (New Construction)

Site work for new structure (LS for Paving, ect..)	\$0	\$0	-	\$50,000			\$50,000
Book Mobile or Maintenance shop (20x30 Detached)	\$180	\$220	600	\$108,000			\$132,000
	SUBTOTAL			\$158,000			\$182,000

Contingency	15%			\$63,282			\$85,024
Escalation if later 2020 Start	3%			\$7,916			\$17,005
				\$79,115			\$119,033

TOTAL CONSTRUCTION COSTS

\$500,995 **\$685,858**

SOFT COSTS (OWNER)

Professional Fees		\$55,109		\$75,444
Reimbursable Expenses		\$2,500		\$2,500
Owner Fees		\$0		\$0
Furniture, fixtures and equipment (FFE)		\$3,500		\$3,500
Technology Security and Equipment		\$2,500		\$2,500
Site Survey		\$0		\$0
Geotechnical Report		\$1,500		\$1,500
Hazardous Material Abatement (Testing Only)		\$1,500		\$1,500
Temporary Heat		\$0		\$0
Special Inspections and Testing		\$5,000		\$5,000
Permits		\$2,000		\$2,000
Tapping Fee		\$0		\$0
Legal, Admin or Miscellaneous Cost		\$0		\$0
Moving Cost		\$4,500		\$4,500

*All softcosts are estimated at 15%

TOTAL SOFT COSTS

\$75,149 **\$102,879**

TOTAL PROJECT COST

TOTAL PROJECT COST **\$576,144** **\$788,737**