



Jefferson County  
**PUBLIC LIBRARY**

## **BOARD STUDY SESSION**

**DATE:** April 14, 2022  
**TIME:** 5:30 P.M.  
**PLACE:** Online via ZOOM

### **Board - Strategy**

- Updated Facility Master Plan (FMP) – Review

### **Business Strategy and Finance**

- Financial Review (February 2022)

### **Contracts & Agreements**

- Kleen-Tech Carpet and Upholstery Cleaning Contract Information
- EBSCO Periodicals Subscription Services Contract Information
- Bibliocommons Contract Amendment Information
- Public Service Company of Colorado Easement – Evergreen Highway 73

For instructions on how to access the online ZOOM Study Session please go to:

<https://jeffcolibrary.org/board-of-trustees/2022-study-sessions/>

**NEXT BOARD STUDY SESSION**

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



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

TO: Library Board of Trustees  
FROM: Donna Walker, Executive Director  
DATE: April 6, 2022  
RE: Updated Facility Master Plan (FMP) Review

At the March 17, 2022 regular meeting of the Board of Trustees, the Library brought forward an update to the 2018 Facilities Master Plan, facilitated by Group 4 Architecture Research & Planning, Inc. with recommendations for projects to achieve .5 square foot per capita of library space by 2030.

These recommendations included 2 new destination libraries in South County and NW Arvada, expanded public service into the full Lakewood Library, with capacity boosts possible at Standley Lake, South County or Fehringer Ranch. Recommendations also included a new operations center at Fehringer Ranch and evaluating future community needs in Golden, Wheat Ridge and Conifer.

At the study session on April 14, 2022, the Library would like to continue the discussion of the updated Facility Master Plan, including affirming Board consensus on two concepts:

1. Planning goal of .5 sq feet per capita of library space as the best measure available at this time. Reasons stated by our consultant for this measure are that JCPL is so far ahead of other library systems in the country with our alternative services that impact on standard benchmarks for square footage have not been discovered, and that it's too early to forecast any impacts of the pandemic on in-person library use.
2. Three planning zones as delineated in the updated FMP as a guide to achieve this square footage target by region.

In addition, the Library will bring forward information on the following for discussion:

- What is a Library Service Area (LSA) and how do we determine these areas at JCPL?
- What are the JCPL LSA's at the local community level?
- How did we determine the LSA for the new South County Library?
- What are the definitions and differences between full-service destination libraries, satellite libraries, and alternative services at JCPL?
- What are the elements used to define "needs based" in that grouping in the FMP?
- A draft approach to providing trustees with more data on the need for a consolidated operations center.

Information on specific projects budgeted for 2023 or included the 5-year CIP will be brought forward as part of annual budget or project development process.

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TO: Donna Walker, Executive Director

FROM: Steve Chestnut, Director of Facilities and Construction

DATE: April 14, 2022

RE: Carpet and Upholstery Cleaning Services, Kleen-Tech Services Corporation, 1<sup>st</sup> Renewal

**History of Contract: Kleen-Tech Services Corporation – Carpet and Upholstery Cleaning Services**

JCPL is currently under contract with Kleen-Tech Services Corporation to provide carpet and upholstery-cleaning services for all JCPL owned properties through May 31, 2022. The Board authorized a one-year contract in 2021, with the option to renew the contract for four additional one-year terms with Board approval. We have been happy with the services provided and would like to renew the contract for an additional year. This will be our first renewal.

**2022 Budget:**

The base amount for carpet and upholstery cleaning services through Kleen-Tech Services is \$113,804.88, and the Library has the ability to request additional services if needed. This includes a 3.5% increase above the 2021 pricing. The 3.5% increase is based on the Colorado minimum wage increase from \$12.32 per hour to \$12.56 per hour in 2022. It also provides for the increasing costs of motor fuel and transportation which have risen over the last calendar year. The total cost to the Library will be within the budgeted amount for janitorial services in 2022 of \$645,000.

**Next Actions:**

I would like to ask the Board of Trustees to authorize the Library Executive Director to renew our contract with Kleen-Tech Services Corporation for carpet and upholstery cleaning services for one year. **This item will be placed on the consent agenda for the April 21, 2022 Library Board meeting unless otherwise instructed by the Board.**

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TO: Donna Walker, Executive Director

FROM: Franca C. Rosen, Collections Manager

DATE: April 14, 2022

RE: EBSCO Subscription Services Contract Renewal, 4<sup>th</sup> Renewal

**History of Contract: EBSCO Subscription Services for Periodicals**

The Board of Trustees approved the original contract with EBSCO Subscription Services for magazine and newspaper subscriptions in May 2018. The original contract allowed us to renew the contract for five 1-year terms. Our current contract ends June 24, 2022. EBSCO Subscription Services allows Jefferson County Public Library to place orders for multiple copies of about 290 magazine and newspaper titles through a single source. We would like to renew the contract for another year. This will be our fourth renewal.

**Total Cost:**

The total cost for magazine and newspaper subscriptions through EBSCO Subscription Services for 2022-2023 is \$120,000. This amount is within the approved 2022 Books and Materials budget.

**Next Actions:**

We request that the Library Board of Trustees authorize the Executive Director to renew the contract with EBSCO Subscription Services for magazine and newspaper subscriptions. **This item will be placed on the consent agenda for the April 21, 2022 board meeting unless otherwise instructed by the Board.**

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TO: Donna Walker, Executive Director

FROM: Lizzie Gall, Assistant Director of Public Services for Resources and Programs

DATE: April 14, 2022

RE: BiblioCommons Inc Amendment Agreement

**History of Master Agreement: BiblioCommons Inc**

In 2017 the Board approved a five-year Master Agreement with BiblioCommons Inc. The term of that agreement is set to expire in May 2022. BiblioCommons provides the software that houses JCPL's essential online services, including the digital catalog, events calendar, website, and new mobile app. We currently subscribe to several BiblioCommons modules such as Biblioweb, BiblioEvents, and BiblioCore. These modules help us create a robust and cohesive digital experience for patrons. Content is seamlessly integrated across each platform, all within familiar interfaces. We value our BiblioCommons services, and are satisfied with the performance of this vendor.

We recommend amending the term of the 2017 Master Agreement in order to maintain the suite of products that we utilize from BiblioCommons through an Amendment Agreement. The amendment agreement is for a three-year contract term.

**Total Cost:**

The amendment includes set pricing for three years with a 3% year-over-year increase and annual escalation. The base pricing for year 1 is \$162,546.61.

**Action Requested:**

I request that the Library Board of Trustees authorize the Executive Director to amend the Master Agreement with BiblioCommons Inc to extend the term for additional three years. **This item will be placed on the consent agenda for the April 21, 2022 Library Board meeting unless otherwise instructed by the Board.**

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TO: Donna Walker, Executive Director

FROM: Steve Chestnut, Director of Facilities & Construction

DATE: April 14, 2022

RE: Jefferson County Public Library Easement Agreement with Public Service Company of Colorado

**History:**

Jefferson County officials are planning to widen and improve Highway 73 just south of downtown Evergreen. Part of the planned improvements will require that utilities be relocated. We were contacted by Xcel in March 2022 with a request to enter into an easement agreement to facilitate relocating utilities as part of these planned improvements. They supplied a copy of their easement request at that time for our review. JCPL Facilities staff reviewed the easement request to confirm that the proposed usage was for our property, and that the relocation would not substantively impact the Library's ability to use the Evergreen property. Staff did not identify any items of concern. The County attorney's office also reviewed the agreement and did not have any concerns. The easement would grant access to a continuous strip of land approximately 10 feet in width, and it would run near the creek on the west edge of our property. Utility relocation work is planned to occur in the fall of 2022, prior to the roadway construction phase of the project. We recommend that the Library enter into the easement agreement.

**Total Cost:**

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

**Next Actions:**

I request the Board of Trustees authorize the Executive Director to enter into the easement agreement with Public Service Company of Colorado (Attachment A) for the property at Evergreen Library, 5000 Highway 73, Evergreen Colorado 80439, for purposes defined by the agreement. **This item will be placed on the consent agenda for the April 21, 2022 board meeting unless otherwise instructed by the Board.**

Attachment A: Public Service Company of Colorado Easement Agreement

Attachment B: Evergreen Library Easement Exhibit Map

S-T-R: 10-5S-71W	Grantor: Jefferson County	Doc No: 534587
County: Jefferson	Address/Intersection: 4990 Hwy. 73	ROW Agent: Robert Lerche
Division-City/Town: Front Range	DIST/TRANS: Distribution	Descript/Author: Monte Sudbeck
LAT & LONG GPS: 39°37'33.13"N 105°19'26.25"W		Reception No.:

## PUBLIC SERVICE COMPANY OF COLORADO EASEMENT

The undersigned Grantor hereby acknowledges receipt of good and valuable consideration from PUBLIC SERVICE COMPANY OF COLORADO (Company), 1800 Larimer Street, Suite 1100, Denver, Colorado, 80202, in consideration of which Grantor(s) hereby grants unto said Company, its successors and assigns, a non-exclusive easement to construct, operate, maintain, repair, and replace utility lines and all fixtures and devices, used or useful in the operation of said lines, through, over, under, across, and along a course as said lines may be hereafter constructed in that Tract of land described in that certain General Warranty Deed, recorded at reception 93086035, Jefferson County Records, located in the S1/2 of Section 10, Township 5 South, Range 71 West of the 6th Principal Meridian in the County of Jefferson, State of Colorado, the easement being described as follows:

**See Exhibit A, attached hereto and made a part hereof.**

The easement is 10 feet in width. The side boundary lines of the easement shall be lengthened and shortened as necessary to encompass a continuous strip of not less than the above width at all points on Grantor's property crossed by the above described easement and extending to the boundaries of adjacent properties.

Together with the right to enter upon said premises, to survey, construct, maintain, operate, repair, replace, control, and use said utility lines and related fixtures and devices, and to remove objects interfering therewith, including the trimming or felling of trees and bushes, and together with the right to use so much of the adjoining premises of Grantor during surveying, construction, maintenance, repair, removal, or replacement of said utility lines and related fixtures and devices as may be required to permit the operation of standard utility construction or repair machinery. The Grantor reserves the right to use and occupy the easement for any purpose consistent with the rights and privileges above granted and which will not interfere with or endanger any of the said Company's facilities therein or use thereof. Such reservations by Grantor shall in no event include the right to erect or cause to be erected any buildings or structures upon the easement granted or to locate any mobile home or trailer units thereon. In case of the permanent abandonment of the easement, all right, privilege, and interest granted shall terminate.

The work of installing and maintaining said lines and fixtures shall be done with care; the surface along the easement shall be restored substantially to its original level and condition.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

(Type or print name below each signature line with official title if corporation, partnership, etc.):

GRANTOR: County of Jefferson, State of Colorado, a body politic and corporate

By: \_\_\_\_\_ Its: \_\_\_\_\_

STATE OF \_\_\_\_\_ )  
)ss.  
COUNTY OF \_\_\_\_\_ )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by [Grantor name(s) from above]:

\_\_\_\_\_  
\_\_\_\_\_

Witness my hand and official seal.

My commission Expires \_\_\_\_\_

\_\_\_\_\_  
Notary Public



**EXHIBIT A – 4990 HWY 73  
PARCEL A**

A 10 foot wide strip of land lying in the south one-half (S1/2) of Section 10, Township 5 South, Range 71 West, of the 6th Principal Meridian, County of Jefferson, State of Colorado, being a portion of that Tract of land described in Reception Number 93086035, Jefferson County Records, lying 5 feet on each side of the following described line:

Beginning on the south line of said Tract, from which the south one-quarter corner of said Section 10 bears S07°39'52"E, 663.45 feet;

thence N38°33'58"W, 22.49 feet;

thence N01°16'11"W, 234.77 feet, to the north line of said Tract, the Point of Terminus.

The sidelines of said 10 foot wide strip are to be lengthened or shortened to terminate on said south and north lines.

Containing 2,573 square feet (0.059 acres) more or less.

As shown and described on Exhibit A Sheet 2 of 2 attached hereto and made a part hereof.

All lineal distance units are represented in U.S. Survey Feet.

For the purpose of this description, bearings are based on the south line of said Reception Number 93086035, which is assumed to bear S69°46'27"W.

The author of this description is Monte L. Sudbeck, PLS 38503, prepared on behalf of SEH, 2000 S Colorado Blvd, Suite 6000, Denver, CO 80222, on March 17, 2022, under Job No. 158576-38.0, for Public Service Company of Colorado, and is not to be construed as representing a monumented land survey.



Monte L. Sudbeck, PLS 38503



EXHIBIT A - 4990 HWY 73  
PARCEL A

SHEET 2 OF 2

HWY 73

S1/2,  
SEC. 10,  
T5S, R71W

PARCEL A  
2,573 S.F. (0.059 AC) M/L

REC. NO. 93086035



N 01°16'11" W  
234.77

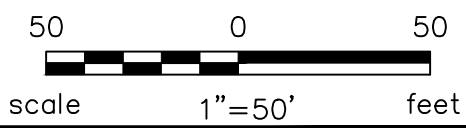
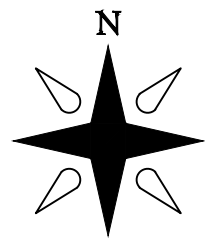
N 38°33'58" W  
22.49

S LINE, REC. NO. 93086035  
S 69°46'27" W (BASIS OF BEARINGS)

POINT OF BEGINNING

S 07°39'52" E  
663.45

S1/4 COR, SEC. 10  
"GALLAHER 1980"



X:\PT\PS\COC\158576\38.0 Hwy 73 1%\9-survey\92-CAD\10-C3d\Hwy 73 1%.dwg



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