

**Jefferson County Public Library Board of Trustees**  
**Study Session**  
**October 12, 2017 – 5:30 p.m.**  
**Administration Conference Room**

**TOPICS:**

- Revised 2018 Budget: Assessed Valuation
- Bibliotheca Contract Information
- Kleen-Tech Contract Information
- Edgewater General Contractor Contract Information
- Landscape Contract Information
- Evergreen Library HVAC Rebuild
- Exterior Lighting Upgrade
- Naming Agreement – Columbine
- 2018 Board Study Session & Meeting Schedule

**Call to Order**

Julia Hill-Nichols, Chair, called the Study Session to order at 5:30 p.m.

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

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

**Staff present:** Pam Nissler, Executive Director; Rebecca Winning, Director of Communications; Gloria Overholt, Interim Director of Budget & Finance; Steve Chestnut, Director of Facilities & Construction Projects; Julianne Rist, Director of Public Services; Pat Klein, Director of Information Technology; and Amber Fisher, Executive Assistant, Office of the Executive Director.

**Welcome to New trustee Pam Anderson**

The Chair welcomed Pam Anderson to the Library Board and expressed appreciation for her service.

The Chair noted that she attended the Library's All Staff Conference on October 9. The Chair encouraged fellow Board members to attend next year to get an appreciation of the dedication and energy of the Library staff. The Chair stated that it was an awe-inspiring experience to see the hundreds of people who are delivering services to our residents.

### **Revised 2018 Budget: Assessed Valuation**

Gloria Overholt, Interim Director of Budget and Finance introduced the topic and addressed the Board. At the Board's June 15, 2017 meeting the 2018 Proposed Budget was presented by staff and approved by the Board. At that time, the final assessed valuation used to calculate the anticipated property tax was not available. The Board was advised that the numbers were not final and could change. The property tax originally estimated of \$40,023,672 was based on 4.000 mills on \$10,005,915,024 of assessed valuation. Subsequently the assessed valuation from the County Assessor's office is reported to be \$9,341,198,598, net of Urban Renewal. Based on this new figure the property tax to be realized is projected to be \$37,459,994. This results in a reduction of \$2,563,678 in revenue for the 2018 budget year. An increase to the Salaries and Benefits budget of \$75,648 reflects the increased cost of health benefits and increases the difference to \$2,639,326.

The Board was presented with options to address the shortfall, including:

- Increase the mills for 2018 from 4.000 to 4.285. Increased mills of 4.285 will result in revenues of \$40,027,036
- Reduce expenditures to match the reduction in revenue; reduce Capital Projects by only funding the Edgewater Library Project and release the remaining capital projects (\$2.7 million); or reduce the materials budget from \$9.4 million to \$6.8 million
- Use fund balance to close the gap. The Fund Balance can be used to fund the Edgewater Construction Project in the amount of \$2,600,000, per Board's Fund Balance Policy.

The Board was advised that it is the recommendation of staff that the Board approve using the fund balance for the following reasons:

- At the end of 2017, fund balance is projected to be at the topmost level allowed by the Board's Fund Balance Policy.
- Paying for Capital Projects with fund balance is a primary use of fund balance and is in keeping with past practices. It allows large construction projects to be cash funded rather than funded through debt.
- Fund Balance Policy states Board may approve use of fund balance as the Board believes is in the best interest of the Library.

The Chair noted that she is not in favor of slowing down on the Library's capital projects and not in favor of increasing mills. Another Board member echoed this sentiment. The Board was advised that the Library would be asking for their direction at the October Board meeting next week.

### **Bibliotheca Contract Information**

Pat Kline, Director of Information Technology introduced the topic and noted that, as the Board was aware, the Library has six sorters that were purchased from Bibliotheca several years ago. A certain amount of maintenance was included in that original purchase. That maintenance period expired earlier this year. The Library has been asking Bibliotheca since August 2016 for a quote for a maintenance agreement. In April 2017, Bibliotheca responded with a quote of \$196,000 and did not include a maintenance agreement. The Library responded and advised Bibliotheca that the Library did not have that amount budgeted, would need a maintenance agreement and countered with \$100,000 for 2017 and \$160,000 for 2018 (minus Columbine). Bibliotheca initially rejected the Library's counter offer, and then accepted the offer this morning. The County Attorney is reviewing the maintenance contract. The contract would begin in 2017 and continue for approximately three years budgeted in yearly amounts of \$160,000 unless reduced due to sorter replacements. The Library will be asking the Board to approve the contract.

In response to questions, the Board was advised that:

- The Library does need to have a maintenance agreement for the sorters. Without an agreement, the company could charge whatever they want.
- Bibliotheca has been providing service all this year without a contract and their service has improved. The Library also purchased the new kiosks from Bibliotheca and they have been doing well on with maintenance on the kiosks.
- The Library has included the replacement of two sorters in its 2018 budget.
- The maintenance for the new sorter for Columbine is approximately \$18,000 per year. Which is 8% of the original cost of that sorter. Bibliotheca's maintenance cost is approximately 12-13% of the original cost of the sorter(s). Each original sorter did not have the exact same cost due to the specific design and elements of each sorter so that they would work for the location in which they were installed.
- Sorter maintenance includes the mechanics of the machine, the computer and software. Mechanics include belts, rollers, sensors, tables, bins, pulleys, belts, etc. The Library's facilities staff performs some maintenance functions on the sorters and has a small inventory of parts to make repairs.
- The sorters include computers that are supported by Bibliotheca and the Library does not have access to those computers to perform maintenance or upgrades.
- The sorters are older and have failed. The Library has been able to get support from Bibliotheca and get their technicians on site much quicker than in the past.
- Many of the parts, mostly larger components and some electronics for the sorters are no longer being manufactured. The parts from the Columbine sorter have been saved to use for replacement parts.

- The maintenance costs are calculated by the original cost of each sorter so as the number of sorters decreases the cost of the maintenance will be reduced.
- The Library has discussed accelerating sorter replacement and did increase the number of sorter replacements per year from the original plan. The Senior Management Team determined that two replacements is what the Library has the capacity to handle. Sorter replacement can be very disruptive and during removal, installation and testing, materials must be manually processed which requires additional staffing resources.
- The Library will look at the possibility of increasing the current replacement plan and return to the board with options including the pros and cons.

### **Kleen-Tech Contract Information**

Steve Chestnut, Director of Facilities and Construction projects introduced the topic. The Library is negotiating the terms of a renewal of the contract. The terms of the contract signed in 2015 included four one-year renewals. The current renewal is due October 31. Kleen-Tech was hesitant to renew due to changes in the minimum wage law that increased their costs that were not provided for in the contract. Kleen-Tech will continue service to the end of the year during which time negotiations will continue. The Library is willing to consider labor costs and has requested information specific to those costs. The Library is very pleased with the services Kleen-Tech provides and will work to build minimum wage increases into the contract.

### **Edgewater General Contractor Contract Information**

Steve Chestnut addressed the Board and provided information on the processes to select a general contractor for the Edgewater Library project. The Library issued a Request for Proposals (RFP) and received nine responses. The project team including the Owner's Representative, Paul Wember, and the project architect, Humphries Poli, reviewed the proposals and selected three firms to interview. The project team is entering into negotiations with the highest ranked firm and anticipates bringing a recommendation for contract authorization to the Board at the October 19, meeting. In response to a question, the Board was advised that the Edgewater Project is a multi-use facility and the Library is contracting for the interior work on the new Edgewater Library portion of the facility. In response to a request, the Library will not refer to the \$2.6 million budget number as the total cost of the project, as that number does not include the \$160,000 planning budget.

### **Landscape Contract Information**

Steve Chestnut provided information to the Board on the Library's contract for landscaping services with CoCal Landscape Services that expires on October 31. This is the final year of the 4-year contract, which started April 2013, and ends October 31,

2017. The Library has decided to go out for bid for landscaping services. A request for proposal (RFP) will be posted after receiving a sample contract back from the County Attorney's Office. After proposals are received, a vendor will be selected quickly to ensure a seamless transition between the current landscape contractor, CoCal, and our newly selected contractor. In response to questions, the Board was advised that the services provided on this contract are seasonal and typically run from April to October and snow removal is a separate contract.

### **Evergreen Library HVAC Rebuild**

Steve Chestnut addressed the Board and provided information on the Evergreen Library HVAC system. The system is almost 20 years old and it is time to refurbish some of the mechanical equipment including the air handler, motor, and sump pumps. After inspecting the boiler, it was determined that there are still a couple of years left in its performance cycle. The Library issued an RFP, received three responses and selected Tolin Mechanical. The Library anticipates requesting contract authorization at the October Board meeting. In response to questions, the Board was advised that:

- The original budget for the project was \$135,000, which included replacement of the boiler. The Library had the boiler evaluated and determined that it did not need to be replaced at this time.
- The Library anticipates the replacement cost of the boiler in a couple of years to be approximately \$70,000.
- The scope of the work on the Evergreen HVAC system would not need to be redone for any remodel project for that Library. For the Belmar Library, it is anticipated that as part of that remodel, the HVAC system will be replaced.
- The Columbine Library HVAC system was not impacted by the remodel since much of that location's HVAC equipment had recently been replaced and was in great shape.

### **Exterior Lighting Upgrade**

Steve Chestnut, Director of Facilities and Construction Projects, addressed the Board. The LED exterior lighting project is a part of the Library's capital maintenance projects and the last piece of the energy efficiency project. The Library has not received the information needed to amend the contract and this project is on hold. As soon as the necessary information is received, the Library anticipates bringing this project back before the Board. In response to questions, the Board was advised that:

- Part of the lighting project involves some security issues around unlit areas.
- The Library complies with all requirements and works to ensure that no light spreads beyond library property.

- The Library will pursue any energy efficiency rebates that might be available and associated with this project.

### **Naming Agreement – Columbine**

Rebecca Winning addressed the Board and provided information on the naming guidelines and the Board’s opportunity to recognize someone who has significantly contributed to the work of the Jefferson County Public Library. The Library believes that Bill Knott has exceeded that level of recognition through 37 years of service. The Board was presented with a Resolution honoring Bill Knott’s and his many accomplishments on behalf of the Jefferson County Public Library and naming the Play and Learn area of the Child Discovery Center at the Columbine Library in honor of Bill Knott.

**MOTION:** Deborah Deal moved that the Library Board of Trustees adopt the Resolution Supporting the naming agreement to honor Bill Knott. Seconded by Brian DeLaet the motion passed by unanimous vote of all Trustees present.

The full resolution follows:

### **RESOLUTION NO.: LB 10-12-17**

**WHEREAS,** The Board of Trustees of the Jefferson County Public Library desires to honor Bill Knott for his sustained and distinguished service to the Library from 1971 to 2008. The depth and breadth of the contributions are obvious and reflect a dedication and beneficence to the Library that deserves our deepest gratitude and our highest recognition.

**WHEREAS,** The Board of Trustees of the Jefferson County Public Library acknowledges and recognizes Bill Knott’s contributions to the citizens of Jefferson County. When Knott was named CEO in 1971, JCPL was a small library system with 11 small libraries (including six one-room locations) and a bookmobile, offering 207,517 items to 235,000 residents. During his tenure he led the Library through the following accomplishments:

- New Evergreen Library opens (1971)
- Lakewood Library opens in its current location (1976)
- JCPL becomes the first public library in Colorado and one of the first nationally to offer an online public catalog for patron use (1976)
- Wheat Ridge Library opens in its current location (1979)
- Jefferson County residents pass a mill-levy increase to build new libraries in high-growth area and to improve library service in existing facilities (1986)

- Edgewater library becomes the first “new” facility for JCPL after the referendum. (1987)
- New Columbine Library Opens on Bowles Avenue in Littleton (1989)
- New Standley Lake Library opens at its current location (1991)
- The Evergreen Library opens in its current location (1993)
- JCPL becomes the first public library to request that Innovative Interfaces Inc. build a system that would support a shared collection (1995)
- Golden Library moves to its current location (1996)
- Conifer Library opens in Conifer High School (1999)
- JCPL is a leader in creating the Colorado PLUS and Prospector Interlibrary Loan systems, as well as the Colorado shared library card project, allowing Jefferson County library patrons to use their cards at any Colorado library (1999)
- New Belmar library opens in the Lakewood City Commons (2000)
- Ask A Librarian, an email reference service, debuts (2002)
- Computer reservation system is established (2003)
- New Arvada Library opens in Olde Town Arvada (2006)

**WHEREAS**, Bill Knott was a passionate champion for early literacy, intellectual freedom and service to the community. By the time he retired in 2008, JCPL was a robust library system, offering 1.3 million items to 538,000 residents, circulating more than 6.5 million items annually and hosting more than 2.7 million in-library visits and 3.6 million online visits every year.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of the Jefferson County Public Library recognizes that the depth and breadth of Bill Knott’s contributions are evident and compelling, and reflect a dedication and beneficence to the Library that deserves our deepest gratitude. Consequently, the Board of Trustees resolves that the Play and Learn Area in the Columbine Library’s Children’s Discover Together Center be named in honor of Bill Knott.

**ADOPTED AND APPROVED** this 12th day of October, 2017.

### **2018 Board Study Session & Meeting Schedule**

The Board was provided with the proposed schedule and will be asked to approve the schedule at the October Board meeting.

**ADJOURNMENT**

The study session was adjourned at 6:18p.m.

A handwritten signature in cursive script that reads "Kimberly Johnson".

Kim Johnson, Secretary