

BOARD MEETING

JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

June 15, 2017



Jefferson County
PUBLIC LIBRARY

APPROVAL OF AGENDA

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

ITEM# / ACTION	Thursday, June 15, 2017 – EVERGREEN LIBRARY MEETING ROOM
1.	Call to order & attendance (4.5.8)
2.	Pledge of Allegiance
3. Action	<p>Approve Agenda</p> <p>Call for motion and second</p>
4. Action	<p>Approval of Minutes</p> <p>Call for motion and second</p> <ul style="list-style-type: none"> May 11, 2017 Study Session Minutes May 18, 2017 Board Meeting Minutes
5.	Public Comment
6. Information	<ul style="list-style-type: none"> Foundation Report – Jo Schantz
7. Operational Updates Action as Needed	<ul style="list-style-type: none"> Executive Director Update Finance Department – Gloria Overholt, Acting Director of Budget & Finance <p><u>2018 Budget</u></p> <ul style="list-style-type: none"> Action Item: Recommend that the Library Board of Trustees authorize the Executive Director to submit the 2018 5-Year Capital Plan request to the Board of County Commissioners (4.2.5 C) as presented. Action Item: Recommend that the Library Board of Trustees authorize the Executive Director to submit the 2018 Proposed Budget Plan, including Business Cases, to the Board of County Commissioners (4.2.5 C) as presented. Public Services Department <p><u>Columbine Library Remodel</u></p> <p>A. Change Orders – Fransen Pittman – Steve Chestnut, Director of Facilities and Construction Projects</p> <ul style="list-style-type: none"> Action Item: Recommend that the Library Board of Trustees authorize the Executive Director to make a payment to Fransen Pittman in the amount of \$17,469.

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

	<p><u>B. Columbine Project Update</u> - NV5 & Steve Chestnut, Director of Facilities & Construction Projects</p> <p><u>Edgewater Library Update</u> – Paul Wember; President, Wember, Inc.</p>
8. Action as Needed	<p>Consent Agenda (4.3.4)</p> <p>No Items</p>
9. Emerging Issues Action as Needed	
10. Action as Needed	<p>Ends</p> <ul style="list-style-type: none">• No items
11. Action as Needed	<p>Governing Policies: Management Limitations (Monitoring Reports)</p> <p>Monitoring Executive Director's Performance</p> <ul style="list-style-type: none">• No items
12. Suggest Agenda Items	<p>BOARD SCHEDULE – NEXT MEETINGS</p> <ul style="list-style-type: none">• July 13 – Study Session – 5:30 pm – Administration Conference Room• July 20 – Board Meeting – 5:30 pm – Golden Library Meeting Room• August 10 – Study Session – 5:30 pm – Administration Conference Room• August 17 – Board Meeting – 5:30 pm – Standley Lake Library Meeting Room• September 14 – Study Session – 5:30 pm – Administration Conference Room• September 21 – Board Meeting – 5:30 pm – Belmar Library Meeting Room
13. Discussion	<p>Board Questions or Comments Related to Items on the Meeting Agenda</p>
14. Discussion	<p>Evaluate Board Meeting (4.1.9)</p>
15. Information	<p>Announcements/General Information Sharing</p> <ul style="list-style-type: none">• Report of the Chair – Correspondence, Other• Other Announcements
16. Adjournment	

APPROVAL OF MINUTES

Jefferson County Public Library Board of Trustees
Study Session
May 11, 2017 – 5:30 p.m.
Administration Conference Room

TOPICS:

- Market Analysis Findings – Monica Rezac; Guest: OrangeBoy, Inc.
- Edge Impact – Monica Rezac
- Organizational Assessment Information – Sandie Coutts
- Draft Governance Budget – Julia Hill-Nichols
- Columbine Shelving RFP Information – Julianne Rist

Call to Order

The Study Session was called to order at 5:30 p.m. by Julia Hill-Nichols, Chair.

Other Trustees present: Charles Naumer (Vice-Chair), Kim Johnson (Secretary), John Bodnar, Deborah Deal and Brian DeLaet.

Trustees not present: All Trustees were present

Guests: Monica Rezac, Interim Assistant Director of Public Services; Shelby Lee, OrangeBoy Director of Operations; and Nicki Harber-Frankart, OrangeBoy Principal.

Staff present: Pam Nissler, Executive Director; Donna Walker, Director of Public Services; Rebecca Winning, Director of Communications; Richard Sosa, Director of Budget & Finance; Sandie Coutts, Director of Employee Relations & Development; Steve Chestnut, Director of Facilities & Construction Projects; Pat Klein, Director of Information Technology; Julianne Rist, Director of Public Services; Rebecca Winning, Director of Communications; and Amber Fisher, Executive Assistant, Office of the Executive Director.

The Chair expressed appreciation to Trustees Johnson and Deal and to Rebecca Winning for their attendance at the National Library Legislative Day events in Washington, DC.

The Chair asked Steve Chestnut, Director of Facilities and Construction Projects to brief the Board on the impact of the recent storm on Library facilities and vehicles. Steve advised the Board that there was damage to the Lakewood and Belmar Libraries, the Library Service Center and ten Library vehicles. Hailstones shattered the Lakewood Library's skylights, however the quick action of the public services staff in covering

materials with plastic prevented major damage to library materials. The Library is working with County Risk Management on evaluating damage to facilities, specifically roofs, and Library vehicles. Initial evaluation indicates some significant damage to certain portions of the Belmar Library roof. The Library expects to have the full damage assessment completed in the next few weeks.

Market Analysis Findings

OrangeBoy representatives Shelby Lee and Nicki Harber-Frankart presented information on the company's service, philosophy and methodology. OrangeBoy began as a fundraising consultancy applying donor analytics to formulate and execute strategy, and then evolved into a strategic planning and customer segmentation company for social service and government-related entities. Today, OrangeBoy offers Savannah, a software as a service (SaaS) business intelligence platform designed to help libraries report customer insights in real-time. This tool is also equipped with reports, GIS mapping, customer feedback and direct targeted messaging capabilities. Savannah is offered as a web-based tool. Combined with OrangeBoy's other qualitative and quantitative research methods and consulting services, clients receive expertise to translate trends, develop strategies, create strategic plans, allocate resources or implement marketing or branding initiatives. OrangeBoy's business and customer intelligence solutions have been applied in hundreds of public library engagements.

Libraries gain deep insights about their customers based on the customers' use of the organization's services. Savannah achieves proprietary segmentation, reporting and other insights by correlating patterns of usage from the library's various service lines, including computer usage, Wi-Fi usage and digital usage. These insights and information can then also be paired with other research methods to provide insights, context and comparative information for prioritizing services and decision-making.

Presentation Overview

- **Library Industry Trends.** Library industry trends and how Jefferson County Public Library (JCPL) compares to OrangeBoy's Savannah community of libraries, applying proprietary industry metrics. Information included market penetration, new cardholder retention and gain/loss index.
- **Market Assessment Findings.** Highlights from the key findings from the marketing opportunity assessment, discussing key demographic and growth trends in the library's service area. Jefferson County finds many of the senior population choosing to age in place. The County's population for people over 65 years old will also increase. By the year 2040 it is estimated that about 25% of the County's population will be 65 or older. Balancing service delivery and facilities with the range of demographics/age. Jefferson County's overall growth is 5.5%.

- Key Community Findings and Opportunities. Highlights from the intercept surveys, observational study and community stakeholder interviews:
 - Library as place; concept of place
 - Regeneration will occur in the next 5 years
 - With growth comes the challenge to balance
 - A focus on youth
- User and Non-User Key Findings and Opportunities. Key insights from a customer and non-user survey:
 - Convenience
 - Want their own space
 - Challenge to create space
 - Ethnographic Observations (Mixed messages, Overwhelming; Brand: non-existent)
 - Create space for cardholders in libraries
 - Build a physical library presence
 - Focus on youth and young families
 - Build brand within growing communities
 - Promote digital collections and online resources
 - Build a strong mobile presence
 - Optimize the website for mobile use and online catalog searching
 - Create space in libraries for patrons to access internet and use technology

In response to questions, the Board was advised that:

- “Fear of fines and fees” was listed as an option in the survey but it was not a reason for non-use by respondents to the survey.
- The survey was primarily multiple choice. OrangeBoy has honed the survey questions over the years based on data gathering, focus groups, and talking with people.

Monica Rezac shared some examples of how JCPL is aligning with what the data is indicating and how the Library is utilizing the data in its planning:

- A focus on the digital collection and platforms JCPL is using.
- The introduction of Bibliocommons and providing a more efficient and streamlined catalog/searching feature and digital experience for customers.
- The Facilities Master Plan (the data will help tremendously in examining JCPL’s space considerations and planning).
- JCPL’s focus on early literacy initiatives; 1000 Books Before Kindergarten and the Raise a Reader Event (important to both stakeholders and the Library’s communities, and fit with the population).

Edge Initiative and Impact Survey Findings Edge Impact

Monica Rezac, Interim Assistant Director of Public Services presented information on the Library's Edge Initiative and Impact Survey Findings. The survey findings are another resource JCPL is using to help the Library make more informed decisions about its strategic planning. The Edge Initiative is a project led by the Urban Libraries Council and developed by a coalition of leading library and local government organizations funded by the Bill & Melissa Gates Foundation. JCPL conducted the Edge survey with staff in December of last year (2016).

The Library received three reports from Edge: A Peer Comparison Report, An Assessment Report, and a Recommendations Report.

The Peer Comparison Report- a group of peers based on the population they serve (over 300,000), and who have completed the Edge survey-provides us with comparison in 3 larger categories, with sub-categories under each of these.

- Community Value
- Engaging the Community
- Organizational Management

All of these categories address various areas of digital tools and resources, strategy and evaluation around those tools, and how well staff are trained to the tools and how we're providing these resources.

Recommendations & Planned Projects

Pat Klein, Director of Information Technology shared some examples of additional projects adopted from the recommendations. So far in 2017 four of the eight identified projects have been completed:

- Recommendation: Make sure our website was current. The Digital Experience and Communications team performed a content inventory of the Library's website and this inventory is scheduled to occur annually.
- Recommendation: Do a community needs survey. The Library-sponsored needs assessment survey was completed that included questions about community technology needs.
- Recommendation: Increase bandwidth. The IT department increased bandwidth and optimizes the speed of the connection to improve the patron's internet experience.

There are four more projects related to the Edge/Impact recommendations and they are on schedule for 2017.

Impact

The Impact Survey was developed by research staff at the University of Washington Information School. Descriptions/categories of what can be determined from the Impact Survey include: Education, Employment, Entrepreneurship, Health & Wellness, E-Government, Civic Engagement, E-Commerce, and Social Inclusion.

- 34% of patrons indicated using library computers for educational purposes
- 46 people indicated applying for a degree or certificate program and of those, 31 were admitted.
- 33% looked for a job using library computers, and of those patrons, 107 indicated getting an interview from that job search, and 77 ultimately secured a job.

A total of 1,142 people completed the survey, 98% of which indicated visiting the library at least once in the last 12 months, 48% indicated visiting the library once a week or more frequently.

JCPL's future plans include continuing on with the adopted recommendations of the Edge Initiative which are validated with our Impact Survey results as technology needs. The Library will also repeat these at the annual mark for 2018 to compare results after many of our projects have been implemented.

Organizational Assessment Information

Sandie Coutts, Director of Employee Relations and Development provided information on the Organizational Analysis RFP process and vendor selection. As previously reported, the Library identified a need to have an independent analysis of its organizational structure to improve effectiveness in meeting strategic and operational goals. A Request for Proposals was issued in early March and the Library received six responses. After ranking those responses the team selected three well qualified vendors to interview; those bids ranged from \$65,500 for 3 months of services to \$97,675 for 5 months. The proposal submitted by GPS Inc. was competitively priced at \$82,500 for 20 weeks of services. This project would bring a team of 4 local experts on board to conduct an organizational analysis. The GPS Inc. proposal stood out from the rest for several reasons:

- The depth of organizational analysis and change management expertise garnered over 4 years of working on similar projects with public sector/government entities in the State of Colorado.
- The collaborative approach that would involve employees at all levels while utilizing the expertise of our senior leadership team.
- The supportive services offered, which included coaching, training and communication around any recommended organizational changes.

The Library received excellent references for GPS Inc. and a draft contract is currently under County Attorney review. The Library plans to bring a final contract to the May board meeting to seek Board authorization for the Executive Director to enter into the contract.

In response to a question, the Board was advised that the Library did not believe this to be a project that could be handled internally for a number of reasons including the value of having an assessment by an independent organization with specific expertise in this area. The Library also did not feel that designating an FTE to this purpose would be the most productive and effective utilization of the Library's limited FTE positions.

There was discussion on the Library's current staffing and FTE positions including needed positions for the Edgewater Library in 2018 and additional staffing needs that will need to be addressed.

The Board requested additional information on GPS, Inc. including more detailed reference information and more information about what GPS, Inc. would bring to JCPL. Sandie Coutts will gather the information and provide it to the Board.

Draft Governance Budget

The Board reviewed the draft 2018 Board Governance Budget. Trustee Johnson inquired about whether or not there was an industry standard for Library Board's governance budgets or a peer comparison. The Executive Director advised the Board that she would make some inquiries and report back to the Board.

Columbine Shelving RFP Information

Julianne Rist, Director of Public Services, provided information on the Columbine Library Shelving RFP process and timeline. A Request for Proposal (RFP) was released on April 4, 2017 asking for proposals for new shelving for the Columbine remodel. The proposal asked for three options of shelving, a base bid of standard components, a bid for custom slanted shelving on a "T" base, and a bid for custom slanted shelving on a standard base. These options allowed JCPL to compare the price differences between

what was expected to the least expensive option of standard shelving to angled (or custom) shelving that would make it easier for the public to browse and see material. Five companies responded to the RFP. Two of the options from two different vendors were out of our projected budget. All three options had multiple vendors who presented bids within our projected budget. Two vendors are being invited to set up sample sections of shelving on May 22. Staff will be able to evaluate the look and construction of the shelving and custom options specified. Once this demonstration is completed the committee will make a final selection and bring that recommendation back to the Board. We will be asking the Board to call a special meeting no later than June 1 to authorize the contract from the final selected vendor. This timeline will allow for onsite inspection of the actual product, and still have the appropriate lead time for delivery and installation.

Timeline:

- On site product demonstration will be held May 22
- Final option and vendor selection by May 25
- Recommendation to the Board of Trustees for authorization of contract approval June 1
- 8-10 week lead time for shelving order (June 6 – Aug 21 is 10 weeks)
- Delivery and installation of shelving for Columbine August 21 - September 1

The Chair advised the Board that consideration has been given to calling a special meeting to address the contract authorization so the project could stay on schedule. A question was raised whether or not the Library could move forward with the contract without specific authorization because the funds for the shelving in the Columbine Remodel project have already been approved by the Board. The Board was advised of their governance policy regarding authorization of contracts in excess of \$50,000. After some discussion the Board asked that the Library bring the request for the shelving contract authorization to the May 18, 2017 Board meeting.

ADJOURNMENT

The study session was adjourned at 7:04 p.m.

Kim Johnson, Secretary

Minutes of the Meeting of the
JEFFERSON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
May 18, 2017

CALL TO ORDER – REGULAR MEETING

The regular meeting of the Jefferson County Public Library Board of Trustees was held in the Belmar Library meeting room on May 18, 2017. Library Board of Trustees Chair, Julia Hill-Nichols called the meeting to order at 5:30 p.m. Other Trustees present: Charles Naumer (Vice-Chair), Kim Johnson (Secretary), John Bodnar, Deborah Deal and Brian DeLaet.

Trustees not present: All Trustees were present.

Guests: None

Staff present: Pam Nissler, Executive Director; Donna Walker, Director of Public Services; Pat Klein, Director of Information Technology; Sandie Coutts, Director of Employee Relations & Development; Julianne Rist, Director of Public Services; Rebecca Winning, Director of Communications; and Amber Fisher, Executive Assistant, Office of the Executive Director.

APPROVAL OF AGENDA

MOTION: Brian DeLaet moved that the Trustees approve the agenda as presented. Seconded by Deborah Deal the motion passed by unanimous vote of all Trustees present.

APPROVAL OF MINUTES

MOTION: Brian DeLaet moved approval of the minutes of the April 13, 2017 Study Session. Seconded by Kim Johnson the minutes were approved by unanimous vote of all Trustees present.

MOTION: Brian DeLaet moved approval of the minutes of the April 20, 2017 Board meeting. Seconded by John Bodnar the minutes were approved by unanimous vote of all Trustees present.

PUBLIC COMMENT

Anita Springsteen of Lakewood, Colorado addressed the Board and requested that the Jefferson County Public Library (JCPL) eliminate fines and fees on children and young adult materials and to reduce the replacement costs. Ms. Springsteen noted that these charges

disproportionately affects children, especially low income families and curtails their use of the library. She further noted that JCPL has discussed this topic over the last couple of years; and that it is her understanding that this is proposed in the draft 2018 JCPL budget and encouraged the Board to approve that item in the budget. Ms. Springsteen noted research that indicates the administrative costs for collecting fines and fees are often equal to or exceed the revenue from fines and fees. Ms. Springsteen stated that JCPL should be known as a friendly place that invites children back rather than shames them or augments or sustains its budget on five year olds. In summary Ms. Springsteen asked that the Board consider changing the policy to be more in line with many other libraries in Colorado and across the nation. The Chair thanked Ms. Springsteen for attending the meeting and sharing her thoughts with the Board.

FOUNDATION REPORT

Julia Hill-Nichols provided an update on the activities of the Foundation. The Foundation has been working on grant writing and getting more grants for specific needs of the Library which is a good focus and direction for the Foundation. As reported before, Charles Naumer, Deborah Deal and Pam Nissler are volunteering their time to work on various teams that were established to take a solid look at the Foundation. The work teams hope to have some proposals to the Foundation Board by the end of June that will strengthen the organization and the direction it is going. The Foundation applied with the City of Lakewood for a grant to fund A/V equipment in some of the community meeting rooms. Part of the process includes a presentation to the Lakewood City Council. The meeting is Monday, May 22, and Board members were encouraged to attend and show their support of this effort. The Chair will have Jo Schantz send an email to the Library Board with more information.

SENIOR MANAGEMENT TEAM (SMT) OPERATIONAL UPDATES

Executive Director Update

Pam Nissler, Executive Director, provided an update to the Board. The Library is working hard on the 2018 budget. As the Board was advised, Richard Sosa submitted his resignation. Gloria Overholt, former Director of Finance for the Library has agreed to work with JCPL through the budget process and transition. At the Study Session, the Executive Director advised the Board that the Senior Management Team would provide topic suggestions for the quarterly meeting with the Board of County Commissioners on June 8, 2017. The Board was asked to consider the “delivering on our promises” video and sharing the Library’s corporate documents (2016 Annual Report, 2017 Strategic Plan and 2017 Budget). In response to Trustee Johnson’s request at the May 11, 2017 Study Session, the Executive Director contacted several libraries to get information on how JCPL compares to other libraries with regard to the Board’s governance budget. That information was provided to the Board. Trustee Johnson expressed appreciation for the information.

Budget and Finance Department

The Chair advised the Board that if they had specific questions regarding the financial report, those questions will be recorded and provided to the Executive Director for response. As there were no questions from the Board, the Chair asked the Board to review the financial reports over the next couple of weeks and send any questions to the Executive Director.

Public Services

Columbine Library Remodel – Humphries Poli Architects

Julianne Rist, Director of Public Services advised the Board that information on the additional design fees was provided to the Board in April. In response to a question, the Board was advised that the initial estimate for the additional design fees was slightly higher.

MOTION: Kim Johnson moved that the Library Board of Trustees authorize the Executive Director to authorize a payment in the amount of \$19,195 to Humphries Poli for additional design fees for the Columbine Remodel Project. Seconded by Deborah Deal the motion passed by unanimous vote of all Trustees present.

Columbine Shelving Contract Authorization

Julianne Rist noted that at the May 11, 2017 Study Session, the Board requested that the Library bring the request for the shelving contract authorization to the May 18, 2017 Board meeting. At that time, the Board noted that the funds for shelving in the Columbine Remodel project had already been approved by the Board.

MOTION: John Bodnar moved that the Library Board of Trustees authorize the Executive Director to enter into a contract with the selected vendor for shelving as long as the bid is within the Columbine Remodel Project Budget and the vendor can meet the delivery date of August 21, 2017. Seconded by Brian DeLaet the motion passed by unanimous vote of all Trustees present.

Update on the Columbine Library Remodel

The Chair advised the Board that there would not be a presentation on updates regarding the Columbine Library Remodel and questions regarding the written report can be provided to the Executive Director for response at a later date. The Executive Director advised the Board that the water damage mentioned in the report has been evaluated and it was determined that the damage was old, the windows are sealed and no water is continuing to come in.

Update on the Edgewater Library Project

The Chair advised the Board that there would not be a presentation on updates regarding the Edgewater Library Project and questions regarding the written report can be provided to the Executive Director for response at a later date.

EMPLOYEE RELATIONS & DEVELOPMENT

The Chair advised the Board that additional information on the selected vendor the organizational analysis was provided in advance of the meeting. Sandie Coutts, Director of Employee Relations and Development addressed the Board and noted that information provided by the County and Mountain States Employers Council placed the cost of a FTE position to perform the work at \$104,000 to \$150,000. In response to questions, the Board was advised that:

- It is anticipated that the analysis could improve efficiencies related to organizational structure and/or realignment of job duties.
- The Library did an extensive review of County services in the feasibility study that looked at the services the County provided and what those services looked like in the marketplace. The feasibility study indicated that the County provided a better deal.
- The vendor will look at all levels of the organization and the Library could include a request that they also look at County services.
- The list of deliverables was already provided to the Board in the information packet distributed earlier in the week.

Organizational Analysis Contract Authorization

MOTION: Kim Johnson moved that the Library Board of Trustees authorize the Executive Director to enter into a contract with Government Performance Solutions, Inc. in the amount of \$82,500. Seconded by Charles Naumer the motion passed by majority vote of all Trustees present with Deborah Deal voting against the motion.

CONSENT AGENDA

2018 Governance Budget

MOTION: John Bodnar moved that the Library Board of Trustees adopt the proposed 2018 Governance Budget as presented. Seconded by Kim Johnson the motion passed by unanimous vote of all Trustees present.

BOARD SCHEDULE – NEXT MEETINGS

- June 8 – BCC & Library Board Quarterly Meeting – 11:30am-12:30pm – 5th Floor Conference Room
- June 8 – Study Session – 5:30 pm – Administration Conference Room
- June 15 – Board Meeting – 5:30 pm – Evergreen Library Meeting Room
- July 13 – Study Session – 5:30 pm – Administration Conference Room
- July 20 – Board Meeting – 5:30 pm – Golden Library Meeting Room

- August 10 – Study Session – 5:30 pm – Administration Conference Room
- August 17 – Board Meeting – 5:30 pm – Standley Lake Library Meeting Room

ANNOUNCEMENTS/GENERAL INFORMATION SHARING

ADJOURNMENT

The Board meeting was adjourned at 6:08 p.m.

Kim Johnson, Secretary

Operational Updates

Executive Director Update

administration

10200 W. 20th Ave.
Lakewood, CO 80215
303.235.5275

jeffcolibrary.org



To: Library Board of Trustees
From: Pam Nissler, Executive Director
Re: Executive Director Update – June, 2017

The most noteworthy matters to report on this month are the following.

I worked with Gloria Overholt, Julianne Rist, Brigitte Lindner and the LSC staff to provide information to the auditors regarding our collection and its valuation. All requested information has been submitted.

Along with Donna Walker, Julianne Rist, and Rebecca Winning, I met with representatives of the City of Westminster to receive an update on their Downtown City Center project. They would like to explore options for a shared library facility in the Center. We have said that we are interested in being kept informed as the project develops.

Julianne, Steve and I met with the Edgewater Civic Center project and reviewed the latest conceptual design.

Gloria and I attended the County's cost allocation review meeting. We will be sharing that information with the Board in the June study session as a part of the budget.

I had a get-acquainted meeting with Don Davis, the new County Manager. He was interested to learn more about our status as a component unit.

I attended the annual Triad Children's Champion Breakfast.

In addition I attended the following monthly meetings:

- The Elected Officials Personnel Board Meeting
- CYLC
- The breakfast meeting with the Library Foundation

**SENIOR MANAGEMENT TEAM (SMT) OPERATIONAL
UPDATES**

Budget & Finance Department

memorandum

to: Pam Nissler, Executive Director
from: Gloria Overholt, Interim Director of Finance & Budget
re: Finance Monthly Report

- Budget to Actual Tables

date: June 15, 2017

A. Budget to Actual Tables

The Budget to Actual Tables for the period ending April 2017 will be prepared as soon as the analysis has been completed. The Tables will be available for the meeting, along with the analysis discussion.

The Budget to Actual Tables for the months of May and June 2017 will be available at the July 20th Board meeting. Accompanying the Tables will be the written analysis of year to date activity.

Operational Updates

Public Services

memorandum



TO: Pam Nissler
FROM: Steve Chestnut
DATE: June 9, 2017
RE: Columbine Library Remodel Project – Change Orders - Fransen Pittman

As discussed at the June 8, 2017 Study Session, there are some additional costs for Owner Requested Change Orders that will increase the not to exceed contract price for Fransen-Pittman. This memo is a recommendation that the Library Board of Trustees authorize the Executive Director to make a payment to Fransen Pittman in the amount of \$17,469.

Background Information

These change orders represent unexpected items and changes that we as the owner requested. The change orders will include installing new grid and ceiling tiles in the ceiling in the meeting room (we were going to try reuse it but it's not in good enough shape), fixing water damaged cabinets that we were going to reuse in the staff break room, removal of the existing island light for the new drive up, adding additional floor boxes and changing location for others increased flexibility in use/design. All of these costs are covered by the contingency that NV5 is holding for construction. The funds to cover these costs will be transferred from the project's contingency budget. This transfer will leave \$85,109 in the NV5 contingency budget.

**Jefferson County Public Library
2017 Columbine Library Renovation**

Board of Trustees

70006

Account Manager: Steve Chestnut

JCPL Columbine CMGC Budget		\$ 4,000,000.00
Services	Budget	NOTES
Design Engineering & Consulting Fees	\$ 346,335.00	Includes \$5k reimbursable budget
Owners Representative	\$ 107,735.00	
Alternate Services	\$ 25,000.00	Projection based upon rent @ \$2000 X 7 months + utilities
Miscellaneous Services (Geotech, Materials Testing, IT/AV/Security, etc.)	\$ 89,300.00	Current status would indicate this dollar amount will come in under this budget number.
Fixed price estimate	\$ 2,789,308.00	Does not include \$7500 pre construction costs but reflects \$40k drive up change
Change orders for construction	\$ 17,469.00	Owner requested changes to ceiling tile, water damaged cabinets, floor box revisions.
Furniture Fixtures & Equipment (FF&E)	\$ 515,000.00	Within budget
Contingency		\$109,853
Total	\$ 3,890,147.00	
Total Remaining	\$ 109,853.00	

JCPL CONTINGENCY BUDGET		\$ 250,000.00
Remodel Data and Network	\$ 78,121.93	Will be a fund Transfer to IT budget for existing PO/Work Order that they have with Avant
Total	\$ 78,121.93	
Total Remaining	\$ 171,878.07	

ADDITIONAL COSTS		
Sorter	\$ 239,995.00	Included in total project cost but different budget line item.
Total	\$ 239,995.00	

PROJECTED PROJECT COSTS TO DATE	\$ 4,208,263.93
----------------------------------------	------------------------

Columbine Library Renovation – Progress Reporting

DATE: **June 2017**

I. PROJECT TEAM:

Jefferson County Public Library
JCPL Steering Committee
NV5
Humphries Poli Architects
Fransen Pittman

Owner
Advisory Group
Owner's Representative
Architect/Design Team
General Contractor

II. PROJECT PROGRESS / STATUS:

- A. Site work has commenced. The concrete at the existing entry loop and along the east side of the building has been taken out. Grading for the new drive-up will begin this month.
- B. Demolition at the building interior is nearly complete with new framing being installed shortly.
- C. Representatives from PV Supa met with JCPL and Fransen Pittman to coordinate location and layout of the new sorter system. Shop drawings for the new sorter are expected soon for review and coordination with the renovation construction.
- D. All pricing has been received and evaluated for the FF&E scope of work. Individual purchase orders have been issued to vendors and materials are on order.

III. CURRENT PROJECT RISKS &/OR OPPORTUNITIES:

- A. As interior demolition has progressed, some revisions have been made to the plans via architect supplemental instructions (ASI) and some scope revisions have been identified by JCPL. These include items such as ceiling tile replacement, replacement of water damaged cabinetry, and revisions to power boxes within the floors. Costs associated with these items have been provided in Owner Change Order (OCO) #1 by Fransen Pittman, totaling \$17,469.00. We anticipate additional small scope revisions with associated costs, similar to these within OCO #1, to occur throughout the remainder of the project.

- B. Fransen Pittman had their glazing contractor look at the southwest facing curved window wall in an effort to determine the cause of the water intrusion and subsequent damage to the adjacent wood at the interior. It appears that the windows are no longer leaking. Additionally, Fransen Pittman has an allowance within their GMP for repair of damaged wood by the millwork subcontractor. Depending on the extent and severity of the damage, additional money may be required above the allowance amount to repair; however, this will be monitored.

IV. UPCOMING KEY DECISIONS:

- A. JCPL and NV5 met with the AV consultant, Spectrum AV, on 5/30/2017 to discuss the Columbine Library needs. Initial pricing has been received and is being reviewed.

V. BUDGET:

- A. Project budget is maintained at a Not To Exceed amount of \$4 Million.
- B. As indicated previously, OCO #1 has been submitted by Fransen Pittman for \$17,469.00. Funding for this change order will consist of a budget transfer from project contingency.

VI. MEETINGS:

- A. Every Thursday @ 9am. Weekly OAC (Owner-Architect-Contractor) meetings are held at Columbine.
- B. July 6 – Board Study Session
- C. July 13 – Board Meeting

VII. MILESTONES PROJECTED FOR NEXT PERIOD:

- A. Near completion of interior framing
- B. Commencement of finish installation

VIII. PHOTOGRAPHS

Provided on the following pages



Spray-on finish being removed from barrel vaults



Interior offices removed for expansion of meeting room



Interior brick removed for installation of new entry doors



Exterior brick removed for installation of entry door and new windows



Demolition of existing entry loop and sidewalk



Mockup of lighting fixture at barrel vault

Project Monthly Update Report

Project Name:

Wember Inc. Project Number:

Issue Date:

Purpose:

Name

EPL (2017.08)

June 5, 2017

Project Update thru June 5, 2017

Dear Executive Director Pam Nissler

The purpose of this update is to report on the current status of the above Project.

Summary

At this time the City of Edgewater continues to refine the design of the facility in the effort to reduce their project costs. An updated set of schematic drawings have been produced by their design-build team, Humphries Poli/Alliance Construction. It is still anticipated that the design will implement the technique of a premanufactured building.

- Project Successes
 - Architect Request for Proposal has been issued
- Project Challenges
 - Nothing significant at this time.

Pre-Design

- Architect Request for Proposal is complete and has been issued through the proper channels.

Schedule

Work in Progress

- The schedule below has been extracted from the Architects Request for Proposal. Please note that if the negotiations proceed quickly the team will consider bringing forward a recommendation at the study session scheduled in July 2017. This will allow the project team to begin collaborating with the city design team.

DATE	TIME	EVENT
Thursday, June 1, 2017		Advertise and Issue RFP
Thursday, June 15, 2017	5:00 PM	Proposers notification of Interest by email procurement.jcpl@jeffcolibrary. (not required, courtesy to the selection committee)
Thursday, June 15, 2017	5:00 PM	Deadline for receipt of questions and inquiries
Monday June 19, 2017	5:00 PM	Final responses to questions, inquiries and RFP amendments
Thursday, June 22, 2017	4:00 PM	Deadline for submission of proposals
Wednesday, June 28, 2017		Notification of short-listed candidates
Wednesday, July 5, 2017	12-5PM	Interviews of short-listed firms (Anticipated)
Thursday, July 6, 2017		Preferred Design Team announced (Anticipated)
Monday, July 10, 2017		Finalize contract negotiations (Anticipated)
Thursday July 11, 2017		Packet to Board
Thursday July 20, 2017		Board Meeting/Anticipated approval
Summer, 2018		First Day of Use by Jefferson County Public Library (Anticipated)

Financial**Budget**

- The comprehensive project budget has been generated and is currently showing a total project cost of \$2.5 Million to complete the project. Discussions continue on related shared cost items including but not limited to mechanical systems and toilet facilities.

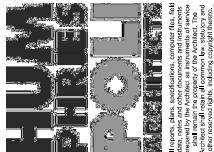
Next Steps

- Complete the Architect Request for Proposal process
- Finalize shared costs with City of Edgewater
- Complete the IGA and Lease agreement
- Design meetings with the City of Edgewater team

Please don't hesitate to contact me if you have any questions.

A handwritten signature in blue ink, appearing to read 'P D Wember', is positioned above the typed name.

Paul D. Wember, President
Wember

[illegible]

**BASEMENT LEVEL
FLOOR PLAN**

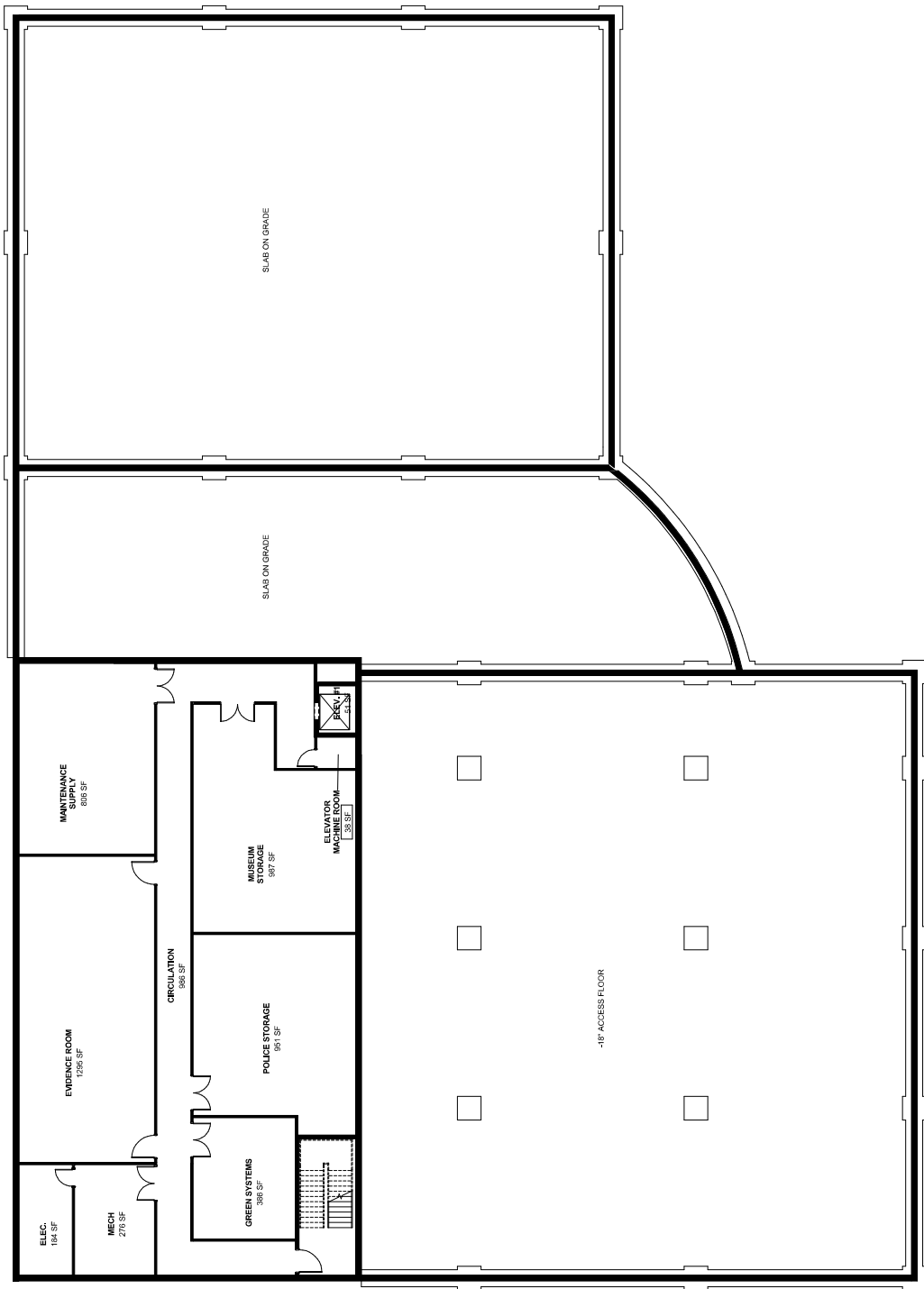
DESIGN DEVELOPMENT -
PROGRESS SET
29 MAY 2017

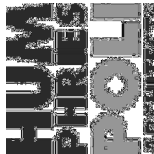
OT FOR CONSTRUCTION

A-100

GROSS SQUARE FOOTAGES	
BASEMENT	6,762 FT ²
1 ST FLOOR	29,694 FT ²
2 ND FLOOR	20,623 FT ²
TOTAL	57,079 FT²

*8,690 FT² OF "OPEN TO BELOW" SPACE
NOT INCLUDED IN 2ND FLOOR
CALCULATION



[illegible]

all reports, plans, specifications, computer files, field data, notes and other documents and instruments prepared by the Architect as instruments of service shall remain the property of the Architect. The Architect shall retain all common law, statutory and other reserved rights, including copyright therein.

LEVEL 1 FLOOR PLAN

DESIGN DEVELOPMENT -
PROGRESS SET
00-00000-00000

PROJECT NO.	37009	PROJECT MANAGER	DH	ORDERED BY	-
-------------	-------	-----------------	----	------------	---

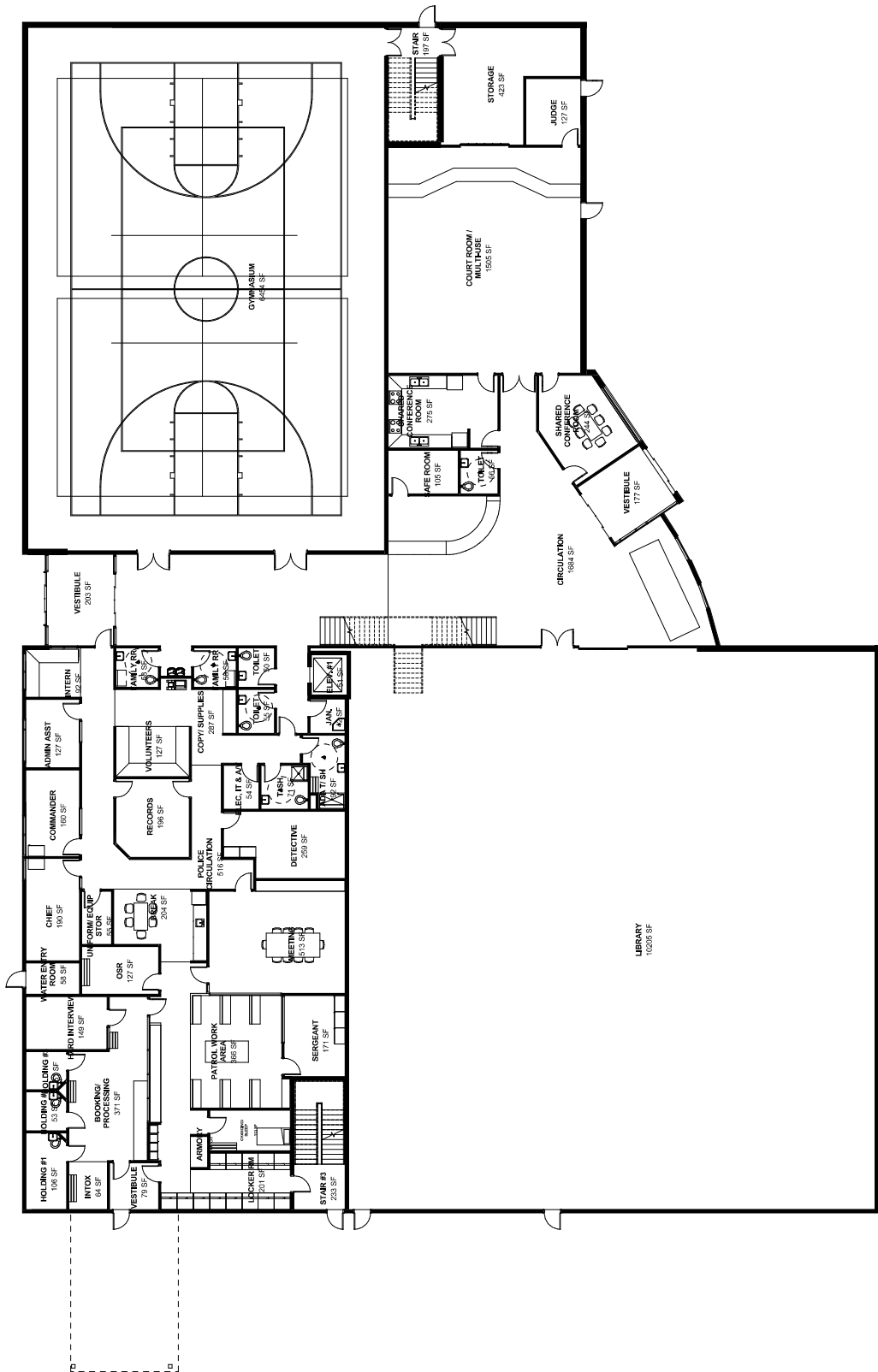
NOT FOR CONSTRUCTION

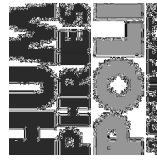
SHEET
No. _____

A-101

GROSS SQUARE FOOTAGES	
BASEMENT	6,762 FT ²
1ST FLOOR	29,994 FT ²
2ND FLOOR	20,823 FT ²
TOTAL	57,579 FT²

*5,930 FT² OF "OPEN TO BELOW" SPACE NOT INCLUDED IN 2ND FLOOR CALCULATION



[illegible]

All reports, plans, specifications, computer files, field data, notes and other documents and instruments prepared by the Architect as instruments of service shall remain the property of the Architect. The Architect shall retain all common law, statutory and other reserved rights, including copyrights.

LEVEL 2 FLOOR PLAN

DESIGN DEVELOPMENT -
PROGRESS SET

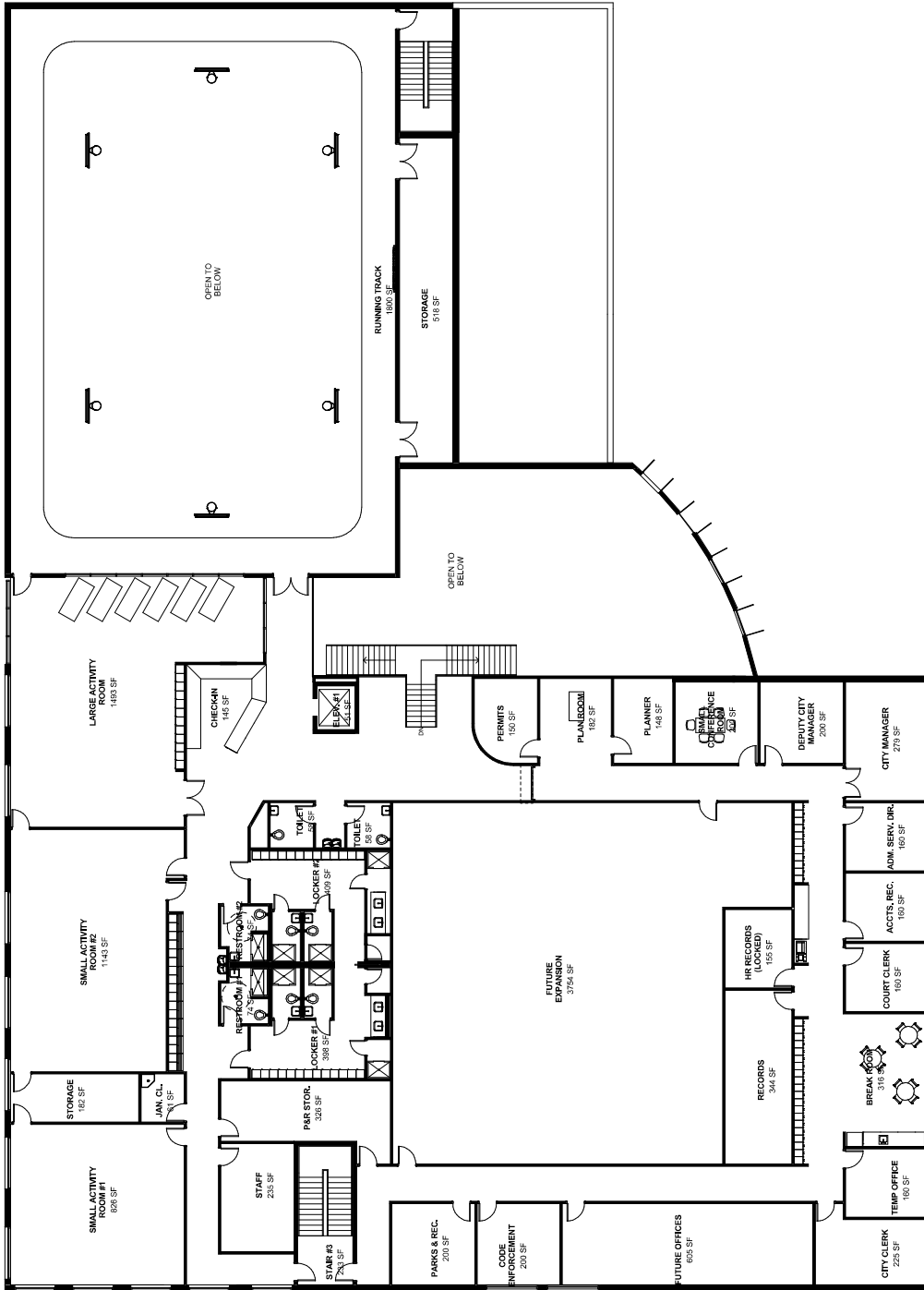
PROJECT NO.	INITIALS & CHANGE	PROJECT MANAGER	ORGANIZED BY
37009	DH	ESH	-

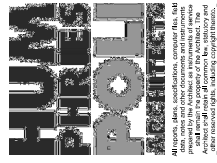
NOT FOR CONSTRUCTION

A-102

GROSS SQUARE FOOTAGES:	
BASEMENT	6,762 ft^2
1 ST FLOOR	29,694 ft^2
2 ND FLOOR	20,623 ft^2
TOTAL	57,079 ft^2

*8,460 ft^2 OF "OPEN TO BELOW" SPACE NOT INCLUDED IN 2ND FLOOR CALCULATION



[illegible]

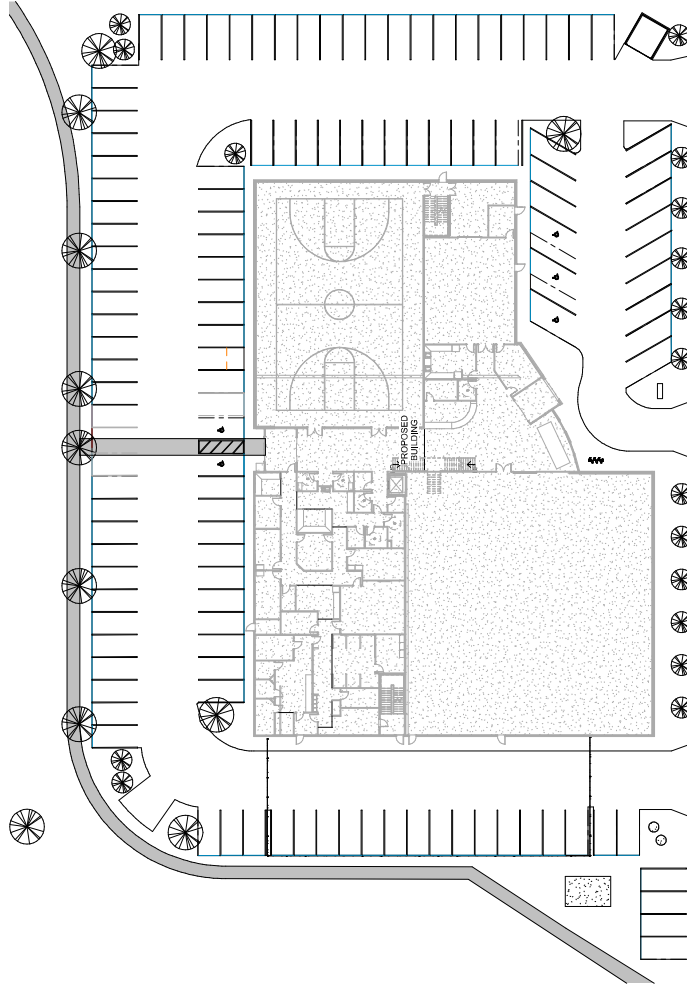
SITE PLAN

DESIGN DEVELOPMENT -
PROGRESS SET
29 MAY 2017

PROJECT NO.	INITIALS OF CHARGE	PROJECT MANAGER	CHARGED BY
37009	DH	BH	-

NOT FOR CONSTRUCTION

AS-101



administration

10200 W. 20th Ave.
Lakewood, CO 80215
303.235.5275

jeffcolibrary.org

