

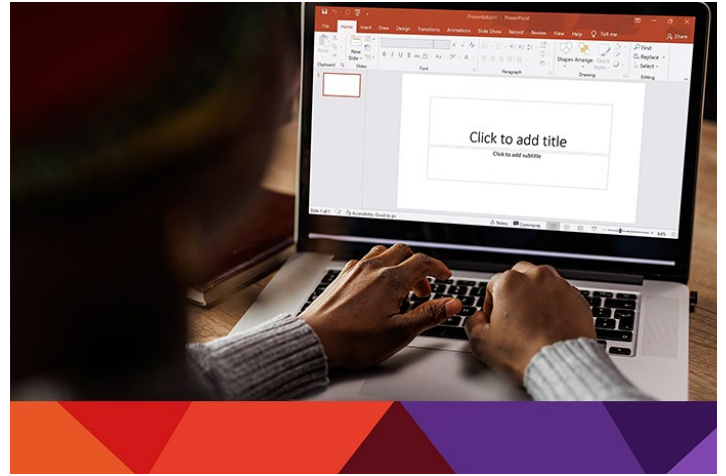
SPECIAL BOARD MEETING

JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

August 8, 2024



End of Summer Challenge Party



Microsoft PowerPoint: Basics



Make Your Own Ice Cream - Bookmobile



**Cuentacuentos en español / Spanish
Story Time**



Jefferson County
PUBLIC LIBRARY

APPROVAL OF AGENDA

SPECIAL BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

ITEM# / ACTION	<p>Thursday, August 8, 2024 – 5:30 pm – HYBRID MEETING</p> <ul style="list-style-type: none"> • <u>ONLINE MEETING VIA ZOOM</u> • <u>IN-PERSON MEETING AT LAKEWOOD LIBRARY MEETING ROOM</u>
1.	<p>Call to order & attendance (4.5.8) <u>Call to order & Attendance</u> 1. Verbal roll call – Each Trustee announces their presence by stating their name.</p>
2.	<p>Pledge of Allegiance</p>
3. Agenda Action	<p>Approve Agenda Chair: Call for motion and second</p>
4. Operational Updates Action as Needed	<p>Executive Director Report A. South County Library Update: South County Library Property Selection</p>
5. Emerging Issues Action as Needed	
6. Ends Action as Needed	<p>Ends: No items.</p>
7. Board Governance Action as Needed	<p>Board Governance: No items</p>
8. Suggest Agenda Items Action as Needed	<p>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>2024 Board Meeting Schedule</u></p> <ul style="list-style-type: none"> • August 15, 2024 – Board Meeting – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room • September 12, 2024 – JOINT LIBRARY BOARD AND BCC – 4:30 pm Hybrid: Virtual via Webex. In-Person Location: BCC Board Room • September 12, 2024 – Study Session – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: To be determined based on Joint Library Board & BCC meeting. • September 19, 2024 – Board Meeting – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room • October 10, 2024– Study Session – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room. (Note: Shavuot ends nightfall no work permitted) • October 17, 2024 – Board Meeting – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room
9. Discussion	<p>Board Questions or Comments Related to Items on the Meeting Agenda</p>
10. Discussion	<p>Evaluate Board Meeting (4.1.9)</p>

SPECIAL BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

11. Information	Announcements/General Information Sharing <ul style="list-style-type: none">• Report of the Chair – Correspondence, Other• Other Announcements
12. EXECUTIVE SESSION WITH ADJOURNMENT OF REGULAR MEETING	<p>Call for Motion and Second: To adjourn the regular meeting of the Library Board of Trustees and reconvene in Executive Session <u>AND</u> adjourn the regular Board meeting at the conclusion of the Executive Session.</p> <p><u>Guests:</u> Tami Culkar Fisher & Phillips LLP, Eric Butler and Kurt Behn, County Attorney's Office</p> <p>EXECUTIVE SESSION: (1) Collective Bargaining (2) South County Library. Statutory citations authorizing an executive session for these topics are:</p> <ul style="list-style-type: none">• Pursuant to 24-6-402(4)(b) Conferences with an attorney for the local public body for the purposes of receiving legal advice on specific legal questions.• Pursuant to 24-6-402(4)(e)(I) for discussion of strategy and instructions to negotiators• Pursuant to 24-6-402(4)(a) Concerning the purchase, acquisition, lease, transfer or sale of Property.

Executive Director Report

ADMINISTRATION

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



jeffcolibrary.org

TO: Library Board of Trustees

FROM: Donna Walker, Executive Director

DATE: August 8, 2024

RE: South County Library Property Selection Recommendation

Recommendation: After extensive investigation, community engagement, and negotiation Jefferson County Public Library is pleased to recommend for purchase the property located at 11100 Bradford Road, Littleton, CO for the creation of a future new library in South Jefferson County. JCPL leadership presents this existing building to repurpose as the most convenient, affordable, and desirable location for Board consideration.

Background

Jefferson County Public Library (JCPL) has a capital project underway to create a new destination library in the south region to connect our underserved community to library services.

The South County Library project is a new construction project under our Service Point Development & Expansion portfolio. This project is budgeted for through the Library's 5-year Capital Improvement Plan.

In April 2023 JCPL brought to the Board a new strategy for the South County Library site acquisition. This new strategy focused on activating a full-fledged campaign to build public support and political will for a new library in this community.

In Fall 2023, JCPL undertook the following activities:

- Updated South County Market Analysis and presented to the Board
- Hired a new manager for the South County location to focus on community outreach
- Recruited members for the South County Advisory Council
- Began process for selecting a realtor
- Held first South County Advisory Council meeting

From Winter 2023 - Spring 2024, JCPL undertook the following activities:

- Contracted with Genesee Real Estate for the site search
- Continued monthly meetings with South County Advisory Council with reports to the Board
- Conducted extensive site search activities
- Advisory Council audit of five potential concepts

In the succeeding months, the Library provided updates in the public meetings and executive sessions while continuing the site search and engagement with community leaders and negotiation with property owners.

Executive Summary of Recommendation:

Selected Site Meets or Exceeds Pre-established Criteria

Optimal Size allows for current needs as well as future expansion

- Exceeds original size requirements
- Building size 64,058 square feet
- Lot size 7.04 acre
- Allows for future expansion
- Has intuitive entry and parking

Optimal Location and Convenience maximizes community access and engagement within property search area

- Close proximity to residential areas and local schools
- Potential to be a community focal point
- Capacity for outdoor activities
- Adjacent to major throughfares
- Avoids passing through residential area
- Near other government services
- Size allows for potential co-location or partnership

Optimal Technical Requirements to repurpose for library use

- Not in a flood plain
- Level lot with existing parking, fencing, and landscaping
- Adequate utility availability
- Sewer and storm are sufficient to support anticipated use and runoff needs

Optimal Sustainability and Stewardship for taxpayer investment

- Repurpose of an existing building
- Offers opportunity for taking advantage of renewable resources such as solar
- Building acquisition and construction costs ROM within budget
- Accelerated time to opening and launch

Criteria Not Met:

- Parcel is not yet zoned for library use
- Parcel is not easily accessible by public transit

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A new site search was implemented based on already established criteria but with a fresh perspective.

Site Search Process

- Tours of area
- Engaged Genesee Commercial Group to act as buyer's agent
- Pursued sites using established real estate resources
- Pursued suggestions from the community and advisory council
- Ongoing conversations with community stakeholders
- Reviewed Jeffco Schools closure list
- Pursued leads for partnerships or sites not on the market
- Identified an inventory of 50 sites, 12 of which were sites not for sale

Site Selection Process

- Presented five concepts to Library Board for consideration
- Presented Library Board of Trustees with options for sites
- Engaged local elected officials, county staff, and other stakeholders
- Negotiated with owner of preferred site option
- Recommended preferred site to Library Board of Trustees
- Negotiated Purchase and Sale Agreement

Site Acquisition Process

- Complete Purchase and Sale Agreement
- Conduct formal due diligence
- Conduct formal community engagement
- Zoning approval
- Closing & Transfer Ownership

Next Action:

JCPL will present this information at the August 8 Special Meeting of the Library Board of Trustees for transparency, public information, and Board discussion. Public comment on this recommendation will be available at the August 15 regular meeting of the Board with potential action on a purchase and sale agreement at that time.



A New Destination Library
FOR SOUTH JEFFERSON COUNTY



Jefferson County
PUBLIC LIBRARY

South Jefferson County Library Site Recommendation

Board of Trustees | August 8, 2024

Donna Walker, Executive Director

JCPL Leadership Team



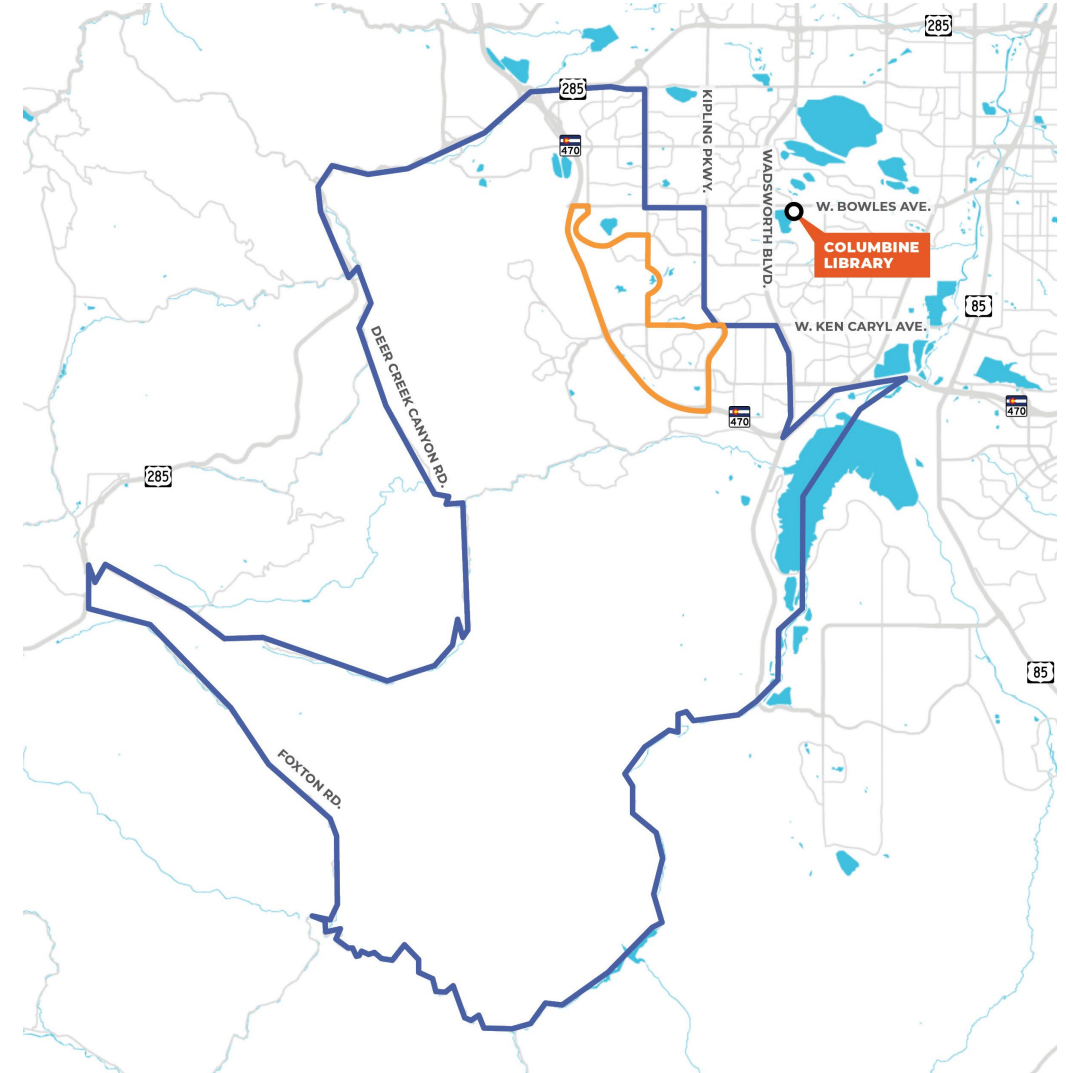
Background

Identified Need For New Library

- Population growth
- Access to services
- Facility Master Plan

Fully Funded

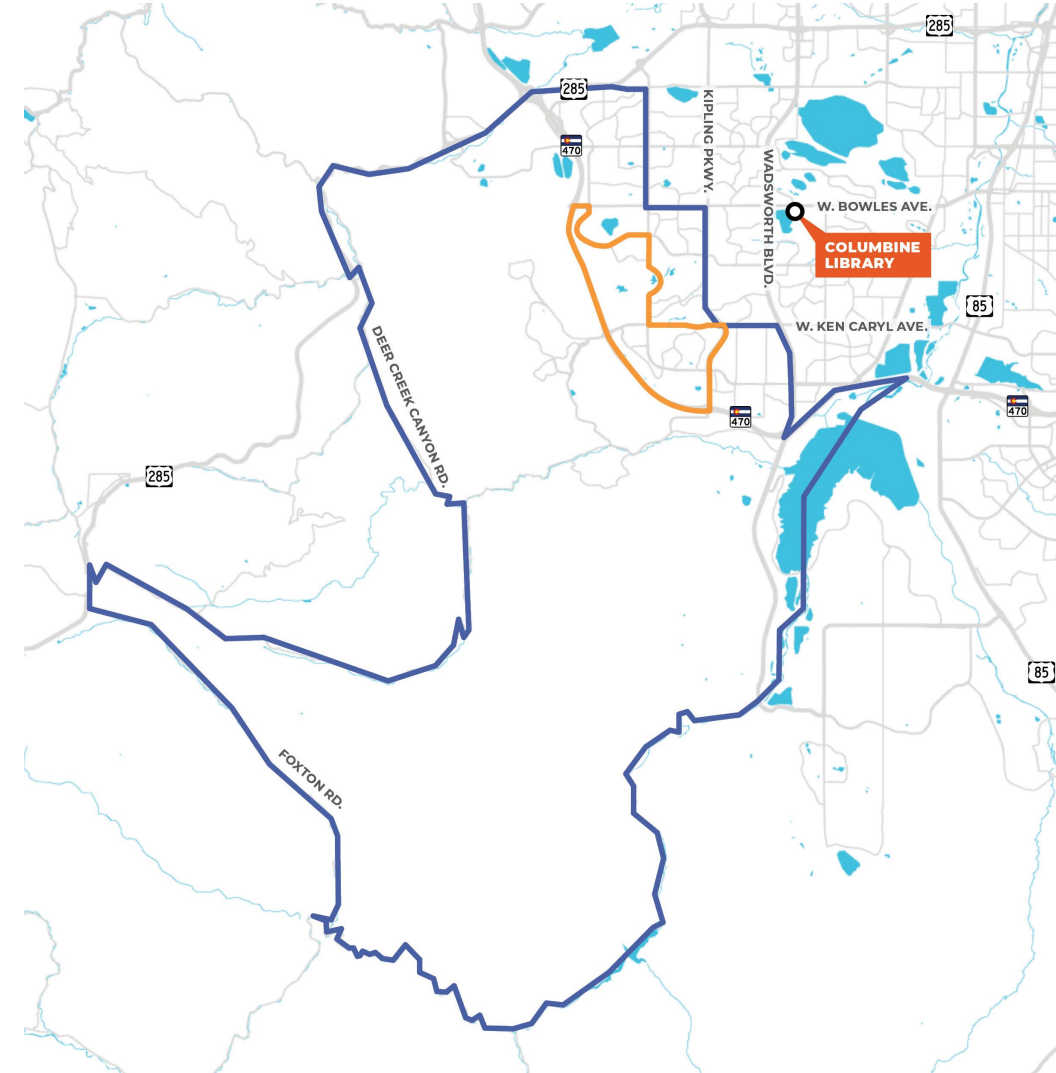
- 5-year Capital Improvement Plan
- Fiscal stewardship





New Strategy

- Updated market analysis
- Established South County Advisory Council
- Contracted with Genesee Commercial Group
- Initiated our new site search





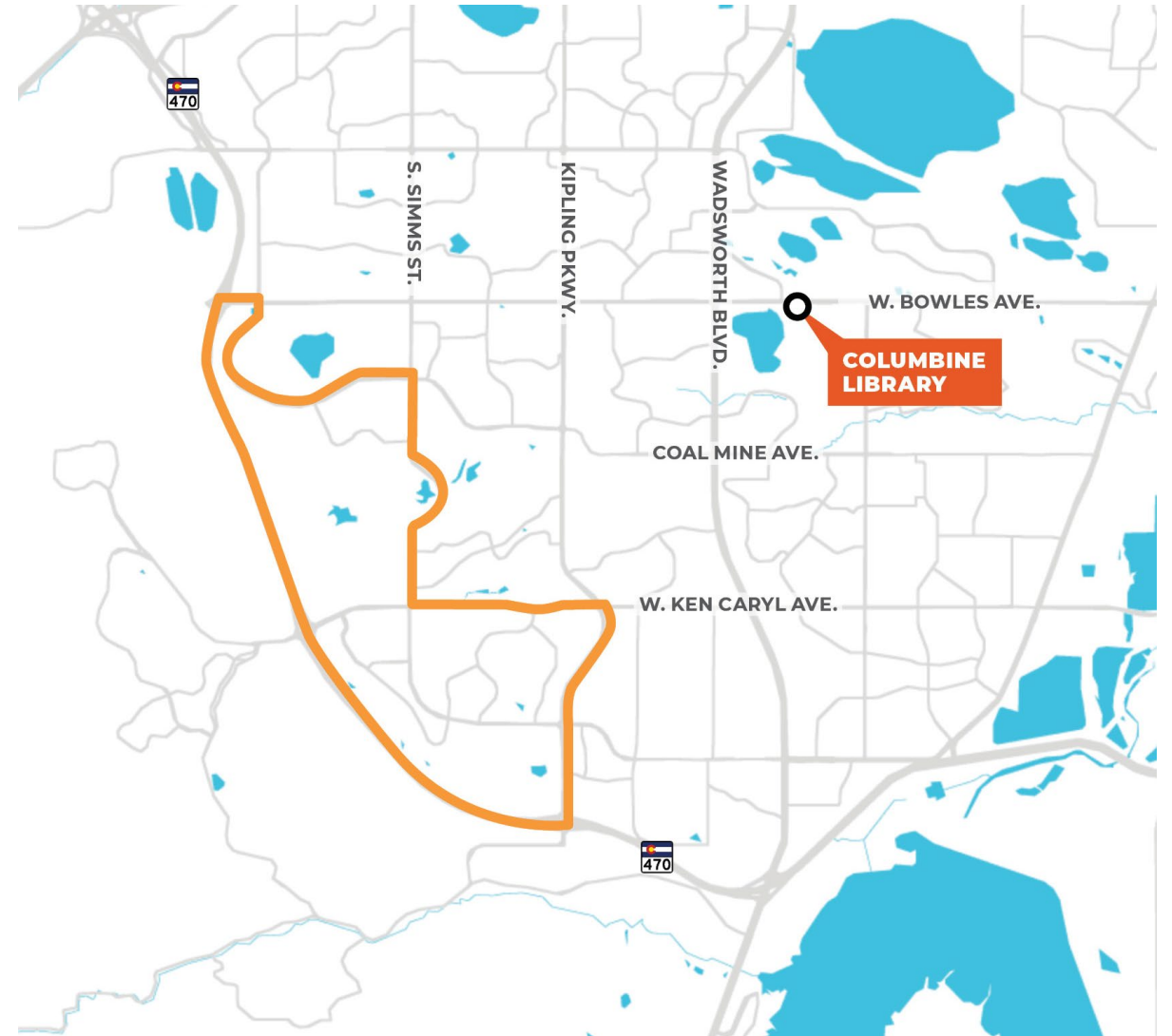
Site Search Process



Approach

Site Selection Criteria

- Size
- Location
- Convenience
- Technical Requirements
- Sustainability & Stewardship





Stakeholder Insights on Five Concepts

1. Repurposing an industrial building
2. Repurposing a school or place of worship
3. Partnering with a developer to have a library combined with affordable housing
4. Retail storefront
5. Open land

All concepts were worth considering and pursuing depending on availability.



Site Recommendation



Recommendation: Repurposing an Industrial Building

- Board's first choice
- Big box
- Environment-friendly
- Shorter timeline
- Sustainable

Proposed Site

11100 Bradford Rd
Littleton, CO



Proposed Site: Optimal Size

- Exceeds original size requirements
- Building size 64,058 square feet
- Lot size 7.04 acres
- Allows for future expansion if needed
- Has intuitive entry and parking



Proposed Site: Optimal Location & Convenience

- Close proximity to residential areas and local schools
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Proposed Site: Optimal Technical Requirements

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Proposed Site: Optimal Sustainability & Stewardship

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Acquisition Milestones Achieved

- **Conducted a Rough Order of Magnitude (ROM) Analysis**
 - Estimated the project's scope and cost.
- **Negotiated and Executed a Letter of Intent (LOI)**
 - Established initial terms and mutual understanding.
- **Negotiated a Purchase and Sale Agreement (PSA)**
 - Formalized the terms of the property acquisition.



Acquisition Milestones Ahead

- **Execute PSA**
- **Due Diligence Period: 120 Days**
 - Includes Entitlements, Community Engagement, Physical Inspections, and Appraisal
 - JCPL retains the right to terminate if due diligence is unsatisfactory.
- **Close on Property**
 - Finalize the acquisition upon satisfactory due diligence.



What are we hearing from the community?

✦ *“Great location in the heart of the community”*

✦ *“More certainty with construction costs and timing”*

✦ *“Location is a great fit for the community”*

✦ *“Environmentally friendly to use existing space”*

✦ *“Opportunities for trail connections”*

✦ *“Looking forward to the public process”*



A New Destination Library
FOR SOUTH JEFFERSON COUNTY



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Questions and Discussion