

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

November 10, 2016

**CALL TO ORDER – REGULAR MEETING**

The regular meeting of the Jefferson County Public Library Board of Trustees was held in the Library Administration Conference room on November 10, 2016. Library Board of Trustees Chair, Brian DeLaet, called the meeting to order at 5:30 p.m. Other Trustees present: Julia Hill-Nichols (Vice-Chair), Ben Davis, Deborah Deal, Kim Johnson and Charles Naumer.

Trustees not present: John Bodnar

**Guests:** Owners Representative: Katie Welfare, Project Manager NV5. Architect: Kelly Wemple, Designer Humphries Poli. General Contractor: Dave Eddy, Chief Estimator Franssen Pittman.

**Staff present:** Pam Nissler, Executive Director; Donna Walker, Director of Public Services; Richard Sosa, Director of Budget & Finance; Julianne Rist, Assistant Director of Public Services; Sandie Coutts, Director of Employee Relations and Development; Rebecca Winning, Director of Communications; Danny LaGage, IT Operations Supervisor; Brigitte Lindner, Data Specialist; and Amber Fisher, Executive Assistant, Office of the Executive Director.

The Chair announced that Kim Johnson has been appointed to the Library Board of Trustees. The Trustees and Library staff welcomed Kim Johnson to the Library Board.

**APPROVAL OF AGENDA**

**MOTION:** Deborah Deal moved that the Library Board of Trustees approve the agenda as presented. Seconded by Julia Hill-Nichols the motion passed by unanimous vote of all Trustees present.

**APPROVAL OF MINUTES**

**MOTION:** Charles Naumer moved approval of the minutes of the October 13, 2016 Study Session. Seconded by Ben Davis the minutes were approved by unanimous vote of all Trustees present.

**MOTION:** Ben Davis moved approval of the minutes of the October 20, 2016 Joint Board Meeting and Regular Board Meeting. Seconded by Charles Naumer the minutes were approved by unanimous vote of all Trustees present.

## **PUBLIC COMMENT**

No Public comment.

## **FOUNDATION REPORT**

Jo Schantz reported on the activities of the Foundation. The Foundation is gearing up for this year's Rare and Novel event, Holmes for the Holidays. The event will be held next Thursday, November 17, at Baldoria on the Water from 6:00-9:30 pm. Holiday book sales are coming up; December 2, at Columbine Library and December 11, at Standley Lake Library. There will be a book and gift sale at the Belmar Library the entire month of December. Colorado Gives Day starts December 6.

## **SENIOR MANAGEMENT TEAM (SMT) OPERATIONAL UPDATES**

### **Executive Director Update**

Pam Nissler, Executive Director, provided an update to the Board. The Library had its first session with the contractor for the demographic study. Staff is looking forward to presenting the findings to the Board in February, 2017. The Executive Director distributed a memorandum outlining the Board's role in the Columbine remodel project and advised the Trustees that members of the Columbine remodel team are present and will provide a project update later in the meeting.

### **Finance Department**

#### **Monthly Financial Report**

Richard Sosa, Director of Budget and Finance provided information on the activities of the Budget and Finance Department. The Trustees were advised that there will be an update to the October financials at the December Board meeting and an opportunity to ask questions.

#### **Background on Lakewood Parking Lot**

The Library issued RFP's for reconstruction of parking lots at Library Service Center (LSC) and Lakewood Public Library. The contract was awarded to Martin Marietta for a not to exceed price of \$336,553 from funds budgeted in the 2016 Capital Budget. Due to weather conditions and unknown underground conditions, Steve Chestnut advised the Board of Trustees of possible change orders and any such change orders would be verified against the specifications in the RFP responses. A change order for \$8,400 was processed for the Lakewood Library Parking lot project due to additional costs for unknown depth of asphalt removal conditions. This additional amount is covered within the funds approved for this project in its Capital budget.

#### **Lakewood Library Parking Lot**

**MOTION:** Julia Hill-Nichols moved that the Library Board of Trustees authorize the Executive Director to make a payment to Martin Marietta for the change order

related to the Lakewood Library Parking lot project in the amount of \$8,400. Seconded by Ben Davis the motion passed by unanimous vote of all Trustees present.

### **Kleen-Tech Janitorial Services Contract Renewal**

The Board of Trustees approved a one-year contract with Kleen-Tech Janitorial Services for system-wide janitorial services in the amount not to exceed \$319,668, for the period September 30, 2015 to September 29, 2016. The agreement had the option to renew the contract up to four years and the services and vendor performance would be monitored by Facilities Director, Steve Chestnut. On October 1, 2016 a first option to renew the contract was presented to the vendor contingent upon approval by the Board of Trustees. A transmittal was prepared for a contract signature that included County legal review, Department head and Budget review, completed on October 12th. The contract amount for the first year renewal options is in the 2017 budget, a portion will be spent in 2016 and a portion in 2017 since this service contract spans both years.

In response to a question from a Trustee, the Library advised the Board that the original Request for Proposals for janitorial services was issued in 2015.

**MOTION:** Julia Hill-Nichols moved that the Library Board of Trustees authorize the Executive Director to renew the contract with Kleen-Tech for janitorial services for the period October 1, 2016 through September 30, 2017 in the amount of \$411,526.32. Seconded by Charles Naumer the motion passed by unanimous vote of all Trustees present.

### **Public Services Department**

#### **Bibliocommons - Digital Engagement RFP**

Donna Walker, Director of Public Services, advised the Trustees that at the December meeting, the Library will be presenting a recommendation that the Board authorize the Executive Director to sign a contract with BiblioCommons for the development and implementation of the Library's 2016 Strategic Initiative: Digital Discovery and Engagement. This service improvement will provide the citizens of Jefferson County with a digital discovery catalog experience that will be similar to browsing the shelves at the library. The goals of this project are to: Enhance the discovery, engagement and presentation of library resources and services across the catalog, website, and events calendar; and improve the consistency of brand, identity and functionality between JCPL's digital properties. Donna Walker offered to provide a demonstration of the services and/or a copy of the RFP with the requirements list at the December Board meeting. The Board indicated that they would like both the demonstration and the requirements list. The RFP will be provided to the Board in advance of the December meeting.

## **Benchmarking Report**

Brigitte Lindner, Data Specialist, presented the 2015 benchmarking report. The benchmarking study measures and evaluates how Jefferson County Public Library (JCPL) has invested their funds in facilities, staff, and materials in 2015, and how the outputs are reflected in the use of the library in terms of visits, circulations, program attendance, and technology usage. A number of performance indicators were benchmarked against comparative library peer data. The purpose is to benchmark JCPL resources and performance indicators against comparative US libraries (peer group). The results are used to evaluate current library services and to illustrate areas for service improvements and resource allocation. The full report was provided to the Trustees and posted to the website. The Executive Summary from the report follows:

**Finances (Revenues & Expenditures):** 2015 showed that JCPL was still facing budget challenges, ranking 7th within the peer group and remaining 12 percent under the median relative to the peers in operating revenue. JCPL ranked 6th in overall expenditures, maximizing its library materials expenditures with 14.43 percent of operating expenditures being allocated to the collection, to keep it current. Ranking 6th within the peer groups, JCPL is also in line with the overall library average of 12 percent and more found commonly in PLDS studies. JCPL ranked 8th in staff expenditures which were low at a percentage of 56.06 of operating expenditures in correlation with the restricted open hours. With this result JCPL is not only below average within its peer group, but also below the overall library average ranging commonly at 60-70 percent of operating expenditures in PLDS studies.

**Inputs (facilities, open hours and staffing, collection):** JCPL ranked 10th in number of branches, with currently 10 branches operating, relative to its peers that show a median of 15 branches in 2015. JCPL also ranked below average in square footage per capita (8th with 0.40 square feet per capita). JCPL ranked 10th in public service hours (24,192 annual open hours) which are key to providing access to JCPL services and collection. Staffing levels relative to the use parameters visits, circulations, and program attendance show JCPL staff being very busy in comparison to peers. Collection size, generally a limiting factor for number of circulations, did not have this effect on JCPL. Ranking 9th with a collection size 39 percent below the median peer value, JCPL achieved 3rd highest circulation. Even though JCPL had set a clear focus on investing in the collection in 2015, the budget could not sustain collection size when staff continued systematic weeding of damaged and low interest items throughout the year.

**Outputs and library use (visits, circulation, program attendance, technology usage):** JCPL ranked 6th in visits with 2,458,315 physical library visits in 2015. Visits have declined slightly by 3 percent over the past three years, while the peers have seen growth of 3 percent during the same time frame. Despite ranking 4th in percentage of cardholders, and

62 percent of the Jefferson County community being registered users, we do not see this reflected in the visits. This may be due to an increase in digital users as well as the inconvenience of open hours. 2016 is therefore expected to increase the number of visits with the planned 25 percent increase of public service hours. About 8 percent of JCPL's visitors attended JCPL programs. JCPL ranked 4th in the number of programs offered (7,788 programs) and 4th in program attendance with 208,354 people attending programs. Circulations are JCPL's biggest success factor in 2015. With a total of 7,202,744 circulations JCPL ranked 3rd relative to the peers. Given the smaller collection size, this confirms selection, currentness and popularity of JCPL's collection since it is used to such an extent. Turnover shows possible limitations and also the potential to increase the number of total circulations with a greater collection size and the planned extension of open hours in 2016. Lastly, JCPL saw an increase in wireless sessions, but a decrease in public sessions that were started from the public access computers available at branches. JCPL's access to public computers is limited by both number of computers and open hours. In view of the growing segment of wireless users JCPL plans to increase bandwidth and speed of Wi-Fi in 2016.

### **Columbine Library Remodel**

Kelly Wemple, Designer with Humphries Poli addressed the Board and presented information on the Columbine Library remodel project. The presentation began with the vision for the project: The library is a customizable experience. It fits them just right; they can use the library alone or engage with each other; and they find just the right help at just the right time and place. The vision also reflects the Board's end statements of providing equal access to resources and technologies, encouraging a sense of community participation and collaboration, advancing community education/outcomes, maximizing the return on the communities shared investment, and creating safe and inviting spaces for the residents of Jefferson County. The information received from the community helped the project team in developing the schematic design. Humphries Poli Architects (HPA) is finalizing the Schematic Design. The schematic design consists of a one-page building plan that shows the new layout (location of, study rooms, new entry area, new bathrooms, etc.). This plan is used to begin laying out shelving and furniture to establish correct fit and needs. The schematic design plan will be issued to Fransen Pittman for pricing to ensure the design is within the overall project budget. Once schematic design is reviewed by JCPL and pricing is verified to be within budget range, HPA will begin working on the next phase of design, Design Development (DD) phase. There are two community meetings scheduled at Columbine for November 12, from 10:00-12:00 and November 19 from 1:00-3:00. The community will have an opportunity to review the schematic design and continue to provide input.

In response to a question from a Trustee, the Executive Director advised the Board that with input from more than 400 residents, the Library feels it has substantive feedback from a variety of patrons. In response to a question from a Trustee regarding the timing of a

decision to close or stay open during construction, Katie Welfare, Project Manager with NV5 advised the Board that the project team is currently analyzing what is best for everybody. The Executive Director noted that although the Board does not have to vote on whether or not the Columbine Library closes or stays open during construction, the Library will bring a recommendation to the Trustees at the December 8, Board meeting.

### **CONSENT AGENDA**

The Trustees reviewed the proposed 2017 Governance Process Calendar for adoption at December 8, 2016 Board meeting. In response to a question from a Trustee regarding moving approval of the Bylaws to March, the Chair indicated that there may not be revisions to the Bylaws as there was extensive review performed by the Bylaws Committee in 2016.

### **BOARD SCHEDULE – NEXT MEETINGS**

- December 1 – Library Board & BCC Meeting – 1:00-2:00, 5<sup>th</sup> Floor
- December 8 – Combined Study Session & Board Meeting – 5:30 pm – Lakewood Library Meeting Room
- January 12, 2017 – Study Session – 5:30 pm – Administration Conference Room
- January 19, 2017 – Board Meeting – 5:30 pm – Lakewood Library Meeting Room
- February 9, 2017 – Study Session – 5:30 pm – Administration Conference Room
- February 16, 2017 – Board Meeting – 5:30 pm – Lakewood Library Meeting Room

### **ADJOURNMENT**

The Board meeting was adjourned at 6:53 p.m.

A handwritten signature in black ink, appearing to read 'John Bodnar', written in a cursive style.

John Bodnar, Secretary