

BOARD MEETING

JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

September 23, 2021



Raise a Reader



Jefferson County
PUBLIC LIBRARY

APPROVAL OF AGENDA

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

ITEM# / ACTION	Thursday, September 23, 2021 – 5:30 pm - <u>ONLINE MEETING VIA WEBEX</u>
1.	Call to order & attendance (4.5.8) Verbal roll call – Each Trustee announces their presence by stating their name.
2.	Pledge of Allegiance
3. Agenda Action	Approve Agenda Chair: Call for motion and second
4. Public Comment	Public Comment Public comments are currently being submitted to the Board via a link on the Board of Trustees webpage. Comments will be acknowledged in the minutes of the meeting.
5. CONSENT AGENDA Action	Approval of Consent Agenda Chair: Call for motion and second A. Minutes of August 12, 2021 Study Session B. Minutes of August 19, 2021 Board Meeting
6. Foundation Report	Foundation Report – Jo Schantz, Executive Director and Jill Fellman, Trustee Representative
7. Operational Updates Action as Needed	Executive Director A. Executive Director Report Business Strategy & Finance <u>Finance and Budget</u> A. Financial Review (July) B. Financial Report (August) C. Update on Assessed Value for 2022 Facilities and Construction Projects A. City of Lakewood Easement Agreement – Belmar Property Chair: Call for motion and second B. South County Design Services Architect Authorization Chair: Call for motion and second
8. Action as Needed	Items Removed From Consent Agenda (4.3.4) The Board may address and/or vote on any items that were removed from the Consent Agenda
9. Emerging Issues Action as Needed	
10. Action as Needed	Ends • No items

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

11. Action as Needed	Board Governance <ul style="list-style-type: none">No items
12. Suggest Agenda Items	BOARD SCHEDULE – NEXT MEETINGS – Location of meetings of the Library Board of Trustees are being determined in cooperation with guidelines from Jefferson County. Information on meeting location will be posted at least one week prior to the scheduled meeting date. <u>2021 Board Meeting Schedule</u> <ul style="list-style-type: none">October 14, 2021 – Study Session – 5:30 pm - WebExOctober 21, 2021 – Board Meeting – 5:30 pm – WebExNovember 11, 2021 – Study Session – 5:30 pm - TBDNovember 18, 2021 – Board Meeting – 5:30 pm - TBD
13. Discussion	Board Questions or Comments Related to Items on the Meeting Agenda
14. Discussion	Evaluate Board Meeting (4.1.9)
15. Information	Announcements/General Information Sharing <ul style="list-style-type: none">Report of the Chair – Correspondence, OtherOther Announcements
16. EXECUTIVE SESSION Action	EXECUTIVE SESSION (1): Call for Motion and Second: <ul style="list-style-type: none">To adjourn the regular meeting of the Library Board of Trustees and reconvene in Executive Session pursuant to CRS 24-6-402(4)(f) Personnel matters to review the Executive Director’s performance and compensation (4.3.6).
17. Reconvene Regular Meeting Action as Needed	Executive Session Summary
18. Adjournment	

CONSENT AGENDA

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

jeffcolibrary.org



TO: Library Board of Trustees

FROM: Kim Johnson, Chair and Donna Walker, Executive Director

DATE: September 14, 2021

RE: Consent Agenda for the September 23, 2021 Board Meeting

- A. Approve the August 12, 2021 Study Session Minutes
- B. Approve the August 19, 2021 Board Meeting Minutes

Jefferson County Public Library Board of Trustees
Study Session
August 12 2021 – 5:30 pm
Online Meeting via WebEx

TOPICS:

- Financial Review (June)
- 2022 Proposed Budget Revision
- Review Policy Governance Monitoring Reports 2.5 through 2.9
- Midwest Tape Contract Renewal Information
- CoCal and Bear Creek Snow Removal Contracts Information
- Standley Lake Clerestory Roof Contract Information
- Candelas IGA for Holds Lockers Information
- Express Library
- Arvada West Town Center Lease Space
- South County Site Selection Criteria
- 2021 Mid-year Report
- September Board Meetings – Cancel Study Session and Reschedule Board Meeting

Call to Order

Kim Johnson, Chair, called the Study Session to order at 5:30 p.m.

Other Trustees present: Pam Anderson (Vice-Chair), Jill Fellman (Secretary), Jeanne Lomba and German Zarate-Bohorquez.

Trustees not present: Charles Naumer.

Staff present: Donna Walker, Executive Director; Julianne Rist, Director of Libraries; Bernadette Berger, Director of Technology and Innovation; Lisa Smith, Director of People and Culture; Steve Chestnut, Director of Facilities and Construction Projects; Barbara Long, Assistant Director of Finance and Budget; Padma Polepeddi, Assistant Director of Library Experience; Kelly Duran, Public Services Manager; Cheryl Murphy, Technology and Innovation Services Manager; Amber Fisher, Administrative Services Coordinator, Office of the Executive Director; and Katie O'Loughlin, Administrative Coordinator.

There were additional Library staff members attending the online WebEx meeting.

Guests: None.

Financial Review (June)

The Chair asked if there were any questions about the June 2021 financials. There were no questions from the Board.

2022 Proposed Budget Revision

The Executive Director introduced the topic and advised the Board of the revision to the 2022 budget. The Chair and Vice-Chair were advised of the revision and recommended that this information be presented to the Board at this meeting. The revised budget has been submitted to the County.

Barbara Long, Assistant Director of Finance and Budget, advised the Board that the revision of just over \$600,000 is included in the restated budget tables in the Board's information packet and does have an influence on the long term plan. The revision and other changes as the Library receives better numbers on salaries and other internal costs will be included when the Board votes on the budget in November or December.

The Chair thanked the Library for bringing the information forward and expressed appreciation for getting the revision in the 2022 budget. In response to a question, the Board was advised that the vote on the final 2022 budget will be held later in the year.

Review Policy Governance Monitoring Reports 2.5 through 2.9

The Chair introduced the topic and asked if there were any questions. The Executive Director advised the Board that there were only very minor changes.

Trustee Fellman inquired about policy 2.9, Materials Selection, Item 1: The Executive Director shall not fail to ensure that the Library collection: Reflects the full spectrum of political, religious and cultural beliefs and practices of the residents of Jefferson County.

Trustee Fellman noted that it should be really specific and say racial, it is implied but she believes we should be more specific.

The Executive Director expressed appreciation for the recommendation and advised the Board that one of the tasks on the Library's diversity, equity and inclusion project is to do an equity audit. That audit would likely include some revisions on collection development policies. The Board was advised that there is a longer timeline for that project and audit and for bringing that back to the Board.

Trustee Fellman indicated that the longer timeline was fine.

There were no further comments or questions from the Board on the monitoring reports. The Board was advised that this item is on the consent agenda for the August 19, 2021 Board meeting.

Midwest Tape Contract Renewal Information

The Chair introduced the topic and asked if there were any questions from the Board. In response to a question, Julianne Rist, Director of Libraries, advised the Board that this is the final renewal on the contract and the Library will be going out to bid. The Board was advised that this contract renewal is on the consent agenda for the August 19, 2021 Board meeting.

CoCal and Bear Creek Snow Removal Contracts Information

The Chair introduced the topic and asked if there were any questions from the Board on the CoCal or Bear Creek snow removal contracts. There were no questions or comments from the Board. The Board was advised that the contracts are on the consent agenda for the August 19, 2021 Board meeting.

Standley Lake Clerestory Roof Contract Information

Steve Chestnut, Director of Facilities and Construction Projects, advised the Board that there are some additional fees in the contract. Those fees are related to barriers for patron safety during the project. There were no questions or comments from the Board.

The Board was advised that this contract is on the consent agenda for the August 19, 2021 Board meeting.

Candelas IGA for Holds Lockers Information

Julianne Rist, Director of Libraries, introduced the topic and advised the Board that Candelas is the third offsite holds locker location and very similar to the other holds locker partnerships. This location in northwest Arvada was selected based on convenience of travel routes, proximity to the recreation center and the new school with 700 students. The location is in the middle of the Candelas community which currently has 13,000 residents with planned growth to 17,000.

In response to a question, the Board was advised that there were only minor changes in the inter-governmental agreement (IGA) compared to the Library's typical IGAs. The Board was advised that this item is on the consent agenda for the August 19, 2021 Board meeting.

Express Library

The Executive Director introduced the topic and noted that the Library presented the express library concept at the Board meeting last month. There was a lively discussion and the Board had lots of questions around security, success measures, costs and the staff-less operation. Library staff will be providing additional information and responding to those questions tonight. All costs for the express library are already included in the budget. The Library has also submitted to the County, a request for ARPA funds for full or partial funding for the express library and holds lockers to offset the costs. The Library is hopeful that some of the ARPA funds will come our way.

Off-Site Services – Express Library Pilot

Julianne Rist addressed the Board and noted that the Library is excited to continue the conversation and answer the Board's questions from the July meeting. Throughout the last few years we have followed a standard model for developing and implementing new Alternative Service offerings: Complete market research for best options; Piloting the product or service; Evaluating the product or service and then deciding on next steps for the product/program.

Strategy

- Research
- Pilot
- Evaluate
- Adapt

The Facilities Master Plan (FMP) presented to the Board in February 2018 recommended using Alternative Service Delivery (ASD) to complement JCPL's destination libraries and outreach services. The FMP identified Northwest Arvada as a potential area for Alternative Service Delivery through offsite services. After finding two locations in South County, the Library to You team turned their focus to Northwest Arvada.

Recreating the Library Experience

- Increased access
- Increased convenience
- Lower operating costs
- More flexibility

With the Express Library we can provide a more holistic library experience than what we can offer with lockers or a lending machine. "Express Library" is a remote staff-less library location enabled by technology. It represents an innovative development in alternative service delivery. This space increases access to library resources, and could help us meet the demand for resources in those areas of the county where population growth has outpaced our planned building expansions. The space can also serve as interim access to library services until a location can be built. Tonight the Library will be showing our recommendation for the location of the first Express Library.

Location

We have completed several months of research, and have been working with a real estate agent to find possible spaces in the northwest area of the county where we are seeing increased population growth and demand for library services. The location of the proposed lease space is Arvada West Towne Center. It is at the corner of 64th Avenue and Indiana Street. Both are major thoroughfares and on people's already established traffic patterns. The

location is further the 10 minutes (by car) from both Standley Lake and Arvada the closest JCPL locations. In addition the growth rate for this areas is expected to be higher than the county average. The shopping center is 90% full with established tenants. The Express Library space is just down from the post office space, and between a nail salon and dry cleaners. The front side of the shopping center is just off the main entrance and the Express Library space is in a good location within the shopping center.

Site Proximity to Residences

It is estimated that 10,300 people live within a 1 mile radius of the space and almost 65,000 live within a 3 mile radius. There are several demographic indicators for this population that show the need for library services. Within this 3 mile radius 45.3% have no college degree; 4.4% did not complete High School and 19% of the households earn less than \$50,000. The need for access to the internet and computers will be above average in this neighborhood.

Julianne introduced Kelly Duran, Manager of the Lakewood Library and Library to You services to provide information and answer questions from last month's meeting on safety and security.

Safety and Security

- Well frequented area
- Security camera
- Lighting
- Phone
- Limited to card holders in good standing
- Opt-in patron service

Kelly Duran addressed the Board and provided information in response to questions regarding safety and security. JCPL spoke with several library systems about their staff-less spaces, and heard that there were very few incidents of concern. This safe use of staff-less space was attributed to the combination of; commonsense safety measures that libraries can take to help make these spaces secure, the opt-in approach of the service, and the built in monitoring and features that the Open+ software provides.

"Commonsense" Safety measures:

- Express Library locations should be selected so that it is in well frequented areas with visibility and traffic from surrounding businesses
- High definition security cameras with off-premise monitoring of activity
- Ample lighting inside and outside, and windows that promote easy visibility from outside/inside
- A landline phone provided for emergency use

- Shelving, furniture and other spaces are arranged to maintain visibility throughout the location. Security cameras have line of sight and all areas of the space are visible

Opt-In approach:

- Access is limited to patrons who register to use the Express Library
- Express Library services are only available to people 18 and older who are in good standing
- When someone signs up for the Express Library, they receive a full orientation and training on the Code of Conduct and proper use of the service, including things like not allowing others to “piggyback” into the building with them and the fact that they will be on camera while using services
- The opt in approach is possible because of Bibliotecha’s Open + Software

Technology

The Open+ technology for the Express Library includes an external panel that scans and authenticates a patron’s library card via the Library patron software (integrated library system (ILS)) to admit them into the building. The Open+ technology checks with the library software to make sure the patron has opted in for the service and gone through orientation; if they have, then the door will open.

Open plus technology also has safety features:

- Manages the occupancy limit. You do not have to scan your card to leave.
- Includes an integrated public address system for messages or alerts to patrons (like closing time)
- Knows the operating hours and when to allow patrons into the building and when to stop allowing entrance

This technology is currently in use at over 850 libraries in the U.S, Canada, and several European countries, and these systems have seen marked success expanding patron access using this software. As far as we know libraries in the US are currently using the system in connection with an existing location to expand their hours, they are not using it as a stand-alone location as we intend to. Some Libraries in Europe however have been using the technology in the stand-alone manner.

The Library anticipates that the Express Library will open with the same hours as other 65 hours per week locations and will have staff available through the onsite phone.

In response to questions, the Board was advised that:

- The Library is not sure there will be signs in the space regarding security cameras. However, the opt-in agreement does state that security cameras will be in use.

- For the pilot, the Library is recommending that we start with patrons 18 and older for safety and accountability. Younger people can come with adults who opt in.

Trustee Fellman noted a concern with the location and getting deadlocked into a location that she is not convinced is far enough north. She stated that the area further north is growing so fast and 64th and Indiana is an established area. What resonated with her was the percentage of people that don't have higher education and she thinks that may well be true but there is so much more area in Arvada that is left she is worried about it. She noted that she doesn't want us to get so comfortable with this location that we don't venture out and we don't look for a more permanent solution further north. She stated that she goes back and forth but wants her worries on the record.

Julianne Rist noted that the Library did look farther north and there was nothing available. The pilot location is not a permanent solution, it is a 5-year lease. The places the Library starting looking at was up where the new lockers are located. The only thing available in that area had not broken ground yet. When the Library does the Facility Master Plan (FMP) refresh this fall is when we start looking for permanent places and when we have the conversation.

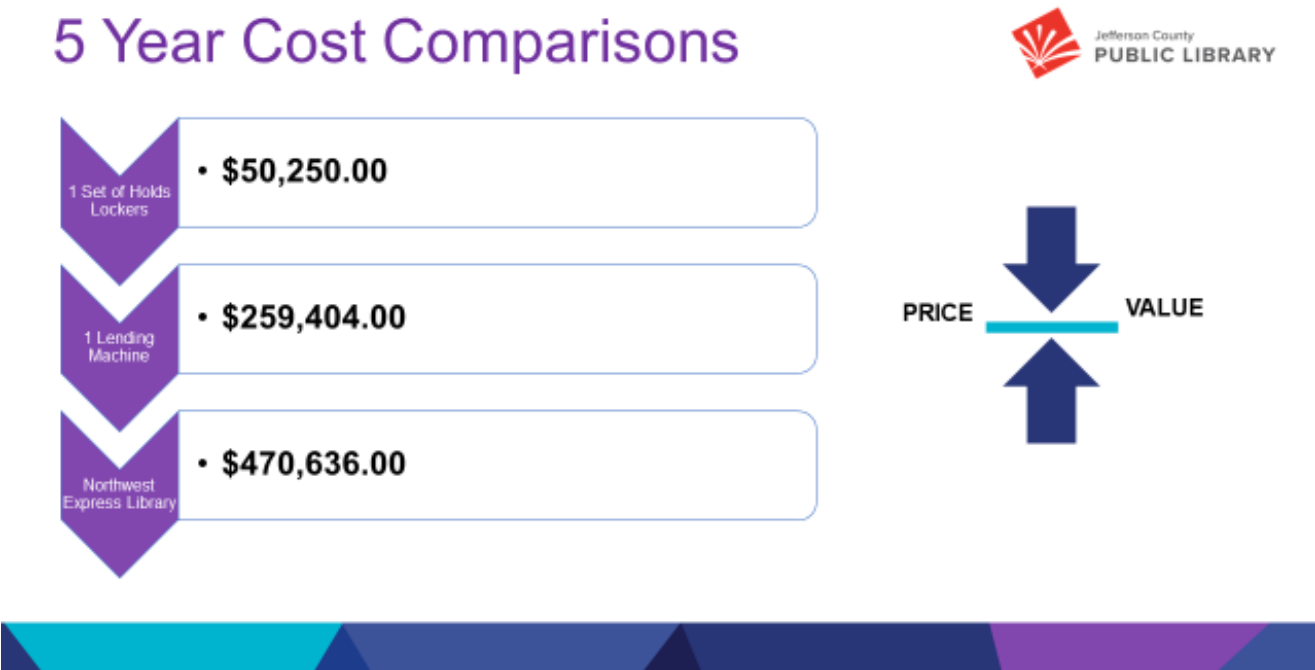
The Chair acknowledged the initial reaction to the proposed location for the Express Library. However, the more she thought about it and read the information, she does think the further south area allows for additional data to be gathered because the income levels are lower closer to 64th than in the more northern area. To gather data from that area is important. It is a challenge to get to Standley Lake or Arvada from that area and she believes we will pick up some patrons, it is where the people are. Even if there could be an argument that the five parks area is better, there is nothing up there, certainly nothing affordable. The numbers on this recommendation are appealing. It is important for our public to know we thought about that.

Trustee Anderson noted that the refresh of the FMP is important and is her favorite topic. She noted that the more mobile nature of this format versus the brick and mortar owned building gives us flexibility when looking at the refresh for the FMP. And, when we get the data for how it's received and its usage versus square footage, versus costs – that triangle, it will be important to know the service provisions and underserved populations. This could be an extremely efficient model and we may want to try this in the next lease round in a different location or we may want to add one of these in another location. For me it is less of a buy in with the capital commitment than a brick and mortar owned building. She noted that she is excited about the pilot and getting the data.

Padma Polepeddi, Assistant Director of Library Experience, addressed the Board and provided information on costs, evaluation and success measures for the proposed Express Library.

Five-Year Cost Comparisons

The 5-year project cost comparisons for holds lockers, Lending Machine and the Express Library are show in the table – with the first tab showing costs for lockers, the second tab showing costs of the lending machine and the third tab showing costs for the Express Library.



The total number for the lease space includes the startup costs, and lease costs for 5 years. The lease space for the proposed Express library is for a 1,584 square foot space. When we ran the numbers for purchasing new items for the Express library including shelving, we felt it was high for a pilot; so we have done some value engineering such as not purchasing new shelving but using shelving that the library already has to reduce costs. Startup costs for furnishing the library which will include all furniture, shelving, and equipment such as computers and cameras, total \$140,723. The Library to you staffing would be assigned and this would become another rotation as part of their stops for all their duties.

Evaluation and Success Measures

Evaluation would incorporate staff and patron feedback as well as usage data.

Successful ROI for Express Library:

- Daily Visits: 65-100

- Daily Check Outs: 100-150

We know that this is an innovative service, and that it may take time for patrons to begin fully utilizing all of the services that we envision offering at the Express Library.

This evaluation would incorporate staff and patron feedback as well as usage data.

Usage data points would include patron visits and circulation numbers.

In the first year, we believe that we would see a slow build in the number of patrons using the service. We would plan a robust evaluation at 12 months. In the second and third year, we would expect to see usage rates hit their normal around this time, which would help us to see whether our identified success measures for visits and circulations were in line with usage. We would gather feedback, monitor usage and implement changes. In the fourth and fifth year, we will continue monitoring usage and data, with a more robust evaluation occurring annually.

Padma expressed appreciation to the Board for their time and noted that their decision on the lease will determine the Library's next steps.

In response to questions, the Board was advised that:

- The Library can include the age restriction as part of the evaluation.
- The Library is working on the orientation plan and will incorporate a virtual component. There may also be an onsite orientation for patrons timed when there would be staff on site.
- The Library has several communication methods to let people know about a new service, including the monthly E-Connect newsletter and e-mail lists for patrons in that zip code area.

Arvada West Town Center Lease Space

Steve Chestnut, Director of Facilities and Construction Projects, addressed the Board and provided information on the lease. As part of Facilities responsibility, staff looked at the structure and utilities the Library would need for the Express Library space, and negotiated the lease agreement. The Library negotiated tenant improvements included in the lease agreement that we valued at approximately \$50,000. We negotiated with the landlord to assist in the construction and development of the space to fit our needs. The lease rate is \$21.00 per square foot the first year and escalates to \$23.54 in the fifth year. There is a common area maintenance (CAM) fee estimated at \$10.35 per square foot for the first year in addition to the base rate.

In response to questions, the Board was advised that:

- The Library did ask for a 5% cap on the common area maintenance fee.
- The start date for the lease depends upon the Board's authorization.

- The Library is hoping for tenant improvements to be completed in 45 days. However, the Library is aware that timeline may be optimistic given the current supply chain issues for construction.

The Chair asked the Board for their thoughts with having this item on the consent agenda for next week's Board meeting. The Board indicated that they are okay with having this item on the consent agenda. The Chair will reach out to Trustee Naumer.

The Executive Director noted that even though this was not the first choice for the location, the Library believes that it is a good location for the demographics.

South County Site Selection Criteria

The Executive Director introduced the topic and addressed the Board. Over the past several months, Jefferson County Public Library has engaged in conversations with our staff, community and patrons with the aim of identifying what the community wants to see in their new library. We've used that input to create a program of service with technical specifications that informed our site selection criteria.

Site Selection Criteria Process

- Engagement efforts
- Program of service
- Technical requirements
- Site Selection Criteria
- Inform Library Board
- Reach consensus
- Inform Realtor
- Communicate with public

Our next step is to inform the Board and get a consensus on these criteria. This is a very important steps in our project since the criteria will set off the search and help us refine it to help us find the most suitable properties for creating our new library. Our experience tells us that communicating clearly about our site selection criteria at the outset helps set expectations with the public at each stage of the project. These criteria are the guideposts for our decision-making and what you and our public will hold us accountable to.

Site Selection Criteria

Steve Chestnut addressed the Board and provided information on the site criteria.

Size

- Approximately 40,000 sq. ft.
- 5 acre minimum total lot size

An existing building for adaptive reuse with space to support outdoor learning environments, technology and innovation needs, indoor programs, and with sufficient parking to support larger events and programs. We know from our experience with Columbine and Belmar that we would want the building size to be approximately 40,000 square feet with a 5 acre minimum total lot size. (Columbine is 4.5 acres and Belmar is 5 acres for comparison)

Location

The location and design of the existing structure should provide for easy access and promote accessibility for all. It should be inclusive and safe, be accessible to walking and cycling routes, and ideally be located near public transportation routes. Location should have high visibility from through ways.

- Grading and environment suitable for outdoor activities.
- Sites with steep grades and drop off areas should be avoided
- Potential for co-location and/or partnering with outside entity(s)

Sustainability and Stewardship

The Library desires an existing building where we can promote an outdoor connection. The site should be a good value. A preferred site offers a design that could take advantage of renewable or energy efficient systems and that fosters environmental stewardship or has potential to allow for it. Building design should not require extensive investment to renovate. Cost per square foot purchase price should be consistent with similar properties in the market area.

- Ease of renovation.
- Cost per sq. ft.

Convenience

Convenience of the site includes it being on destination routes, how patrons will access the space, and its ability to provide intuitive wayfinding from the exterior.

- On destination routes.
- Accessibility.
- Intuitive wayfinding

The Executive Director shared information from the South County Library fact sheet where the Library informed the public that site selection will be based on an evaluation of more detailed criteria. The Library believes that the community's stated preference for a comfortable, convenient, and welcoming space will be met with these criteria. Once Board consensus is reached, we'll provide our realtor has a more detailed list based on these four criteria.

The Chair asked the Board if there were any questions regarding the site criteria. There were no questions from the Board.

The Chair asked the Board for consensus on the site criteria. The Board indicated consensus.

2021 Mid-year Report

The Executive Director introduced the topic and addressed the Board. One of the governance requirements is to report on midyear progress. The written report was provided in the information packet for the meeting. The presentation tonight will walk through some of the highlights of those priority projects from the first half of 2021, January through June, to receive feedback on our progress and answer questions. The topic is also on the regular meeting agenda in case we need to come back and make sure we fully answer any questions.

Strategic Planning 2020-2025 – Year Two

The Library presented an update for the second year of the five year strategic plan to the Library Board during the January and April Study Sessions this year to get input and provide clarity on our planning process and prioritization. The Library also received feedback on the Strategic framework, Board ends statements, strategic priorities, the revised multi-year initiatives and our 2021 strategic projects

The update to the five-year plan was well received, and Trustees made particular note of the scale and scope of the top three strategic projects as well as potential challenges ahead with extra work required due to the pandemic. The Board was right about the challenges. The full list of strategic projects with highlighted accomplishments are in your study session information packet

2021 Priority Projects

2021 Priority Projects



- COVID-19 Service and Staffing Response
- Accelerating Facility Master Plan (New)
- South County Expansion
- Hybrid Public Meetings (New)
- Philanthropy Development



The Library started with three priority projects on the left side of the slide:

- Covid-19 Service and Staffing Response
- South County Expansion
- Philanthropy Development

The two projects on the right side of the slide are what the Library sees as additional priority projects from the Board that came forward during the first half of the year.

- Accelerating the Facility Master Plan (new)
- Hybrid Meetings (new)

There is more detail about the projects in the information packet.

Covid-19 Service and Staffing Response

The purpose of this project to provide uninterrupted library services to our community while keeping the health and safety of our staff and community our first priority. Our onsite services and staffing responded nimbly and effectively as COVID restrictions waxed and waned January through June. Back and forth with social distancing, capacity limits, and equipment needs, and furnishings were some of the many ways our service and staffing were affected. Our offsite services expanded to create more options for contactless and convenient service

The Library found creative new ways of communicating with staff, evolving our all staff town halls of 2020 to shorter, more frequent, and more timely staff briefings not only for sharing the latest information on public health orders and vaccine availability but also to allow for staff to ask their most pressing questions directly to library leadership.

South County Expansion

- Stakeholder engagement
- Online community input
- Community output report
- Program of Service
- Architect RFP

The Library restarted the South County Expansion project this year, creating an entirely new approach to stakeholder engagement to respond to COVID conditions. In addition to Board involvement, this engagement included input from core service staff, multiple virtual community input meetings, an online interactive survey, a project webpage and a community output report as well as one-on-one meetings with influencers in the community. This input fed into an output report to the community and was the foundation for building our program of service. We also went out to bid for design services in the first half of 2021.

Philanthropy Development

- Consultant findings
- Amended MOU
- JCPL staff role

Like the COVID response and South County, our Philanthropy project continued from 2020 into 2021. The Library started the year with consultant support to inform us about the potential opportunities in the area of fundraising. The consultants presented their findings to the Board which helped pave the way for an amended and extended MOU between JCPL and JCLF. These findings and the ensuing discussions led to the creation of an essential role in the area of fundraising development for our new communications and engagement director.

Those were the initial top three priority projects from the Board for 2021

Accelerating Facility Master Plan (New)

- 2022 budget & five-year CIP
- Input from other libraries
- Updating the FMP

When the Library presented its 5-year CIP and financial forecast, the Board set a new course for the Library to create a strategy for accelerating the Facility Master Plan by doing building projects concurrently instead of successively. The work for this new direction included creating a new budget for 2022 and 5-year CIP to bring forward for Board approval. Other work on this project in the first half of the year included researching an approach for concurrent building and renovation projects, potential staffing requirements, and working on scoping an update to the Facility Master Plan.

Hybrid Public Meetings (New)

- Technology
- Governance
- Potential vendors

Early in 2021 it still seemed like we would all go back to meeting in person once everyone was vaccinated. As the pandemic and the world of work and public meetings evolved, so did our thinking. We went from planning how to go back in person to researching how to create effective public meetings in a potential new hybrid environment. Early work on this project in the first half of the year included researching technology solutions, governance considerations, and potential vendors for supporting this transition. This topic is on next week's agenda for fuller discussion.

Following are the responses to the Executive Directors request for questions or comments on the Library's progress.

The Chair stated that she can certainly appreciate the addition of the two new projects. In addition to Covid throwing curveballs, the Board has thrown some curve balls as well. She noted that there is no question in her mind that the Board has made it clear that updating the FMP and hybrid public meetings are a priority and it is important for the Executive Director to report on those projects as part of the mid-year report.

Trustee Anderson expressed appreciation to the Executive Director and the entire JCPL team. She noted that she can only imagine what the staff has been working through over the last year and a half.

Success Measures

Julianne Rist, director of Libraries, addressed the Board and shared information about the Library's success measures for this same period of time, January through June 2021.

2021 mid-year benchmark scores continue to be affected by COVID-19. While we measure the same time frame, January through June, the scenarios under which JCPL operated during these two years were very different. For example, 2020 is a combination of the first quarter normal and the second quarter (Q2) in which all Library buildings were closed to the public due to COVID-19. In comparison, in 2021 JCPL had two full quarters (Q1-Q2) of continuous operations with all Library buildings open to the public but with significantly reduced capacities and hours.

The total collection use increased 20% mid-year from 2020 to 2021, driven by an increase in the physical circulation, which is attributed to easier access to physical materials as hours were increased hours and capacity- was expanded. Digital circulation continues to remain strong with a 2% increase after a significant jump in 2020.

Patrons are returning to locations for the first six months of 2021 and our 10 locations have averaged over 2800 people visiting per day. The Library has continued virtual programming and in June, restarted in person programming. In 2021 the average live attendance per program was back up to 22. JCPL is starting to see those patrons come back and establishing a more normalized trend.

In response to questions, the Board was advised that:

- The Library is dipping its toes back in with story times and book discussion groups and believes there was some screen fatigue with online programs. The Library is positioned to pivot back to virtual mode from the planned in-person programs if necessary.

- Database use is school driven and there may be some impacts on those numbers in the end of year report.

Library Benchmark Measures				
Mid-Year Report	Mid-Year 2020	Mid-Year 2021	Change Mid-Year 2020-2021	% Change Mid-Year 2020-2021
Active households	110,604	107,828	(2,776)	-3%
Active households (in % of total Jeffco household)	47%	43%	-3%	-7%
Active cardholders	156,504	149,742	(6,762)	-4%
Net Promoter Score	83.9	82.6	(1.3)	-2%
Program attendance	49,258	10,972	(38,286)	-78%
Recorded views (Jan-Jun Weekly Views)	12,658	3,996	(8,662)	-68%
Total collection use	4,138,277	4,957,302	819,025	20%
Physical circulation	2,463,585	3,381,429	917,844	37%
Digital circulation	884,071	902,936	18,865	2%
Database use	790,621	672,937	(117,684)	-15%
Visits	482,318	509,917	27,599	6%
Curbside patrons served*	23,608	45,437	21,829	92%

Curbside services were available 2 months (May-June) in 2020 vs. 6 months in 2021 (Jan-June)

The Executive Director addressed the Board and noted that the story of the Library in the first half of 2021 has been like a split screen, doing whatever we could to help staff and our community get vaccinated while social distancing with outdoor story times and fulfilling the mission of the Library to provide equal access to information and opportunities.



The Executive Director shared a quote from a patron:

"I wanted to take a second and tell you that through all the pandemic, Jefferson library staff really went above and beyond to try to stay connected and provide ideas of things to do. Even when everything was shut down, you stepped up and I noticed."

The Executive Director asked the Board for feedback and questions about the Library's progress on its priority projects for the first six months of 2021. Following are those comments and questions:

Trustee Fellman stated that she and the entire Board have noticed how hard the Library is working and expressed her appreciation to the Executive Director and Library staff.

Trustee Anderson noted that there is an additional accomplishment to recognize; the Library's work with County on the elections and setting up tents to provide the community with access to voting outside the libraries.

Trustee Zarate-Bohorquez expressed appreciation to the Executive Director for her leadership and the accomplishments of the Library and staff, noting that it was amazing.

The Chair stated that over the last year and a half the Library's flexibility and its ability to respond and provide modified services has been outstanding. She noted that she hopes Library staff takes the time to acknowledge that and expressed appreciation for everything they have accomplished.

In response to a question, the Executive Director advised the Board that the Library will continue to monitor the pandemic situation with the Delta variant. She noted that she spent 2.5 hours with the JCPH director and right now it doesn't look like there will be new capacity limits. JCPH may take a different approach and maybe Jefferson County will stay in level clear for another month for observation. The Library has masked up staff and is maintaining social distancing. There is a lot of concern for the fall and what that might look like. The Library is watching the situation closely and keeping staff and patrons safe is the priority,

The Executive Director thanked the Board for their kind words. The Library is planning a staff town hall at the end of the month and it will be nice to add these comments from the Board.

September Board Meetings – Cancel Study Session and Reschedule Board Meeting

The Chair advised the Board that she is considering cancelling the study session in September and having one Board meeting rescheduled to September 23. She noted that most of the time for that meeting will be in executive session for the executive director's review. The Chair asked for and received indications that all Trustees present would be able to attend a Board meeting on September 23. The Chair advised the Board that the meeting would still be held in a virtual environment.

Trustee Anderson noted that there is also a joint meeting of the Library Board and the Board of County Commissioners scheduled for the afternoon of September 23.

ADJOURNMENT

The Study Session was adjourned at 6:58 p.m.

Jill Fellman, Secretary

**Minutes of the Regular Meeting of the
JEFFERSON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES**

August 19, 2021

CALL TO ORDER – REGULAR MEETING

The regular meeting of the Jefferson County Public Library Board of Trustees was held online via WebEx on August 19, 2021. Library Board of Trustees Chair, Kim Johnson, called the meeting to order at 5:30 p.m. Other Trustees present: Pam Anderson (Vice-Chair), Jill Fellman (Secretary), Jeanne Lomba, Charles Naumer and German Zarate-Bohorquez.

Trustees not present: All Trustees were present.

Staff present: Donna Walker, Executive Director; Julianne Rist, Director of Libraries; Bernadette Berger, Director of Technology and Innovation; Steve Chestnut, Director of Facilities and Construction Projects; Lisa Smith, Director of People and Culture; Barbara Long, Assistant Director of Finance and Budget; Lizzie Gall, Assistant Director of Library Experience; Padma Polepeddi, Assistant Director of Library Experience; Amber Fisher, Executive Assistant, Office of the Executive Director; and Katie O'Loughlin, Administrative Coordinator.

There were additional Library staff members attending the online WebEx meeting.

APPROVAL OF AGENDA

MOTION: Charles Naumer moved that the Library Board of Trustees approve the agenda as presented. Seconded by Jeanne Lomba the motion passed by unanimous vote of all Trustees present.

PUBLIC COMMENT

Public comments are currently being submitted to the Board via a link on the Board of Trustee's webpage. Comments will be acknowledged in the minutes of the meeting. One public comment was received regarding landscaping at the Lakewood Library. The Executive Director will forward that comment to the Board and provide assistance on the response.

APPROVAL OF CONSENT AGENDA

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

MOTION: Jeanne Lomba moved that the Library Board of Trustees approve the items on the consent agenda as presented. Seconded by German Zarate-Bohorquez the motion passed by unanimous vote of all Trustees present.

Items on the Consent Agenda

- A. Approve the July 15, 2021 Board Meeting Minutes
- B. Adopt Policy Governance Monitoring Reports 2.5 through 2.9 as presented.
- C. Authorize the Executive Director to sign the renewal of the contract with Midwest Tape, LLC within the approved 2021/2022 budgeted amount.
- D. Authorize the Executive Director to renew the contract with Bear Creek Landscape Co. for snow mitigation services at Evergreen Library within the approved budgeted amount.
- E. Authorize the Executive Director to renew the contract with CoCal Landscape Services Inc. for snow mitigation services at all locations other than Evergreen within the approved budgeted amount.
- F. Authorize the Executive Director to enter into a contract with Powers Products Co for \$141,750.00 for the purchase and replacement of the Standley Lake clerestory roof panels.
- G. Authorize the Executive Director to sign the Intergovernmental Agreement with Cimarron Metropolitan District for the installation of holds lockers and a material returns bin at the Candelas Residential Community.
- H. Authorize the Executive Director to enter into a lease agreement with William Penn Apartments, LLC, and Courtyard on Vine Street, LLC, for a period of five years for the property located at 14455 W. 64th Ave Arvada, CO.

FOUNDATION UPDATE

Jo Schantz, Foundation Executive Director, provided an update on the activities of the Foundation. The Foundation is expanding into the adjacent office and warehouse as of September 1, 2021. This will double the Foundation's office and warehouse space. There are plans to put a kitchen facility into the new addition to have a place for our staff and volunteers to take a break. The Foundation is planning an open house and would like to invite the Trustees. Jo will be accepting the 2021 Lakewood Mayor's Inspiration Award at the Lakewood City Council meeting on September 27. The tent sale at the Brass Armadillo Antique Mall raised \$3,400. The Whale's Tale bookstore is still going strong with sales for

the month at \$11,869. The Whale of a Used Book Sale is moving back to the Fairgrounds. The sale starts with a Friends only preview night on Thursday, October 28, and then is open to the public Friday, October 29 through Sunday, October 31. The annual volunteer appreciation chuck wagon barbeque was held on July 30. Jean Osborne was named volunteer of year; Sherry Olin was named the volunteer leadership honoree; Tim O'Neil accepted the Elena Joyce Grissom lifetime achievement honor; and Vicki Ponce received the Linda Abbott memorial award for volunteer excellence. Alison Brigham gave \$5,000 to assist with the tumble math program. The 2020 audit was completed and the Foundation provided almost \$180,000 to the Library in 2020. If you add in the in-kind contribution and all Foundation operations costs, there was a 8:1 return on JCPL investment.

Trustee Fellman report that the book store sold over \$1,200 in a single record album sale. The Foundation is doing well and working hard.

The Chair expressed appreciation to Jo Schantz and her team.

EXECUTIVE DIRECTOR REPORT

Executive Director Report

The Executive Director addressed the Board and noted that her report includes the Library's focus for the third quarter. She noted that she will be moving off the West Metro Chamber Board and Julianne Rist, Director of Libraries, will be joining that Board. The West Metro Chamber's support to businesses will be well served by Julianne and her team as they handle that area for the Library. The Executive Director noted that she will seek out something new and expressed appreciation to Julianne for her service on that Board.

There were no questions from the Board about the Executive Director's report.

Hybrid Meetings

The Executive Director introduced the topic and addressed the Board. The Library has a presentation for the Board on hybrid public meetings. Last month the topic of hybrid public meetings for the Library Board of Trustees was brought forward as an emerging issue. Conversation included things like executive session requirements, ability to hold hybrid meetings at different library locations, Board attendance, and other potential topics.

The Executive Director noted that tonight there is time and space for a fuller conversation that includes these topics:

- How the Library is defining a hybrid public meeting
- Governance considerations and requirements
- Opportunities and challenges
- Potential Options to consider

- A Preliminary staff recommendation
- Timeline

This is the main topic for tonight's meeting and time has been provided for a full discussion in order for the Board to reach consensus on the direction for the Library to move forward.

Hybrid Meeting Definition

The term hybrid meeting refers to any meeting that has both a physical "in-person" format and a "virtual" online component. The online component is meant for remote attendees. What this means in practice is that having a hybrid meeting is essentially running these two types of meetings at the same time and integrating them seamlessly to create an experience that satisfies the needs of the Board, the public, and the staff. And, how to translate this concept into a fully equitably participatory public meeting that meets legal requirements.

Governance Considerations

When it comes to legal requirements and governance the Board is well set. Public meetings can be held completely remote, in person, or in a hybrid environment. The Board of County Commissioners has indicated that in-person only meetings are not an option at this time.

The Board's excellence in governing is reflected in the current Bylaws and Governance Policies. It's why we were able to pivot to the completely remote environment in March of 2020. A reminder that Bylaws are forward-looking, in order that changes or amendments are not unnecessarily restrictive on future activities. The Library does not see a need for the Board to change the Bylaws.

The Library might recommend minor changes to policies to reflect the Board's responsibilities and values in a hybrid environment. Most of the governance of hybrid public meetings can be handled in the instructions and motions document that Amber (Fisher) provides for every regular Board meeting.

All of us will need training. The County has been practicing for hybrid public meetings for 3-4 weeks, but we can proceed with hybrid public meetings without concern for meeting legal requirements.

With that question answered, we can move on to opportunities and challenges in the hybrid public meeting environment.

Opportunities



Increased attendance capability



Environment-friendly



Higher audience engagement



Valuable data metrics on attendance and engagement.



Help meet quorum



Increases transparency

As we've seen during the pandemic, having a virtual component to public meetings increases the number of people who can attend and participate, could help us meet a quorum, reduces the need for people to travel and is environmentally friendly and could provide more data on public and staff engagement. Most importantly, it increases transparency into the Board's decisions and decision-making process. Equitable Participation in the public process has more potential than ever.

Challenges

Challenges



Delivery Has Potential to Become Complex



Potential Connectivity Issues



Engagement Issues



Coordination & Engagement Requirements



Cybersecurity



Change can be Challenging



Delivery has the potential to be complex, essentially running two meetings at once. Additional staff resources are required to coordinate technology, people, systems, and processes. As we've seen with the all virtual environment, connectivity issues are part and parcel of both the all remote and hybrid solution. Cybersecurity concerns would need to be addressed through norms and software settings. We'll have a learning curve with Trustee, staff, and public engagement, and we need to manage this big change well to be successful. Unlike March of 2020, we have time to plan.

Now that we've set the stage, Bernadette Berger, Director of Technology and Innovation, will walk the Board through the technology options and staff recommendation.

Hybrid Options – Three Levels

Bernadette Berger addressed the Board and provided information on three options for hybrid public meetings.

- Update
- Standard
- State of the Art

All of the three options will require some room reconfiguration and the purchase of new equipment to integrate soft conferencing. When we are discussing integrating the conferencing capabilities, we are using the term to include every part; meeting software such as WebEx Events, all the features that come with it, and hardware.

Update Option

- Reconfiguring existing equipment
- Adding minimal new equipment
- Upgrading the projection system and keeping existing screens
- Adding a ceiling microphone
- Adding a camera for limited camera view

The update option includes reconfiguring existing equipment and adding minimal new equipment. This would include upgrading projector systems and adding in ceiling microphones and cameras so people can hear and see what's happening in the room; who is speaking or presenting. This is the cheapest option with less equipment costs but more staff costs. Each is a separate component controlled independently that would require more resources to manage. There would be an in-room laptop or PC where you would plug in all devices and includes a dedicated staff person to manage. The cost is around \$15,000 per room. The risks are in the complexity making it more difficult to run, and single point of failure considerations. The timeline is 60 days and is dependent upon the supply chain.

Standard Option

- Upgraded displays in place of the existing projection solution
- Directional ceiling microphone
- Meeting controlled by touch panel room device integrated into soft conferencing
- Multiple camera angles for room coverage

This option is more what you see today in board rooms and higher end meeting rooms. The Library does not currently have anything similar. This option includes updated displays in place of the existing projection system, directional ceiling microphones so Board members conversations can easily be picked up. There would be multiple camera angles for room coverage for equitable participation. The meeting is controlled by a touch panel in the room that is integrated into soft conferencing. There are more equipment costs but less staff costs with this option. This is the mid-range option and is still dependent on the supply chain.

State of the Art

- Individual screens for members
- Use of AI to focus on speaker
- Utilizing microphone arrays and individual microphones
- Installing multiple cameras with auto tracking based on microphone activity
- Multiple displays for content

The County and the Edgewater City Council chamber room have some of these elements. This option has individual screens for Board members, uses artificial intelligence – if someone speaks the camera goes to that person. It has a great sound system throughout the meeting room and you would not have to step up to a microphone. Auto tracking is based on the microphone activity. This option is much more futuristic. There are a lot of equipment costs and some risk. The technology is not as proven, it is newer technology, but the Library wanted to present this information as something that the Board could choose.

Staff Proposal - Standard

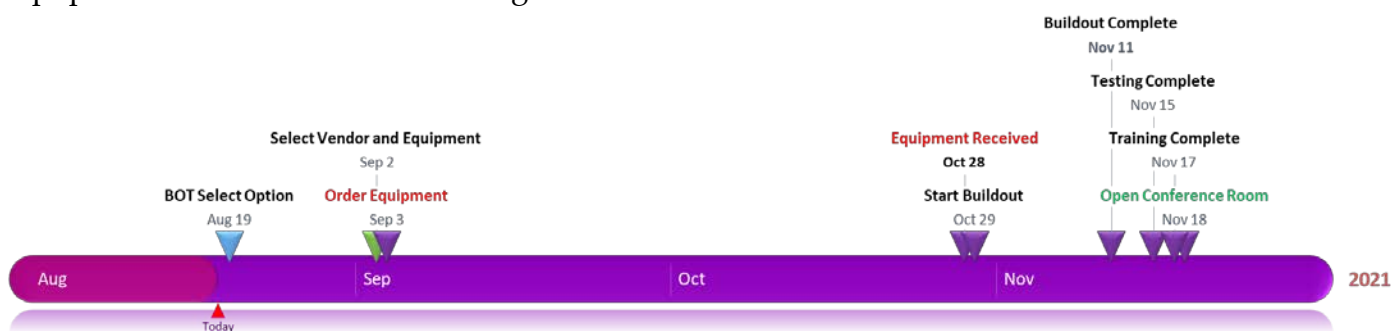
- Mid-level solution
- Equitable participation
- Ability to focus on panelists
- Set rooms – Nissler and Lakewood Meeting Room
- Recommend two rooms for redundancy

With the mid-level solution the Library would do a little more intensive upgrade of equipment to allow for more equitable participation. There would be the ability to focus on board members or people brought in to speak. The Library would pick one location

with two rooms for redundancy and to make sure we could accommodate social distancing. The Nissler conference room is not meant for a large crowd. Both the Lakewood Library meeting room and the Pam Nissler conference room would be included. This option does have some impact to our patrons in terms of the time the meeting room would be available.

Potential Timeline

The Executive Director shared the potential timeline if the Board selects an option tonight and reaches consensus. Bernadette Berger, Brad Green, Systems and Security Manager, and Amber Fisher have already completed much of the work including vendor bids. The lead time the Library has been told to expect after ordering equipment is 60 days. Once we receive the equipment, install the equipment, perform testing and real time training for staff and Trustees, and if everything goes exactly as planned, we could hold a hybrid meeting in November. This is a very tight timeline to successfully get this all done. If equipment comes in sooner we can get it done sooner.



Wants and Needs

The Executive Director reviewed the wants and needs of the Library to implement hybrid public meetings for the Board.

- Equitably Participatory
- Meet legal requirements for transparent government
- Reliability of the technology
- Reliability of the people
- Low staff resource requirements
- Low complexity
- Redundancy

First and foremost is equitable participation and meeting legal requirements for transparent government. Then, the reliability of the technology, the people running the meetings and participating in the meetings. The Library would like the lower staff resource requirement. The update option would be the most complex and staff resource intensive and the Library is experiencing what the rest of the county is in terms of staff

turnover and recruitment challenges. Redundancy is important and having two rooms in one location would help us manage hybrid meetings. If we set up in the Pam Nissler room and that room goes out we would have to be able to respond to that situation and move to another room.

The Executive Director asked the Board for their comments and questions. Following are the responses to questions and comments from that discussion:

- The BCC has requested that for the time being, all boards and commissions continue with an electronic component for meetings. Meetings can be in-person but they also require a virtual component.
- The estimated cost for the Standard Option is \$30,000 per room.
- As this is a new project it was not included in the budget. The initial funds would come from the contingency budget. The Library would establish the ongoing budget for this technology so that we are constantly maintaining this asset like we do for all assets.
- The estimated cost for the State of the Art option is \$50,000 per room.
- At this time the Library is focused on implementing this technology for the public Library Board meetings.
- There are some libraries that offer hybrid meeting services to the public. Implementing this as a public service at JCPL would require more time for research, planning and budgeting for staff resources.
- The Library recognizes the value and usefulness of hybrid meeting technology and the potential to provide that service to the public and to staff as we move into this new world of work. Spreading the cost across other uses increases the value of this investment.
- Library Board Study Sessions are subject to open meeting legal requirements.
- The Library's recommendation at this time does not provide for moving the technology around to other Library locations. The Library is not resourced or staffed to provide that ability at this time.
- The Lakewood Library meeting room would not be available for other uses during Board meetings or study sessions approximately two nights per month.
- As the technology improves the Library could update the firmware or software.
- The component pieces of the technology could be packed up and moved when the Lakewood Library is scheduled for remodel in 2025.
- The Library is not able to predict future changes to the technology. Technology changes quickly and the Library hopes to continue using the majority of the component pieces, like the display, for at least five years.

Following are the Board comments from that discussion:

- The Chair noted that the technology horizon in her opinion is relatively short – it's always changing. From the update option to the standard option we have to consider the staffing impact and additional cost that would probably fill that gap. Either way it comes in the cost of additional staff or in the cost of losing staff from overworking and expecting too much. There would be a high staff cost for the update version. The Chair noted that she also likes the idea of being able to provide this technology to the public down the road. She noted that she has participated in the update version and knows that she does not want to put that on staff shoulders. It is very difficult on the staff side to manage, run and participate and we would lose a lot of our productivity.
- Trustee Fellman stated that technology breaks at the speed of light and the minute you buy something there is a new one. She noted that we will need updates down the road. Technology changes on a dime and we have to roll with it.
- Trustee Anderson expressed appreciation for the information and to staff for pulling it all together. This was an unexpected project that came up due to circumstances. The standard option is the way to go – high end systems are around meetings that have more attendance – not that we won't down the road. I don't think we're ever going back to in person only in the public square. People are appreciative of the access point and the convenience. She noted that she does not think it's necessarily just a policy from the BCC. It is a public expectation from here on out. Once we get our feet under us, it feels comfortable and we know what the budget looks like, the opportunity to make it more broadly available for the cost benefit is appealing.

The Chair stated that while this is largely an operational issue, the Board is being asked to provide the Library with guidance and direction. The Chair noted that the Board has the choices and asked if they were ready to come to consensus on an option.

The Board reached consensus on the Standard option and the Chair confirmed that direction for the Executive Director.

The Executive Director thanked the Board and noted that if the cost goes over \$60,000 the Library will come back to the Board.

EXECUTIVE TEAM OPERATIONAL UPDATES

Business Strategy and Finance - Finance and Budget

Financial Report (July)

Barbara Long, Assistant Director of Finance and Budget, addressed the Board and noted that the contingency budget was set at \$500,000. The Library has used \$140,000 of that

contingency budget for the Standley Lake clerestory roof and there are still funds available.

Property tax receipts in July pushed the Library over budget for the year. Operating expenses are on track and capital projects are moving along.

In response to a question, the Board was advised that there are discussions at County regarding Tabor requirements and refunds, and the Library is fortunate that Tabor does not impact the Library's budget.

Communications & Engagement

Mid-Year Report – Follow-up

There were no follow-up questions from the Board.

ITEMS REMOVED FROM THE CONSENT AGENDA

No items were removed from the consent agenda.

EMERGING ISSUES

No emerging issues.

ENDS

There were no items.

BOARD GOVERNANCE

There were no items.

BOARD SCHEDULE – NEXT MEETINGS

Location of meetings of the Library Board of Trustees are being determined in cooperation with guidelines from Jefferson County. Information on meeting location will be posted at least one week prior to the scheduled meeting date.

The Chair noted that at the August Study Session, the Board did agree by consensus to cancel the September Study Session and reschedule the September regular Board meeting and called for a motion to reschedule the Board meeting.

RESCHEDULE SEPTEMBER BOARD MEETING

MOTION: Jill Fellman moved that the Library Board of Trustees reschedule the Regular Board meeting from September 16, 2021 to September 23, 2021. Seconded by Jeanne Lomba the motion passed by unanimous vote of all Trustees present.

The Chair advised the Board that the joint meeting with the Board of County Commissioners (BCC) is scheduled for earlier in the day on September 23, 2021. The Chair noted that she will send an email to the BCC to see if they have any particular topics for that meeting. The Chair asked the Board to send her any topics they may have for that meeting.

2021 Board Meeting Schedule

- September 9, 2021 – Study Session – 5:30 pm - CANCELLED
- September 23, 2021 – Joint BCC & Library Board Meeting – 1:00-2:00 pm
- September 23, 2021 – Board Meeting – 5:30 pm – WebEx – Executive Session
- October 14, 2021 – Study Session – 5:30 pm - TBD
- October 21, 2021 – Board Meeting – 5:30 pm - TBD

ANNOUNCEMENTS/GENERAL INFORMATION SHARING

ADJOURNMENT

The Board meeting was adjourned at 6:29 pm.

Jill Fellman, Secretary

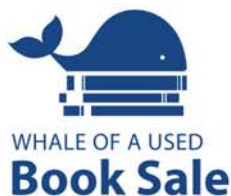
Foundation Update



■ **SEPTEMBER 2021**

Executive Director Report

Jo Schantz, MNM, CFRE, GPC -- JCLF Executive Director



Fall Whale Sale Goes Back to the Jeffco Fairgrounds!

The Jefferson County Library Foundation (JCLF) is pleased to announce that our fall Whale of a Used Book Sale will once again be held at the Jefferson County Fairgrounds, 15200 W. 6th Avenue Service Road in Golden. We have gone back to our previous hours of operation, to boot!

JCLF is also implementing a \$5 entry fee per day for adults. Children under 18 admitted free.

Fall sale dates and times are:

- Thursday, Oct. 28, 6 to 8 p.m. – FRIENDS ONLY Preview Night
- Friday, Oct. 29, 9 a.m. to 5 p.m.
- Saturday, Oct. 30, 9 a.m. to 5 p.m. – Half-Price Day for Educators, Friends and Jeffco Employees (with ID)
- Sunday, Oct. 31, 11 a.m. to 3 p.m. – Bag Day! A grocery-sized bag of books for \$8

Because our sale runs over Halloween weekend, we will be hosting a costume contest on Saturday, Oct. 30, at 2 p.m. The contest will be held outside of the sale (no admission fee necessary), and is open to children and adults!

At this time, and because of the ever-increasing cases of the Delta variant of COVID-19, we are unsure about any health and safety measures that may be necessary at the event, but keep watch on our website for updates: www.whalesale.org or www.jeffclf.org.

We need dozens of volunteers to help with this huge sale. You can sign up online by visiting these websites: www.whalesale.org; www.jeffcolibraryfoundation.org; or www.jeffclf.org. Reservations can be made at www.whalesale.org or by calling 303-403-5075.

Community Connections

Aug 18-19 -- Colorado Planned Giving Roundtable (CPGR) Summer Symposium

Aug. 20 -- Committee meeting for 2022 Colorado Women's Day

Aug. 27 -- "Authors in the Afternoon" fundraiser at the Denver Marriott West, featuring novelists W. Michael Gear and Kathleen O'Neal Gear

Sept. 10 -- Community First Foundation funding opportunity webinar: Helping Each Other Thrive

Sept. 14 -- Steering Committee meeting for 2022 Good News Breakfast

Sept. 20 -- Monthly meeting with Donna Walker

Sept. 20 -- Literacy Coalition of Colorado Monthly Board of Directors meeting (via Zoom)

Sept. 21 -- Monthly JCLF Board Finance Committee and Executive Committee meetings

Sept. 22 -- JCLF September Board meeting (via Zoom)

Sept. 23 -- City of Wheat Ridge Annual Awards Breakfast



■ **SEPTEMBER 2021**

Page Two -- Executive Director Report

JCLF Stretches into New Office/Warehouse Suite



As of September 1, JCLF took possession of an adjacent suite located at the L&K Business Center in Wheat Ridge! This new unit has doubled our warehouse space and has added a large new office area.

"This move has made a huge difference in our ability to accept, sort, scan and box book donations from the public and deaccessioned materials from the Library," points out Neil Thoreson, warehouse coordinator at JCLF. "And our volunteers have plenty of space to move around safely and maintain social distancing."

The new space also has a dedicated area for volunteers who design and create themed gift baskets for sale at our Whale's Tale Books & Gifts Shop and at our Whale of a Used Book Sales.

Our new lease will extend through August 2024.

As part of the Wheat Ridge Business Association (WRBA), JCLF will be hosting a BizMix networking opportunity and open house to showcase our new suite on Wednesday, October 20, from 5 to 7 p.m. This event is open to all WRBA Association members.



JCLF Warehouse BEFORE...



JCLF Warehouse AFTER...

"Authors in the Afternoon" Fundraising Series Kicked Off in August!

Our Foundation's "Authors in the Afternoon" fundraising series launched on Friday, Aug. 27th, at the Denver Marriott West. Featured speakers were the popular and prolific novelists W. Michael Gear and Kathleen O'Neal Gear. The Gears donated proceeds of their event book sales to JCLF, plus they signed and donated more than a dozen copies of their current novels for sale at our Whale's Tale Books & Gifts Shop! We are grateful to the Gears for their support!

Operational Updates

Executive Director Report



September 2021 EXECUTIVE DIRECTOR REPORT

Third Quarter Focus:

1. COVID-19 Service & Staffing Response
2. South County Expansion
3. Philanthropy Development
4. Hybrid Public Meetings (**NEW**)
5. Accelerating Facility Master Plan (**NEW**)

COVID-19 Service & Staffing Response:

In September, the Library is focusing on,

- Adapting to changing conditions due to delta variant
- Providing In-person story times at most locations

South County Expansion:

In September, the Library is focusing on,

- Negotiating and finalizing architect contract
- Communicating with stakeholders
- Continuing site search

Philanthropy Development:

In September, the Library is focusing on,

- Finalizing Peer fundraising comparison library report
- Researching
- Interviewing for new position with an essential function for fundraising development (repost)


Hybrid Public Meetings (**NEW**)

In September, the Library is focusing on,

- Finalizing estimates, choosing vendor, ordering equipment
- Designing the network

Accelerating Facility Master Plan (**NEW**):

In September, the Library is focusing on,

- Creating action steps on input findings
 - Validating resource needs
 - Beginning work with vendor on FMP refresh
- 

Advocacy and Engagement Opportunities for Trustees

Public Library Association (PLA) 2022 Annual Conference, March 23–25, 2022 in Portland, Oregon: PLA's Virtual Conference will also be returning for attendees who are unable to join in person. The Virtual Conference will occur in conjunction with the live event. Registration will open September 22, 2021. Contact Amber for more information or to register.

JCPL All Staff Conference: Monday, October 11, 2021. This is an all day workday with training, development, and wellness opportunities for all staff. The morning is an all virtual session and the afternoon is team building onsite. Trustees are invited to attend any or all of the day. Trustees will receive a calendar invitation.

JCPL SERVICE HIGHLIGHTS

Community Engagement

Family Leadership Training Institute (FLTI) Kicks Off! We are proud to announce the inaugural class of FLTI at JCPL in partnership with the CSU Extension Office. The Family Leadership Training Institute of Colorado (FLTI) is a nonpartisan, multi-sector, and community-driven collaborative focused on cultivating healthier, more inclusive communities and systems in which all Coloradans thrive. 25 adults and youth are registered.

Programming and Operational Improvements

Office 365 fully implemented across all of JCPL.

Raise A Reader is one of the JCPL signature events for the year. It provides kids with fun and easy ways to get ready to read and gives parents and caregivers the tools and resources they need to support them. This program establishes a foundation for lifelong learning with a month full of activities, including virtual and in-person Story Times, a sidewalk obstacle course, a StoryWalk® and more! From free activity kits to a virtual author event, our Raise a Reader program helps kids gear up for a lifetime of reading fun!





Obstacle Course at Arvada Library



In-person, indoor story times started up again at most JCPL locations. Capacity restrictions are enforced and registration is required.



Baby Time at Edgewater Library

Patron Impact Statement:

Great selection of books and amazing activities like baby time and cuentacuentos! I also love the "raise a reader" initiative, as well as the books in the black bags that are themed. The staff is great and the library is always clean and safe



Professional Engagement:

Jennifer A. Reading, manager of Diversity and Inclusion and Arvada Library, has been appointed as a Member of the PLA Committee on Equity, Diversity, Inclusion and Social Justice.

27 JCPL staff and one trustee attended **CALCON 2021**. Several staff presented at this conference as well: **Steve Chestnut, Julianne Rist, Lizzie Gall and Padma Polepeddi**: *Learn how a Continuity of Operations Plan Creates a Roadmap to Meet Community Needs No Matter What*; **Hallie Kaiser & Joanna Waggoner**: *Redesigning the Online Library: a Case Study 2020*; **Donna Walker and Padma Polepeddi**: *Let's Connect: Speed Mentoring*. **Julianne Rist**: CALFutures Interest Group: Framing for the Future: Strategies for Future Planning. **Marie Bayer**, panel on *Intellectual Freedom*.

HIGHLIGHTS OF EXECUTIVE DIRECTOR COMMUNITY ACTIVITIES, September 2021

- **Jeffco** Employee Excellence Awards event
 - Monthly meeting with **Jefferson County Elected/Appointed Officials**
 - Meeting with Don Davis, **Jefferson County Manager**
 - **Colorado Association of Libraries Annual Conference (CALCON)**
 - **Colorado Association of Libraries (CAL)** Mentorship Interest Group
 - Meeting with the **Jefferson County Board of County Commissioners (BCC)**
 - Bi-weekly meetings with **Jefferson County Public Health (JCPH)** and local elected/appointed officials
 - Monthly call with **Colorado Public Library Directors (CPLD)**
 - Monthly call with **Urban Libraries Council Directors (ULC)**
 - Monthly meeting with Jo Schantz, **Jefferson County Library Foundation (JCLF)** executive director
 - Lunch with Jo Schantz and Allison Brigham, JCLF donor
 - Meeting with the **JCLF Finance Committee**
 - **JCLF Board** meeting
- 

Operational Updates

Business Strategy and Finance

memorandum

To: Donna Walker, Executive Director
From: Barbara Long, Assistant Director for Budget & Finance
Re: Finance Monthly Report
Date: September 14, 2021

1. **Budget to Actual Tables**

The Budget to Actual Tables for August 2021 will be forwarded before the meeting and will include the analysis discussion.

memorandum



To: Donna Walker, Executive Director
From: Barbara Long, Assistant Director for Finance & Budget
Re: August Financial Tables
Date: September 20, 2021

A. Financial Review (July)

B. August 2021 Financial Tables

The Budget to Actual Tables for August 2021 are attached. Property tax revenue for August has not posted yet, but property tax receipts through July put JCPL over budget for both property tax revenue and overall revenue for the year. Through the end of August, the Library received funding of \$160,706 from the Library Foundation. In-kind support provided to the Foundation by the Library in 2021 through August is valued at \$49,995 (Ratio of 3.21:1). During 2021, the Library Foundation also provided \$22,600 in direct grants to library staff to support employees with the impacts of the pandemic.

Operating expenses are on track for this time of year and under budget in some areas. Capital projects are moving forward.

C. Update on Assessed Value for 2022

During August the Jefferson County Assessor released the preliminary certification of value for 2021 property which impacts 2022 property tax revenue. Values in the preliminary certification were higher than the estimate of a 10% increase which was the basis for revenue in JCPL's proposed budget. The resulting increase in revenue is \$1.29M.

TABLE 1
JEFFERSON COUNTY PUBLIC LIBRARY
TOTAL FUND SUMMARY
2021 BUDGET TO ACTUAL

Sources and Uses of Funds	2020 Amended Budget	2020 Actual	2021 Amended Budget	YTD Actual 8/31/2021	\$ Variance 2021 Budget	Budget to Actual %
<i>Sources of Funds</i>	4.500		4.500			
Revenues						
Taxes						
Property Tax - Operating	\$ 44,134,625	\$ 44,550,056	\$ 44,134,625	\$ 44,383,519	\$ 248,894	1%
Property Tax - Capital	2,165,680	2,194,337	2,165,680	2,086,674	(79,006)	-4%
Total Taxes	\$ 46,300,305	\$ 46,744,393	\$ 46,300,305	\$ 46,470,193	\$ 169,888	0%
Federal & State Grants	\$ 128,000	\$ 161,962	\$ 121,051	\$ 125,817	\$ 4,766	4%
Fines & Fees	239,513	47,797	145,000	19,886	(125,114)	-86%
Other Revenue	572,640	797,130	298,640	364,015	65,375	22%
Total Other Revenues	\$ 940,153	\$ 1,006,889	\$ 564,691	\$ 509,717	\$ (54,974)	-10%
Sub Total Revenues	\$ 47,240,458	\$ 47,751,282	\$ 46,864,996	\$ 46,979,911	\$ 114,915	0%
Fund Balance Activity						
Transfer from FB - Capital Projects	8,311,655		2,245,018	-		NA
Transfer to/(from) Fund Balance	-	8,955,407	-	22,332,122		NA
Total Sources of Funds	\$ 55,552,113	\$ 38,795,875	\$ 49,110,014	\$ 24,647,789		
<i>Uses of Funds</i>						
Operating Expenditures						
Salaries & Employee Benefits						
Salaries	\$ 15,935,735	\$ 13,055,682	\$ 16,081,526	\$ 9,940,113	\$ (6,141,414)	-38%
Benefits	5,288,399	4,566,527	5,373,904	3,182,213	(2,191,692)	-41%
Total Salaries & Benefits	\$ 21,224,134	\$ 17,622,209	\$ 21,455,431	\$ 13,122,326	\$ (8,333,105)	-39%
Library Books & Materials	\$ 8,135,190	\$ 7,354,512	\$ 7,754,177	\$ 5,163,161	\$ (2,591,016)	-33%
Supplies	1,449,965	1,111,151	1,515,924	714,294	(801,630)	-53%
Vehicles	-	-	-	-	-	NA
Services & Charges	4,914,583	3,350,808	5,057,772	2,762,055	(2,295,717)	-45%
Internal Transactions /Cost Allocation	2,251,204	2,177,691	2,582,108	1,834,935	(747,173)	-29%
Total Operating Expenditures	\$ 37,975,076	\$ 31,616,370	\$ 38,365,412	\$ 23,596,770	\$ (14,768,642)	-38%
Financing & Debt Service	\$ 1,410,421	\$ 1,409,294	\$ 621,819	\$ 28,050	\$ (593,769)	-95%
Capital Projects	\$ 16,166,616	\$ 5,770,211	\$ 10,122,783	\$ 1,022,969	\$ (9,099,814)	-90%
Total Uses of Funds	\$ 55,552,113	\$ 38,795,875	\$ 49,110,014	\$ 24,647,789	\$ (24,462,225)	-50%

TABLE 2A
JEFFERSON COUNTY PUBLIC LIBRARY
FUND BALANCE SUMMARY
2021 BUDGET TO ACTUAL

	2020 Amended Budget	2020 Actual	2021 Amended Budget	YTD Actual 8/31/2021
Beginning Fund Balance	\$ 19,529,543	\$ 24,364,581	\$ 24,364,581	\$ 33,319,987
Revenues	\$ 45,074,778	\$ 45,556,945	\$ 44,699,316	\$ 44,893,237
Capital Funding	2,165,680	2,194,337	2,165,680	2,086,674
Total Revenues	\$ 47,240,458	\$ 47,751,282	\$ 46,864,996	\$ 46,979,911
Expenditures				
Operating Expenditures	\$ 37,975,076	\$ 31,616,370	\$ 38,365,412	\$ 23,596,770
Debt Service	1,410,421	1,409,294	621,819	28,050
Capital Projects	16,166,646	5,770,211	10,122,783	1,022,969
Total Expenditures	\$ 55,552,143	\$ 38,795,876	\$ 49,110,014	\$ 24,647,789
Increase/(Decrease) in Fund Balance	\$ (8,311,685)	\$ 8,955,406	\$ (2,245,018)	\$ 22,332,122
Ending Fund Balance	\$ 11,217,858	\$ 33,319,987	\$ 22,119,563	\$ 55,652,109
Committed to Capital Projects - Carryforward		\$ 1,746,783		
Committed to Capital Projects - Sinking Fund		\$ 9,000,000	\$ 9,000,000	
Reserve Fund Balance		\$ 22,573,204	\$ 13,119,563	

Reserve Fund Balance Policy Calculation

	2020 Amended Budget	2020 Actual	2021 Amended Budget	2021 Actual
Year-End Reserve Fund Balance		\$ 22,573,204		
16% - Current Year Budgeted Revenues	\$ 7,558,473		\$ 7,498,399	
9% - Current Year Budgeted Revenues - Uncertainty	4,251,641		4,217,850	
Total Minimum F/B Reserve Requirements (FLOOR)	\$ 11,810,115		\$ 11,716,249	
50% of Current Year Budgeted Revenues	\$ 23,620,229		\$ 23,432,498	
Total Maximum F/B Reserve Requirements (CEILING)	\$ 23,620,229		\$ 23,432,498	
Above/(Below) Minimum (FLOOR)		\$ 10,763,090		
Above/(Below) Maximum (CEILING)		\$ (1,047,025)		

TABLE 3
JEFFERSON COUNTY PUBLIC LIBRARY
OPERATING EXPENDITURES
2021 BUDGET TO ACTUAL

Sources and Uses of Funds	2020 Amended Budget	2020 Actual	2021 Amended Budget	YTD Actual 8/31/2021	Projected Year-End 2021	Variance 2021 Budget
Sources of Funds						
Revenues						
Taxes						
Property Taxes	\$ 45,960,543	\$ 46,568,712	\$ 45,960,543	\$ 44,283,861	\$ 45,960,543	\$ -
Delinquent Taxes	48,032	80,773	48,032	109,655	48,032	-
Prior Year Cancellations	(385,353)	(708,709)	(385,353)	-	(385,353)	-
Urban Renewal	(1,509,624)	(1,402,175)	(1,509,624)	-	(1,509,624)	-
Penalties & Interest	21,027	11,456	21,027	(9,996)	21,027	-
Total Taxes	\$ 44,134,625	\$ 44,550,056	\$ 44,134,625	\$ 44,383,519	\$ 44,134,625	\$ -
Federal & State Grants	\$ 128,000	\$ 161,962	\$ 121,051	\$ 125,817	\$ 121,051	\$ -
Library Fines	107,950	15,537	40,000	15,572	40,000	-
Charges for Services	131,563	32,260	105,000	4,313	10,000	(95,000)
Investment Income	322,000	298,834	108,000	50	108,000	-
Library Foundation	160,000	160,490	100,000	160,706	190,706	90,706
E Rate Revenue	90,640	146,448	90,640	108,919	108,919	18,279
Other Revenue	-	43,917	-	6,742	6,742	6,742
Transfer		147,441		87,598	87,598	87,598
Total Revenues	\$ 45,074,778	\$ 45,556,945	\$ 44,699,316	\$ 44,893,237	\$ 44,807,641	\$ 108,325
Uses of Funds						
Operating Expenditures						
Salaries & Employee Benefits						
Salaries	\$ 15,093,111	\$ 13,493,744	\$ 14,816,028	\$ 8,907,809	\$ 14,816,028	\$ -
Awards & Bonuses	130,000		135,000	43	135,000	-
Termination Pay		172,528	110,000	147,912	110,000	-
Temporary Salaries	2,146,611	1,273,728	2,095,441	879,660	2,095,441	-
CARES Reimburse Salaries		(1,887,045)			-	-
Overtime	5,130	2,726	-	4,688	-	-
Vacancy Savings	(1,439,117)		(1,074,943)		(1,074,943)	-
Benefits	5,288,399	4,566,527	5,373,904	3,182,213	5,373,904	-
Total Salaries & Benefits	\$ 21,224,134	\$ 17,622,209	\$ 21,455,431	\$ 13,122,326	\$ 21,455,431	\$ -
Library Books & Materials	\$ 7,976,840	\$ 7,182,373	\$ 7,577,102	\$ 5,046,241	\$ 7,577,102	\$ -
Library Periodicals	158,350	172,139	177,075	116,920	177,075	-
Sub-Total Library Collections	8,135,190	7,354,512	7,754,177	5,163,161	7,754,177	-
Supplies	\$ 1,449,965	\$ 1,111,151	\$ 1,515,924	714,294	\$ 1,515,924	\$ -
Services & Charges	4,914,583	3,350,808	5,057,772	2,762,055	5,057,772	-
Vehicles	-		-		-	-
Direct Internal Charges	164,067	111,388	145,090	1,001,217	1,081,500	936,410
Indirect Cost Allocation	1,145,837	1,145,837	1,355,518	833,717	1,355,518	-
Intra County Transactions	941,300	920,466	1,081,500	-	145,090	(936,410)
Total Supplies and Other	\$ 8,615,752	\$ 6,639,650	\$ 9,155,804	\$ 5,311,284	\$ 9,155,804	\$ -
Total Operating	\$ 37,975,076	\$ 31,616,370	\$ 38,365,412	\$ 23,596,770	\$ 38,365,412	\$ -

TABLE 4
JEFFERSON COUNTY PUBLIC LIBRARY
DEBT SERVICE DETAIL
2021 BUDGET TO ACTUAL

Sources and Uses of Funds	2020 Budget	2020 Actual	2021 Budget	YTD Actual 8/31/2021	Projected Year End 2021	Variance 2021 Budget
Debt Service						
Principal - Arvada (2005-2024)	\$ 552,073	\$ 552,073	\$ 565,720		\$ 565,720	\$ -
Interest - Arvada (2005-2024)	69,294	69,294	56,099	28,050	56,099	-
Principal - Refunding Series 2013	608,265	608,265	-		-	-
Interest - Refunding Series 2013	31,303	30,176	-		-	-
Principal - COP - Capital Projects	142,143	142,143	-		-	-
Interest - COP - Capital Projects	7,343	7,343	-		-	-
Total Debt Service	\$ 1,410,421	\$ 1,409,294	\$ 621,819	\$ 28,050	\$ 621,819	\$ -

Arvada
Total Issue \$8,886,000
Term 2005-2024
Use - Arvada Library Facility

Build America Bonds
Total Issue \$6,293,000
Term 2011-2020
Use - Lakewood HVAC
Energy Conservation
Book Sorters
Library Service Center Remodel

Certificates of Participation (COP)
Total Issue \$995,000
Term 2014-2020
Use - Belmar Roof Replacement
Columbine HVAC
Columbine Parking Lot
Standley Lake Parking Lot

TABLE 5
JEFFERSON COUNTY PUBLIC LIBRARY
CAPITAL IMPROVEMENT PROJECTS
2021 BUDGET TO ACTUAL

Sources and Uses of Funds	2020 Amended Budget	2020 Actual	2021 Budget	2021 Amended Budget	YTD Actual 8/31/2021	Projected Year End 2021	Variance 2021 Budget
Sources of Funds							
Property Tax - Capital - 4.5%	\$ 2,165,680	\$ 2,194,337	\$ 2,165,680	\$ 2,165,680	\$ 2,086,674	\$ 2,165,680	\$ -
Transfer from FB - Capital Expenses	2,267,039		2,267,039			-	-
Total Sources of Funds	\$ 4,432,719	\$ 2,194,337	\$ 4,432,719	\$ 2,165,680	\$ 2,086,674	\$ 2,165,680	\$ -
Uses of Funds							
Annual Replacement & Maintenance Program (ARM) and Recurring Projects							
ARM-01 Capital Maintenance	\$ 307,000	\$ 161,086	\$ 250,000	\$ 250,000	\$ 121,192	\$ 250,000	\$ -
ARM-02 Furniture & Equipment	36,000	5,148	36,000	36,000	468	36,000	-
ARM-03 Computer Replacement Plan	180,000	134,156	200,000	490,000	125,408	490,000	-
ARM-04 Book Sorter Replacement	470,000	384,870	300,000	385,130	180,872	385,130	-
ARM-05 IT Infrastructure Replacement	370,000	147,545	350,000	500,000	217,721	500,000	-
Alternative Services	450,000	54,209	100,000	495,791	220,825	495,791	-
2016 Projects							
16-14 High Availability Internet Redundancy	\$ 41,000	\$ 33,108	\$ -	\$ -	\$ -	\$ -	\$ -
2017 Projects							
18-07 LSC Garage & Loading Dock Planning	122,583	135,783	-	-	-	-	-
18-08 Bookmobile Replacement	547,411	118,623	-	428,818	114,207	428,818	-
2019 Projects							
19-02 Document Management System	160,000	80,000	-	80,000	2,738	80,000	-
2020 Projects							
20-01 Arvada HVAC Upgrade	\$ 140,000	\$ 49,870	\$ -	\$ -	\$ -	-	\$ -
2021 Projects							
Standley Lake Clerestory Roof	\$ -	\$ -	\$ -	\$ 140,000	\$ -	140,000	\$ -
Multi-Year Construction Projects							
18-01 Belmar Library Remodel	4,602,522	4,438,756	-	-	-	-	-
19-03 South County Library	4,344,100	27,055	7,000,000	7,317,045	39,539	7,317,045	-
20-02 Golden Library	4,396,000			-			
Total Capital Projects	\$ 16,166,616	\$ 5,770,211	\$ 8,236,000	\$ 10,122,783	\$ 1,022,969	\$ 10,122,783	\$ -

TABLE 6
JEFFERSON COUNTY PUBLIC LIBRARY
CAPITAL IMPROVEMENT PROJECTS
2021 BUDGET TO ACTUAL

Project	2021 Amended Budget	YTD Actual 8/31/21	YTD Encumbrances 8/31/21	YTD Total Actual + Enc	Remaining Budget
ARM-01 Capital Maintenance	\$ 250,000	\$ 121,192	\$ -	\$ 121,192	\$ 128,808
ARM-02 Furniture & Equipment	36,000	468	-	468	35,532
ARM-03 Computer Replacement Plan	490,000	125,408	188,150	313,558	176,442
ARM-04 Book Sorter Replacement	385,130	180,872	172,331	353,203	31,927
ARM-05 IT Infrastructure Replacement	500,000	217,721	-	217,721	282,279
Library Alternative Services	495,791	220,825	28,379	249,204	246,587
Bookmobile Replacement	428,818	114,207	111,623	225,830	202,988
Standley Lake Clerestory Roof	140,000				
Document Management System	80,000	2,738		2,738	77,263
Multi-Year Projects Construction Projects					
South County Library	7,317,045	39,539	24,380	63,919	7,253,126
Total Capital Projects	\$ 10,122,783	\$ 1,022,969	\$ 524,863	\$ 1,547,832	\$ 8,434,951

Operational Updates

Facilities & Construction Projects

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: September 23, 2021

RE: Jefferson County Public Library Permanent Easement Agreement with the City of Lakewood

History:

The City of Lakewood contacted us in June 2021 with a request for an easement across the south end of our Belmar (555 South Allison Parkway Lakewood, CO) property. The purpose of the easement is to gain access to their property to the west of the Belmar property. The intent is to build an overflow parking lot for the Heritage Center and also provide better access to the park trails. I and a representative from County Legal worked with the City to develop an agreement around the easement access. We have a final draft of the agreement which the Library, County Legal, and the City of Lakewood have all reviewed and approved. The next steps will be for each party to sign the easement agreement.

Total Cost:

The Library will not have any costs associated with this agreement.

Next Actions:

We request the Board of Trustees authorize the Executive Director to enter into the Permanent Easement Agreement with the City of Lakewood, granting the City of Lakewood easement access at our 555 South Allison Parkway property.

Attachment A: Permanent Easement Agreement

PERMANENT EASEMENT AGREEMENT

This PERMANENT EASEMENT AGREEMENT (the "Agreement") is entered into by and between GRANTEE the **CITY OF LAKEWOOD**, a Colorado home rule municipal corporation whose principal business address is 480 S. Allison Parkway, Lakewood, CO 80226 (the "CITY" or "GRANTEE"), and GRANTOR **BOARD OF TRUSTEES OF THE JEFFERSON COUNTY PUBLIC LIBRARY**, whose principal address is 10200 W. 20th Ave., Lakewood, CO 80215 ("LIBRARY" or "GRANTOR").

NOW, THEREFORE, in consideration of TEN DOLLARS (\$10.00) and other good and valuable consideration, the receipt and sufficiency of which is hereby expressly acknowledged, and subject to the terms and conditions of this Agreement:

GRANT

GRANTOR does hereby grant and convey to the CITY a non-exclusive permanent easement (the "Permanent Easement") over, under, across and through that property situated at **555 South Allison Parkway, Lakewood, Colorado**, in the County of Jefferson, State of Colorado (the "Property"), which Permanent Easement is more particularly described on Exhibit A, attached hereto and incorporated herein (the "Easement Area"), together with all appurtenances thereto, and together with the right to enter upon the Easement Area and upon so much of the Property as may be reasonably required for the following "Easement Purposes":

PEDESTRIAN, VEHICULAR AND BICYCLE ACCESS FOR
INGRESS AND EGRESS BY THE GENERAL PUBLIC.

TERMS OF AGREEMENT

- I. No Interference. GRANTOR covenants and agrees that no building, improvement, structure or other above or below ground obstruction will be placed, erected, installed or permitted upon the Easement Area that would interfere with the Easement Purposes. Notwithstanding the foregoing, GRANTOR reserves the right to use and occupy the Easement Area for any purpose not inconsistent with the Easement Purposes.
- II. Restoration. In further consideration of the granting of this Permanent Easement, it is hereby agreed that all work performed by the CITY in, on, over and within the Permanent Easement shall be done with reasonable care. In the event any adjoining property is damaged as a result of the CITY'S activities within the Easement Area, the CITY shall, following completion of the Improvements, restore such damaged property to a condition reasonably similar to the condition in which such property existed prior to commencement of the CITY'S activities within the Easement Area. In exchange for the foregoing representation, GRANTOR hereby releases the CITY from any and all claims for damages arising from or incident to construction and maintenance of the Improvements.

P.M. No. 14-04-69-370

ACCEPTED FOR CITY OF LAKEWOOD

By: _____

~~Ordinance: O-83-108~~

~~Case No:-~~

Tax Schedule No. 300436651_____

Quarter Sec. No. 49-143

- III. Warranty. GRANTOR covenants and agrees that, as of the date hereof: (i) GRANTOR is well seized of the property underlying the Easement Area; (ii) has full power and authority to grant and convey the Permanent Easement; GRANTOR hereby warrants title in the Easement Area to the CITY, and its successors and assigns, against all claims and demands of any persons lawfully claiming the same.
- IV. Perpetual Burden. The rights and benefits created, granted, bargained, sold and conveyed hereby shall constitute a perpetual burden upon the estate of GRANTOR in the underlying lands and shall run with the land and be binding upon GRANTOR and its heirs, successors and assigns.
- V. Construction and Maintenance.
- A. GRANTEE and its heirs, devisees, legal representatives, successors and assigns shall be solely responsible for the construction, maintenance, repair and replacement of the Improvements, which shall at all times meet or exceed the minimum standards set forth in Article 17.8.6.1.I.1 of the CITY'S Zoning Ordinance (the "Construction Standards"), or any subsequent replacement of said standards.
- B. The CITY and its contractors and agents shall (a) conduct their activities on the Easement Area in a safe and workmanlike manner in accordance with standard engineering and construction practices; (b) maintain the Easement Area in good condition and repair; and (c) conduct their activities on the Easement Area in compliance with all applicable governmental rules, regulations and requirements, including without limitation, all regulatory bodies exercising jurisdiction over the CITY and the Property. The CITY shall or shall cause its contractor(s) performing work within the Easement Area to, obtain such permits, licenses or other authority as may be required for any work related to the Easement Purposes. The CITY or its contractor(s), at no cost to the LIBRARY, shall restore the surface of any land which may be damaged during such work to a condition reasonably similar the condition in which the surface of such land existed prior to the commencement of the work.
- C. At all times, the CITY and any contractor hired to perform construction, maintenance or repair in the Easement Area shall self-insure or purchase and maintain insurance, with one or more companies licensed to do business in the State of Colorado, as will protect them from claims which may arise out of or result from any activities related to this Easement Agreement, whether such operations be by themselves or by any contractor or subcontractor, or by anyone for whose acts any of them may be liable. The CITY and its contractors shall name the LIBRARY as an additional insured to such insurance policy with respect to such construction, maintenance or repair activities.
- VI. No Liability. The LIBRARY shall not be liable to the CITY or any other person or entity whatsoever for any injury or damage to persons or property occasioned by reason of the use by the CITY, its contractors, subcontractors, agents, employees, licensees, or invitees of the Easement Area, failure to maintain the Easement Area, or by reason of any act or thing done or omitted to be done during the term of this Easement Agreement by the CITY, its contractors, subcontractors, agents, employees, licensees, or invitees. Notwithstanding the foregoing, nothing in this section shall obligate the CITY to indemnify the LIBRARY or any other party.

- VII. Waiver. Enforcement of the terms of this Easement Agreement will be at the discretion of the parties and any forbearance by either party to exercise its rights herein will not be deemed or construed to be a waiver of such breach or of any subsequent breach of the same or any other term of this Easement Agreement or of any of the parties' rights under this Easement Agreement. No delay or omission by any party in the exercise of any right or remedy will impair such right or remedy or be construed as a waiver.
- VIII. Counterparts; Electronic Disposition. This Easement Agreement may be executed in counterparts, each of which, taken as a whole, shall constitute but a single instrument. The parties acknowledge and agree that the original of this Agreement, including the signature page, may be scanned and stored in a computer database or similar device, and that any printout or other output readable by sight, the reproduction of which is shown to accurately reproduce the original of this Agreement, may be used for any purpose as if it were the original, including proof of the content of the original writing.
- IX. Notice. All notices, demands, requests and other communications required or permitted under this Easement Agreement will be in writing and will be deemed delivered when actually received or, if by telecopy, on the next business day after receipt, or, if earlier, and regardless whether actually received or not, three days after deposit in the United States mails, first class, postage prepaid, registered or certified addressed as follows:

If to the CITY:

Right-of-Way Agent
City of Lakewood Planning Department
480 S. Allison Pkwy.
Lakewood, CO 80226

If to the LIBRARY:

Jefferson County Public Library
Attn: Manager of Budget and Finance
10200 W. 20th Avenue
Lakewood, CO
Email: contracts.jcpl@jeffcolibrary.org
Tel: 303-235-5275

with a copy to:

Jefferson County Attorney's Office
100 Jefferson County Parkway, Suite 5500
Golden, CO 80419

Any party may change its address by giving notice to the other party as provided for above.

- X. Violations. If either party determines that the other party is in violation of this Easement Agreement ("Alleging Party") it shall give written notice of such violation and demand corrective action sufficient to cure the violation. If the other party fails to, at its sole cost and

expense, cure the violation within 30 days after the receipt of the notice of such alleged breach, or under the circumstances where violations cannot reasonably be cured within such 30-day period, if the other party fails to begin curing such violation within such 30-day period and fails, at its sole cost and expense to continue diligently to cure such violation until finally cured, then the Alleging Party shall have the right to correct and eliminate such violation, and seek reimbursement from the other party.

- XI. Termination. If CITY abandons its use of the Easement Area for the Easement Purposes, this Easement Agreement shall terminate and all right, title and interest of the CITY hereunder shall cease and terminate, and the LIBRARY shall hold the Property free from the CITY'S rights so abandoned and shall own all materials, structures, facilities, and improvements so abandoned.

[Remainder of this page intentionally blank – signatures follow]

IN WITNESS WHEREOF, GRANTOR has executed this Agreement on this _____ day of _____, 2021.

GRANTOR: BOARD OF TRUSTEES OF THE
JEFFERSON COUNTY PUBLIC LIBRARY

By:

(Name) as (title)

ATTEST:

(Name) as Secretary

STATE OF COLORADO)
) §.
COUNTY OF JEFFERSON)

The foregoing instrument was acknowledged before me this ____ day of _____, 2021, by *name and title*, for the BOARD OF TRUSTEES OF THE JEFFERSON COUNTY PUBLIC LIBRARY, GRANTOR.

Witness my hand and seal.

My commission expires:_____

[S E A L]

Notary Public

GRANTEE:
CITY OF LAKEWOOD

Garrett Downs, Right-of-Way Agent
Planning Department

ATTEST:

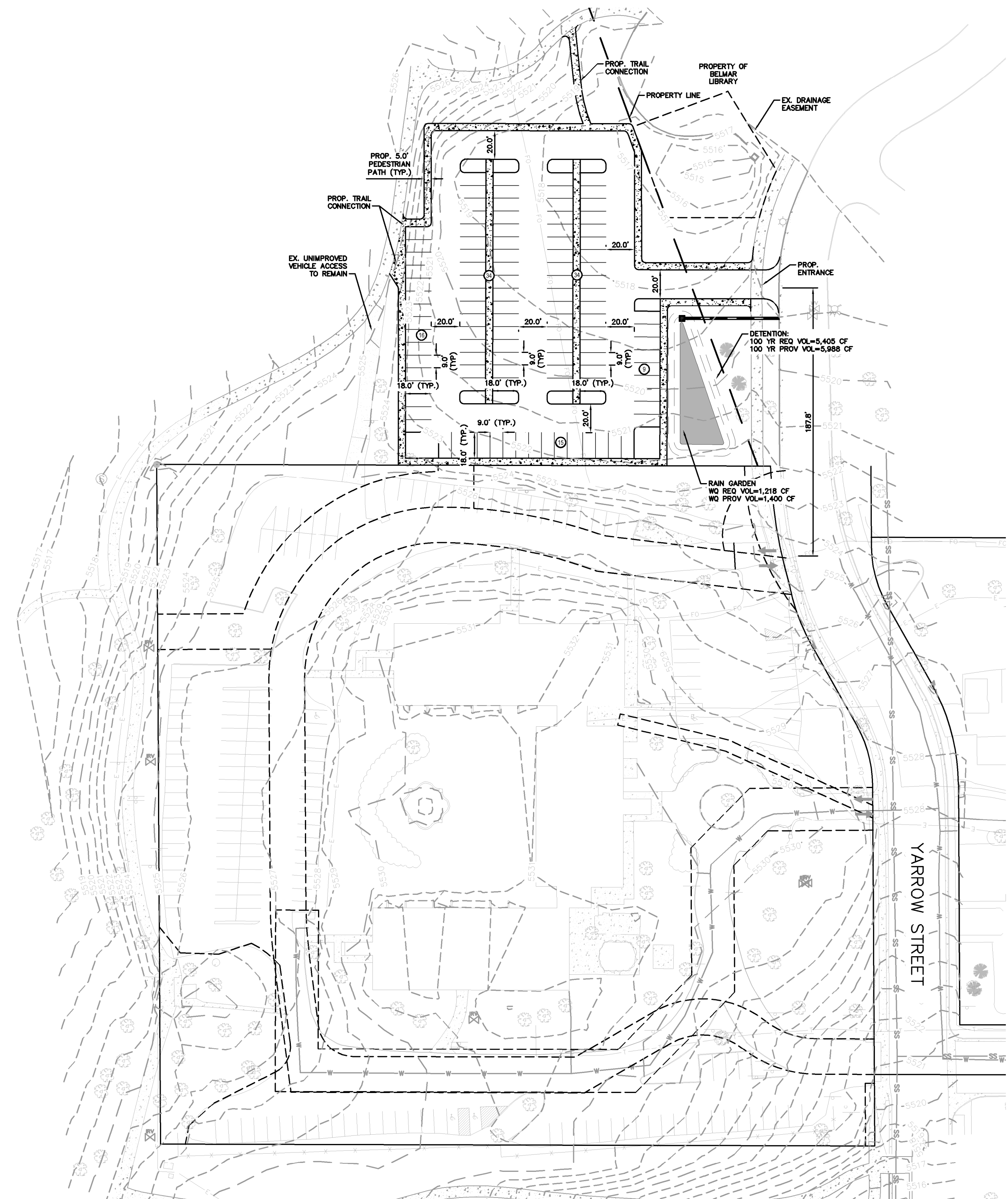
Bruce Roome, City Clerk

Attestation Date

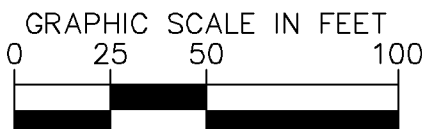
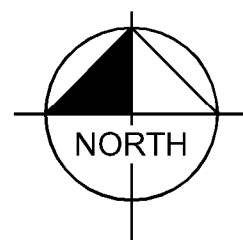
Approved as to form:

Gregory D. Graham, Sr. Asst. City Attorney

KAIROI MULTIFAMILY
WQ POND EXHIBIT
LOCATED IN THE WEST QUARTER OF SECTION 14,
TOWNSHIP 4 SOUTH, RANGE 69 WEST OF THE SIXTH PRINCIPAL MERIDIAN
CITY OF LAKEWOOD, COUNTY OF JEFFERSON, STATE OF COLORADO



TOTAL PROVIDED PARKING :
108 SPACES



K:\DEN_Civil\196151000 CADD Exhibits\2021-0707 Off-Site Stormwater Exhibit\North Lot Option 2.dwg, Jul 29, 2021 11:38am

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



jeffcolibrary.org

TO: Donna Walker, Executive Director

FROM: Steve Chestnut, Director of Facilities and Construction

DATE: September 15, 2021

RE: South County Architect Selection, Eppstein Uhen Architects, Inc. (EUA)

History:

Jefferson County Public Library issued an RFP for the South County Library Design Services in April 2021. We received twelve responses from qualified vendors. The evaluation team was comprised of a cross divisional group including the executive director, Directors for Public Services, Facilities, and Technology & Innovation. We interviewed five architect teams, and we have identified one architectural team that we feel will be the best fit for this project.

Recommendation:

We recommend that JCPL contract with Eppstein Uhen Architects, Inc. (EUA) for our South County Design Services. The evaluation team feels that EUA has the skills, innovation, and experience to make this project a success. We are excited to have the opportunity to work with their team. We also recommend the inclusion of a future project/services, to be determined and scoped by the Library, into EUA's contract scope of work. This will give us more flexibility in the future as we proceed with our accelerated Facility Master Plan. Because the South County site has not yet been found, the contract will be structured as a phased project where at each new Phase, as described in the Scope of Services, the Library will issue a notice to proceed containing a Phase price, Phase start date, Phase completion date, and a detailed scope of the services required and expected deliverables.

Budget:

This will be a multiyear contract/project. The fees associated with each phase of the scope of work are still to be determined. The fees for EUA's South County site evaluation and design services will be paid out of the approved South County Library budget.

2021 - \$7,317,045

2022 - \$4,378,000

Next Actions:

I would like you to ask the Board to authorize the executive director to enter into a contract with Eppstein Uhen Architects, Inc. (EUA) for the South County design and construction services, and additional future project/services as determined by Jefferson County Public Library.