

BOARD MEETING

JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

May 17, 2018



Jefferson County
PUBLIC LIBRARY

APPROVAL OF AGENDA

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

ITEM# / ACTION	Thursday, May 17, 2018 – COLUMBINE LIBRARY MEETING ROOM
1.	Call to order & attendance (4.5.8)
2.	Pledge of Allegiance
3. Action	Approve Agenda Call for motion and second
4. Action	Approval of Minutes Call for motion and second <ul style="list-style-type: none"> • April 12, 2018 Board Study Session Minutes • April 19, 2018 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 <ul style="list-style-type: none"> ▪ Information Technology Staffing Call for motion and second • Employee Relations & Development – Sandie Coutts <ul style="list-style-type: none"> ▪ Executive Director Recruitment - Bradbury Miller • Finance Department – Gloria Overholt <ul style="list-style-type: none"> ▪ Financial Reports ▪ Update on 2019 Budget Development • Facilities & Construction Projects <ul style="list-style-type: none"> ▪ Edgewater Update – Paul Wember, Wember, Inc. ▪ Exterior Lighting Contract Authorization – Kurt Jungwirth Call for motion and second
8. Action as Needed	Consent Agenda (4.3.4) Call for motion and second <ul style="list-style-type: none"> • Trustees adopt the 2019 Governance Budget, Policy 4.2.2 • 2019 Board Meeting Schedule – Board Consensus
9. Emerging Issues Action as Needed	

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

10. Action as Needed	Ends <ul style="list-style-type: none">• 2020 Strategic Planning
11. Action as Needed	Governing Policies <ul style="list-style-type: none">• No items
12. Suggest Agenda Items	BOARD SCHEDULE – NEXT MEETINGS <ul style="list-style-type: none">• June 14 – BCC & BOT Quarterly Meeting – 11:30-12:30• June 14 – Study Session – 5:30 pm – Administration Conference Room• June 18 & 19 – Executive Director Recruitment – Final Interviews• June 21 – Board Meeting – 5:30 pm – Evergreen Library Meeting Room• July 12 – Study Session – 5:30 pm – Administration Conference Room• July 19 – Board Meeting – 5:30 pm – Golden Library Meeting Room• August 9 – Study Session – 5:30 pm – Administration Conference Room• August 16 – Board Meeting – 5:30 pm – Standley Lake Library Meeting Room
13. Discussion	Board Questions or Comments Related to Items on the Meeting Agenda
14. Discussion	Evaluate Board Meeting (4.1.9)
15. Information	Announcements/General Information Sharing <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
April 12, 2018 – 5:30 p.m.
Administration Conference Room

TOPICS:

- 2019 Strategic Planning Board Visioning
- Facility Master Plan 5-Year Recommendations
- Value Added Services Contract Information
- Security Camera Contract Authorization
- Landscape Management Services Contract Information
- Financial Review

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: Pam Anderson.

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

2019 Strategic Planning Board Visioning

Julia Hill-Nichols introduced the topic and expresses appreciation to the Board for taking the time to complete the survey. The Chair noted that nothing is broken but rather this is an opportunity to expand the vision and build a foundation for all our patrons for generations to come.

Charles Naumer addressed the Board and noted that the survey is a start to the process of an increased level of engagement in strategic planning. In working to clarify what the Board's role is relative to the Senior Management Team, the Board of County Commissioners and the policy governance training, some questions were brought to the

surface. A couple of years ago a revision was made to the Board's Bylaws, adding strategic planning and recognizing the Board's interest in being involved in the longer term and short term planning.

The Trustees were asked to take three minutes to share their thoughts on the responses to the survey and highlight what was important to each of them, then to determine the next steps.

Trustee Naumer: Looking at the trends – changing times right now in terms of E-media; books always important – shifts around distribution – new ways to receive products – expectations. Would make the argument for relevance and being nimble and responding to the needs of the residents. Tied to that is value based lens – value we're providing to the residents of Jeffco – those people who use the library and those who don't - what is the value we are creating. People who are not using library - how do we increase our value to them. Measures we use to define our success in that lens – in support of the ends statements but they are very broad – but the details are how we define success – will push us forward to provide the citizens with the best value. Huge fan of the Senior Management Team and all their work.

Trustee Johnson: My thoughts are very similar to what Trustee Naumer just said. On one of the ends statements, I would like to talk about and understand the purpose of it – shared community outcomes – want clear on what the intent of that is. Also thought about measurements – and how are we going to tell if we are successful – planning for that next not so great situation – plan now while we are in a great place so we know how we would address that going forward.

Trustee DeLaet: I agree with Trustees Naumer and Jonson. I heard a couple different presentations that JCPL is very well funded right now – and that we will begin to see excess – instead of 'is this the best use of the funds citizens entrusted us with'. Bradbury Miller stated that JCPL is attractive for Executive Director candidates because it is well-funded - and that's good but just want to make sure from a strategic point that we're continuing to keep that as lean and mean as possible.

Trustee Deal: I concur with everything – think that it's important that the Library and the Trustees keep an eye towards making sure in the future we stay relevant as there are an increasing number of people who question the need for the library because we have the internet and don't need these large facilities. We need to make sure our

services evolve and our facilities evolve so we remain relevant and serve a purpose beyond just going and checking out books. We need to evolve way beyond that – we are a meeting space now – maker spaces and the exchange of ideas and information and that is what we have to continue to look at beyond just a place to check out books.

Trustee Bodnar: In the back of my mind - being conservative – a measure is not 100% attendance – there will be a certain segment that will not go to the library. I do not think enrollment, number of cards or checkout is a good indicator. An educated society is a better society for all of us – one of the ways is early literacy. Columbine has 70 kids everyday reading. That is enough for me to come twice a month. Feel that as we have more money – and the desire of staff and the Board – we have to watch for mission creep – or we bring out a program that is very successful but we cannot fund it and then we have to lay off to fund it.

Trustee Hill-Nichols: With the trends and library services – it is a unique position - incredible talent to provide the community with analysis on what is happening in this community. That is a lot of the information that this staff has put together. Whether its facilities or staff – that is something the other departments do not have. To be someone they look to and provide analysis and research for the County. Concerned about the little ones but the older ones – teens and drug issues – see us partnering more with schools – and parents – and addressing student retention – providing a healthy environment – focus on all ages and be as innovative as possible with how we raise teens. The kids and dogs are cute – teens are also important. In the next 1-5 years, we need to look at the effective onboarding of a new Executive Director - need to onboard correctly or they fail and the institution fails. Having change management skills at all levels of the organization – from Trustees to the Senior Management Team to the front line. The Ends Statements are fine - did some tweaking – looking for a gut feel to the Ends Statements – using words that resonated more – supported by a robust system committed to lifelong learning – Jeffco receives optimum value, etc. On shared community outcomes – all Jefferson County – great spaces and places and providing services in different ways - think about facilities –the buildings are important.

The Chair suggested that the next steps would be to come back, look at the Ends Statements, and make sure the Board has agreement and start to look at measures as well. We have a number of measures and we get lots and lots of data. This is not a toss this out – this is ‘and lets do this.

The Executive Director noted that many of the survey responses were affirming of the trends and issues the Library is already working on, and it was nice to see support. What may complicate the process is that the 2019 budget documents are due tomorrow. The Senior Management Team will look at those documents and decision packages and start preparing the strategic operational plan. We will need to work together so we can still meet our budget process schedule.

There was some discussion on whether or not there would be any impact on the budget. It was noted that if the measurements change dramatically it might affect the budget. There was some discussion on the challenges of public institutions related to budgeting constraints and the ability to make dynamic shifts.

Trustee Johnson noted that for her, it is not new measurements – but which measurements align with which Ends Statements - not creating additional work for the staff so it would not affect the budget. Working together on which of those measurements will affect the Ends. Some of the data must already be available because the Library has provided a lot of data.

The Chair suggested that the agenda could be formatted by the ends statements – so here's number 1 ends statement and here are the agenda items under that – forcing the agenda to be aligned with the ends statements and reminding us that this is why we're talking about this or be a filter that we don't need to talk about this.

Trustee DeLaet noted that he doesn't expect to impact the budget this year, however, what we are measuring should have big impacts on the budget moving forward – yes this is working well so put more resources there – or, this is what we're measuring and it's not working. I do not see this as we need to make decisions tonight – it should be an ongoing process.

The Chair stated that the Ends Statements are truly the Board's area to look at and there was a lot of information presented. The next steps are for the Trustees to read the information and complete another survey about what really resonated. The Chair asked the Executive Director to look at the information and note what the Library is already doing and what is not being addressed. In response to a question from the Executive Director, the Chair agreed that this discussion should be a continuing agenda item for future study sessions. The Executive Director asked the Trustees to submit any changes to the key initiatives that would have an impact including the recruitment and

on-boarding of the new Executive Director, implementation of Phase 1 of the Long Range Facilities Plan and Implementation of the next phase of the GPS staffing plan. The Chair asked the Executive Director to send that list via email to the Board.

Rebecca Winning, Director of Communications, addressed the Board and noted that JCPL's nomination for the Library Journals' Library of the Year contains information that would shed some light on the questions the Board asked during this discussion about the Ends Statements. Rebecca will share that document with the Board.

Facility Master Plan 5-Year Recommendations

Julianne Rist, Director of Public Services and Steve Chestnut, Director of Facilities and Construction Projects, addressed the Board and provided a presentation on the Facility Master Plan Five-Year recommendations. The Board was presented with the Facility Master Plan from Group 4 in February. The report recommended that to adequately provide services to the community, JCPL should be aiming for 0.50 - 0.60 square foot public space per capita. JCPL currently has .35 square feet of branch library space per capita. In order to catch up to the current population JPCL would need to add 100,000 additional square feet. Even more space will be needed to accommodate future growth. The recommendation is to build capacity over time and review the facility master plan every year with the five-year capital plan. The report is a flexible, "living" document that will enable the Library to easily adjust and update capital facilities planning as circumstances evolve and opportunities arise over time. The recommendations include that same flexible approach. The Library has overlaid the five-year capital plan needed for budgeting with phases 1 and 2 in the recommendation. The recommendations are presented in priority order.

Phase 1 (2018-2023)

Belmar 2018-2019

A Belmar remodel will require more extensive work for a remodel because the library hasn't been updated since 2007, and its supporting systems and structures have reached the end of their serviceable life and are due for replacement. The Belmar remodel will include replacing the chiller, the boiler, air handler, some of the air boxes, the parking lot and the parking area lighting. Based on our Columbine experience we may need to replace the data cabling as well.

South County Expansion 2019-2020

South County was identified as an underserved area. It is our recommendation that this be the first place for expansion and that we build a destination library of 30,000 square feet. We know that open land is in short supply, so we are suggesting that in

2019 we hire a commercial real estate agent to look for several options; land, a vacant building that could be remodeled as a library, or a leased space. You will see in the chart that the costs associated with this project vary greatly as do the the options that need to be investigated. The site criteria has already been developed in the Facility Master Plan report.

Evergreen Remodel 2021-2022

The Evergreen Library is showing its age in furnishings, carpet and layout. The front area has a large built-in circulation desk from when it opened in 1993. There is great potential in adapting this building to the new service model. With the exception of the boiler itself the supporting systems of the building have all been recently replaced due to wear and/or reaching the end of serviceable life.

Alternative Service Delivery 2021

Between now and 2021 staff would have time to research alternative service delivery. This would involve looking for partnerships, shared spaces and evaluating the services needed by the community. Alternative services could take several forms, such as a hold pick and book return, and/or providing programming, resources or staff to a location we do not own or maintain

Standley Lake Library 2022 – 2023

Standley Lake library sits on a large piece of property that would allow us to expand the building from at least 15,000 square feet to almost double the current size. We have placed this remodel four years out for several reasons:

- To make an informed decision on expansion or remodel
- If we expand the building decide if it should it be done in phases or all at once
- Both the City of Westminster and Candelas have reached out to the library about possible opportunities for library services. We would want to know what those might be, before planning a Standley Lake remodel or expansion
- All major support systems have been replaced recently

Phase 2 (2023-2028)

Administration Building 2023 -2024

We have placed the planning for consolidating administration at the beginning of phase 2. The consolidating of administrative services will have a direct impact on the decision of what to do with both the LSC building and the Fehringer Ranch property. In addition, before the Lakewood library can be planned, we need to know what administrative space might be able to be converted to public space. Finally, the report speaks to the increased efficiency and effectiveness of having administration services in one location.

Summary

The recommendations cover the time frame needed for the 2019 budgeting cycle and give a broad road map for implementing phase one of the Facility Master Plan. In addition the recommendations have the flexibility to take advantage of offers to partner, such as we are doing with the City of Edgewater for the new library in their community center. We know that there are currently four possible partnerships for the library, Candelas, City of Westminster, City of Wheat Ridge, and, City of Golden.

The recommendations take into account both staff's ability to support these projects as outlined, and the ability to pay for them. Funding is identified in the ten-year forecast from both annual revenue and fund balance. A chart was provided that included the amount of fund balance still available when the capital costs are factored into the budget. The Library will be asking for the Board's approval of these recommendations as part of the 2019 budget and five-year capital plan. The recommendations will be reevaluated each year as part of the annual budget and five-year capital plan. The plan can be evaluated every year and that yearly reassessment will allow the Library to make adjustments if there is an economic downturn or other opportunities are presented. A complete presentation on the 5-year and 10-year financial plan will be presented to the Board in May.

In response to questions, the Board was advised that:

- The Library cannot start South County planning in 2018 due to the resources required (budget and staff capacity). If the Library found an opportunity in South County there is nothing in the 2018 budget to pursue that opportunity.
- The Library will prepare more information (a white paper) on alternative services and acknowledged the suggestions to move alternative services up in the timeline. The resources required for alternative services vary widely depending upon the service (between \$5,000 and \$250,000).
- The Belmar Library is a priority, even before adding square footage, for several reasons. Many of the infrastructure systems have reached the end of their serviceable life and need to be replaced. For efficiencies in time and money, it makes sense to do everything at one time. The building will have to be closed and it is more cost effective to complete all the work at once. It would cost a lot more to do each of the items separately. Those infrastructure items include rebuilding the air handler, replacing the sorter, replacing the chiller, potentially replacing the boiler, repairing or isolating the in-floor heat loops, repairing some VAV's (Variable Air Volume Box) and FPB (Fan Powered Box), re-mill or replace the parking lot, supplement/upgrade the parking lot lighting and replacing the data cabling as a start. The last remodel for Belmar in 2007 was more of a refresh

and included only paint and carpet. Also, the Library can get Belmar up and running by 2020 and provide a better facility to the community faster.

- South County is a longer, two to three year project. The Library needs to time to research and evaluate several options; land, a vacant building that could be remodeled as a library, or a leased space. The costs associated with this project vary greatly as do the the options that need to be investigated. Until more information is received through the project-planning phase, it would be challenging to set a budget.
- The site criteria has already been developed in the Facility Master Plan report. Ideally, the location for a South County facility would be south of Columbine and the Library has parameters for the commercial real estate agent to use.
- The cost of the Golden Library remodel was \$558,000 and did not include infrastructure items.
- The budget for the master facility plan recommendations is set at 4.5 mils for each of the five years. The Library will continue to make adjustments depending upon the assessments and anticipated revenue.
- There are other facility maintenance projects that are not included in the capital budget. Those items, such as paint and possibly carpet, are included in the annual maintenance budget.
- The Board does have the option of requesting an appropriation from the fund balance as well as adjusting the minimum/maximum requirements in their fund balance policy if they wanted to pursue an opportunity that was not included in the budget.

Value Added Services Contract Information

Debbi Mikash, Collection Services Manager, addressed the Board and provided background information on the contract with Baker & Taylor. In July 2014, the Board of Trustees authorized JCPL to sign a contract with Baker & Taylor for print material and value added services. Value added services include but not limited to catalog records, processing of materials, collection development support, opening day collection assistance, etc. The contract allowed JCPL three annual renewals and expires in July of 2018. There are currently three vendors in the United States that can handle the volume of print materials that JCPL is currently purchasing. JCPL published the RFP for print materials on February 9, 2018. Two of the three companies responded: Brodart and Baker & Taylor. A team evaluated the proposals and at the April Board meeting, JCPL will ask the Board to authorize a contract with Baker & Taylor. The cost of this contract will not exceed the annual Books and Materials budget authorized by the Jefferson County Public Library Board of Trustees.

Security Camera Contract Authorization

Pat Klein, Director of Information Technology, addressed the Board and provided background information. In 2016, JCPL went through the RFP process and selected Avant to install and maintain the library security camera system. Approximately half of the project was been completed in 2017. On February 27, 2018, Avant informed JCPL that they filed for bankruptcy and would not be able to continue the project. JCPL contacted Panasonic, the equipment vendor and asked for their recommendation for a local vendor to complete the project and provide maintenance. Panasonic recommended Inteconnex, a company that we used for some work on our current, older systems. We have contacted them and they have provided all the necessary documentation and a quote that is slightly less than our original quote from Avant. The initial cost of the contract will be to complete installation in 2018.

MOTION: Charles Naumer moved that the Library Board of Trustees authorize the Executive Director to sign a contract for \$151,928 with Inteconnex to complete installation of the security cameras. Seconded by Deborah Deal the motion passed by unanimous vote of all Trustees present.

Landscape Management Services Contract Information

Steve Chestnut, Director of Facilities and Construction Projects, addressed the Board and introduced the topic. At the October 12, 2017 Study Session, information was presented on the Landscape Management Service RFP. The Board was advised that the contract for landscaping services with CoCal Landscape Services expired on October 31, 2017 and that 2017 was the final year of the 4-year contract, which started April 2013. The Library received three responses to the RFP and selected Environmental Designs Inc. for its Landscape Management Service for nine separate buildings and 6.75 acres of undeveloped land at Fehringer Ranch. The recommendation from the team working on this project is for the Director of Facilities and Construction to request Board authorization for the Executive Director to enter into a one-year contract with Environmental Designs Inc., with up to four additional years with contract renewal, with the base cost of \$82,080 per year. \$79,000 is budgeted in the proposed 2018 budget. Gloria Overholt (Interim Finance Director) has been consulted and has identified money in the library's contingency budget, which can be used to fund the additional \$3,080 needed for this project. At the April Board meeting, the Library will ask the Library Board to authorize the Executive Director to sign a contract with Environmental Design Inc. for the base amount of \$82,080.

In response to questions, the Board was advised that:

- The Library's irrigation systems overall are in good shape and it is not anticipated that there will be a lot of maintenance. The biggest irrigation issue is at Columbine where the water is taken out of the lake unfiltered. It does clog up the valves and requires more maintenance.
- The exact figure was not immediately available; however, the contract last year was approximately \$4,000 - \$5,000 less.
- The Library does not have information on why CoCal Landscape Services did not respond to the RFP.
- The contract will cover nine Library facilities and the undeveloped land at Fehringer Ranch.

Financial Review

Barbara Long, Finance and Budget Manager addressed the Board and introduced the topic. The Trustees had requested that the Library break out Foundation revenue and revenue from E-rate. That has been done and will appear in the March financial statements that the Board will receive at the April Board meeting.

ADJOURNMENT

The study session was adjourned at 6:54 p.m.

Kim Johnson, Secretary

Minutes of the Meeting of the
JEFFERSON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
April 19, 2018

CALL TO ORDER – REGULAR MEETING

The regular meeting of the Jefferson County Public Library Board of Trustees was held in the Arvada Library meeting room on April 19, 2018. 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), Pam Anderson, John Bodnar, Deborah Deal and Brian DeLaet.

Trustees not present: All Trustees were present.

Guests: Paul Wember, Wember, Inc., Dennis Humphries, Humphries Poli Architects.

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

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

MOTION: Brian DeLaet moved approval of the minutes of the March 8, 2018 Special Board Meeting. Seconded by Charles Naumer the minutes were approved by unanimous vote of all Trustees present.

MOTION: Kim Johnson moved approval of the minutes of the March 15, 2018 Board meeting. Seconded by Brian DeLaet the minutes were approved by unanimous vote of all Trustees present.

PUBLIC COMMENT

There was no public comment.

FOUNDATION REPORT

Jo Schantz, Executive Director of the Foundation provided an update on the activities of the Foundation. The Foundation has a new used book sales vendor, Farm for Books. Farm for Books will take the place of High Country Books who canceled their contract in March. The Foundation negotiated a different kind of working arrangement, in that Farm for Books will provide JCLF with a flat, monthly fee of \$5,000 (\$60,000 each year) for the books that we will provide them. The agreement launched April 1. There is an upcoming luncheon and benefit for the Foundation on April 27, Murder She Writes, with former reporter Paula Woodward. The spring whale sale will be held the first weekend in June and the Foundation is looking for volunteers to help with at the sale.

SENIOR MANAGEMENT TEAM (SMT) OPERATIONAL UPDATES

Executive Director Update

Pam Nissler, Executive Director, provided an update to the Board. The Naming Opportunity Brochure for Edgewater was provided and the Board was asked to send any referrals to Rebecca Winning. The Board was also presented with the annual Strategy, Planning and Budget documents.

Budget and Finance Department

Gloria Overholt, Interim Director of the Finance and Budget Department presented information on the activities of the Budget and Finance Department.

Financial Report

March revenue shows significant property tax receipts which had been expected by the end of the first quarter. Property tax receipts will continue for the next few months and most of the annual revenue from property tax will be received by the end of June. Separate line items are now displayed for Library Foundation revenue and E Rate revenue. At the end of the first quarter, operating expenses are mostly on track or under budget. Revenue and expenses for 2017 have been updated and these updated numbers are included in the March tables. In 2017, the Library budgeted \$149,200 for investment income and received \$345,733. The Budget and Finance office will monitor that closely in 2018.

In response to questions, the Board was advised that:

- Debt service is paid at the end of the year. The County applies the amount and the funds are transferred.
- If no variance is listed in the variance column, it means that there is no variance to record. That item is on budget and that amount will be expended.
- Debt service detail is included in Table 3, including the payoff dates.

- The Library is having discussions about which locations will be included in the 2018 sorter replacement plan. Initially, the Evergreen and Golden sorters were scheduled; however, the Library may exchange Evergreen for Lakewood because of the planned remodel of the Evergreen Library.
- Urban Renewal: The property tax for a specific area (or a portion of it) is spent just on that area instead of going to all of the places that normally get property tax: county, school district, library, cities, etc. That is why it shows up as a negative in the financial tables.
- The County manages investment income funds.

Preliminary 2019 Budget Planning Calendar

Gloria Overholt reviewed the preliminary 2019 budget development calendar with the Board:

- May 10, Study Session – 5 and 10 year Financial Plan
- May 17, Board Meeting – Update on Budget Process
- June 14, Study Session – Operating, 5-Year CIP and County Budget Guidelines
- June 21, Board Meeting – Authorization of CIP & Budget to be submitted
- July 2018 – Budget Transmitted to the County and Development of Salaries & Benefits
- August 2018 – County Budget meetings by Department
- October 2018 – 2019 Proposed County Budget submitted to BCC & Public Hearing on 2019 Budget
- November 2018 – Final Salaries & Employee benefits Budgets
- December 4 – BCC adopts 2019 budget and establishes mill levy
- December 13, Board Meeting – Library Board adopts 2019 budget

Public Services

Value Added Services Contract Authorization

Debbi Mikash, Collection Services Manager, introduced the topic and provided a summary of the information that was provided at the April Study session.

MOTION: Pam Anderson moved that the Library Board of Trustees authorize the Executive Director to sign a five-year contract with annual renewal, within the approved 2018-budgeted amount and in the not to exceed amount of \$6.9 million, with Baker and Taylor for print materials and value added services. Seconded by Deborah Deal the motion passed by unanimous vote of all Trustees present.

Employee Relations and Development

Executive Director Recruitment

Sandie Coutts, Director of Employee Relations and Development, and Charles Naumer, introduced the topic and provided an update. The Executive Director Search Committee is about halfway through the process and applications are being received. Bradbury Miller has been in regular contact with the Search Committee keeping everyone updated. The recruitment brochure is being distributed. The Board was asked to review the draft agenda and calendar for the Executive Director interviews and provide input. After some discussion, the Board reached agreement on the following:

- The public forum will be scheduled for the evening of June 18, 2018.
- The public forum will include a panel of the finalists. Each finalist will give a presentation to stakeholders and staff, followed by a questions and answer session. Bradbury Miller will facilitate the public forum. It was noted that this is an opportunity for the stakeholders and staff to engage with the finalists. The Library Board will have separate opportunities.
- Sandie Coutts will follow-up on Mayor Adam Paul's offer to utilize the Lakewood Cultural Center for the public forum portion of the process.
- The Board agreed to have specific invitations sent to some community leaders (Board of County Commissioners, School Board members, etc.).
- The Executive Search Committee will provide suggestions on the libraries (three to five locations) for the tours. Library managers could provide the tours.

DRAFT AGENDA - EXECUTIVE DIRECTOR INTERVIEWS

Activity Day One	Date
Meeting with senior management team	June 18
Meeting with managers/other staff/community	June 18
Benefits review with Human Resources	June 18
Public forum – open to all stakeholders/staff	June 18 - evening
Activity Day Two	Date
Guided tours of select library branches	June 19
Interview with Full Board of Trustees	June 19

Facilities and Construction Projects

Columbine Final Report

Steve Chestnut, Director of Facilities and Construction Projects, addressed the Board and provided an overview of the Columbine Final Report. In general, the report is presented in three sections: (1) what did we accomplish and was it effective; (2) what did we do right/what can we improve; (3) and what was the total cost.

The success of the Columbine's remodel can be seen partially by the increase of use statistics. Because we wanted to show the use of the building, the following measures were chosen:

- Visits
- Checkouts were chosen instead of Circulation (which includes renewals), since this measures the physical items that were checked out from the building.
- Number of programs
- Program attendance

The remodeled Columbine Library is outperforming in all but one measure - even though the number of programs were intentionally reduced, program attendance is up.

The report included recommendations where there is opportunity for improvement and areas where there were positive outcomes that indicate the process should be continued. All costs of the project were contained to the \$4 million budget without utilizing the \$250,000 contingency budget. Total unused allocated funds and the energy rebate was \$661,788. It was noted that some of the contingency budget may be used to modify the drive-up book drop. The budget does not include the costs for the sorter, which were appropriated from the book sorter replacement fund.

In response to questions, the Board was advised that:

- Power management refers to cabling in the public area and how the public accesses power in the library. The Library is working to improve the cabling process and utilizing furniture that has better power access for both the public and IT staff.
- The windows will be replaced through the Library's annual replacement budget.

Trustee Bodnar commended Steve Chestnut and the Library staff for the great work on the Columbine Library project.

Edgewater Library Update

Paul Wember, President of Wember, Inc., addressed the Board and introduced Dennis Humphries, with Humphries Poli Architects, Leanna de la Torre, Architect, Humphries Poli, Dan Spykstra, Senior Project Manager, Wember Inc., Nick Turner, Project Manager, m Fransen Pittman and Rachel Fenn, Estimator, Fransen Pittman.

The Board reviewed a presentation on the Edgewater Library project including the results of the community input meetings and collaborative input from Library staff and Fransen Pittman, General Contractors. There will be additional public meetings including a presentation to the Edgewater City Council on June 7, and a community meeting on June 13.

Pat Kline, Director of Information Technology, shared a drone video of the progress at the Edgewater Library site.

Paul Wember advised the Board that the project team is working on pricing and furniture and met with the City of Edgewater on scheduling and coordination.

Edgewater Library Phase II Notice to Proceed

Steve Chestnut introduced the topic and provided background information. At the October 12, 2017 Study Session, the Board was presented with information detailing the process used to select the General Contractor for the Edgewater project. Request for Proposals were issued and nine proposals were submitted. The selection team recommended and contracted with Fransen Pittman General Contractors, with Board Approval to assist with the pre-construction services. Those pre-construction services have been performed and a contract Notice to Proceed with Phase II construction fixed price amount is required to move forward with construction.

In response to a question, the Board was advised that an allowance was included for those items where the exact cost is unknown.

MOTION: Pam Anderson moved that the Library Board of Trustees authorize the Executive Director to issue a Notice to Proceed with Phase II of the Edgewater Library Construction in the amount of \$1,207,718, with Fransen Pittman General Contractors. Seconded by Kim Johnson the motion passed by unanimous vote of all Trustees present.

Landscape Contract Authorization

Steve Chestnut, Director of Facilities and Construction Projects, introduced the topic and provided a summary of the information that was provided at the April Study session. In response to a question, the Board was advised that the contract covers all Library facilities.

MOTION: John Bodnar moved that the Library Board of Trustees authorize the Executive Director to sign a one-year contract with the option to renew for four additional years, in the amount of \$82,080 with Environmental Designs Inc. Seconded by Charles Naumer the motion passed by unanimous vote of all Trustees present.

CONSENT AGENDA

Trustees Elect Board Officers

The Chair advised the Trustees of the nominations for Library Board officers: Charles Naumer for Vice-Chair, and Kim Johnson for Secretary. The nominating committee members included Brian DeLaet and Deborah Deal.

MOTION: Deborah Deal moved to approve the officers as recommended by the Nominating Committee: Charles Naumer for Vice-Chair and Kim Johnson for Secretary for the term May 2018 to March 2019. Seconded by Brian DeLaet the motion passed by unanimous vote of all Trustees present.

Bylaws Committee Recommendation

The Chair advised the Board that the Bylaws Committee recommended no amendments to the Bylaws.

MOTION: Kim Johnson moved that the Library Board of Trustees accept the recommendation of the Bylaws Committee to make no amendments and to adopt the Bylaws as presented. Seconded by Pam Anderson the motion passed by unanimous vote of all Trustees present.

2019 Strategic Planning

Charles Naumer, Vice-Chair, expressed appreciation to the Trustees for their comments and contributions to the discussion at the April Study Session. The intent is to have the Trustees review, digest the information, and continue the discussions. The Executive Director advised the Board that the nominating document submitted to Library Journal would be very helpful to the Board in the ongoing discussions. The Vice-Chair noted that the last three chapters in *the Evaluation and Measurement of Library Services*, on measurements, metrics and trends, would also be helpful in the strategic planning discussions. Copies of that book are available for the Board. The Board was asked to contact Amber Fisher if they are interested in reading that information.

BOARD SCHEDULE – NEXT MEETINGS

- May 10 – Study Session – 5:30 pm – Administration Conference Room
- May 17 – Board Meeting – 5:30 pm – Columbine Library Meeting Room
- June 14 – BCC & BOT Quarterly Meeting – 11:30-12:30
- June 14 – Study Session – 5:30 pm – Administration Conference Room
- June 18 & 19 – Executive Director Recruitment – Final Interviews
- June 21 – Board Meeting – 5:30 pm – Evergreen Library Meeting Room
- July 12 – Study Session – 5:30 pm – Administration Conference Room
- July 19 – Board Meeting – 5:30 pm – Golden Library Meeting Room

ANNOUNCEMENTS / GENERAL INFORMATION

There were no announcements.

ADJOURNMENT

The Board meeting was adjourned at 6:48 p.m.

Kim Johnson, Secretary

FOUNDATION REPORT

JEFFERSON COUNTY LIBRARY FOUNDATION
EXECUTIVE DIRECTOR REPORT
APRIL 2018 (MARCH 16 – APRIL 19)
By Jo Schantz

1) Recent events

MURDER, SHE WRITES! -- Former 9NEWS/KUSA investigative television reporter Paula Woodward was our guest author at a luncheon and benefit for JCLF. The event provided an interactive conversation with the audience focused on Paula's award-winning book, *We Have Your Daughter – the Unsolved Murder of JonBenét Ramsey, Twenty Years Later*. The luncheon took place on Friday, April 27, at the Club at Rolling Hills in Golden. Former KUSA-Channel 9 newscaster and JCLF Board member Neal Browne was our event emcee.

Nearly 35 guests were in attendance, including attendees representing these **new sponsors**:

- Rocky Mountain Safety and Security
- Dr. Jackie O'Beirne, DDS
- ICON Eye Care
- LegalShield

Added sponsors included: Front Range Workplace IT, Cat Care Society, Taurus Fund and 93.7 The Rock radio

2) Upcoming events

- ✓ **Spring Whale of a Used Book Sale** – June 1-3, Jeffco Fairgrounds; Friends Preview Night, May 31, 6 to 8 p.m.
- ✓ **Foundation Volunteer Picnic** – Friday, July 27, 11:30 a.m. to 1:30 p.m.; Fruitdale Park in Wheat Ridge
- ✓ **JCLF/JCPL Joint Meeting** – Sept. 20, 5 p.m., Belmar Library Meeting Room
- ✓ **Stouts & Stories/Ales & Tales Kickoff event** – Thursday, September 27, 5:00 to 9:00 p.m., Lamar Street Center in Arvada. Tickets: \$15 general admission; VIP tickets and tour of Million Dollar Car Gallery, \$25.
- ✓ **Fall Whale of a Used Book Sale** – October 19-21, Jeffco Fairgrounds. Friends Preview Night, Oct. 18, 6 to 8 p.m.
- ✓ **Rocky Mountain Literary Festival** – October 20, Mt. Vernon Country Club (JCLF is a sponsor of this event)
- ✓ **Holiday Used Book Sales** –
 - Nov. 30/Dec. 1 – Columbine Library
 - Dec. 7/Dec. 8 – Lakewood Library
- ✓ **Colorado Gives Day** – Tuesday, December 4

4) Meetings, activities and networking

Our staff has continued to explore new databases, including Matchmaker, eTapestry, Salesforce and various other platforms. We are working with Board member TJ Bowen, and we hope to make a decision by June and have the new database in place by July.

On April 20, Board member Tim Rogers and I met with Kate Beckman, Esq., of the Bryan E. Kuhn law firm, to review the various contracts that JCLF is using in hiring temporary and contract employees. We have signed a letter of engagement with this legal counsel to create a template and legally sound document that JCLF can use going forward.

Ali Egbers and I met with our social media consultant, Kaitlyn Holeman, on April 23 to review the May social media calendar (for Facebook and Instagram postings), and to map out upcoming blogs for our website. Kaitlyn took charge of posting the picture albums from our recent fundraising event, ***Murder, She Writes!*** That next day, Ali and I attended the Good News Breakfast at the Jefferson County Fairgrounds. JCLF was a sponsor of this year's event, and I served on the event Steering Committee.

Trustee and JCLF Board member Deb Deal and I were pleased to attend the "Night in Brazil" fundraiser on Thursday, April 26, at the Arvada Center – a benefit for the Jeffco Schools Foundation, and where our Board President Tami Bandimere was one of the honorees. JCLF also sponsored this event.

The morning of May 3, incoming Board President Sally Reed and I met with the Library Senior Management Team to discuss protocols surrounding grants management and solicitations for Edgewater Library's naming campaign. We also discussed approaching the Daniels Fund for support of the Library2You minivan. During the meeting, we received an update on the Outdoor Learning Environment at Standley Lake Library. The RFP has gone out for the construction of this new project, and the outdoor musical instrument (generously funded by our major donors, Allison Brigham and Warren Roeske) has been selected. That afternoon, I had coffee with Lesley Dahlkemper, who is a candidate for the Jefferson County Board of County Commissioners.

I was glad for the opportunity to meet with new Board member Jessica Nichols on May 8, for our Board member 1-1 conversation and to discuss how Jessica can assist with JCLF fundraising efforts. Our JCLF staff and volunteers met on May 9 with staff from the Jeffco Fairgrounds to discuss and finalize plans for the upcoming spring Whale of a Used Book Sale.

I met with our consultant and contract worker, Virgil Scott, on May 10 regarding our planned giving campaign, which is set to launch this summer. That same day, I had lunch with Kay Pride, former JCLF Board member, who served with me on the Good News Breakfast committee. That evening, Nick Taylor, from the Wheat Ridge Library, accompanied me to provide a presentation before Wheat Ridge City Council and to report in on the \$1,600 received in 2018 for the Wheat Ridge Library's children's programs. Together, Nick and I made an appeal for \$1,310 in funding for the Library's 2019 project, which will be focused on after-school and summertime teen activities, including video production and electronic gaming.

It's been three months since Ali Egbers joined our staff as our Office Coordinator, and she and I met for her 90-day job review on Monday, May 14. On May 15 I participated in the Jefferson County Community Services Advisory Board, followed by the Finance Committee meeting on May 16.

5) Grants and Sponsorships

Grants recently received:

- Kinder Morgan Foundation – \$3,000 for 2018 Summer Reading
- FirstBank -- \$2,000 for 2018 Summer Reading
- Madigan Foundation -- \$5,000 for 2018 Summer Reading

Grants recently submitted:

- City of Wheat Ridge -- \$1,310 (for 2019 teen programming at the Wheat Ridge Library)
- Rose Community Foundation -- \$5,000 (educational toys/manipulatives for new Edgewater Library)
- Buell Foundation -- \$22,500 (\$10,000 for ***1,000 Books Before Kindergarten*** program and \$12,500 for structures and the playscape in Edgewater's Family Place Library™)
- Theda and Tamblin Clark Smith Family Foundation -- \$5,000 (educational toys/manipulatives for new Edgewater Library)

Operational Updates

Executive Director Update

MEMORANDUM



TO: Library Board of Trustees
FROM: Pam Nissler, Executive Director
RE: May 2018 Board Report

In addition to my regular meetings which I list below, I attended the following special events and meetings:

The annual Good News Breakfast, where our STEM girls program and competition were honored.

The Jefferson County Hall of Fame lunch sponsored by the West Chamber.

The Jefferson Success Pathway Leadership Council Meeting/Edgewater Collective. This is a coalition of community members, nonprofit organizations, county agencies, and Jeffco Schools, devoted to seeing all kids in the 80124 zip code succeed from cradle to career.

The County budget 2019 cost allocation interview along with Gloria Overholt and Barbara Long

The 2019 County Executive Budget Planning Workshop which we hosted at the Columbine Library

The regular meetings that I attended were:

The monthly SMT/Foundation meeting

The CAL legislative committee meeting

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TO: Pam Nissler, Executive Director

FROM: Patrick Klein, IT Director

DATE: May 1, 2018

RE: Proposal to Allocate the Intranet/DMS Admin to 2018 FTE vs 2019

History: The JCPL Intranet project was begun in December 2017 and continues through 2018.

Description of service/ project: Intranet/DMS Manager

We currently have a temporary employee performing the Project Management role as we develop the Intranet solution. As we delve deeper into the Intranet Project, we have become overwhelmingly aware of the need for continuity by hiring the full time Intranet/DMS manager prior to the deployment of the solution. It is crucial that the person managing the Intranet be involved with its creation to ensure successful ongoing support. Upon auditing the content that will populate the new Intranet site, we have identified areas that will need constant overview and management.

Once the project is deployed and turned over to the Intranet manager, we have the potential for a severe loss of knowledge and skillset. The Intranet Manager will replace the current temporary employee so he/she will have ownership of the solution, deployment and ongoing management. The new Intranet site will establish new forms of communications and collaboration throughout JCPL, so it is imperative the site owner provide input and be knowledgeable of our new communication paths.

Based on the magnitude and importance of the Intranet project, we will be asking the Board to provide Pam approval to move forward with the hiring of the Intranet/DMS Manager in 2018, as opposed to waiting for 2019.

Total Cost:

The initial cost of the FTE will be \$45,090. The cost for 2019 is projected to be \$90,180 and is included in the 2019 budget request. There would be an offset of approximately \$25,000 from the temporary project manager position.

Budget:

The budget for the position in 2018 will come from the IT Project budget of 2018.

Next Actions:

The next step is for the Board of Trustees to approve the Executive Director to move forward with the hiring of the Intranet/DMS Manager in 2018.

Operational Updates

Finance Department



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memorandum

to: Pam Nissler, Executive Director
from: Gloria Overholt, Interim Director of Finance & Budget
re: April Financial Tables
Date: May 10, 2018

A. Budget to Actual Tables

The Budget to Actual Tables for April 2018 will be forwarded before the meeting, and will include the analysis discussion.

Operational Updates

Facilities Department

Project Monthly Update Report

Project Name: Edgewater Public Library
Wember Inc. Project Number: EPL (2017.08)
Issue Date: May 1, 2018
Purpose: Project Update thru May 1, 2018

Dear Executive Director Pam Nissler
The purpose of this update is to report on the current status of the Edgewater Public Library.

Summary

Since the following report issued in March the project team has been focused on getting the subcontractor agreements and materials in place to start construction.

- Project Successes
 - Permit Received
 - Notice to Proceed for construction issued to Fransen Pittman General Contractors
 - General Contractor pricing complete, fixed price contract amendment prepared for approval.
 - Budget and critical project data has been loaded into the online project management system.
 -
- Project Challenges
 - Coordination of scope between the City of Edgewater and The Jefferson County Public Library. This includes utilities and infrastructure connections like plumbing. These are being worked through.
 - Addition of exterior element at the book drop to be designed and priced. This includes the canopy over the exterior book drop area. The design of the canopy was requested to be simplified, Humphries Poli is working on the modifications.

Schedule

- Major Milestones
 - Notice to Proceed - Complete
 - Permit to be received – COMPLETE
 - Submit packet to board for review – Complete
 - Board Meeting and recommendation of GC Pricing – Complete
 - General Contractor order electrical boxes – Complete
 - General Contractor Mobilization – 5/7/2018
 - General Contractor (Alliance) pour slab – 5/18/2018

Design

- Refinement to the Childrens Shelving design and exterior book drop area are being resolved.
- The design team is working on furniture procurement
- The design team is working on signage

Financial

Budget

- The comprehensive project estimate has been generated and is currently showing a total project cost of \$2.6 Million to complete the project.
- Invoices for consultant work has been received and processed
- The project is being managed through the online project management system

Next Steps

- Construction!

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



Paul D. Wember, President, Wember

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TO: Pam Nissler, Executive Director

FROM: Kurt Jungwirth, Facilities Operations Manager

DATE: May 17, 2018

RE: 2018 JCPL Exterior Lighting Upgrade, Contract Authorization

At the May 10, 2018 Study Session of the Library Board, information was presented on the JCPL Exterior Lighting Upgrade RFP. The Board was advised that the Library had made a vendor selection and was proceeding with final contract negotiations with Next Step Energy Solutions.

The recommendation from the team working on this project and the Director of Facilities and Construction is to request Board authorization for the Executive Director to sign a contract with Environmental Design Inc., for the amount of \$73,044.

Consent Agenda

administration

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TO: LIBRARY BOARD OF TRUSTEES
FROM: JULIA HILL-NICHOLS, CHAIR
DATE: May 17, 2018
RE: **PROPOSED 2019** GOVERNANCE BUDGET - POLICY 4.8.2

The Library Board will consciously invest in its ability to govern competently and wisely. Accordingly, costs will be prudently incurred, but sufficient to ensure the development and maintenance of superior governance, including funds sufficient for:

- A. Library Board training, including publications and dues.
- B. Library Board member travel/reimbursements to annually attend the Colorado Association of Libraries (CAL) annual conference, national conferences, and non-conference travel, as appropriate ⁽¹⁾.
- C. Auditing and other third party monitoring of organizational performance.
- D. Surveys focus groups and opinion analysis (included in Communications budget).
- E. Library Board-hosted ownership linkage/outreach events.
- F. Library Board meeting and retreat costs.

Account Category	Account Number	Account Description	2019 Proposed 05-10-18
426000 - Supplies	426137	Office Supplies	100
	426183	Recognition/Appreciation	300
	426190	General Supplies	100
	426390	Food Supplies	50
433090– Professional Services	433090	Professional Services	1000
435600 – Dues, Meetings, Training	435625	Food/Beverages	6500
	435630	Professional Dues	750
	435635	Business Meals	1000
	435640	Training and Education	4000
	435660	Conferences and Trade Shows	15,200
435800 – Travel	435850	Mileage	1,500
		TOTAL	\$30,500

State Conference: 7 @\$350.00 – CAL, = \$2,450; National Conference(s): 5 @\$2560.00 (NLLD, Washington DC, ALA Midwinter, ALA Annual Conference = \$12,800)

Membership Dues: ALA Trustee Annual Membership \$62 each; CAL Trustee Membership \$45 each.

JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
PROPOSED 2019 STUDY SESSIONS AND BOARD MEETINGS

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

Board Meetings - 5:30 p.m.	
<u>Date</u>	<u>Location</u>
January 17	Lakewood Library Meeting Room
February 21	Lakewood Library Meeting Room
March 21	Lakewood Library Meeting Room
April 18	Arvada Library Meeting Room
May 16	Columbine Library Meeting Room
June 20	Evergreen Library Meeting Room
July 18	Golden Library Meeting Room
August 15	Standley Lake Library Meeting Room
September 19	Belmar Library Meeting Room
October 17	Lakewood Library Meeting Room
November 21	Lakewood Library Meeting Room
December 12	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

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