

Jefferson County Public Library Board of Trustees
Study Session
September 14, 2017 – 5:30 p.m.
Administration Conference Room

TOPICS:

- Columbine Leased Space Amendment Authorization
- LED Exterior Lighting Upgrade Information
- NV5 Amendment Information
- Midwest Tape Information
- Facility Master Plan Information
- Library-2-You Van
- Naming Agreement

Call to Order

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

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

Trustees not present: Brian DeLaet

Staff present: Pam Nissler, Executive Director; Donna Walker, Director of Public Services; Rebecca Winning, Director of Communications; Gloria Overholt, Interim Director of Budget & Finance; Steve Chestnut, Director of Facilities & Construction Projects; Julianne Rist, Director of Public Services; Pat Klein, Director of Information Technology; and Amber Fisher, Executive Assistant, Office of the Executive Director.

Columbine Leased Space Amendment Authorization

Steve Chestnut, Director of Facilities and Construction Projects provided information to the Board. The original schedule anticipated completion of Columbine in September. In March of this year, the Board authorized the Library to enter into a lease agreement at Bowles Crossing for a temporary library space while Columbine was under construction. That lease agreement will terminate on September 30, 2017. Due to delays, the Library is asking to extend that lease agreement by an additional 30 days at a cost of \$2,000. This will allow sufficient time for completion of the Columbine Library and removal of Library owned equipment/books from the leased space.

MOTION: Charles Naumer moved that the Library Board of Trustees authorize the Executive Director to extend the lease of Bowles Crossing for an additional month, terminating the last day of October 2017, for an additional cost of \$2000. Seconded by Kim Johnson the motion passed by unanimous vote of all Trustees present.

LED Exterior Lighting Upgrade Information

Steve Chestnut, Director of Facilities and Construction Projects, addressed the Board. The LED exterior lighting project is a part of the Library's capital maintenance projects and the last piece of the energy efficiency project. The Library has decided to amend the RFP and does not anticipate having the responses and contract available for the Board meeting next week. In response to a question, Steve Chestnut advised the Board that the budget remains the same at \$35,000 and if the responses go over that amount, the Library will adjust the project to address the most critical libraries and revisit the remainder of the libraries next year.

NV5 Amendment Information

Steve Chestnut, Director of Facilities and Construction Project provided an update to the Board regarding the NV5 contract. JCPL entered into a 14-month contract with NV5, which will be exceeded by two months. NV5's normal fee is \$7,600 per month. NV5 has agreed to extend the contract for two months at \$5,000 per month.

In response to questions, the Board was advised that:

- NV5 continued to manage the project during the delay in receiving materials and supplies. NV5 also attended the planning and zoning commission meetings. There was no time when NV5 was not working.
- NV5's continuing services for the project include managing the receipt and installation of furniture, fixtures and equipment, sorter and shelving installation and activities associated with moving back into the renovated facility.
- The Library will provide a copy of the NV5 contract to the Board to confirm the initial 14 month term of the contract.
- The Library will provide an update to the Board on the contingency budget for the project.
- Not bringing this extension to the Board's attention earlier was an oversight and the Library extended apologies to the Board.
- The contract extension funds will come from the Library's contingency fund which is intended to fund unanticipated project expenses that are needed to complete the project and that were not expected to be needed in the NV5 or Fransen Pittman contingency funds.

Midwest Tape Information

Julianne Rist, Director of Public Services introduced the topic and provided background information. In 2016, the library entered into an RFP process to ensure we were receiving the best value for materials and processing, as well as streamlining our workflow by using a primary vendor for audiovisual material. In October 2016, the Board of Trustees authorized Jefferson County Public Library to make MidWest Tape our primary vendor for media, DVDs, CDs and Audiobooks. The approved contract allows us to renew it annually for four additional years. The original contract was written with a not to exceed amount of \$2,000,000. In 2017 with our normal expenditures for media and the addition of DVDs to refresh the Columbine collection, we will not exceed this \$2,000,000 figure. This contract is now up for our first annual renewal.

For the 2018 budget year, there will be some changes to the budget, which makes the not to exceed amount insufficient. The collection budget will be increased in 2018 to support moving towards the strategic goal of reaching the 50th percentile for items per capita. We will also be purchasing an opening day collection for the new Edgewater library that requires more material. The combination of these two factors mean we will need increase the dollar limit in the contract in order to purchase the number of items needed in 2018. With increases to the collection budget planned for the next five years, and additional opening day collections need for other remodel project we foresee having to raise this limit again within the terms of the contract.

The Library is recommending that the not to exceed amount be increased to \$3,000,000 for 2018 and that the remaining three annual renewals be increased as long as the amounts will be supported by the books and materials budget approved by the Board.

In response to questions, the Board was advised that:

- The Library will provide the percentage of the budget allocated for Edgewater to the Board.
- The current renewal is for 2018.
- The Library will go out for competitive bids when the current contract and renewals are completed.
- The Library is investigating better pricing within the current renewals based on the anticipated increase in the budget amount including options for selections and combining items for discounts.
- The Library will investigate better pricing options in the 2018 RFP when the Baker & Taylor contract is completed.

- The Library looks for contracts with renewal options in part because of the high cost of implementing new contracts related to the amount of time and resources for staff and the vendor to create a system to process material and create records that will work with the Library's computer software (ILS system).

Facility Master Plan Information

Julianne Rist, Director of Public Services provided an update to the Board. The 2017 strategic plan include the Initiative to develop a long-range facilities plan and a Request for Proposal was issues. The Library completed interviews with two firms and is in the process of completing reference checks. Next week the Library will be adjusting some items on the scope of work; removing some things the Library has already completed and expanding an item. The Library will send out more information on the winning firm prior to the Board meeting next week.

The Chair expressed appreciation to the staff for their impressive work on the process and noted that the RFP was exceptionally well done.

Library-2-You Van

Julianne Rist, Director of Public Services, addressed the Board. This year the Bookmobile has been showing its wear and age. The library has been working with County Fleet in keeping the vehicle on the road and has replaced two major parts (the generator and the transfer case). So far this year the bookmobile has been out of service for 41 days. During this time in order to continue to provide library service to the scheduled stops, the library rented a Sprinter van to transport and check out materials at a cost of \$2,730.39. The 2018 budget includes purchasing a van for Library 2 You as part of their masterplan. Due to the high number of days the bookmobile has been out of service and the rental costs, the library would like to move up the purchase of the van so that we have it as both the planned outreach lobby stop service and as a backup for when the bookmobile is in the shop. There is a window of opportunity, in partnership with County Fleet, to move up the purchase. The two criteria have been met; the Library has the funds in contingency and County Fleet has the capacity to implement the purchase by the deadline of December 15. Specifications for the vehicle were developed and County Fleet went out to bid with a closing date of September 18. If a qualified response is received, the Library will ask the Board to authorize the purchase at the September 21, 2017 Library Board meeting. If a qualified response is not received, the Library/County Fleet will reissue the specifications in January 2018.

In response to questions, the Board was advised that:

- There are several senior stops where it is difficult for some of the patrons to come into the vehicle so staff take materials into the lobby. Delivering services from

lobbies has increased circulation and the Library would like to add more lobby stops to the service.

- The Library does have plans to replace the bookmobile and a sinking fund has been established and is included in the long-range capital plan.
- The Library is considering moving up the purchase of a new bookmobile, however, it does take approximately nine months to build a bookmobile.
- There are differences between the services the bookmobile can provide and the services a sprinter van can provide. Sprinter vans cannot hold as much as the bookmobile and cannot serve the needs of all the stops. Some of the stops do not have lobbies so the bookmobile better serves those stops.

Naming Agreements

Rebecca Winning, Director of Communications, introduced the topic. The official launch of the naming program for Columbine will launch between this study session and the September Board meeting. People have come forward including the Buell Foundation for a portion of the children's discovery center and Julia Hill-Nichols for the art wall. The Library will be requesting authorization for those naming agreements at the September Board meeting.

In response to questions, the Board was advised that:

- There are guidelines and a menu of naming opportunities with funding amounts. There were no special considerations or discounts.
- Everything is already paid for and the funds from the naming program are used to offset the costs.
- The Library pays for the costs of the signage. These costs are not significant to the Library.
- All of the money goes through the Foundation and comes back to the Library. The funds are not held by the Foundation and donated later for something else.
- The Foundation is a 501c3, which provides tax benefits to the donors.
- There are naming opportunities for the Golden Library. The Library recently received a bench to honor a dog that served in the PAWs reading program.
- There is a planning meeting scheduled next week for the outdoor learning environment at Standley Lake.

ANNOUNCEMENTS AND INFORMATION SHARING

The Chair reminded the Board of the September 28, 2017 quarterly meeting with the Board of County Commissioners. A request for agenda items was sent to the Commissioners.

ADJOURNMENT

The study session was adjourned at 6:15 p.m.

A handwritten signature in black ink, appearing to read "Kimberly D. Hanson". The signature is written in a cursive style with a large initial "K".

Kim Johnson, Secretary