



BOARD STUDY SESSION

DATE: October 12, 2017

TIME: 5:30 P.M.

PLACE: Administration Conference Room
10200 W. 20th Avenue
Lakewood, CO 80215

Topics:

- Revised 2018 Budget: Assessed Valuation
- Bibliotheca Contract Information
- Kleen-Tech Contract Information
- Edgewater General Contractor Contract Information
- Landscape Contract Information
- Evergreen Library HVAC Rebuild
- Exterior Lighting Upgrade
- Naming Agreement – Columbine
- 2018 Board Study Session & Meeting Schedule

NEXT BOARD STUDY SESSION

administration

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

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October 14, 2017

To: Pam Nissler, Executive Director
From: Gloria Overholt, Interim Director of Finance and Budget
Date: October 12, 2017
RE: 2018 Budget Revision

History: At the Board's June 15, 2017 meeting the 2018 Proposed Budget was presented by staff and approved by the Board. At that time the final assessed valuation used to calculate the anticipated property tax was not available. The property tax originally estimated of \$40,023,672 was based on 4.000 mills on \$10,005,915,024 of assessed valuation. Subsequently the assessed valuation from the County Assessor's office is reported to be \$9,341,198,598, net of Urban Renewal. Based on this new figure the property tax to be realized is projected to be \$37,459,994. This results in a reduction of \$2,563,678 in revenue for the 2018 budget year.

An increase to the Salaries and Benefits budget of \$75,648 increases the difference to \$2,639,326.

Next Actions: Several options to consider to close the gap are as follows:

- Increase the mills for 2018 from 4.000 to 4.285
 - Increased mills of 4.285 will result in revenues of \$40,027,036
- OR: Reduce expenditures to match the reduction in revenue
 - Reduce Capital Projects by only funding the Edgewater Library Project and release the remaining capital projects (\$2.7 million)
 - Reduce book budget from \$9.4 million to \$6.8 million
- OR: Use fund balance to close the gap
 - Fund Balance can be used to fund the Edgewater Construction Project in the amount of \$2,600,000, per Board's Fund Balance Policy.

Recommendation: Staff is recommending the Board approve using fund balance for the following reasons:

- At the end of 2017 fund balance is projected to be at the topmost level allowed by the Board's Fund Balance Policy.
- Paying for Capital Projects with fund balance is a primary use of fund balance and is in keeping with past practices. It allows large construction projects to be cash funded rather than funded through debt.
- Fund Balance Policy states Board may approve use of fund balance as the Board believes is in the best interest of the Library.

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To: Pam Nissler, Executive Director
From: Pat Klein, Director of Information Technology
Date: October 12, 2017
RE: Bibliotheca Sorter Contract

History of Contract: Bibliotheca Sorter Maintenance Contract

- The current sorters were purchased with maintenance that extended 3 years after final acceptance. The maintenance service expired in 2017 although they have continued to provide support.
- In August of 2016, we asked Bibliotheca to provide a quote and service agreement for the sorters. We did not receive the quote until April 2017 and only after several requests. The cost was \$196,000 per year and the quote did not include a service agreement. Since April, we have been negotiating with Bibliotheca on a contract that would cover the services. That contract is now being reviewed by the County attorney. Negotiations on the cost have not been concluded, however, as the Columbine sorter has been removed, it is anticipated that the cost will be \$160,000 or less.
- This service contract would begin in 2017 and continue for approximately three years, depending on the schedule for replacing the Bibliotheca sorters.

Total Cost:

\$160,000 x 3, total dollar value contract: \$480,000

Budget:

This service agreement would fall within the IT Department under maintenance agreements: 60060.434375 and would be budgeted in yearly amounts of \$160,000 unless reduced due to sorter replacements.

Next Actions:

Next steps include:

- Approval of the Board of Trustees for the Executive Director to enter into the final agreement.
- Completion of the contract review by the County Attorney
- Final negotiation on cost of the service
- Signature by all parties once contract terms are completed

Attachments:

None

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TO: Pam Nissler, Executive Director

FROM: Kurt Jungwirth, Facilities Operations Manager

DATE: October 2, 2017

RE: Janitorial Contract Renewal

History of Contract: Kleen-Tech Services – Janitorial Renewal

The Library entered into a contract for janitorial services with Kleen-Tech Services in September of 2015. Per the contract, the Library may extend the contract up to four additional one year terms. The Library is currently seeking to renew the contract for the second time for the 2017-2018 term.

Total Cost:

A final cost has not been determined as negotiations are ongoing. The Library has proposed the amount of \$436,224, but has yet to receive acceptance from Kleen-Tech Services.

Budget:

Funds for this renewal are under the operating budget as Facilities – Janitorial Services.

Next Actions:

While we are negotiating with Kleen-Tech Services, we do expect to settle on pricing shortly. As such, we will be asking you to authorize the Executive Director to sign this contract renewal at the next Board Meeting in October.

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To: Pam Nissler, Executive Director
From: Paul Wember, President, Wember Inc.
Date: October 12, 2017
RE: 17-07 Edgewater Library - General Contractor at Risk (CMaR) selection process.

History of Contract: General Contractor at Risk (CMaR) – Edgewater Library

The Edgewater Library is a proposed 10,000 square foot facility to be located inside the new City of Edgewater Civic Center facility which broke ground last weekend. The Senior Management team has been working to advance our design of the tenant finish space and is now complete with the Schematic Design phase of the project.

The Senior Management team has begun the selection process per the timeline outlined in the master schedule, included in last months board report and inserted below for reference. The Senior Management Team, Wember (Owner's Representative) and Humphries Poli Architects continue to progress with the selection of a General Contractor. This team member will provide pre-construction services including but not limited to detailed scheduling, estimating and subcontractor bidding.

The RFP was issued on September 1st. Nine proposals were returned to the Jefferson County Public Library for review and ranking. The submittals included the following firms:

1. Alliance Construction
2. BVB General Construction
3. DS Construction
4. Fransen Pittman General Contractors
5. Haselden Construction
6. Himmelman Construction
7. Mark Young Construction
8. MW Golden Construction
9. White Construction

The proposals were reviewed by the selection committee and ranked. Three firms were selected for interview:

1. Alliance Construction
2. Fransen Pittman General Contractors
3. White Construction

Interviews were held October 3rd, 2017 and included the following attendees;

1. Pam Nissler (JCPL)
2. Julianne Rist (JCPL)
3. Steve Chestnut (JCPL)
4. Padma Polepeddi (JCPL)
5. Ben Vega (JCPL)
6. Dennis Humphries (Humphries Poli Architects)

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- 7. Paul Wember (Wember)
- 8. Charle Gieck (Wember)

Below is the current timeline for the project related to the selection of the Construction Manager at Risk (CMaR).

DATE	TIME	EVENT
Friday, September 1, 2017		Advertise and Issue RFP
Friday, September 15, 2017	5:00 PM	Deadline for receipt of questions and inquiries & Proposers notification of Interest by email procurement.jcpl@jeffcolibrary . (not required, courtesy to the selection committee)
Monday, September 18, 2017	5:00 PM	Final responses to questions, inquiries and RFP amendments
Wednesday, September 20, 2017	4:00 PM	Deadline for submission of proposals
Thursday, September 21, 2017		Notification of short-listed candidates
Tuesday, October 3, 2017	12-5PM	Interviews of short-listed firms (Anticipated)
Thursday, October 5, 2017		Preferred Design Team announced (Anticipated)
Monday October 9, 2017		Finalize contract negotiations (Anticipated)
Tuesday October 10, 2017		Packet to Board
Thursday October 19, 2017		Board Meeting/Anticipated approval

Total Cost:

17-07 Edgewater Library - Total project budget \$2,600,000.

Budget:

General Ledger Account # Business Unit: 770032. Costs will be incurred in 2017 for preconstruction below \$10,000 with construction costs through 2018.

Next Actions:

At this time the team is entering into negotiations with the highest ranked firm as determined by the scoring generated by the selection committee. A packet will then be prepared for review and approval by the board at the October 19th, 2017 meeting.

Attachments:

None

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TO: Pam Nissler, Executive Director
FROM: Kurt Jungwirth, Facilities Operations Manager
DATE: October 12, 2017
RE: Landscape Management Service Contract Update

History of Contract: Landscape Management Service

The Library's contract for landscaping services with CoCal Landscape Services expires on October 31st. This is the final year of the 4 year contract which started April 2013 and ends October 31, 2017.

With 9 separate buildings and 6.75 acres of undeveloped land at Fehringer Ranch, the Library requires its grounds to be maintained to the highest standards which includes promotion of healthy growth of desired specimens, least toxic elimination of noxious weed and undesirable species, and efficient use of irrigation practices is expected.

To meet these standards, the Library has decided to go out for bid for landscaping services. A request for proposal (RFP) will be posted after receiving a sample contract back from the County Attorney's Office. After proposals are received a vendor will be selected quickly to ensure a seamless transition between our current landscape contractor, CoCal, and our newly selected contractor.

Total Cost:

A final cost has not been determined at this time.

Budget:

\$79,000 is budgeted in the proposed 2018 budget.

Next Actions:

The Library will bring a contract to the Board after proposals have been received and a vendor is selected.

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TO: Pam Nissler, Executive Director
FROM: Kurt Jungwirth, Facilities Operations Manager
DATE: October 2, 2017
RE: Project 17-01
Evergreen HVAC Rebuild

History of Contract: Tolin Mechanical – Evergreen HVAC Rebuild

The Library is seeking a qualified contractor to rebuild portions of the mechanical systems, including controls, at our Evergreen Library location. A Request for Proposal was posted on Bidnet on September 7, 2017, and we received a total of three bids. On September 25, 2017 we awarded vendor Tolin Mechanical.

The project is expected to be completed in 2017, though the exact date is dependent upon the lead time for materials. Work is planned for eight weeks to allow for weather, but we expect the actual work to take four weeks.

Total Cost:

The cost of this project is \$57,536.

Budget:

Budget for this project is in the 2017 Capital Project Budget: Project 17-01 for \$135,000.

Next Actions:

County Legal is currently reviewing the proposed contract with Tolin Mechanical. Staff will be asking to authorize the Executive Director to sign the contract with Tolin Mechanical at the Board Meeting in October.

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TO: Pam Nissler, Executive Director

FROM: Kurt Jungwirth, Facilities Operations Manager

DATE: October 2, 2017

RE: Exterior Lighting Upgrade

History of Contract: Exterior Lighting Upgrade

The Library will be upgrading all of the exterior lighting of the libraries. This project consists of, but not limited to, retrofitting and replacing all of the existing exterior building, grounds, arcade, bollard and parking lot incandescent and fluorescent type lighting. This request for proposal (RFQ) will also solicit a proposal for painting some of the light poles at select library locations.

The RFQ was posted on August 18, and a site walk was completed on August 24 with six potential bidders. It was determined that we were unable to receive accurate quotes without first completing a survey/audit of all of our existing lights to provide the vendors. We are working with our current vendor, Fluorescent Maintenance, to compile that information, and we expect that report within the week. Once received we will provide that report to the six potential bidders, receive quotes, and make a vendor selection.

Total Cost:

The cost of this project is budgeted to be \$55,000.

Budget:

Funds for this project will be paid from the Facilities Annual Replacement & Maintenance Program.

Next Actions:

We anticipate asking you to authorize the Executive Director to sign the contract at the Board Meeting in October.

To: Library Board of Directors

CC: Jo Shantz, Executive Director, Jefferson County Library Foundation
Pam Nissler, Executive Director, Jefferson County Public Library

From: Rebecca Winning

Re: Naming Opportunities

Date: October 12, 2017

The Senior Management Team would like to recommend the following naming opportunity.

JCPL's Naming Rights Guidelines allow for naming rights and name recognition opportunities when the Library Board desires to honor an individual, foundation or corporation for outstanding service contributions that are consistent with the nature and mission of the Library. The Senior Management Team unanimously recommends that we recognize Bill Knott for his sustained and distinguished service to the Library from 1971 to 2008. The depth and breadth of the contributions are obvious and reflect a dedication and beneficence to the Library that deserves our deepest gratitude and our highest recognition.

Proposed Motion: On behalf of the Library Board of Trustees, I would like to recognize Bill Knott for his sustained and distinguished service to Jefferson County Public Library and the community, including but not limited to the following:

- *When Bill was named CEO in 1971, JCPL was a small library system with 11 small libraries (including six one-room locations) and a bookmobile, offering 207,517 items to 235,000 residents. During his tenure he led the Library through the following accomplishments:*
 - *New Evergreen Library opens (1971)*
 - *Lakewood Library opens in its current location (1976)*
 - *JCPL becomes the first public library in Colorado and one of the first nationally to offer an online public catalog for patron use (1976)*
 - *Wheat Ridge Library opens in its current location (1979)*
 - *Jefferson County residents pass a mill-levy increase to build new libraries in high-growth area and to improve library service in existing facilities (1986)*
 - *Edgewater library becomes the first "new" facility for JCPL after the referendum. (1987)*
 - *New Columbine Library Opens on Bowles Avenue in Littleton (1989)*
 - *New Standley Lake Library opens at its current location (1991)*
 - *The Evergreen Library opens in its current location (1993)*
 - *JCPL becomes the first public library to request that Innovative Interfaces Inc. build a system that would support a shared collection (1995)*
 - *Golden Library moves to its current location (1996)*
 - *Conifer Library opens in Conifer High School (1999)*

- *JCPL is a leader in creating the Colorado PLUS and Prospector Interlibrary Loan systems, as well as the Colorado shared library card project, allowing Jefferson County library patrons to use their cards at any Colorado library (1999)*
- *New Belmar library opens in the Lakewood City Commons (2000)*
- *Ask A Librarian, an email reference service, debuts (2002)*
- *Computer reservation system is established (2003)*
- *New Arvada Library opens in Olde Town Arvada (2006)*
- *Bill was a passionate champion for early literacy, intellectual freedom and service to the community. By the time he retired in 2008, JCPL was a robust library system, offering 1.3 million items to 538,000 residents, circulating more than 6.5 million items annually and hosting more than 2.7 million in-library visits and 3.6 online visits every year.*

The depth and breadth of Bill's contributions are evident and compelling, and reflect a dedication and beneficence to the Library that deserves our deepest gratitude. Consequently, I move that we name the Play and Learn Area in the Columbine Library's Children's Discover Together Center in honor of Bill Knott.

JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
PROPOSED 2018 STUDY SESSIONS AND BOARD MEETINGS

Study Sessions - 5:30 p.m.	
<u>Date</u>	<u>Location</u>
January 11	Administration Conference Room
February 8	Administration Conference Room
March 8	Administration Conference Room
April 12	Administration Conference Room
May 10	Administration Conference Room
June 14	Administration Conference Room
July 12	Administration Conference Room
August 9	Administration Conference Room
September 13	Administration Conference Room
October 11	Administration Conference Room
November 8	Administration Conference Room

Board Meetings - 5:30 p.m.	
<u>Date</u>	<u>Location</u>
January 18	Lakewood Library Meeting Room
February 15	Lakewood Library Meeting Room
March 15	Lakewood Library Meeting Room
April 19	Arvada Library Meeting Room
May 17	Columbine Library Meeting Room
June 21	Evergreen Library Meeting Room
July 19	Golden Library Meeting Room
August 16	Standley Lake Library Meeting Room
September 20	Belmar Library Meeting Room
October 18	Lakewood Library Meeting Room
November 15	Lakewood Library Meeting Room
December 13	Combined Study Session & Board Meeting Lakewood Library Meeting Room

Arvada Library 7525 West 57 th Avenue, Arvada	Belmar Library 555 S. Allison Parkway, Lakewood
Columbine Library 7706 West Bowles Avenue, Littleton	Evergreen Library 5000 Highway 73, Evergreen
Golden Library 1019 10 th Street, Golden	Standley Lake 8485 Kipling Street, Arvada