



Jefferson County
PUBLIC LIBRARY

BOARD STUDY SESSION

DATE: May 9, 2019

TIME: 5:30 P.M.

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

Topics:

- Review 5-Year CIP and Long-term Financial Plan
- Reserve Policy
- Belmar Alternative Service Information
- Belmar Data and Voice Cabling Contract Information
- Axis360 Contract Information
- Evergreen Parking Lot Information
- Security Services Information
- Financial Review
- Consent Agenda, Contract Limits
- Review Draft 2020 Governance Budget
- Review 2020 Board Meeting Schedule

NEXT BOARD STUDY SESSION



memorandum

to: Donna Walker, Executive Director
from: Barbara Long, Assistant Director for Finance & Budget
re: Options for Capital Investment
Date: May 9, 2019

Investment Scenarios and Long-Term Planning

This memo describes long-term financial planning scenarios showing three different options for the Library's capital investments. The revenue assumptions common to all scenarios are:

- The mill levy is 4.5 for all years.
- The amount of property tax assumes a 9.5% increase for 2020, based on the State Department of Local Affairs' final estimate of assessed value for Jefferson County (published in April of 2019) and uses a 5% valuation increase for future assessment years (every other year). This is a more conservative estimate, which reflects the possibility of a change in the economic climate and responds to the Board's expressed desire to use a more moderate rate of growth in financial planning. During 2019 budget development, the increase in property tax valuation used for planning was 10% in each valuation year. This change makes a difference to the affordability of the Library's capital investments.

The 2020 budget is still in development, so the numbers shown in these financial models will change by the time the 2020 budget is presented to the Board for approval in June. An update to the long-term financial plan will be included with June's budget presentation. However, these models include some changes to previous assumptions for 2020 expenses, which are:

- The staffing plan from the Library's organizational analysis added 47.5 FTE in 2020. Here, the 2020 budget includes the addition of 24 FTE. The remaining 23.5 FTE are added a year later in 2021. This represents a more measured approach to adding staff.
- The 2020 capital budget includes funding for the tenant finish of a 25,000 square foot space to allow the Library to take advantage of the current opportunity in Golden. Details of this project budget are in attachment 1. Including this cost in the capital plan gives the Library the flexibility to pursue this opportunity if desired.
- The 2020 capital budget includes \$450,000 for alternative services. This funding gives the Library the flexibility to add alternative services as needed, to cover building closures, provide gap services while we wait for expanded services, or to expand into new markets.in up to two locations.

The three different scenarios described here show options for the library in South County. All scenarios assume that the size will be about 30,000 square feet. Details of project and



memorandum

operating costs are in the tables attached to this memo. All three scenarios differ from the facilities master plan as described below.

Scenario 1: Purchase land and build

This is the most expensive option, with a total cost of just over \$24M. The main difference between this project cost and the cost of \$16M shown in last year's financial model is the addition of the cost of land acquisition and site development. Some inflation in the cost of construction is also included. This scenario shows the purchase of land in 2020 and construction costs spread out over the next two years so that the South County Library opens in 2023. This pushes the Evergreen remodel project completion out to 2024 and causes corresponding delays to the other facility master plan projects: Standley Lake/NW Arvada, Arvada renovation, the Administration building and the Lakewood Library renovation. Even with a longer construction period, this project is not affordable and causes a large drop in the Library's fund balance in 2022, the final year of construction.

Scenario 2: Lease an existing building

This option is less expensive up front with a total estimated cost of \$5.7M but includes greater on-going operating costs for the lease payments. This scenario shows the lease of a building in 2020 with tenant improvements complete by the end of the year and the library opening in 2021. In this scenario, the Standley Lake/NW Arvada project is spread out over two years and by 2028 capital projects are one year ahead of the schedule shown in Scenario 1. The impact of on-going lease costs on the Library's capacity to fund capital projects shows up in fund balance projections for later years.

Scenario 3: Purchase and refurbish an existing building

This option represents the scenario that staff are recommending. The project cost is just over \$11.5M and shows the building purchase in 2020 with construction work completed the following year and the library opening in 2022. Although the opening of the South County library is one year later in this scenario than in the lease scenario, by 2028 capital projects are on the same schedule. This is possible due to lower operating costs, which do not include lease payments.

Attachments

1. Capital and Operating Project Budget – Golden Library Relocation & Expansion
2. Capital and Operating Project Budget – South County Build
3. Capital and Operating Project Budget – South County Lease
4. Capital and Operating Project Budget – South County Refurbish
5. Long Term Financial Model – Scenario 1, South County Build
6. Long Term Financial Model – Scenario 2, South County Lease
7. Long Term Financial Model – Scenario 3, South County Refurbish

Attachment 1**Construction or Renovation Project Budget: Golden Expansion - 25,000 sqft****Capital Project Costs**

Design & Engineering	330,000	11% of construction cost
Owner's Rep	0	JCPL Construction Mgr will serve as owner's rep
Construction	3,000,000	Construction cost of \$120/sqft for tenant improvements
Permits, Fees		No cost - assumes City of Golden will pay
FF&E	416,000	\$32/sqft for 12,000 sqft - additional space above current GN
Technology	500,000	Sorter & tech incl telecom, network, wiring, security, pcs
Contingency	150,000	5% of construction cost

Total Capital Project Costs	\$4,396,000
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Start-up Operating Expenses

Books & Materials	250,000	Opening day collection
Communications, Graphics & Events	15,000	Banners, direct mailing, events - based on Edgewater
Supplies - office, cleaning, tech supplies	5,000	Based on Edgewater costs, adjusted for increased sqft
Services - security, cleaning	2,000	Based on Edgewater costs
Family Place supplies & staff training*	28,250	Based on Edgewater costs

Total Start-Up Operating Expense	\$300,250
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*Funded by donations

On-going Additional Operating Expenses

Lease cost		TBD - pending negotiation with City of Golden
FTE	198,845	Increased staffing for larger library
Library operations - supplies, programs	3,000	Increase to current budget
Custodial services		No estimated increase to current budget
Utility costs		No estimated increase to current budget
Security services		No estimated increase to current budget
Delivery service	18,000	Increase to current budget

Total Additional On-going Expenses	\$219,845
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Attachment 2

Construction Project Budget:

South County - 30,000 sqft building; acquire land and build

Capital Project Costs		Explanation
Land Acquisition	4,000,000	Purchase price for 5 acres of land
Development fees	1,200,000	Site improvements, 30% of land cost
Design & Engineering	1,455,000	10% of construction cost
Owner's Rep	0	JCPL Construction Mgr will serve as owner's rep
Construction	14,550,000	Construction cost of \$485/sqft
Permits, Fees	436,500	3% of construction cost
FF&E	1,000,000	\$32/sqft
Technology	800,000	Sorter & tech incl telecom, network, wiring, security, pcs
Contingency	727,500	5% of construction cost

Total Capital Project Costs	\$24,169,000.00
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Start-up Operating Expenses

Books & Materials	1,000,000	Opening day collection
Communications, Graphics & Events	21,000	Banners, direct mailing, events - based on Edgewater
Supplies - office, cleaning, tech supplies	10,000	Based on Edgewater costs, adjusted for increased sqft
Services - security, cleaning	5,000	Based on Edgewater costs
Family Place supplies & staff training*	30,000	Based on Edgewater costs

Total Start-Up Operating Expense	\$1,066,000
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*Funded by donations

On-going Additional Operating Expenses

Lease cost	0	
FTE	1,310,564	Based on Belmar & Columbine staffing costs
Library operations - supplies, programs	22,500	Based on Belmar & Columbine staffing costs
Custodial services	70,000	Based on current custodial services contract
Utility costs	36,000	Based on Belmar & Columbine costs
Security services	0	
Delivery service	18,000	Based on Belmar & Columbine costs

Total Additional On-going Expenses	\$1,457,064
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Attachment 3

Construction or Renovation Project Budget:

South County - 30,000 sqft lease of existing building

Capital Project Costs		Explanation
Bldg Acquisition	0	Lease Building
Development fees		no site improvements
Design & Engineering	360,000	10% of construction cost
Owner's Rep	0	JCPL Construction Mgr will serve as owner's rep
Construction	3,600,000	Construction cost of \$120/sqft
Permits, Fees	108,000	3% of construction cost
FF&E	1,000,000	\$32/sqft
Technology	800,000	Sorter & tech incl telecom, network, wiring, security, pcs
Contingency	180,000	5% of construction cost

Total Capital Project Costs	\$6,048,000.00
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Start-up Operating Expenses

Books & Materials	1,000,000	Opening day collection
Communications, Graphics & Events	21,000	Banners, direct mailing, events - based on Edgewater
Supplies - office, cleaning, tech supplies	10,000	Based on Edgewater costs, adjusted for increased sqft
Services - security, cleaning	5,000	Based on Edgewater costs
Family Place supplies & staff training*	30,000	Based on Edgewater costs

Total Start-Up Operating Expense	\$1,066,000
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*Funded by donations

On-going Additional Operating Expenses

Lease cost	780,000	\$20/sqft plus 30% for common area costs
FTE	1,310,564	Based on Belmar & Columbine staffing costs
Library operations - supplies, programs	22,500	Based on Belmar & Columbine staffing costs
Custodial services	70,000	Based on current custodial services contract
Utility costs	36,000	Based on Belmar & Columbine costs
Security services	0	
Delivery service	18,000	Based on Belmar & Columbine costs

Total Additional On-going Expenses	\$2,237,064
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Attachment 4

Construction or Renovation Project Budget: South County - 30,000 sqft purchase of existing building

Capital Project Costs		Explanation
Bldg Acquisition	4,000,000	Purchase building
Development fees	1,500,000	Fiber networking, utility expansion, access
Design & Engineering	360,000	10% of construction cost
Owner's Rep	0	JCPL Construction Mgr will serve as owner's rep
Construction	3,600,000	Construction cost of \$120/sqft
Permits, Fees	108,000	3% of construction cost
FF&E	1,000,000	\$32/sqft
Technology	800,000	Sorter & tech incl telecom, network, wiring, security, pcs
Contingency	180,000	5% of construction cost

Total Capital Project Costs	\$11,548,000
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Start-up Operating Expenses

Books & Materials	1,000,000	Opening day collection
Communications, Graphics & Events	21,000	Banners, direct mailing, events - based on Edgewater
Supplies - office, cleaning, tech supplies	10,000	Based on Edgewater costs, adjusted for increased sqft
Services - security, cleaning	5,000	Based on Edgewater costs
Family Place supplies & staff training*	30,000	Based on Edgewater costs

Total Start-Up Operating Expense	\$1,066,000
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*Funded by donations

On-going Additional Operating Expenses

Lease cost	0	Will own building
FTE	1,310,564	Based on Belmar & Columbine staffing costs
Library operations - supplies, programs	22,500	Based on Belmar & Columbine staffing costs
Custodial services	70,000	Based on current custodial services contract
Utility costs	36,000	Based on Belmar & Columbine costs
Security services	0	
Delivery service	18,000	Based on Belmar & Columbine costs

Total Additional On-going Expenses	\$1,457,064
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JEFFERSON COUNTY PUBLIC LIBRARY - S. County Build; 5% Growth

	ACTUAL 2018	PROJECTION 2019	PROJECTED BUDGET 2020	PROJECTED BUDGET 2021	PROJECTED BUDGET 2022	PROJECTED BUDGET 2023	PROJECTED BUDGET 2024	PROJECTED BUDGET 2025	PROJECTED BUDGET 2026	PROJECTED BUDGET 2027	PROJECTED BUDGET 2028
Property Tax	4.00 Mills	4.5000 Mills	4.5000 Mills	4.5000 Mills	4.5000 Mills	4.5000 Mills	4.5000 Mills	4.5000 Mills	4.5000 Mills	4.5000 Mills	4.5000 Mills
TOTAL SOURCES	\$ 38,397,172	\$ 43,495,954	\$ 47,315,517	\$ 47,322,183	\$ 49,654,228	\$ 49,670,570	\$ 52,119,391	\$ 52,136,728	\$ 54,708,173	\$ 54,726,566	\$ 57,426,778
Subtotal Operating	\$ 32,096,436	\$ 35,036,912	\$ 37,031,661	\$ 40,692,661	\$ 40,759,545	\$ 41,703,808	\$ 42,716,892	\$ 43,716,929	\$ 44,838,378	\$ 45,998,817	\$ 47,237,988
Operating Costs -So County	-	-	-	-	-	2,523,064	1,500,776	1,545,799	1,592,173	1,639,938	1,689,137
Operating - Golden				520,095	226,440	233,234	240,231	247,437	254,861	262,506	270,382
Subtotal Operating w/Capital	32,096,436	35,036,912	37,031,661	41,212,756	40,985,986	44,460,106	44,457,899	45,510,166	46,685,412	47,901,262	49,197,506
Subtotal - Debt, Capital, ARM	4,935,428	10,957,096	2,686,421	1,657,818	1,693,944	1,657,744	1,659,700	1,036,000	1,036,000	1,036,000	1,036,000
South County			4,000,000	9,500,000	10,319,000						
Golden			4,396,000								
Evergreen						350,000	3,170,000				
Standley Lake/NW Arvada								350,000	8,300,000		
Admin Bldg										350,000	8,000,000
Lakewood											
Arvada									350,000	7,000,000	
Facilities Update Cycle											
Alternative Services			450,000		200,000		50,000		175,000	50,000	
Data Warehouse				125,000							
ILS						750,000					
TOTAL USES	\$ 37,031,864	\$ 45,994,008	\$ 48,564,082	\$ 52,495,574	\$ 53,198,930	\$ 47,217,850	\$ 49,337,599	\$ 46,896,166	\$ 56,546,412	\$ 56,337,262	\$ 58,233,506
NET SOURCE (USE) OF FUNDS	\$ 1,365,308	\$ (2,498,054)	\$ (1,248,565)	\$ (5,173,391)	\$ (3,544,702)	\$ 2,452,720	\$ 2,781,792	\$ 5,240,562	\$ (1,838,239)	\$ (1,610,696)	\$ (806,728)
FUND BALANCE OVER MINIMUM	\$ 9,930,250	\$ 6,157,500	\$ 3,954,045	\$ (1,221,013)	\$ (5,348,726)	\$ (2,900,091)	\$ (730,504)	\$ 4,505,724	\$ 2,024,624	\$ 409,329	\$ (1,072,452)

JEFFERSON COUNTY PUBLIC LIBRARY - S. County Lease; 5% Growth

	ACTUAL 2018	PROJECTION 2019	PROJECTED BUDGET 2020	PROJECTED BUDGET 2021	PROJECTED BUDGET 2022	PROJECTED BUDGET 2023	PROJECTED BUDGET 2024	PROJECTED BUDGET 2025	PROJECTED BUDGET 2026	PROJECTED BUDGET 2027	PROJECTED BUDGET 2028
Property Tax	4.00 Mills	4.5000 Mills	4.5000 Mills	4.5000 Mills	4.5000 Mills	4.5000 Mills	4.5000 Mills	4.5000 Mills	4.5000 Mills	4.5000 Mills	4.5000 Mills
TOTAL SOURCES	\$ 38,397,172	\$ 43,495,954	\$ 47,315,517	\$ 47,322,183	\$ 49,654,228	\$ 49,670,570	\$ 52,119,391	\$ 52,136,728	\$ 54,708,173	\$ 54,726,566	\$ 57,426,778
Subtotal Operating	\$ 32,096,436	\$ 35,036,912	\$ 37,031,661	\$ 40,692,661	\$ 40,759,545	\$ 41,703,808	\$ 42,716,892	\$ 43,716,929	\$ 44,838,378	\$ 45,998,817	\$ 47,237,988
Operating Costs -So County	-		780,000	3,303,064	2,237,064	2,280,776	2,325,799	2,372,173	2,419,938	2,469,137	2,519,811
Operating - Golden				520,095	226,440	233,234	240,231	247,437	254,861	262,506	270,382
Subtotal Operating w/Capital	32,096,436	35,036,912	37,811,661	44,515,820	43,223,050	44,217,818	45,282,922	46,336,540	47,513,177	48,730,460	50,028,180
Subtotal - Debt, Capital, ARM	4,935,428	10,957,096	2,686,421	1,657,818	1,693,944	1,657,744	1,659,700	1,036,000	1,036,000	1,036,000	1,036,000
South County			5,698,000								
Golden			4,396,000								
Evergreen				350,000	3,170,000						
Standley Lake/NW Arvada						350,000	8,300,000				
Admin Bldg								350,000	8,000,000	8,000,000	
Lakewood											
Arvada								350,000	7,000,000		
Alternative Services			450,000		200,000		50,000		175,000	50,000	
Data Warehouse				125,000							
ILS						750,000					
TOTAL USES	\$ 37,031,864	\$ 45,994,008	\$ 51,042,082	\$ 46,648,638	\$ 48,286,994	\$ 46,975,562	\$ 55,292,622	\$ 47,722,540	\$ 56,074,177	\$ 57,816,460	\$ 59,064,180
NET SOURCE (USE) OF FUNDS	\$ 1,365,308	\$ (2,498,054)	\$ (3,726,565)	\$ 673,545	\$ 1,367,234	\$ 2,695,009	\$ (3,173,231)	\$ 4,414,188	\$ (1,366,004)	\$ (3,089,894)	\$ (1,637,402)
FUND BALANCE OVER MINIMUM	\$ 9,930,250	\$ 6,157,500	\$ 1,476,045	\$ 2,147,923	\$ 2,932,146	\$ 5,623,069	\$ 1,837,632	\$ 6,247,487	\$ 4,238,621	\$ 1,144,129	\$ (1,168,326)

JEFFERSON COUNTY PUBLIC LIBRARY - S. County Refurbish; 5% Growth

	ACTUAL 2018	PROJECTION 2019	PROJECTED BUDGET 2020	PROJECTED BUDGET 2021	PROJECTED BUDGET 2022	PROJECTED BUDGET 2023	PROJECTED BUDGET 2024	PROJECTED BUDGET 2025	PROJECTED BUDGET 2026	PROJECTED BUDGET 2027	PROJECTED BUDGET 2028
Property Tax	4.00 Mills	4.5000 Mills	4.5000 Mills	4.5000 Mills	4.5000 Mills	4.5000 Mills	4.5000 Mills	4.5000 Mills	4.5000 Mills	4.5000 Mills	4.5000 Mills
TOTAL SOURCES	\$ 38,397,172	\$ 43,495,954	\$ 47,315,517	\$ 47,322,183	\$ 49,654,228	\$ 49,670,570	\$ 52,119,391	\$ 52,136,728	\$ 54,708,173	\$ 54,726,566	\$ 57,426,778
Subtotal Operating	\$ 32,096,436	\$ 35,036,912	\$ 37,031,661	\$ 40,692,661	\$ 40,759,545	\$ 41,703,808	\$ 42,716,892	\$ 43,716,929	\$ 44,838,378	\$ 45,998,817	\$ 47,237,988
Operating Costs -So County	-	-	-	-	2,523,064	1,500,776	1,545,799	1,592,173	1,639,938	1,689,137	1,739,811
Operating - Golden				520,095	226,440	233,234	240,231	247,437	254,861	262,506	270,382
Subtotal Operating w/Capital	32,096,436	35,036,912	37,031,661	41,212,756	43,509,050	43,437,818	44,502,922	45,556,540	46,733,177	47,950,460	49,248,180
Subtotal - Debt, Capital, ARM	4,935,428	10,957,096	2,686,421	1,657,818	1,693,944	1,657,744	1,659,700	1,036,000	1,036,000	1,036,000	1,036,000
South County			4,000,000	7,198,000							
Golden			4,396,000								
Evergreen				350,000	3,170,000						
Standley Lake/NW Arvada						350,000	8,300,000				
Admin Bldg								350,000	8,000,000	8,000,000	
Lakewood											350,000
Arvada								350,000	7,000,000		
Alternative Services			450,000		200,000		50,000		175,000	50,000	
Data Warehouse				125,000							
ILS						750,000					
TOTAL USES	\$ 37,031,864	\$ 45,994,008	\$ 48,564,082	\$ 50,543,574	\$ 48,572,994	\$ 46,195,562	\$ 54,512,622	\$ 46,942,540	\$ 55,294,177	\$ 57,036,460	\$ 58,634,180
NET SOURCE (USE) OF FUNDS	\$ 1,365,308	\$ (2,498,054)	\$ (1,248,565)	\$ (3,221,391)	\$ 1,081,234	\$ 3,475,009	\$ (2,393,231)	\$ 5,194,188	\$ (586,004)	\$ (2,309,894)	\$ (1,207,402)
FUND BALANCE OVER MINIMUM	\$ 9,930,250	\$ 6,157,500	\$ 3,954,045	\$ 730,987	\$ 1,229,210	\$ 4,700,133	\$ 1,694,696	\$ 6,884,551	\$ 5,655,685	\$ 3,341,193	\$ 1,458,738

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



jeffcolibrary.org

TO: Donna Walker, Executive Director

FROM: Julianne Rist, Director of Libraries & Lizzie Gall Assistant Director of Library Experience

DATE: April 30, 2019

RE: Belmar Library Alternative Services RFP for locker or vending services

History of Contract: Library Book Locker Vending System RFP 19-03

Last month the Board heard about alternative services such as hold pick up lockers and material vending systems. While planning for the Belmar Library redesign, staff researched the possibility of piloting alternative services during the construction phase that could then be redeployed to underserved areas of the county. During Belmar Library construction the alternate services would ensure that patrons have convenient access to materials through hold pickup and a small browsing collection.

This plan would also ensure that the money invested in alternative services at Belmar would continue to serve the residents of Jefferson County after the construction is completed. The redeployment of the locker/vending system after construction will expand alternative services per the Facilities Master Plan and the Library To You Master Plan. The goal is to provide access to library materials at a non-library location, through patron self-service, and without onsite staffing.

A RFP was issued on March 29, 2019 for a Book Locker and/or Book Vending system. We received four bids, three of which met the project criteria. Vendor selection will be based on the cover letter, past project experience and references, firm personnel, system requirements, cost, and a product demonstration. The vendors will be evaluated by representatives from Public Services, Facilities, IT, and Finance.

The start date for the project would be timed to coincide with the beginning of the construction phase of the Belmar Library redesign. The locker/vending system is modular and gives JCPL future flexibility in redeploying the units elsewhere in the County.

Total Cost:

We will be bringing final costs to the May 16 Board of Trustees meeting but estimate the project will be \$250,000.00.

Budget:

\$40,000 is budgeted in the Belmar Redesign project budget for alternative services.

Next Actions:

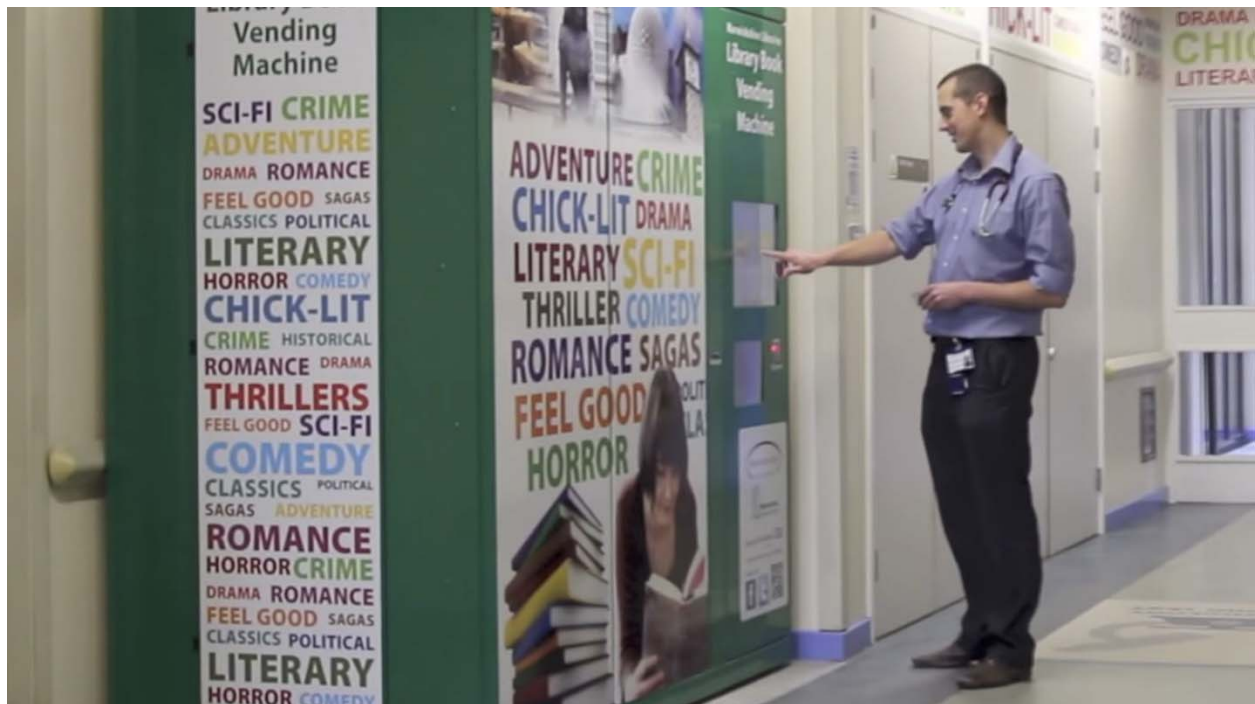
The next step of the project is to complete reference checks for the vendors. We will bring a recommendation to the May 16 Board of Trustees meeting if there is interest in pursuing this recommended option. Below are pictures of a hold locker system and a vending system.

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

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Jefferson County
PUBLIC LIBRARY



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



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TO: Donna Walker, Executive Director

FROM: Bernadette Berger, Director of IT

DATE: April 29, 2019

RE: Belmar Library Renovation, Study Session Memo for Malm Electrical Contractors, LLC

History of Contract: Malm Electrical Contractors, LLC - Belmar Library Renovation

Jefferson County Public Library (JCPL) will be replacing data and voice cabling at Belmar Library as part of the Belmar Library renovation. Malm was selected to provide labor and materials for installation for the voice and data by the School and Libraries E-Rate Program Request for Proposal and procurement processes. This selection will allow JCPL to be reimbursed for a portion of the cost through the E-Rate Program. E-Rate will reimburse JCPL for 50% of approved costs.

I request Board authorization for you to enter into a contract with Malm Electrical Contractors, LLC for \$85,175.95, with an estimated start date of December 1, 2019.

Total Cost:

Amount of \$85,175.95 is requested.

Budget:

The budget for the contract is included in the Belmar Capital Projects budget.

Next Actions:

I anticipate bringing the contract authorization request to the Board at the board meeting on May 16, 2019. We will be asking the Library Board of Trustees to authorize the Library Executive Director to sign into a contract with Malm Electrical Contractors, LLC for the amount of \$85,175.95.



March 15, 2019

Malm Electrical Contractors, LLC
Security and Datacomm Division
USAC Registration Confirmation # 825196911119217
Proposal # 19-201

**Jefferson County Libraries
Belmar Library Renovation
555 South Allison Parkway**

Scope of Work

Horizontal Cabling:

- Provide labor and materials for the installation of (384) locations each consisting of (1) category 6 cable for voice / data transmission.
- Provide labor and materials for the installation of all necessary cable support. Cable support system shall be approved by the cable manufacturer and the AHJ.
- Provide labor and materials for the termination of (384) category 6 drops.
- Provide labor and materials for the installation of (16) 24-port patch panels for the termination of the new structured cabling system.
- All category cabling is to be terminated using a category 6 or higher rated jack.
- All installed faceplates shall utilize the appropriate port configurations. Any open ports are to be filled using blank modules of the same manufacture as the installed faceplate.
- All cabling is to be labeled utilizing methods per TIA/EIA-606 standards.
- All cabling shall be supported using appropriate supporting methods per ANSI/TIA/EIA best practice standards and in accordance to local code.
- All cabling is to be tested upon completion of the installation. Test reports will be provided upon completion of install.

Horizontal Cabling Cost:

Material	\$32,156.08
Labor	\$47,515.63
Total	\$79,671.71

Backbone Cabling:

- Provide labor and materials for the installation of (2) 6-strand armored OM3 multi-mode fiber cables.
- Provide labor and materials for the installation of (3) rack mounted fiber optic enclosures.
- Provide labor and materials for the installation of (3) fiber optic adapter panels.
- Provide labor and materials for the installation of (24) fiber optic connectors.
- Fiber optic cabling shall be installed into its own dedicated path utilizing a sperate pathway to prevent damage to the cable.
- All fiber optic cabling shall be terminated using the appropriate connectors for the cable type. Type of connector will be verified prior to installation.

Backbone Cabling Cost:

Material	\$2,924.64
Labor	\$2,577.60
Total	\$5,502.24

Labeling and Documentation

- All labeling of horizontal cabling, backbone cabling, work area outlets, etc. shall be in accordance with the ANSI/TIA/EIA-606 *Administration Standard for Commercial Telecommunications Infrastructure*.
- Documentation of installed cable infrastructure (As-Builts) including work area identifiers, cable pathways, etc. shall be provided.

Project Coordination

- Malm Electrical Contractors will assign a project manager to this project to help ensure proper coordination and planning during the cabling installation.
- Malm Electrical Contractors will ask and clarify questions in writing related to work, scheduling and coordination early in the project to prevent any unforeseen problems or issues that may arise during the construction of this system.

Total project cost:

Material	\$35,080.72
Labor	\$50,093.23
Total	\$85,173.95

Night work Additional pricing:

- Provide additional labor for night work conditions. This is separate from the pricing stated above and will be added only if night work is required to complete this project.

Night Work Additional Cost:

Material	\$0.00
Labor	\$20,351.97
Total	\$20,351.97

Exclusions and Clarifications

- Data, Voice and fiber backbone cabling is included with this proposal.
- This proposal includes 96,000' of category 6 cable.
- This proposal includes 400' of armored OM3 multi-mode fiber cable.
- Plenum cable is included in this proposal.
- It is assumed that the existing equipment racks will be used for the termination of cabling. If new equipment racks are required, it will be negotiated and billed separately.
- Active voice/data equipment, switches, routers, PC's, Servers, Handsets, wall phones, WAP's shall be furnished and installed by others.
- PBX, cabinets and equipment shall be provided by others.
- Necessary sheet rock replacement, ceiling tile, T bar replacement and/or wall ceiling repair is not included with this proposal
- Any work not specifically stated in this scope of work will be negotiated and billed separately.
- Performance/Payment Bond is not included within this quotation.
- Prevailing wages are not included in this proposal.
- All work will be performed during normal working hours, Monday – Friday, 6:00am – 5:00pm. An additional cost for night work has been provided with this proposal.
- All Cable lengths within this proposal will adhere to the current EIA/TIA 568C Standards. Any cable that is over 295' in length due to its proximity of the TR will be excluded from this requirement as the design of the facility was done by others.

ACCEPTANCE

Acceptance by signature of Buyer and Seller in the spaces provided constitutes agreement to this order including all the terms and conditions contained within.

Comp. Name _____

Malm Electrical Contractors

Name: _____

Name: Cody Lyons

Title: _____

Title: Project Manager

Date: _____

Date: 3/15/2019 _____

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



jeffcolibrary.org

TO: Donna Walker, Executive Director

FROM: Debbi Mikash, Library Collections Manager

DATE: April 18, 2019

RE: Axis360 Second Annual Contract Renewal

History of Contract: Axis360 – Primary E-Material Vendor

Axis360 is our primary e-material vendor. JCPL purchases e-book and downloadable audio books from Axis360 for patron use. In January of 2017, an RFP was published for a primary e-content vendor. There were three responses for the RFP and the selection team chose Axis360. In April 2017, the Board of Trustees approved a contract, annually renewable for four years. This contract was renewed in April of 2018 and we are requesting the Board of Trustees to again renew this contract.

Total Cost:

In the original project the Not to Exceed Amount was \$1,500,000. Due to the change in patron use of e-materials, I am asking the Board of Trustees to increase the Not to Exceed Amount to \$2,500,000 for the duration of this contract. We are not asking for an increase in the collection budget, the addition funds will be covered by the total collection budget.

Budget:

Book and Materials Account 70082.426430
This expenditure is within the approved 2019 budget.

Next Actions:

At the Board meeting on May 16 we will be asking the Board of Trustees to approve the second renewal of this project, and authorize the Executive Director to sign the renewal.



Jefferson County
PUBLIC LIBRARY

memorandum

TO: Donna Walker, Executive Director

FROM: Steve Chestnut, Director of Facilities & Construction

DATE: April 30, 2019

RE: Evergreen Parking Lot RFP, Study Session Memo

Background;

The Capital Project to repair the Evergreen parking lot was slated for 2018. That target was moved to 2019 because of concerns about weather delays and the funding for the project was rolled over into 2019. The RFP was posted in April of this year and the responses to that RFP are due to us on May 9th – the same day as the BOT study session. I would like to have this as a topic on the Study Session so that I can address any concerns or questions that the BOT might have. I hope to also have the cost range at that time even though the vendor selection won't be made.

Next Actions;

I anticipate bringing a vendor recommendation to the Board at the May 16th board meeting. The request of the Board would be to authorize you to enter into a contract with that selected vendor for an agreed upon amount, yet to be determined.

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



jeffcolibrary.org

TO: Donna Walker, Executive Director

FROM: Steve Chestnut, Director of Facilities & Construction

DATE: April 30, 2019

RE: 2019 JCPL Security Services, Study Session Memo

Background;

The Library's contract for security services with Citadel Security USA, is a contract that is renewable for up to 4 additional years. We have chosen to not pursue renewal of that contract in 2019. JCPL has issued a RFP for security services in April 2019 and those proposals have been received. The selection process will not be completed until May 13th so the vendor we will be recommending won't be known at the Study Session. The purpose of this notification is to inform the BOT to address any concerns or questions they may have so that we can transition to a new security vendor without a large service gap.

Next Actions;

I anticipate bringing the vendor recommendation along with the costs to the Board at the May 16th board meeting. The request of the Board would be to authorize you to enter into a one-year contract with the selected vendor for an agreed upon amount, yet to be determined.



MEMORANDUM

TO: Board of Trustees
FROM: Donna Walker
RE: Contract Limits
DATE: May 9, 2019

Included is a summary of the Library contracts in 2017 and 2018, with specifics on contracts between the amounts of \$50,000 and \$100,000. This information is provided in response to questions from the Board at the April study session on the topic of Increasing Contract and Budget Transfer Limits for Board Approval.

2017 Contracts Summary

- 24 total
 - 7 contracts <\$50,000
 - 7 contracts >50,000 and <100,000
 - 10 Contracts >\$100,000

Vendor	Purpose	Amount	Frequency
Actualize Marketing	JCPL Brand Development	\$50,000	One-time
Tolin	HVAC Maintenance	\$87,948	Annually
Government Performance Solutions (GPS)	Organizational Analysis	\$82,500	One-time
Humphries Poli	Ed Architects	\$97,500	One-time
Environmental Logistics	Evergreen hill erosion	\$70,746	One-time
Group 4 Architecture	Facility Master Plan	\$78,600	One-time
Tolin	EVC HVAC rebuild	\$57,536	One-time

2018 Contracts Summary

- 23 total
 - 2 contracts <\$50,000
 - 8 contracts >50,000 and <100,000
 - 13 Contracts >\$100,000

Vendor	Purpose	Amount	Frequency
Tolin	HVAC Maintenance	\$87,948	Annually



MEMORANDUM

Environmental Design	Landscaping	\$82,080	Annually
Next Step Energy	Exterior Lighting Upgrade	\$73,044	One-time
Lewan	Copier Contract	\$50,000	Annually
CLiC	Courier Services	\$50,428	Annually
Sentinel Technologies	IT Firewall Upgrade	\$58,055	One-time
Bear Creek	Snow Removal - Evergreen	\$55,000	Annually
CoCal	Snow Removal	\$79,753	Annually

administration

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

jeffcolibrary.org



TO: LIBRARY BOARD OF TRUSTEES
FROM: CHARLES NAUMER, CHAIR
DATE: May 9, 2019
RE: **PROPOSED 2020** 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	2020 Proposed 05-09-19	2019 Budget
426000 - Supplies	426137	Office Supplies	100	100
	426183	Recognition/Appreciation	300	300
	426190	General Supplies	100	100
	426390	Food Supplies	100	50
	426440	Professional Publications	400	0
433090– Professional Services	433090	Professional & Technical Services (Other) Pine Library Contribution	1,000	1,000
435600 – Dues, Meetings, Training	435625	Food/Beverages	6,500	6,500
	435630	Professional Dues	750	750
	435635	Business Meals	1,000	1,000
	435640	Training and Education	2,000	4,000
	435660	Conferences and Trade Shows	15,200	15,200
435800 – Travel	435850	Mileage	1,000	1,500
TOTAL			\$28,050	\$30,500

State Conference: 7 @\$350.00 – CAL, = \$2,450; National Conference(s): 5 @\$2560.00 (NLLD, Washington DC, PLA Nashville February 25-29, ALA Midwinter Philadelphia January 24-28, ALA Annual Chicago June 25-30 = \$12,800)

Membership Dues: ALA Trustee Annual Membership \$65 each; CAL Trustee Membership \$45 each.

JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
PROPOSED 2020 BOARD MEETING SCHEDULE

<u>LIBRARY BOARD STUDY SESSIONS</u>	
<u>5:30 PM</u>	
<u>Date</u>	<u>Location</u>
January 9	Administration Conference Room
February 13	Administration Conference Room
March 12	Administration Conference Room
April 9	Administration Conference Room
May 14	Administration Conference Room
June 11	Administration Conference Room
July 9	Administration Conference Room
August 13	Administration Conference Room
September 10	Administration Conference Room
October 8	Administration Conference Room
November 12	Administration Conference Room

<u>LIBRARY BOARD MEETINGS</u>	
<u>5:30 PM</u>	
<u>Date</u>	<u>Location</u>
January 16	Lakewood Library Meeting Room
February 20	Lakewood Library Meeting Room
March 19	Lakewood Library Meeting Room
April 16	Arvada Library Meeting Room
May 21	Columbine Library Meeting Room
June 18	Evergreen Library Meeting Room
July 16	Golden Library Meeting Room
August 20	Standley Lake Library Meeting Room
September 17	Belmar Library Meeting Room
October 15	Lakewood Library Meeting Room
November 19	Lakewood Library Meeting Room
December 10	Combined Study Session & Board Meeting Lakewood Library Meeting Room