

# BOARD MEETING

## JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

October 10, 2019



Jefferson County  
**PUBLIC LIBRARY**

## **APPROVAL OF AGENDA**

# BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

ITEM# / ACTION	<b>Thursday, October 10, 2019 – PAM NISSLER MEETING ROOM AT LIBRARY ADMINISTRATION</b>
1.	<b>Call to order &amp; attendance (4.5.8)</b>
2.	<b>Pledge of Allegiance</b>
3. <b>Action</b>	<b>Approve Agenda</b> <b>Call for motion and second</b>
4.	<b>Welcome New Trustees</b>
5.	<b>Public Comment</b>
5. <b>CONSENT AGENDA</b> <b>Action</b>	<b>Approval of Consent Agenda</b> <b>Call for motion and second</b> a) September 12, 2019 Study Session Minutes b) September 19, 2019 Joint and Regular Board Meeting Minutes
7. Information	<ul style="list-style-type: none"> <li>• Foundation Report – Jo Schantz</li> </ul>
8. Operational Updates <b>Action</b> as Needed	<ul style="list-style-type: none"> <li>• <b>Executive Director Update</b></li> <li>• <b>Finance and Budget</b> <ul style="list-style-type: none"> <li>▪ Financial Reports</li> </ul> </li> <li>• <b>Public Services</b> <ul style="list-style-type: none"> <li>▪ Auto Renewal</li> </ul> </li> <li>• <b>Facilities and Construction Projects</b> <ul style="list-style-type: none"> <li>▪ South County Phase I – Notice to Proceed Authorization <b>Call for motion and second</b></li> <li>▪ Snow Removal Contract Authorization <b>Call for motion and second</b></li> <li>▪ Snow Removal Contract Authorization - Evergreen <b>Call for motion and second</b></li> </ul> </li> </ul>
9. <b>Action</b> as Needed	<b>Items Removed From Consent Agenda (4.3.4)</b> The Board may address and/or vote on any items that were removed from the Consent Agenda

# BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

10. Emerging Issues <b>Action</b> as Needed	
11. <b>Action</b> as Needed	<b>Ends</b>
12. <b>Action</b> as Needed	<b>Governing Policies</b> <ul style="list-style-type: none"><li>• No items</li></ul>
13. Suggest Agenda Items	<b>BOARD SCHEDULE – NEXT MEETINGS</b> <ul style="list-style-type: none"><li>• October 14 – All Staff Conference</li><li>• October 16-18 – Urban Libraries Council 2019 Forum – Salt Lake City</li><li>• October 17 – Board Meeting – Rescheduled to October 10</li><li>• November 14 – Study Session – 5:30 pm – Pam Nissler Administration Conference Room</li><li>• November 21 – Board Meeting – 5:30 pm – Lakewood Library Meeting Room</li><li>• December 12 – Board Meeting – 5:30 pm – Lakewood Library Meeting Room</li></ul>
14. Discussion	<b>Board Questions or Comments Related to Items on the Meeting Agenda</b>
15. Discussion	<b>Evaluate Board Meeting (4.1.9)</b>
16. Information	<b>Announcements/General Information Sharing</b> <ul style="list-style-type: none"><li>• Report of the Chair – Correspondence, Other</li><li>• Other Announcements</li></ul>
17. <b>Adjournment</b>	

## **CONSENT AGENDA**

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



[jeffcolibrary.org](http://jeffcolibrary.org)

TO: Library Board of Trustees

FROM: Charles Naumer, Chair and Donna Walker, Executive Director

DATE: October 1, 2019

RE: Consent Agenda for the October 10, 2019 Board Meeting

- a) September 12, 2019 Board Study Session Minutes
  - o Library Board of Trustees approve the minutes of the September 12, 2019 Study Session as presented.
- b) September 19, 2019 Joint & Regular Board Meeting Minutes
  - o Library Board of Trustees approve the minutes of the September 19, 2019 Joint and Regular Board Meetings as presented.

**Jefferson County Public Library Board of Trustees**  
**Study Session**  
**September 12, 2019 – 5:30 pm**  
**Administration Conference Room**

**TOPICS:**

- Financial Review
- Lakewood Sorter Amendment Information
- Administration Space Information
- Belmar Library Move-out Agreement Information
- Resolution 1A Information
- South County Project Information

**Call to Order**

Charles Naumer, Chair, called the Study Session to order at 5:30 p.m.

**Other Trustees present:** Kim Johnson (Vice-Chair), Pam Anderson, John Bodnar, Deborah Deal, Brian DeLaet and Jeanne Lomba.

**Trustees not present:** All Trustees were present.

**Staff present:** Donna Walker, Executive Director; Julianne Rist, Director of Libraries; Bernadette Berger, Director of Information Technology; Barbara Long, Assistant Director of Finance and Budget; Sandie Coutts, Director of People and Culture; Padma Polepeddi, Assistant Director of Library Experience; Lizzie Gall, Assistant Director of Library Experience; and Amber Fisher, Executive Assistant, Office of the Executive Director.

**Guests:** Rebecca Winning, Volunteer, Keep Jeffco Safe

**Financial Review**

There were no questions from the Board.

**Lakewood Sorter Amendment Information**

Bernadette Berger, Director of Information Technology, addressed the Board and introduced the topic. In July, the Board approved the contract for the Belmar sorter with the option to install similar systems in other library locations. The Library is recommending that the Board approve the amendment to that contract to include the purchase and installation of a sorter for the Lakewood Library. In response to questions, the Board was advised that:

- The Lakewood sorter is out of warranty.
- Installation of a sorter at Lakewood would keep the Library current on the replacement plan.
- Installation of the Lakewood sorter would allow the Library the opportunity to test the sorter, work through issues and train staff on the new system before the reopening of the Belmar Library and the sorter at that location.
- The Lakewood sorter would be the “Drop and Go “design, not the single item feed system.
- The Columbine sorter is working. The Director of Information Technology receives notices when there is an outage and will follow-up and provide information at the next Board meeting.
- The facility master plan has the Lakewood Library scheduled for reconfiguration in 2026/2027 with construction in 2028.
- The expected life of the sorter is an average of 10 years.
- If the Lakewood Library reconfiguration schedule was accelerated, the sorter could be adjusted if needed by swapping out pieces very easily.

### **Administration Space Information**

The Executive Director introduced the topic and provided information on the Administration space reconfiguration. The reconstruction/redesign of the building is many years off. In the meantime, there is a need for spaces for people to work. The Library looked at options and the most cost effective and effective for the team is to reconfigure the space. In response to questions, the Board was advised that:

- The facility master plan did state how much space would be needed for Library administration and that the Library was severely understaffed and under spaced for staff but they were not hired to come in and reconfigure this space. The Library brought in a consultant with a limited scope and cost to look at this space.
- Several years ago there was a reconfiguration plan for this space however, there were no funds to implement the plan.
- The scope of the plan before the Board is limited to the administration building. The Library did look at space in the Arvada basement and at the Wheat Ridge library. The Library considered moving teams out, but recognized that would affect efficiency.
- The contract and the cost is for the administration building. Library staff will do the adjustments in the basement of the Arvada Library.
- The master facility plan has Administration planning in 2026-2027 with construction in 2028/2029 and Lakewood planning 2028/2029 with construction/opening in 2030.



- The Trustee is correct, pushing Golden out is still not going to move the administration building up in the timeline because the funds are not available.
- Of the 22 additional spaces needed at the administration building there are six staff members currently working in temporary spaces.
- The adjustments to the administration building will cover the staffing plan through 2021. There are currently no plans for additional administration staffing or space needs.
- The Library will bring back information on the estimated cost of leasing adequate space over 10 years.
- The Library will amend the September 19, 2019 Board meeting agenda to remove this item from the consent agenda.

### **Belmar Library Move-out Agreement Information**

Julianne Rist, Director of Libraries addressed the Board and introduced the topic. The collection and various pieces of equipment, supplies and materials at Belmar will require removal and storage during the construction phase of the Belmar redesign. The service will be required to box up the collection, label it, store in a climate-controlled warehouse and return it to Belmar when the construction is complete. In addition to the collection the movers will remove, store and return materials and supplies used at the library. Responses to the Request for Proposals (RFP) have been evaluated and the Library's recommendation to the Board is to move forward with Armstrong Relocation for the cost of \$52,281. Armstrong was determined to be the best fit for the dollar for our needs. The cost of the move is already built into the Belmar Capital Budget. In response to questions, the Board was advised that:

- Even though the cost for this service is included in the Belmar budget, direct contracts between the Library and a vendor that exceed \$50,000 require Board authorization for the Executive Director to sign the contract.
- The reason the Board does not authorize every contract associated with a project is because it is not a direct contract with the Library. For example, the Library has a direct contract with a construction company. Any subcontractors engaged by that construction company would not have a direct contract with the Library and therefore, would not need Board authorization.
- The Library will bring back more information on why this particular vendor was selected over one of the cheaper bids.
- The Library will amend the September 19, 2019 Board meeting agenda to remove this item from the consent agenda.

## **Resolution 1A Information**

The Chair advised the Board that an email from another group regarding Ballot Initiative 1A was received just before the start of this Study Session requesting the opportunity to present opposition information at the September 19, Board meeting. The Chair further advised the Board that this is an appropriate topic according to the Board's Governance Policy 4.2.4: The Library Board will seek to affect legislation and public policy, as it deems necessary and/or appropriate on behalf of the "ownership". (Note: "ownership" = residents of Jefferson County).

Rebecca Winning, a volunteer with the Keep Jeffco Safe campaign, presented information in support of Ballot Initiative 1A. A resolution to endorse 1A was submitted to the Board for consideration. There was wide ranging discussion regarding the initiative.

The Chair acknowledged Trustee DeLaet's concern about the Board not being able to respond or ask questions during the public comment portion of next week's Library Board meeting. The Chair advised the Board that he will work with Amber Fisher on a means to accommodate the request from the opposition group to have equal opportunity to present information and answer the Board's questions at the September 19, 2019 Library Board meeting. The Chair further advised the Trustees of the Board's Governance Policies that provide guidance for the Board on these matters.

- The Library will amend the September 19, 2019 Board meeting agenda to remove this item from the consent agenda.

## **South County Project Information**

Julianne Rist, Director of Libraries, shared a PowerPoint presentation and information on the South County project. The map of current library services indicated that while there is coverage in most of Jefferson County, there are gaps for South County. South County is currently served by the Columbine Library, which is undersized for the population and cannot provide adequate library services. The Columbine Library was built in 1989 to serve a growing population in South Jefferson County. At that time, the population of the service area was approximately 55,000. In 2017 when the Columbine Library was redesigned the population was about 135,000. The population is forecasted to be about 145,000 by 2025. American Community Survey Data from 2017 indicated the population had grown to 134,954. Using Orange Boy/ESRI's estimated annual growth rate of .9%, the population is expected to reach nearly 145,000 by 2025.

In 2014, JCPL added a weekly bookmobile stop, and this month the Library will be adding a return for materials.

The Facility Master Plan identified South County as an underserved area and the first place to expand services. The Board also let staff know this is also a priority for them, and expanding services in South County is budgeted as a multiyear project in JCPL's five-year capital improvement plan. Both the strategic plan and the budget for 2019 have identified beginning to plan for the South County Expansion in the third and fourth quarters. In December of 2018, the Board of Trustees authorized a planning and design budget in 2019 for \$350,000.

In May of 2019, the Board was provided with the anticipated costs of three different options for a South County library. Board consensus was to purchase an existing building and renovate it as the first option. In June of 2019, the Board adopted the 2020 Capital Improvement Plan (CIP) that recommends a South County Expansion starting in 2021 and approved submission of that plan to the Board of County Commissioners.

There are many major milestones for this project. As well as many points in this process where we will be coming to the Board to authorize or approve moving forward to the next step. The Library is coming to the Board at this Study Session with one of those points. In order to begin the planning for South County the Library needs to engage the services of an architect and a realtor. The architect will gather community input, help staff refine search parameters and the building program of services and of course, the realtor will help locate potential properties.

The Library will be holding community input meetings with South County residents and organizations, to hear about community needs, aspirations and types of services needed and wanted. This input will then be evaluated and will help to refine the search criteria for a property and size of the building needed. Site selection/identifying properties that meet the search criteria and budget are the next step. Once potential properties are identified, the Library will need to complete an evaluation as to whether or not they meet the Library's needs and would work for a Library. This would mean evaluating the building, for things such as would the floor support the weight of books, what is the condition of the infrastructure such as the heating and cooling. The site evaluation would include determining if there is enough parking and how the property is zoned. HDR and their staff would help with this technical evaluation. This phase would either eliminate something as a potential purchase, or recommend that JCPL move forward. These are the services included in the request for approval for the notice to proceed.

There are many more milestones before the project would be completed. Once JCPL has found a property that they want to purchase the Library would begin our due diligence

and an evaluation. Just like a home inspection if you were buying a house, this would be an in depth look at the engineering of the building, the mechanical systems such as heating, cooling, and plumbing. A test fit for would the services fit and have a logical floorplan with a good flow. Acquisition is all the legal steps needed to purchase any property, which will take some time.

Once JCPL owns the property, planning would begin for the design and construction. We have learned from our other projects that this timeframe takes about 9 months before construction actually starts. Then, there is about three months for Concept Design, Cost Model, and completing a set of Community meetings. There would be another three months for Design Development Cost Models and another three months for construction documents final pricing and permitting.

When the Library created the Belmar contract, it was anticipated that there would be a future expansion in South County. The HDR contract contains a provision that would allow JCPL to expand their scope of services to a “future project”. The intent of the scope addition was to allow the opportunity to use their services without the expense and resource drain of developing an RFP and going through the proposal process.

JCPL staff was very impressed with HDR’s skills in community engagement. Through the two sets of community meetings and online survey for Belmar JCPL was able to create guiding principles that shaped the redesign of the Belmar Library. The Library felt that HDR was very good in creating engaging exercises that elicited honest input from the community and created reports that reflected what was learned. Their firm has the expertise to evaluate properties that are of interest and can help us to determine the feasibility and building integrity of potential sites. JCPL is confident in HDR’s skills and ability to meet the needs of the first phase of the South County Expansion.

The Library is taking a phased approach that allows for adjustment based on community needs, Board feedback, and real estate trends. The Library is recommending that the Board authorize the first phase for South County.

In response to questions, the Board was advised that:

- The Library acknowledges that the Board would like to be kept informed on the progress of Phase I in the Executive Director’s monthly report to the Board.
- The Library will bring back more information on the deliverables from HDR in Phase I/Notice to Proceed.
- The Library will bring back more information on comparative costs with the Belmar project.
- The Library will amend the September 19, 2019 Board meeting agenda to remove this item from the consent agenda.

## **BOARD MEETING SCHEDULE**

- September 19 – Joint Library & Foundation Board Meeting – 4:45 -5:30 pm –Regular  
Library Board Meeting 5:45pm- Belmar Library Meeting Room

## **ADJOURNMENT**

The Study Session was adjourned at 6:54 p.m.

Pam Anderson, Secretary

Minutes of the **Joint** Meeting of the  
JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES and THE JEFFERSON  
COUNTY LIBRARY FOUNDATION BOARD and the **Regular** Meeting of the JEFFERSON  
COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES  
September 19, 2019

**CALL TO ORDER – JOINT MEETING**

The joint meeting of the Jefferson County Public Library Board of Trustees and the Jefferson County Library Foundation Board was held in the Belmar Library meeting room on September 19, 2019. Library Board of Trustees Chair, Charles Naumer called the joint meeting to order at 4:46 p.m. Other Trustees present; Kim Johnson (Vice-Chair), Pam Anderson (Secretary), John Bodnar, Brian DeLaet, Deborah Deal and Jeanne Lomba.

**Trustees not present:** All Trustees were present.

**Jefferson County Library Foundation Board members and Staff present:** Sally Reed (President); Jo Schantz (Foundation Executive Director); Lynn McDonald (Secretary), Ron Benson, Neal Browne, Deborah Deal, Kirby Edwards, Ron Marquez Tim Rogers and Ana Rojas-Artica.

**Staff present:** Donna Walker, Executive Director; Sandie Coutts, Director of People and Culture; Julianne Rist, Director of Libraries; Steve Chestnut, Director of Facilities and Construction Projects; Bernadette Berger, Director of Information Technology; Barbara Long, Assistant Director of Finance and Budget; and Amber Fisher, Executive Assistant, Office of the Executive Director.

**Guests:** Julianne Scherer, HDR Architect

**Welcome and Introduction**

Charles Naumer, Library Board Chair, welcomed the Foundation Board and expressed appreciation for their support of the Library. The Foundation and Library Boards share a lot in common as volunteers giving hundreds, if not thousands, of hour to the shared commitment of supporting the Library in making our community a better place. It is important to recognize that although we share a common goal, we often have slightly different roles and responsibilities. Understanding our commonalities and difference will make us better partners.

For example, having worked with nonprofits and foundations for over 30 years, Foundation Board members have very important legal, ethical and moral responsibilities to your donors. Educating donors and honoring donor intent is incredibly important. The

Library Board, as appointees, have similar commitments to the voters and taxpayers of Jefferson County.

By understanding our commonalities and subtle differences, we can be better partners to each other. It is also important not only to think about our current relationship but also to think about the foundation we are laying for future years. Almost without exception, every strong library system has a strong relationship with a Foundation. This is truly the best model for success and it is very important to lay this foundation for future years of success.

The Library Board is excited to share our 2020 budget priorities with our partners at the Foundation. Since Jefferson County voters approved a new mill levy and de-Brucing in November 2015, the Library has been focused on restoring services, restoring staffing, repairing infrastructure and updating our collection, facilities and technology. The 2020 story continues on this path of stewardship of the taxpayer investment in libraries. I have been very impressed with how seriously the Board and Executive Team take our fiscal responsibilities planning the right amount of money on the right things and focusing on the value to the citizens of Jefferson County. It is also the first time since 2006 when the Library will show a real trend towards growth. 2020 will be the year where we build on our strong foundation to reach more people, create library services in new places, focus on literacies and communicate our value. In order to reach more people, the Library is removing fines on overdue materials. The Library took the first step with removing fines on children's materials in 2018 and now we are ready to fully remove this barrier to library services.

Our capital projects are another area where we will start to reach more people. For example, planning starts now for expanding services into the south part of the county. Another exciting development to reach more people is the piloting of vending machines for library materials and hold pick up lockers. In addition, we have budgeted about a half a million dollars towards other services that create library services in new places.

When we talk about growing our focus on literacies, we mean we will grow our staff to support patrons with not only early literacy but also digital literacy. This will be accomplished in the form of a design garage, digital media studios, an author event, STEM programs, another Family Place Library and a summer program that broadens its scope to be a summer of learning.

The community input meetings the Library held in early 2019 brought home to us how important it is for the Library to communicate constantly about the value of the Library. We are adding capacity to double down on our efforts to transform into a radially

welcoming library through stellar customer service, effective partnerships and improved data and project management in order to execute on our plans with excellence, and we want our community to know about it. It is exciting not only to look back and recognize what we have accomplished but also to look forward to see where we are headed and where we want to be in ten years.

### **Belmar Library Renovation Walk-Through with Julianne Scherer, HDR Architect**

Julianne Scherer addressed the Board. Construction on the Belmar Library is ready to start in October. The tour tonight of the existing facility will include six different locations in the building where we have put up boards with artistic renderings where you can imagine the way we are opening up the Belmar Library to make it a better place for patrons.

The Library and Foundation Board members participated together on a guided tour of the Belmar Library.

### **Closing Remarks**

Sally Reed, President, Jefferson County Library Foundation, addressed the Boards. Brochures about what the Foundation does and how to get involved were shared with the Boards. The Foundation supported many programs through the generosity of the Library and community. The Foundation's operating budget this past year was \$524,000 and this year will be increased to \$581,000 – an increase of 20%. The programs the Foundation supported included \$26,000 for children's literacy and the Edgewater Library Family Place, \$9,000 for the 1000 books before kindergarten program, \$1,000 for raise a reader, \$52,000 for the summer reading program, \$13,000 for the STEM program. The Foundation also supported special projects at the Standley Lake Library for the adventure space and support for the new Edgewater Library. The total cash gifts to date is \$179,252.

The Endowment has grown from \$582,000 in September 2018 to \$611,000 today. The Foundation plans to take a percentage of that to designate to other programs at the Library. The Foundation started a planned giving program. Eleven people have signed letters of intent to leave funds to the Foundation. Our organization growth will increase staff with a part time volunteer friends coordinator, and a social media contract worker. We have a new office coordinator, Susan Spring. We are glad the funding is making it possible to have help for Jo Schantz, Foundation Executive Director.

This past year we updated the donor database thanks to the hard work of TJ Bowen. We are thankful he helped us get online with E-Tapestry. The Friends bookshop raised about \$23,000. The Library contributes in kind services, office space and equipment, help with information technology for about \$87,000 per year that is 17% of our operational budget. The remaining 83% is raised through the programs we do.



Deborah Deal has been the liaison for a couple of years. She is leaving the Library Board. Kim Johnson, will be the new liaison. The Foundation is an exciting organization to work for and support. Sally Reed expressed appreciation to the Library Board for hiring Donna Walker who has been working very well with the Foundation Board and staff. Sally also noted that this is her last year as President of the Foundation Board.

The **Joint** meeting was adjourned at 5:38 p.m.

**REGULAR MEETING OF THE JEFFERSON COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES, September 19, 2019**

**CALL TO ORDER – REGULAR MEETING**

The regular meeting of the Jefferson County Public Library Board of Trustees was held in the Belmar Library meeting room on September 19, 2019. Library Board of Trustees Chair, Charles Naumer, called the meeting to order at 5:45 p.m. Other Trustees present: Kim Johnson (Vice-Chair), Pam Anderson (Secretary), John Bodnar, Deborah Deal, Brian DeLaet and Jeanne Lomba.

Trustees not present: All Trustees were present.

**Staff present:** Donna Walker, Executive Director; Julianne Rist, Director of Libraries; Bernadette Berger, Director of Information Technology; Steve Chestnut, Director of Facilities and Construction Projects; Barbara Long, Assistant Director of Finance and Budget; Sandie Coutts, Director of People and Culture; and Amber Fisher, Executive Assistant, Office of the Executive Director.

**APPROVAL OF AMENDED AGENDA**

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

**PUBLIC COMMENT**

Sheriff Jeff Shrader addressed the Board and expressed appreciation for the opportunity to comment. Sheriff Shrader spoke in favor of Ballot Initiative 1A and encouraged the Library Board to endorse the Initiative.

Mike Donahue addressed the Board and expressed appreciation for the opportunity to comment. Mike Donohue spoke in opposition of Ballot Initiative 1A and asked the Board to vote no on Ballot Initiative 1A.

Ron Marquez addressed the Board and expressed appreciation for the opportunity to comment. Ron Marquez spoke in favor of Ballot Initiative 1A and encouraged the Library Board to endorse the Initiative.

### **APPROVAL OF AMENDED CONSENT AGENDA**

The Chair asked the Trustees if any of the items should be removed from the amended consent agenda. There were no requests for items to be removed.

**MOTION:** Brian DeLaet moved that the Library Board of Trustees approve the items on the amended consent agenda. Seconded by Pam Anderson the amended consent agenda was approved by unanimous vote of all Trustees present.

### **FOUNDATION REPORT**

Jo Schantz, Foundation Executive Director, provided an update to the Board. Jo expressed appreciation to the Board for hosting the Joint meeting. There have been a few staffing change at the Foundation. We hired new staff members Susan Spring, as the office coordinator, Kirstin Kraig, volunteer and friends coordinator. The Foundation also has three new Board members, Kirby Edwards, Linda Fleming and Kim Johnson our new Trustee liaison. The Foundation received \$5,000 from Rose Community Foundation and \$1,000 from the Buell Foundation to support the 1,000 books before kindergarten program. We also received \$1,500 from Sunflower Bank for the Epic STEM challenge.

### **EXECUTIVE TEAM OPERATIONAL UPDATES**

#### **Executive Director Update**

Donna Walker, Executive Director, provided an update to the Board. The Golden City Council voted to approve the purchase of the office building and property. The original closing date was in August but the closing did not take place. The new closing date has been scheduled for October. The City of Golden will keep the Library informed.

#### **Finance and Budget Department**

##### Financial Reports

Barbara Long, Assistant Director of Finance and Budget presented information on the August 2019 financial reports. The financial tables show property tax receipts through July. The Library has reached out to the County and they are not adjusting their projections. The Library is beginning to put in year-end projections on operating and capital budgets. A very preliminary list of projects that will likely be included in the request for carryover is included in the financial report. In response to questions, the Board was advised that:

- August 2019, property tax revenue of approximately \$200,000 will be included in the next financial tables.

- The October tax lien sale will result in additional revenue. It is unlikely to be \$1 million. In 2018, approximately \$100,000 in property tax revenue was received in October.

## **Information Technology**

### Document Management System (DMS) Contract Information

Bernadette Berger, Director of Information Technology, addressed the Board and introduced the topic. The Library received eleven responses to the request for proposal (RFP) and selected the top five to come in and provide demonstrations of their products. The project team is performing due diligence on the top two candidates. The Library expects to bring the contract to the Board for authorization at the October Board meeting.

In response to questions, the Board was advised that:

- The Library does not currently have a document management system (DMS)
- The Board is correct that a DMS will provide a more efficient system for the Library to remain in compliance with various statutes and best practices for document and record management

## **Facilities and Construction Projects**

### Belmar Library Move-Out Authorization

Steve Chestnut, Director of Facilities and Construction, addressed the Board. In response to questions, the Board asked at the September Study Session the Board was advised that the vendor that submitted the lowest cost did not complete the RFP and was disqualified. The next lowest cost vendor was involved in the Columbine project and based on that performance, the Library could not recommend them. In response to a question, the Board was advised that the services in the contract include bringing everything back to the Belmar Library.

### Move Management Contract Authorization – Belmar Library

**MOTION:** Brian DeLaet moved that the Library Board of Trustees authorize the Executive Director to sign a contract with Armstrong Relocation in the amount of \$52,281 for movement and storage of equipment, materials and the collection while the Belmar Library is under construction. Seconded by Deborah Deal the motion passed by unanimous vote of all trustee present.

### Library Administration Building Reconfiguration Contract Authorization

Steve Chestnut, Director of Facilities and Construction, addressed the Board. In response to questions, the Board asked at the September Study Session the Board was advised that the estimated cost of leasing space to accommodate staffing is \$97,000 per year plus \$50,000 to \$75,000 for moving and tenant finish.

**MOTION:** Kim Johnson moved that the Library Board of Trustees authorize the Executive Director to transfer \$125,000 from contingency and sign the contract with Cross Line Construction for \$96,550. Seconded by Jeanne Lomba the motion passed by unanimous vote of all Trustees present.

#### South County Authorization

Steve Chestnut introduced the topic and addressed the Board. The Library would like to make some adjustments and will not be requesting Board action at this meeting.

**MOTION:** Pam Anderson moved that the Library Board of Trustees remove this item from the agenda. Seconded by John Bodnar the motion passed by unanimous vote of all Trustees present.

#### Snow Removal Contract Information

Steve Chestnut advised the Board that the Library's five year (one year with four renewals) snow removal contract with CoCal has come full term in 2019. The Library is in the process of requesting snow removal proposals for the 2019-2020 snow season. Responses to the RFP are not due until September 30 so the cost and vendor recommendations will not be known until they are submitted as a part of the Board package in October. The Library's five year (one year with four renewals) snow removal contract with Bear Creek landscape for the Evergreen Library is also in the RFP process and the Library anticipates bringing that contract to the Board in October as well. In response to a question, the Board was advised that they cannot approve contracts by email.

#### **ITEMS REMOVED FROM THE CONSENT AGENDA**

No items were removed from the consent agenda.

#### **EMERGING ISSUES**

##### Resolution in Support of 1A

The Chair introduced the topic and asked for input from the Trustees. The Board expressed appreciation for the input and viewpoints stated during public comment. After some discussion, the Chair called on Donna Walker, Executive Director and asked for input. The Executive Director advised the Board of the potential risks and consequences to the Library associated with a severely constrained County budget. The Chair expressed appreciation for the input on the topic.

**MOTION:** Pam Anderson moved that the Library Board of Trustees adopt the Resolution in Support of 1A. Seconded by Kim Johnson the motion passed by majority vote of all Trustees present with Brian DeLaet voting against the motion.

#### **BOARD SCHEDULE – NEXT MEETINGS**

- October 10 – Study Session – Cancelled
- October 10 – Board Meeting – 5:30 pm – Pam Nissler Conference Room at Library Administration
- October 14 – All Staff Conference
- October 16-18 – Urban Libraries Council 2019 Forum – Salt Lake City
- October 17 – Board Meeting – Rescheduled to October 10
- November 14 – Study Session – 5:30 pm – Pam Nissler Administration Conference Room
- November 21 – Board Meeting – 5:30 pm – Lakewood Library meeting room

Sandie Coutts, Director of People and Culture will send the Board an invitation to the All Staff Conference and an agenda with the appropriate portions for the Board to attend.

#### **ANNOUNCEMENTS/GENERAL INFORMATION SHARING**

##### Acknowledgement and Appreciation for Trustees Deborah Deal and Brian DeLaet for their Service on the Library Board

The Chair noted that this would be the last Board meeting for Trustees Deborah Deal and Brian DeLaet. In appreciation of their service, the following is included in the official record:

Deborah Deal was appointed to the Jefferson County Public Library Board by the Jefferson County Commissioners in April, 2016. During her tenure, Trustee Deal has been an engaged member of the Board. She helped govern the Library during a period of rebuilding of services, facilities and staffing. Some notable projects during her tenure include:

- the restoring of library hours,
- remodel of the Columbine Library,
- Facility Master Planning,
- rebuilding staffing levels,
- construction of the Edgewater Library in partnership with the City of Edgewater,
- selecting and onboarding a new executive director
- redesign of the Belmar Library,
- reducing barriers to library service by going fine free and creating alternative services,

- planning for a library in South County.

Trustee Deal took on the added responsibility of liaison to the Library Foundation, helping to fundraise, and supporting the overall work of the Foundation. Trustee Deal was recognized for her exemplary volunteer work with the Elena Joyce Grissom Lifetime Achievement Award from the Library Foundation. This Board would like to acknowledge the progress of the Library during her tenure and thank Trustee Deal for her volunteer service to the Library and community. We will miss your bright presence at our meetings. We look forward to your continued advocacy on behalf of the Library.

The Jefferson County Commissioners appointed Brian DeLaet to the Jefferson County Public Library in September 2011. Trustee DeLaet came onto the Library Board during some of the Library's most difficult times when funding was tight and relationships with the County were strained. Trustee DeLaet helped govern the library through these difficult times. Over these last nine years, he helped improve relationships and secure a responsible level of funding for services which led to a rebuilding of services, facilities and staffing. Some notable projects during his tenure include:

- automated materials handling,
- a successful mill levy campaign,
- the remodel of the Golden Library,
- the restoring of library hours,
- remodel of the Columbine Library,
- Facility Master Planning,
- rebuilding staffing levels,
- construction of the Edgewater Library in partnership with the City of Edgewater,
- selecting and onboarding a new executive director
- redesign of the Belmar Library,
- reducing barriers to library service by going fine free and creating alternative services,
- planning for a library in South County.

Trustee DeLaet took on the added responsibility of serving in leadership positions as an officer of the Board, both as vice chair and chair. This Board would like to acknowledge the progress of the Library during his tenure and thank Trustee DeLaet for his volunteer service to the Library and community. We will miss your leadership, statesmanship, experience, and extensive understanding of policy governance. We look forward to your continued advocacy on behalf of the Library.

## **CALL FOR EXECUTIVE SESSION**

Trustees review Executive Director's Performance and Compensation (Policy Governance 4.3.6).

**MOTION:** Pam Anderson moved to adjourn the regular meeting of the Library Board of Trustees at 7:02 p.m. and reconvene in Executive Session pursuant to CRS 24-6-402(f) Personnel Matters. Seconded by Deborah Deal the motion passed by unanimous vote of all Trustees present.

The Chair announced a 15-minute break.

The Chair called the Executive Session to order at 7:17 p.m. with the following Trustees present: Charles Naumer, Kim Johnson, Pam Anderson, John Bodnar, Brian DeLaet, Deborah Deal and Jeanne Lomba. Also, present Amber Fisher, Executive Assistant. The Chair noted that the session would be recorded and that the recording would be retained for the required 90 days.

At 8:09 p.m., at the request of the Trustees, Sandie Coutts was asked to join the Executive Session.

At 8:19 p.m., at the request of the Trustees, Sandie Coutts was excused from the Executive Session.

At 8:28 p.m., at the request of the Trustees, Donna Walker joined the Trustees in Executive Session.

## **CALL FOR ADJOURNMENT OF EXECUTIVE SESSION AND TO RECONVENE THE REGULAR MEETING**

**MOTION:** At 8:48 p.m. Kim Johnson moved to adjourn the Executive Session and reconvene the regular meeting. Seconded by Deborah Deal the motion passed by unanimous vote of all Trustees present.

The Chair provided the following Executive Session Summary as required by Colorado Statute:

The Library Board of Trustees met in Executive Session pursuant to CRS 24-6-402(f) Personnel Matters to review the Executive Director's performance and compensation. The Trustees held that review and this summary is provided as required by Colorado Statute.

**MOTION:** Brian DeLaet moved that the salary for the Executive Director be increased by 3% and that a 2% merit bonus be awarded. Seconded by Deborah Deal the motion passed by unanimous decision of all Trustees present.

**ADJOURNMENT**

The Board meeting was adjourned at 8:50 p.m.

Pam Anderson, Secretary



# FOUNDATION REPORT

**JEFFERSON COUNTY LIBRARY FOUNDATION**  
**EXECUTIVE DIRECTOR REPORT**  
**OCTOBER 2019 (SEPTEMBER 20 – OCTOBER 10)**  
**By Jo Schantz, MNM, CFRE**

**1. News, Meetings and Networking**

We've had some recent changes on our JCLF Board of Directors. Our long-time Board Secretary, **Jamie Tafoya**, resigned from the Board this summer and Board member **Lynn McDonald** will finish out Jamie's term on the Executive Committee. We are also welcoming **Kim Johnson** as a new JCLF Board member and our Trustee Liaison beginning Oct. 1. Kim and I met on Friday, Sept. 27, for a new Board member orientation. I also introduced her to some of our volunteers and our staff, and I also gave Kim a tour of our Foundation office/warehouse complex.

**Susan Spring** officially joined our organization as our new Office Coordinator on Sept. 23. Susan had also been visiting with us at the Foundation to receive training from our interim Office Coordinator **Nanci Goldberg**, prior to taking on the position full time.

**Kirstin Kraig**, our new Volunteer & Friends Coordinator, has been assisting our event planner, former Trustee Liaison **Deborah Deal**, in soliciting in-kind donations of food for our upcoming Whale of a Used Book Sale. We are asking for these donations to help fuel our Whale Sale volunteers during the two days of set-up (breakfast and lunch) on Oct. 15 and 16 at the Jeffco Fairgrounds.

It was my pleasure to attend the **South Lakewood Business Assn.** breakfast meeting on Oct. 1, where I heard a presentation on the growth of Lakewood's business community, including an update by **Lakewood Mayor Adam Paul**. The week before this, I attended an evening reception at Community First Foundation where local community leaders were formally introduced to that Foundation's new **CEO Kelly Dunkin**.



On Oct. 3, I continued my participation in the **Rose Community Foundation Cohort**, and was accompanied by one of my Board members, **Ron Marquez**, who recently retired from his role as the communications director at Developmental Disabilities Resource Center.

To give you more details on the Cohort's curriculum, at the end of the training series (by next May) JCLF will be able to **establish a new endowment at Rose Community Foundation**, and Rose will match JCLF's starting fund of \$15,000 with another \$10,000. This opportunity also fits with JCLF's long-range financial planning and our efforts to expand our endowment holdings. This will give us an opportunity to diversify our endowment portfolios and test out a new investment strategy. JCLF's initial \$15,000 will be drawn from our current holdings (as part of the 5% of revenues that we are eligible to request annually) from the Community First Foundation.



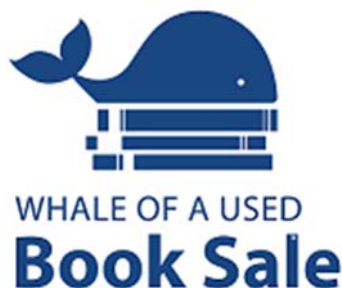
I'm pleased to point out that our Foundation has not had to request any operational funding from the Community First Endowment for the previous two fiscal years (in 2017 and 2018), and this endowment has continued to grow. At present, this fund has a balance of more than \$611,000.

As you can imagine, our Foundation staff and volunteers are in full swing and getting ready for the **fall Whale of a Used Book Sale**. This year's sale will take place October 18-20 at the Jeffco Fairgrounds, and Friends Preview Night will be held on Thursday, Oct. 17, from 6 to 8 p.m. **Deborah Deal** is once again our event planner for this popular fall event, and she led a key meeting at the Fairgrounds on Oct. 7, followed by a Crew Chiefs meeting on Oct. 9.

I attended a seminar at the Developmental Disabilities Resource Center in Lakewood on Oct. 8 to learn how JCLF can be part of **ReFUND CO**. This new system of charitable giving enables taxpayers to donate any portion of their Colorado state income tax refund to any nonprofit (ones that are registered with the Secretary of State to solicit charitable donations for at least five years and those that provide public information on their finances).

## 2. Upcoming Events

### Fall Whale of a Used Book Sale at the Jeffco Fairgrounds



**Oct. 17** – Friends Only Preview Night, 6 to 8 p.m.

**Oct. 18** – Pay \$10 for Early Bird open from 8 to 9 a.m., open free to the public from 9 a.m. to 5 p.m.

**Oct. 19** – Free to the public, 9 a.m. to 5 p.m. Half-price Day for educators, Jeffco employees and Friends (with ID)

**Oct. 20** – Free to the public, 11 a.m. to 3 p.m. Bag Day! Just \$6 for a grocery-sized bag of books!

### Holiday Sales

**Nov. 15-16** – 9 a.m. to 4 p.m. at Arvada Library

**Dec. 6-7** – 9 a.m. to 4 p.m. at Columbine Library



## 3. Grants and Sponsorships Update

### Grants Denied:

- Colorado Garden Foundation\* -- \$15,000 for Belmar lawn & garden

### Grants Pending:

- Theda & Tamblin Clark Smith Family Foundation -- \$5,000 general operating support
- Virginia Hill Foundation\* -- \$5,000 general operating support
- Hewit Family Foundation\* -- \$20,000 general operating support
- City of Wheat Ridge -- \$2,900 for a 3-tiered children's activity center
- Key Bank Foundation\* -- \$5,000 for general operating support
- BOK Financial Foundation\* -- \$5,000 for Babies First Books
- Vicksman Charitable Trust\* -- \$5,000 (\$2,500 for **1,000 Books** and \$2,500 for Babies First Books)
- Schramm Foundation\* -- \$5,000 general operating support
- The Denver Foundation -- \$5,000 (\$2,500 for **1,000 Books** and \$2,500 for Babies First Books)
- Believe in Reading Foundation\* -- \$5,000 (\$2,500 for **1,000 Books** and \$2,500 for Babies First Books)
- Elevations Foundation\* -- \$5,000 (\$2,500 for **1,000 Books** and \$2,500 for Babies First Books)
- Foundation at Rolling Hills -- \$5,000 general operating support
- Pen & Podium Grants (Denver Post Charities) -- \$1,000 (by invitation, as part of the Pen & Podium series)
- Golden Civic Foundation – Letter of Interest (no amount designated), for Golden Library
- Nathan B. and Florence R. Burt Foundation -- \$5,000 (Letter of Inquiry for Early Childhood Literacy)
- Opus Foundation\* -- \$5,000 for Babies First Books (submitted by invitation)
- Social Venture Partners\* -- No amount specified. This is for assistance in planning organizational growth.
- MDU Resources Foundation\* -- \$5,000 for **1,000 Books**

*Those with an asterisk\* indicate new funders that JCLF is approaching for the first time.*

## **Operational Updates**

### **Executive Director Update**



# October 2019 EXECUTIVE DIRECTOR REPORT

## 4<sup>th</sup> Quarter Focus:

1. Fill key Strategy Team positions
2. Finalize draft 2020 Strategic Plan
3. Begin Community Engagement for South County Project
4. Finish out 2019 Strategic Priorities

## Community Engagement

In addition to trustees **Kim Johnson**, **Jeanne Lomba** and **Chic Naumer**, **Julianne Rist**, director of Libraries, **Bernadette Berger**, director of Information Technology, and I will be attending the Urban Libraries Council (ULC) Annual Forum.

**Cheryl Murphy**, Information Technology Services Manager; **Brian Mosbey**, Teen Services Librarian; and **Orlando Gallegos**, Facilities Supervisor, will be presenting their final projects as the culmination of their work in the 2019 Jeffco Leadership Academy.

**Kelly Duran**, Public Services Manager, is attending the Association of Bookmobile and Outreach Services (ABOS) conference in Omaha, NE.

**Carroll Mannino**, Kids and Families Librarian, will be presenting at the Colorado Libraries for Early Literacy conference (CLEL). JCPL is sending **12 staff** to this conference at the Arvada Center.

**Kelsey Ashton**, Adult Services Coordinator, is attending the Internet Librarian Conference in Monterrey, CA.

**Jennifer Kim**, Patron Experience Supervisor, is attending the Mountain Plains & New Mexico Library Association Joint Conference in Albuquerque, NM.

## JCPL Service Highlights

**EPIC STEM** Jefferson County Middle school student teams are invited to participate in JCPL EPIC STEM Fair. Best team projects will be awarded \$500 to be used in STEM classrooms or afterschool clubs. The EPC STEM Fair aligns with the middle school STEM curriculum standards at Jeffco Schools. Registration opens on Oct 1<sup>st</sup> and closes on Oct 21<sup>st</sup>.

**Auto-renewal coming to JCPL!** Details in Board packet. Presentation at Study Session.

**Belmar Library closed for construction**

## Vending machine and Holds Pick up Locker installed in Lakewood Cultural Center



### Service Impact Statements

*A patron noticed the holds lockers at the Lakewood Cultural Center with the library logo. She told staff that she is excited to use them because they are more convenient for her than driving to another library location. She thought it was an exciting new way to use the library.*

*I am thrilled to see the [new book drop at the Conifer location](#). It is so much more convenient to return my books from my car rather than parking (illegally) at the curb and hiking up and down the two flights of stairs. As a frequent patron from the senior population, I applaud this accessibility improvement - Bravo!*

### ENGAGEMENT OPPORTUNITIES FOR TRUSTEES

#### **Cyber Awareness** - Own IT. Secure IT. Protect IT

Monday, October 7, 2019

11:00AM – 12:00PM

Columbine Library

October is National Cyber-Security Awareness Month. Learn how to protect yourself and your family by building your cyber awareness. Get practical tips to keep yourself safe online by protecting your personal information and digital privacy. Presented by: Security experts from Jefferson County, City of Lakewood, City of Golden, City of Wheat Ridge and City of Westminster.

#### Special Preschool Time: **Halloween Costume Parade**

Wednesday, October 30, 2019

10:15AM – 11:30AM

Wheat Ridge Library

Trick-or-treat with senior friends! Visit the Senior Resource Center during a festive costume parade following our regularly scheduled Preschool Time (10:15 a.m.).

**Policy Governance training for all trustees** is under consideration for future scheduling

## HIGHLIGHTS OF EXECUTIVE DIRECTOR COMMUNITY ACTIVITIES, October 2019

ACTIVITY	PURPOSE	IMPACT
Jeffco Bright Futures Roadmap Steering Committee <i>Scheduled for October 7th</i>	Participate in policy development for early care and community supports.	
Meeting with Holly Bjorklund, County IT director <i>Scheduled for October 10th</i>	Relationship building. Investigate potential efficiencies.	
Elected Officials Personnel Board Meeting <i>Scheduled for October 10th</i>	Agenda not set.	
JCPL All Staff Conference <i>Scheduled for October 14th</i>	Celebrate and learn with all JCPL staff. Team and skill building.	
Urban Libraries Council (ULC) Annual Forum <i>Scheduled for October 16-18</i>	Engage with national library leadership on the topic of <i>Preparing to Lead on AI + Digital Citizenship</i> .	
Jefferson County One Community Summit <i>Scheduled for October 23<sup>rd</sup></i>	Skill building for serving diverse communities with other Jefferson County leaders.	
West Metro Chamber of Commerce Board of Director meeting <i>Scheduled for October 24th</i>	Participate as a Board member. Promote library services to business and non-profit community.	
Jefferson County Leadership Academy Final Presentations <i>Scheduled for October 24th</i>	Acknowledge the work of emerging leaders in Jefferson County. Show support for this County program and its participants.	

## **Operational Updates**

**Finance and Budget Department**



## memorandum

to: Donna Walker, Executive Director  
from: Barbara Long, Assistant Director for Finance & Budget  
re: Finance Monthly Report  
Date: October 1, 2019

**A. Budget to Actual Tables**

The Budget to Actual Tables for September 2019 will not be available for the October 10 meeting, as many financial transactions will not have posted yet. Financial tables will be distributed by email later in the month and discussion and analysis will be included with the November financial report.

## **Operational Updates**

**Information Technology Department**



## **MEMORANDUM**

TO: Donna Walker, Executive Director

FROM: Julianne Rist, Director of Libraries

RE: Implementing Auto-Renewal of Library Materials

DATE: October 10, 2019

Auto-renewal of library materials is a new service we are excited to provide to our patrons. Through this service, eligible items checked out on a patron's library account will be automatically renewed providing an easy and convenient customer experience. We anticipate that these changes will delight our patrons and increase their usage of library materials and services.

### Benefits and Impacts of Auto-Renewal

- Support strategic initiative to eliminate barriers to physical materials
- Increase circulation of library materials
- Support patrons during library closures
- Better serve patrons who utilize multiple library systems
- Create JCPL service policies based on industry best practices

### Background

The Board of Trustees voted to remove overdue fines from all physical materials beginning January 1, 2020 at the June 2019 Board meeting. To augment and support the removal of overdue fines, JCPL will proceed with a soft launch of the new auto-renewal service in October 2019. In conjunction, the two services will give patrons the opportunity to be informed about items on their account through a convenient process that does not require, but still supports, additional action on the part of the patron.

### Process

Auto-renew is a feature in our Integrated Library System software. The system will check the items on a patron account, and will automatically renew eligible items from the original due date. One example of when an item would not be eligible for renewal is if it has been placed on hold by another patron. In conjunction with this change, we will increase current thresholds for blocking library accounts from \$10 to \$20 and sending accounts to collections from \$25 to \$50. We are making these changes at the same time to better align our loan and billing practices with our mission, vision, and values.

### Financial Impact

The anticipated financial impact, as mentioned by Barbara in her financial report to the Board in September, is a reduction in fine revenue in 2019 of about \$100,000.

## **Operational Updates**

### **Facilities & Construction Projects**

## memorandum

TO: Donna Walker, Executive Director

FROM: Steve Chestnut, Director of Facilities & Construction

DATE: September 29, 2019

RE: South County Expansion

### **Background;**

In February of 2018, our Facility Master Plan recommended the construction of a new destination library of at least 30,000 square feet in south Jefferson County. To date the following actions were completed to implement that recommendation:

- December of 2018, the Board of Trustees (BOT) authorized a planning and design budget for 2019 for \$350,000.
- In May of 2019, the BOT were provided the anticipated costs of 3 different options for a south county library. Consensus was to purchase an existing building and renovate it as the first option.
- June of 2019, the Board adopted the 2020 Capital Improvement Plan that recommends a South County Expansion starting in 2021 and approved submission of that plan to the Board of County Commissioners as part of the 2020 budget.

Our current contract with HDR Architecture has provision, should the Library choose to execute it, to expand their scope of work to include a “future project”. Based upon our review and experience with their current work I am recommending that we move forward with that option for the South County Expansion. Specific scope details and deliverables are identified below.

### **Next Steps;**

The next steps needed are to develop deliverables, costs and timeline to initiate a notice to proceed so that we can engage HDR. We have met with HDR and based upon the input from both HDR and JCPL staff we recommend that these specific tasks be included in the Phase I scope of work:

#### **Task 1 Fact Sheet.**

HDR will use existing JCPL research and data collection to storyboard and design one (1) fact sheet for use in stakeholder interviews/one-on-one meetings and workshops.

Deliverables:



## memorandum

- One (1) Draft Fact Sheet
- Up to three (3) versions with edits made
- One (1) Final Fact sheet (high-resolution PDF and native InDesign packaged files)
- Two (2), two (2) hour in-person meetings with four (4) HDR staff members in attendance
- One (1), two (2) hour in-person meeting with Board of Trustees with three (3) HDR staff members in attendance at the November 14, 2019 Study Session

FEE FOR THIS SCOPE \$11,800

ANTICIPATED SCHEDULE – 3 months prior to Task 3

**Task 1A Optional Online Meeting.** An online meeting will be created for use in tandem with the in-person public outreach to give people an opportunity to provide comments virtually at their convenience.

Deliverables:

- One (1) Draft online meeting in PDF form
- Up to three (3) versions with edits made
- One (1) final online meeting in PDF form
- One (1) final online meeting on webpage
- One (1) final report of findings and data with graphic output of charts and graphs
- Two (2), two (2) hour in-person meetings with four (4) HDR staff members in attendance

FEE FOR THIS SCOPE \$16,625

ANTICIPATED SCHEDULE simultaneously with 1 or 3

**Task 2 Community Engagement & Programming.** This task will engage the community at large and JCPL Team to establish the guiding principles, priorities and program. HDR will facilitate the following input meetings:

- 4 community input meetings (same exercises at each meeting)
- 4 JCPL Team input meetings (same exercises at each meeting)
- 1 Board of Trustees input meeting (potentially a different exercise for meeting)

The output reports from these meetings will be provided to JCPL and will include processes, guiding principles, priorities, (2) adjacency diagrams and a quantitative program. The output meetings are:

- 1 Community meeting
- 1 JCPL Team Meeting
- 1 Board of Trustees meeting



## memorandum

FEE FOR THIS SCOPE \$63,524

ANTICIPATED SCHEDULE 90 Days After completion of Task 1 and 1A

***Task 3 Initial Assessment*** This scope will engage HDR and their consultants to evaluate potential sites identified by JCPL's Broker for feasibility. There may be multiple sites identified under this task with a number of variables, therefore, it is anticipated that this will be a service provided to the Library at an hourly rate.

RATE Hourly rate between \$185 and \$230 per hour depending on discipline and cost per site is not expected to exceed \$2580 for a green field and \$4390 for an existing structure.

Deliverable; Written recommendation from HDR on viability of site for our purposes.

***Task 4 Detailed Site Assessment Support*** The scope for this task will be to perform a detailed suitability analysis of a site deemed "feasible" in the Preliminary Assessment. The evaluation will include code analysis, civil, structural, and MEP engineering evaluations as well as an environmental assessment to confirm suitability of use and execution of due diligence by the Library. Full report in digital format of engineering analysis, environmental assessment and viability of property delivered to JCPL.

- Two (2) output meetings – One (1) meeting providing findings and analysis of assessment for staff and one (1) meeting providing findings and analysis of assessment for Board of Trustees.

FEE FOR THIS SCOPE TBD based on property being assessed

ANTICIPATED SCHEDULE TBD

***Task 5 Conceptual Design.*** This subtask will provide up to four (4) revisions of a conceptual design of the site found to be feasible in the detailed assessment and meets the needs of JCPL. The evaluation and concept will be presented to a cost estimator for an opinion of probable cost. HDR will deliver the following for this task:

- Electronic copy of conceptual design provided to JCPL with a copy of the presentation media for the below meetings.
- Two (2) meetings detailing the conceptual design with block diagrams and descriptions of how the design meets the guiding principles – One (1) meeting with JCPL staff and one (1) meeting with the Board of Trustees.



Jefferson County  
PUBLIC LIBRARY

## memorandum

FEE FOR THIS SCOPE TBD based on property being assessed

ANTICIPATED SCHEDULE TBD

### **Request;**

I would ask that you authorize the notice to proceed, as identified in our contract with HDR dated September 24, 2018 to begin the process of searching for a South County Expansion as well as engaging an architect/engineer to assist us with evaluations of properties that are of interest. The cost for the first 3 tasks would be \$91,949 and our 2019 budget is \$350,000.





## memorandum

TO: Donna Walker, Executive Director

FROM: Steve Chestnut, Director of Facilities & Construction

DATE: September 26, 2019

RE: 2019 – 2020 Snow Mitigation Services

### **Background;**

As I informed the Board in September, the Library's contract with our snow vendors (CoCal for metro and Bear Creek Landscape for Evergreen) have come to term on their ability to be renewed. JCPL issued an RFP for snow mitigation services in early September and we received only two responses to that RFP. The responses were from our previous vendors – CoCal and Bear Creek Landscape.

Both vendors' proposals have small increases in their proposed cost as follows:

- Bear Creek is proposing a 4.4% increase over their 2018 – 2019 fees bringing the cost for a full snow removal with sidewalk mitigation and deicing to approx. \$1315 per visit (note – it's not uncommon to require two visits per storm). The snow allocation request for Evergreen in 2020 was \$50k.
- CoCal is proposing a 4.9% increase over their 2018 – 2019 fees bringing the cost for full removal at all metro locations with sidewalk mitigation and deicing to approximately \$4136.00 per visit. The snow budget allocation request for all locations other than Evergreen in 2020 is \$150k.

### **Next Actions;**

I anticipate bringing two (2) contract authorization requests to the Board at the October 10, 2019 meeting. Those requests will be as follows:

- 1) I would like to ask the Board to authorize the Executive Director to enter into a contract with Bear Creek Landscape for snow mitigation services at Evergreen. The contract would be for the 2019 season and would be renewable for an additional 4 years with Board approval. This expenditure is within the approved 2019 budget of \$50,000.
- 2) I would like to ask the Board to authorize the Executive Director to enter into a contract with CoCal Landscape Services Inc. for snow mitigations at all locations other than Evergreen. The contract would be for the 2019 season and would be renewable for an additional 4 years with Board approval. This expenditure is within the approved 2019 budget of \$150,000.

**ADMINISTRATION**

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

[jeffcolibrary.org](http://jeffcolibrary.org)



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