

# SPECIAL BOARD MEETING

## JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

September 8, 2022



**Launch into Learning: A Guide for K-12 Educators**



**Virtual/Call In: Active Minds Mondays – Australia**



**Art House at Conifer Library**



**Intercambio Spanish Conversation Table**



Jefferson County  
**PUBLIC LIBRARY**

## **APPROVAL OF AGENDA**

# SPECIAL BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

ITEM# / ACTION	<b>Thursday, September 8, 2022 – 5:30 pm – HYBRID MEETING</b> <ul style="list-style-type: none"> <li>• <u>ONLINE MEETING VIA ZOOM</u></li> <li>• <u>IN-PERSON MEETING AT LAKEWOOD LIBRARY MEETING ROOM</u></li> </ul>
1.	<b>Call to order &amp; attendance (4.5.8)</b> Verbal roll call – Each Trustee announces their presence by stating their name.
2.	<b>Pledge of Allegiance</b>
3. Agenda Action	<b>Approve Agenda</b> <b>Chair: Call for motion and second</b>
4. Public Comment	<b>Public Comment</b> The Board values public participation. Those who would like to address the Library Board must sign on the form provided at the door, or for virtual public comment, submit the online public comment form on the Board of Trustees webpage. Comments will be acknowledged in the minutes of the meeting.
4. Operational Updates Action as Needed	<u><b>Executive Director</b></u> A. South County Expansion Project  <u><b>People and Culture &amp; Business Strategy &amp; Finance</b></u> A. American Rescue Plan - 2022 Salary Adjustment Recommendation  <u><b>Communications and Engagement</b></u> A. South County Community Engagement B. Draft Northwest Jefferson County Fact Sheet C. Samson Energy Naming Agreement Information D. Philanthropy Strategic Project Follow-Up – If needed.  <u><b>Facilities &amp; Construction Projects</b></u> A. General Contractor Master Agreement Concept  <u><b>Business Strategy &amp; Finance</b></u> A. Library Design Consultant Concept B. 2022 Mid-year Report – Follow-up if needed
5. Emerging Issues Action as Needed	
6. Action as Needed	<b>Ends</b> No items.
7. Action as Needed	<b>Board Governance</b> No items.

# SPECIAL BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

8. Suggest Agenda Items <b>Action</b> as Needed	<p>BOARD SCHEDULE – NEXT MEETINGS –</p> <p>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.</p> <p><u>2022 Board Meeting Schedule</u></p> <ul style="list-style-type: none"><li>• September 15, 2022 – Board Meeting – 5:30 pm (Hybrid) Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room</li><li>• October 13, 2022 – Study Session – 5:30 pm (Hybrid) Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room</li><li>• October 20, 2022 – Board Meeting – 5:30 pm (Hybrid) Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room</li><li>• November 10, 2022 – Study Session – 5:30 pm Hybrid) Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room</li><li>• November 17, 2022 – Joint Meeting of the Library &amp; Foundation Boards – Time to be determined - Hybrid) Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room</li><li>• November 17, 2022 – Board Meeting – 5:30 pm Hybrid) Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room</li><li>• November 28, 2022 – Joint BCC &amp; Library Board meeting – 11:00 am. WebEx information to be provided.</li></ul>
9. Discussion	Board Questions or Comments Related to Items on the Meeting Agenda
10. Discussion	Evaluate Board Meeting (4.1.9)
11. Information	<p>Announcements/General Information Sharing</p> <ul style="list-style-type: none"><li>• Report of the Chair – Correspondence, Other</li><li>• Other Announcements</li></ul>
12. Adjournment	

## **Operational Updates**

**People and Culture & Business Strategy and Finance**

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



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

TO: Donna Walker, Executive Director

FROM: Lisa Smith, Director of People and Culture  
Dan Wells, Director of Business Strategy and Finance

DATE: 8/31/2022

A. RE: American Rescue Plan - 2022 Salary Adjustment Recommendation

**Background:**

At the August 11, 2022 Elected Officials/County Personnel Board Meeting, the Jefferson County Human Resources Office proposed a 5% pay increase for all standard employees starting with the 8/28/2022 pay period. With attrition projected to be 23% for 2022 at the County level (19.76% for JCPL) and data showing that Jeffco salaries are 10% below other local government employers, this move will help Jeffco be an employer of choice and assist with both retention and hiring. The Board of County Commissioners (BCC) approved this increase on 8/30/2022.

American Rescue Plan (ARPA) Funds have been authorized to be used to cover the pay increases County-wide in 2022 and 2023. In 2024, non-General Fund departments will be expected to pick up the increase in their annual budget.

**Recommendation:**

JCPL recommends, accepting ARPA funding for 2022 and 2023 in order to give a 5% increase to all standard employees. JCPL recommends using the same parameters for this adjustment as County departments opting in.

**Budget Implications:**

The proposed increase in salary operating expense is estimated to be \$845,00 beginning in 2024 and will adjust in out years consistent with the existing planned salary budget forecast. Although the forecasted revenue will continue to exceed total operating expense, the fund balance will be impacted without adjusting other budget items.

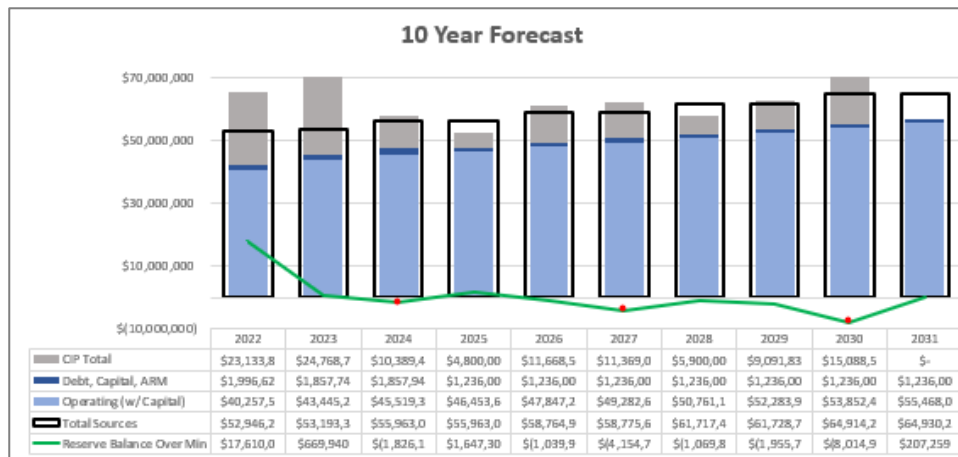
Potential adjustments to offset the increase in salary expense could include reduction in the library's Collection budget, modifications to the Capital Improvement Plan (CIP), or both. There is flexibility in the future CIP projects and timing that can be leveraged. One example would be shifting the Golden Opportunity (estimated at \$4.95M) from 2024/25 to 2029/30, and then adjusting the timing of the Unspecified Capital Project beyond 2029/30. In this scenario the higher salary expense would be absorbed with minimal impact to the projected fund balance reviewed in May 2022 (see chart below). Additional options will be modeled and discussed as part of the 2024 budgeting process.

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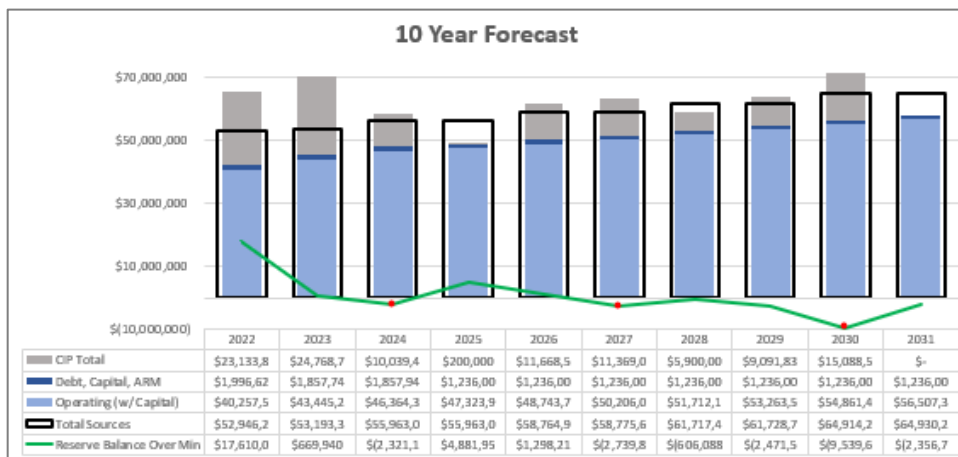


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## 10-Year Forecast (May 2022)



## 10-Year Forecast (Example CIP Timing Adjustment)



## Next Actions:

We request that the Library Board of Trustees accept the use of county-direct ARPA funds to support an across the board 5% salary increase for all eligible county employees effective in the 9/11/22 pay period in order to address current retention and recruitment challenges. Recommendations for potential adjustments to 2024 operational expenses or capital projects will come forward as part of the 2024 budgeting process.

**Operational Updates**  
**Communications & Engagement**



# PROPOSED NEW JEFFCO LIBRARY AT SLEDDING HILL PARK

## Community Engagement Process

### Proposal Givens

- Sledding will be enhanced or not impacted by the proposed library.
- Proposed library will include shared access, parking, restrooms, and park-like outdoor amenities to tie into the adjoining open space and trails.
- Transfer (sale) of property is subject to Jefferson County Open Space (JCOS) requirements.
- Columbine Library to remain. A new library is needed to serve this portion of the county.

### PAST

#### *Community input on library services*

#### ● **Mill Levy Approved by Voters\***

November 3, 2015 – voters in Jefferson County approved an increase in the Jeffco Public Library (JCPL) mill levy to improve and expand library services.

This funding makes this new library possible.

The approved budget for this project is in the JCPL capital plan.

#### ● **2018–Present, JCPL initial and ongoing site search**

#### ● **March–April 2021\***

The JCPL conducted a virtual engagement survey and community meetings to seek input on new south Jeffco library.

The survey was available in English and Spanish and accessible from computers or mobile devices. 1,277 responses were gathered from the survey.

### PRESENT

#### *Community input on library location*

#### ○ **August 30, 2022 Virtual Community Meeting #1\***

Share background information, initial ideas, and hear community hopes, fears, and aspirations via electronic polling.

#### ○ **September 28, 2022 Virtual Community Meeting #2\***

Share feedback heard in Community Meeting #1, ways that concerns and opportunities could be addressed, seek feedback via electronic polling

#### ○ **October 20, 2022 JCPL Trustees Meeting\***

Review community feedback, seek Trustee feedback, public comment.

#### ○ **October 25, 2022 Foothills Park & Recreation District (FHPRD) Board Meeting\***

Review community feedback, seek FHPRD Board feedback, public comment.

#### ○ **October 25, 2022 Ken-Caryl Ranch Metro District (KCRMD) Board Meeting\***

Review community feedback, seek KCRMD Board feedback, public comment.

#### ○ **November 3, 2022 JCOS Advisory Committee Meeting\***

Review community feedback, Committee feedback and recommendation to BCC, public comment.

#### ○ **December 13, 2022 Jeffco Board of County Commissioners (BCC) Briefing**

Review community feedback. If favorable, request consent to enter into purchase and sale agreement.

### FUTURE

#### *Community input on library site approvals*

#### ○ **Jefferson County Planning Commission – Project Consideration\***

#### ○ **BCC Public Hearing \***

Consideration of JCOS sale of property to JCPL.

#### ○ **If approved, design and construction of new library by JCPL**

To participate in or view current or future meetings visit:

[www.jeffco.us/1585/Plans-Projects](http://www.jeffco.us/1585/Plans-Projects)

References and reports:

[www.jeffcolibrary.org/south-county](http://www.jeffcolibrary.org/south-county)

\*Public comment opportunities (10)



## Key Message Development for the New Northwest Jefferson County Library

Below is a table of key messages for the Northwest Jefferson County Library fact sheet based on feedback received from the Board of Trustees at the July 21, 2022 Board Meeting.

Topic	Proposed Key Messages
Vision	Jefferson County Public Library will be the essential destination where all generations connect, discover, and create.
Northwest Jefferson County Library need	<p>Research has affirmed that the northwest area of Jefferson County needs a new library location. The two main indicators of this need are population growth and lack of convenient access to existing physical library services.</p> <p>Ex: The household growth rate from 2021 to 2026 for this region of the county is expected to be 17.8% while the household growth rate for the county is expected to be 4.3%.</p> <p>Adaptability designed into the project to support future growth.</p>
Service area background	<p>Service area background can be indicated on a map rather than through key messages. Information that can be included on map graphic includes:</p> <ul style="list-style-type: none"><li>-JCPL boundaries</li><li>-NW County service area</li><li>-Nearby JCPL service locations (libraries and offsite services)</li><li>-Population data</li></ul>
Location selection	<p>The specific location of the new library has not yet been selected, though we are anticipating we will be seeking land within the library services area shown on the map.</p> <p>The following site selection criteria are the guideposts for our decision-making:</p> <p><b>Size</b></p> <p>A site with space to support a new build, including outdoor learning environments, technology and innovation needs, indoor programs, and with sufficient parking to support larger events and programs.</p> <ul style="list-style-type: none"><li>-Building size would be approximately 45,000 sq. ft.</li><li>-5-acre minimum total lot size; 10</li></ul>

	<p>- acre lot is desired to support future growth and use.</p> <p><b>Location</b> The location and design of the site 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.</p> <p><b>Sustainability and Stewardship</b> We desire a site 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.</p> <p><b>Convenience</b> Convenience of the site includes how patrons will access the site and its ability to provide intuitive wayfinding from community travel routes.</p>
Timeline	<p>Timeline can be shown as a graphic with the following information:</p> <p>2022/23 - Site search and acquisition 2022/23 - Community input 2022/23 - Program of service 2024 - Design 2024 - Permitting process 2024 - Library construction</p>
Public engagement	<p>Success for the Northwest Jefferson County Library depends on community input. JCPL wants to build a destination that helps to build an educated and vibrant community by providing equal access to information and opportunities.</p> <p>Invite community members to share their ideas by directing them to website, online meeting, in person meetings, email, etc.</p>
Budget	<p>In 2015, voters in Jefferson County approved to increase the maximum mill levy for the Jefferson County Public Library for the purposes of restoring the level of library services and expanding library services into underserved areas. That funding is making this new library possible.</p>

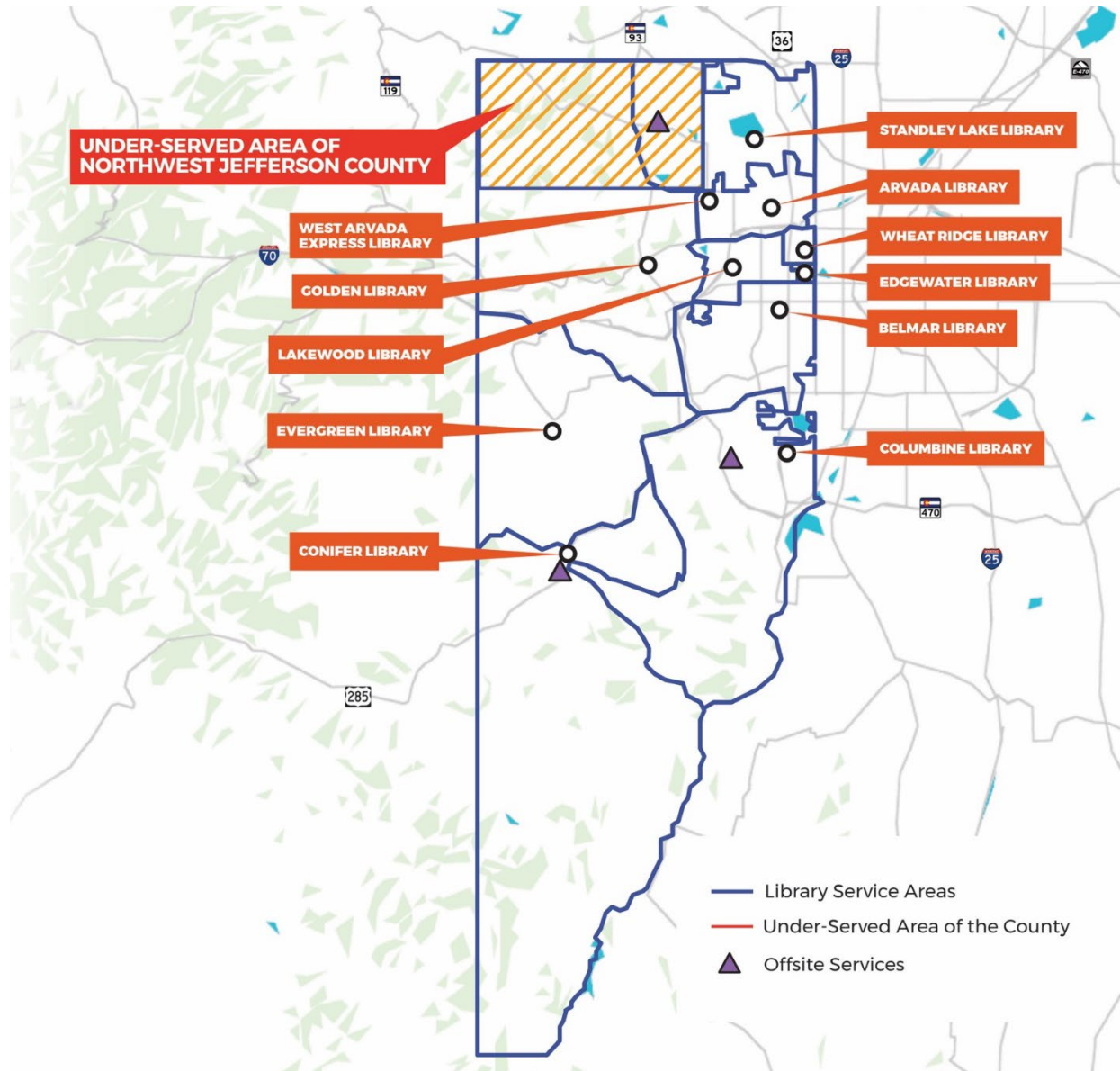


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Jefferson County  
**PUBLIC LIBRARY**

TO: Donna Walker, Executive Director

FROM: Kim McGrigg, Director of Communications and Engagement

DATE: September 8, 2022

RE: Samson Energy Naming Agreement at Golden Library

**Samson Energy Naming Agreement**

**Total Donation:**

\$2,000 to name the fireplace area at the Golden Library. (Draft agreement attached.)

**Action Requested:**

We are asking the Library Board of Trustees to authorize the Executive Director to sign a naming agreement with the donor, Samson Energy, to renew naming rights in the fireplace area at the Golden Library. **This item will be placed on the consent agenda for the September 15, 2022 Library Board meeting unless otherwise instructed by the Board.**

**JEFFERSON COUNTY PUBLIC LIBRARY  
DONATION AND NAME RECOGNITION AGREEMENT**

This Donation and Name Recognition Agreement (“Agreement”), dated for reference purposes only August 16, 2022, is between Samson Energy (the “Donor”), the **Jefferson County Library Foundation, Inc.**, a Colorado non-profit corporation (the “Library Foundation”), and the **Jefferson County Public Library** (the “Library”). The Donor, Library Foundation, and Library are collectively referred to herein as the “parties”, and hereby agree as follows:

**RECITALS**

- A. The Donor desires to make a donation in the amount of Two Thousand Dollars \$2,000 (the “Donation”) in support of the Golden fireplace area (the “Project”); and
- B. The Library Foundation and the Library are proud to recognize the Donation by providing name recognition rights to the Donor at the Project, as more fully set forth herein.

**AGREEMENT**

NOW, THEREFORE, the parties hereto agree as follows:

- 1. The Donor pledges to make a Donation to the Library Foundation of \$2,000, payable in one lump sum on or before October 31, 2022, to aid funding of the Project.
- 2. Donation payments are to be payable to the Jefferson County Library Foundation, Inc., and mailed or hand delivered to the following address:

Jefferson County Library Foundation, Inc.  
10790 W 50<sup>th</sup> Ave., Suite 200  
Wheat Ridge CO 80033.
- 3. The Donor, Library Foundation, and Library agree that the Donation will be used for the Project, and as an expression of appreciation the name Samson Energy (“Donor Name”) shall be displayed at the Project site.
- 4. The Donation may be invested, commingled, or merged with and become part of the general endowment funds and investment assets of the Library Foundation. Guidelines established by the Library Foundation Board of Trustees from time to time determine the investment, allocation of return on investment, and distribution of endowment funds and the allocation of income, loss, fees and expenses associated with endowment funds and securing and administering endowment funds. The Donation and all accounting of the Donation will be subject to these guidelines.

5. This Agreement is governed by Jefferson County Library's Guidelines for Naming and Name Recognition, which are incorporated herein. By entering into this Agreement, the Donor agrees to all of the terms and conditions contained therein, including the following:
  - a. Signage. The sign recognizing the donation will be placed in an appropriate location, and its design shall be consistent with the Library's image and building design requirements. The wording of the sign shall be mutually agreed upon by the Donor and the Executive Director of the Library.
  - b. Duration. These name recognition rights will last through October 31, 2024. Donor shall have a right of renewal at the end of the naming period to extend the naming rights for an additional donation and an additional period to be mutually determined by the parties.
  - c. Approvals.
    - (i) All naming acknowledgements will be approved by the Library Board of Trustees.
    - (ii) A re-approval process with input by the Donor shall be necessary in the following situations:
      - (a) Major renovation of the space;
      - (b) Sale, destruction, removal or abandonment of the facility; or
      - (c) A change in the name, business focus or viability of the Donor entity.
  - d. Standards of Conduct. Should the Donor violate acceptable standards of integrity and civic leadership, the Library, in its sole discretion, may elect to remove the Donor's name from the Library.
6. No items recognizing the Donation will be ordered until the full amount of the Donation has been received by the Library Foundation.
7. The Donation shall be nonrefundable unless the Library Board of Trustees does not approve the acknowledgement or the Library or Library Foundation are unable to fulfill their obligations due to some unforeseen circumstances.
8. If, in the opinion of the Library Board of Trustees or the Executive Director of the Library, all or part of the Donation cannot, in the future, be applied usefully to the purposes provided in this Agreement, it may be used for any related purpose which, in the opinion of the Executive Director of the Library will most nearly accomplish the wishes of the Donor as expressed herein.
9. No donations will be refunded for any reason unless the Library or Library Foundation is unable to fulfill its obligations due to unforeseen circumstances.
10. Miscellaneous Provisions.
  - a. Tax Consequences. Donor, and not the Library Foundation nor the Library, is solely responsible for determining the tax consequences to Donor of the within transaction

including, without limitation, any monetary value assigned to the naming right. No tax receipt will be provided for the Donation.

- b. Venue and Governing Law. Venue for any and all legal actions regarding this Agreement shall lie in the District Court in and for the County of Jefferson, State of Colorado, and this transaction shall be governed by the laws of the State of Colorado.
- c. Invalid Provisions. If any provision of this Agreement is held to be illegal, invalid or unenforceable under present or future laws, such provisions shall be fully severable; this Agreement shall be construed and enforced as if such illegal, invalid or unenforceable provision had never comprised a part of this Agreement; and the remaining provisions of this Agreement shall remain in full force and effect and shall not be affected by the illegal, invalid or unenforceable provision or by its severance from this Agreement. Furthermore, in lieu of such illegal, invalid or unenforceable provision, there shall be added automatically as a part of this Agreement a legal, valid, and enforceable provision as similar in terms to such illegal, invalid or unenforceable provision as may be possible.
- d. Amendments to Agreement. This written Agreement constitutes the entire Agreement of the parties. No representations, promises, terms, conditions or obligations regarding the subject matter of this Agreement, other than those expressly set forth herein, shall be of any force and effect. No modification, change or alteration of this Agreement shall be of any force or effect, unless in writing, signed by both parties.
- e. Further Acts. The parties agree to perform or cause to be performed such further acts as may be reasonably necessary to consummate the transaction contemplated hereby.
- f. Counterparts. This Agreement may be executed in two or more counterparts, each of which shall be deemed to be an original, and all of which counterparts together shall constitute but one and the same instrument.
- g. No Presumption Regarding Drafter. The parties acknowledge that they have each been advised by counsel in the drafting of this Agreement, and accordingly hereby agree neither party shall be deemed to be the drafter of this Agreement, and therefore no presumption for or against the drafter shall be applicable in interpreting or enforcing this Agreement.

*[SIGNATURES FOLLOW ON NEXT PAGE]*



**IN WITNESS WHEREOF**, the parties have executed this agreement this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**Donor:**

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

\_\_\_\_\_  
(Print Donor's Name)

Date: \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_

Assistant County Attorney

*[SIGNATURES CONTINUED NEXT PAGE]*

**Jefferson County Library Foundation**

\_\_\_\_\_  
By: Jo Schantz, Executive Director

Date: \_\_\_\_\_

**Jefferson County Public Library**

\_\_\_\_\_  
By: Donna Walker, Executive Director

Date: \_\_\_\_\_

**Operational Updates**  
**Facilities and Construction Projects**

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



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

To: Donna Walker, Executive Director

From: Steve Chestnut, Director of Facilities & Construction

Re: Informational- Master Agreement for General Contactor Services

Date: September 8, 2022

### **Background**

The updated Facility Master Plan calls for accelerating our schedule of buildouts and remodels, including working on multiple projects at the same time. JCPL has adjusted many of its processes to facilitate these concurrent building projects. One way we've adjusted to accommodate this compression is utilizing master contracts for capital projects so we can respect staff time regarding vendor hiring and onboarding. We are proposing we move forward with a master contract for general contracting to help us meet our construction needs. This would be similarly structured to the master contract for design services.

We gain efficiencies by utilizing the same team to design and construct our near-term projects. We won't have to undergo the RFP process, which is resource intensive and time consuming for our staff, the County Attorney's office, and for the vendors. There is also the benefit of continuity through multiple projects – the teams begin to develop a synergy from working together that we believe will create tighter schedules, produce a better product, and reduce costs overall.

This Master Contract will not contain a maximum cost because the scope of each project has not been determined. As the projects are initiated, a Not to Exceed (NTE) cost will be developed for each project and that fee will be presented to the Board of Trustees for approval. A piece of that approval will be a request to authorize you to sign an amendment to the master contract. The amendment to the contract will be developed by the County Attorney's Office and will include the scope of services, the schedule for completion and the NTE cost for each project.

### **Status**

In July, we posted an RFP for General Contractor Services. We had eight responses and have reduced that list to three contractors that we feel would be a good fit for JCPL and have the resources to work on concurrent projects. The JCPL selection team will conduct interviews with those three contractors and those will conclude on August 29, 2022.

### **Next Actions Request**

I will have a recommendation on which vendor the team suggests we contract with at the September 2022 Board meeting. We will be asking the Board to approve the Executive Director to enter that contract at the September Board meeting. The purpose of the discussion at the September study session would be to reach a consensus on this approach with our Board, and to respond to any questions they may have.

**Operational Updates**  
**Business Strategy & Finance**

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

TO: Donna Walker, Executive Director

FROM: Amy Bentz, Assistant Director of Library Design Projects, and Planning

DATE: August 22, 2022

RE: Library Design Consultant

### **Background**

In the 2021 budget process, the Library Board of Trustees directed JCPL to accelerate our capital building program. The Library created a strategic project in 2021 and 2022 to achieve this new direction. Included in the deliverables of this project is the creation of a new design standard for JCPL. A Library Design Standard will elevate the style of all JCPL libraries while aligning with our current brand by creating a handbook of professionally curated choices for furniture and color palettes that will be used in all new build and remodel projects. These choices will reflect the JCPL brand, look, and feel while allowing for customization to represent the communities of each of our locations.

The creation of a JCPL Library Design Standard is aligned with our strategic initiatives of embracing innovation and change and continuous process improvement to modernize JCPL and maximize organizational effectiveness. It will increase our efficiencies in designing and procurement of furniture, fixtures and equipment for new and remodeled libraries. A Library Design Standard that is used in all JCPL locations will also ensure that all branches have the same look and feel, that when you are in our libraries you know that it is a JCPL library.

### **Status**

JCPL is in the process of selecting a firm as our Library Design Consultant to work with us in the creation of our Library Design Standard to be used in all new build and remodel projects. We wanted to take this opportunity to inform the Board of our progress in this innovative approach to our future library design projects. We will be bringing forth our recommendation for the Library Design Consultant at the regular board meeting.