Jefferson County Public Library Board of Trustees
Study Session
January 10, 2019 – 5:30 p.m.
Administration Conference Room

TOPICS:

- Trustees review the "Sunshine Resolution"
- Financial Review
- Belmar Library Redesign
- 2019 Strategic Plan Highlights
- 2020 Board Strategic Planning – Review Ends

Call to Order
The Study Session was called to order at 5:30 p.m. by Charles Naumer, Chair.

Other Trustees present: John Bodnar, Deborah Deal, Brian DeLaet and Jeanne Lomba.

Trustees not present: Pam Anderson, Kim Johnson

Staff present: Donna Walker, Executive Director; Julianne Rist, Director of Library Programs and Services; Steve Chestnut, Director of Facilities and Construction Projects; Bernadette Berger, Director of Information Technology; Barbara Long, Interim Director of Finance and Budget; Rebecca Winning, Director of Communications; and Amber Fisher, Executive Assistant, Office of the Executive Director.

Guests: Julianne Scherer and Kent Freed, HDR, Inc.; Dave Eddy, Fransen Pittman; and Sara Lara, NV5

Sunshine Resolution
The Board was provided with the proposed Sunshine Resolution for review and will be asked to adopt the resolution at the January 17, 2019 Library Board meeting.

Financial Review
There were no questions from the Board.

Belmar Library Redesign
Donna Walker, Executive Director, addressed the Board and introduced the topic. The Library is excited about the redesign of the Belmar Library. The journey includes the passage of the mill levy and the community expectations that we refurbish our libraries. We are keeping our promises. The facility master plan validated the need to accelerate

the refurbishment of Belmar. The Executive Director attended all of the conceptual design meetings to fully understand the options and potential costs. The Library is bringing forward the best response for the community and the most cost effective building plan for now and in the future. Next week, the Library will ask the Board to approve Phase II of the contract with HDR.

Julianne Rist, Director of Library Programs and Services, addressed the Board and presented information on the Belmar Library redesign project.

Community Input and Research
After the lessons learned evaluation at Columbine, and in preparation for the Belmar remodel , the Library looked at the demographic data, and market analysis data in the area of dominant influence around Belmar for not only who uses the library and how, but also who lives in the geographic area. The Library evaluated the usage data of Belmar, for visits, circulation, programming and collection items. This information was used to refresh the JCPL program of services for what the Library wanted to see in the remodel. Additionally 36 staff participated in meetings with the architects; 15 Belmar staff toured 12 Front Range libraries evaluating what worked, and did not work; what they liked and did not like; and identified trends. All of this information was shared with the architects and incorporated into the conceptual design.

JCPL's vision for library services are:
- The library is customizable, It fits residents just right
- No matter what age everyone will be able to find areas that provide a welcoming environment suited to their individual needs
- They can use the library to be alone or engage with each other.
- The collections reflects their interest. And they can get their hands on it.
- They find just the right help at just the right time in just the right space
- The acoustics in the building ensure quiet where appropriate, while at the same time allowing adults children & teens to act naturally.

Community Meetings
- Two community meeting were held with 86 attendees. The meetings revealed concerns and wishes for the building. While there are plenty of parking spaces, many expressed safety concerns about walking from their car to the building. In addition, congestion at the outside book return between bikes, cars, and people was another area of concern. People hoped these issues would be addressed in the remodel.
- In expressing their wishes for the future we heard that many appreciated the park behind the library, but wished that views could be taken advantage of and that the outside could be brought in. We also heard that there are not enough

study rooms and one size does not fit all. We also heard it is difficult to reserve the meeting room due to high demand.
- People also said they want to be able to know where to go once they are in the building, something that is not possible in the current floor plan.

Online Survey
- We had 289 responses to the online surveys.   Like Columbine, the online survey mirrored the comments from the community meetings. We heard that the lobby does not work, and is confusing; it is difficult to know where to go once you walk into the building. Finding the restroom and the meeting rooms can also be hard. The children's area does not have enough space for story times, and it is confusing that some story times are in the meeting room and other story times are in the children's areas. Having more flexible ways to use the meetings rooms and having a story time space in the children's area was an expressed wish and something we want to accomplish in the remodel.
- People who responded to the survey are very happy with requesting items, the items available in the collection, and the new self-service kiosks. And of course they like the staff
- All of this information then shaped the services we wanted to offer at Belmar

Services
Inclusive
Patrons want to have a space that is inclusive for all, in not only age and economics, but also whether you are using the library to read, use the computer or come for a program. This also includes being sure that we more than just meet ADA, but are truly welcoming and convenient for those with different physical needs.

Family & Kid Friendly
Both the demographic and use data show that many families come to Belmar. We want to ensure that the children's space is large enough to have story times in the space, along with interactive learning space. Belmar will be the second location that will be designed with a Family Place like Edgewater.

One of the pain points was that the teen area is currently not identifiable; we want to create a teen space that is not only identifiable, but also inviting. A space for teens to be teens and match the programming and resources that we provide.

Comfortable & Welcoming
These are two words that we have heard at Columbine & Edgewater, and will probably hear for every library. They do not want to see a sterile institution but want to see colors and spaces that feel inviting.   This translates into bringing the outdoors in with

views and natural light. Putting seating near the windows and computers and books away from the view.

Promote Lifelong Learning
Promoting lifelong learning and teaching, discovery and creativity are all phrases we heard. The library is the place to go when you are curious about something, want to learn something residents want to be able to come to the library and have spaces where they can work quietly, work with others, or learn something new. This means having more study rooms with different sizes. We heard many who work from home want to come to the library and would like a small study room, we also have a couple of larger groups who meet at the library and the current study rooms are too small, and the meeting room is both too large and difficult to book since it is used all the time. We need to not only have more study rooms but also different sizes of study rooms. People wanted to be able to continue to come to the library for programs and classes, but also have a space to use for meetings, so we needed a more flexible meeting room to accommodate both needs.

Cutting Edge, High Tech, Innovative
Good Wi-Fi, the latest books in both physical and digital formats, up to date computers, a place for 21st century skills. This means instead of a dedicated computer lab we need a space that could change from computer classes to learning 21st century digital skills such as working with 3D printers, robotics or recording your own video. They also wanted to be sure we did not forget other hands on skills, and to be sure that we are not duplicating art classes offered through the City of Lakewood.

Flexible and adaptive are what link all of these items together. We will be gaining space for people with efficiencies of layout and removing walls. People want choices in seating, how they use the library, and were very specific about a few things, such as do not put the computers by the windows, put seating there. One of the comments from the survey that stuck was that we seem to have one chair at Belmar that was chosen as a one size fits all, when in reality it does not fit anyone. We want to change the one size seating, study rooms, meeting room and space to a place that is customizable. No matter what age everyone will be able to find areas that provide a welcoming environment suite to their needs.

Julianne Scherer, with HDR, Inc., presented information on the concept design for the Belmar Library.
Concept Design - Programming and analysis
- Site Challenges
    - Pedestrian/Car Conflict: Speed of vehicles coming off the roundabout into the parking lot. Gracious drive aisle promotes speed. Pedestrians crossing drive at several points.

- o Book Drop Conflict: Cars moving too fast and vying for queue spaces at both the book drop area and the people drop-off/pick up lane. The bollards have not worked and some have been lost to collisions.
  - o Pavement Settlement
  - o Under-Used Plaza
  - o Non-ADA Exit
  - o Poor Connection to Adjacent Park

- Existing building zones
  - o Active
  - o Quiet
  - o Welcome
  - o Staff
  - o Utility

- Existing Building Opportunities
  - o Enhance Existing
  - o Building Expansion Potential
  - o Low Impact exterior expansion potential
  - o Building or low impact exterior potential
  - o Enhance views
  - o Daylight access
  - o Solar control

- Existing Building Challenges
  - o Low Ceiling
  - o Aging MEP Systems
  - o Stack Height
  - o Acoustics

- Existing Building Constraints
  - o Braced Framing
  - o Slab on grade
  - o FPT/Exhaust fan above (noise concern)
  - o VAV W/No fan above (minor noise concern)
  - o Main/Medium duct pressure supply/return ducts

Planning Concepts – Community Engagement – Guiding Principles
Safety and Security: Safety and security was a main priority for the meeting participants, survey participants, and staff. Certain areas in the current space are not working well and are a cause for alarm for the community. The parking lot is a tense

space and currently does not allow for cars and pedestrians to coexist, the tall shelf heights and organizations block sightlines for staff. Paint points like these create a negative domain effect on the other spaces and priorities at the library and the Belmar community.

Inclusive: The library should cater to all patrons regardless of age, income level, nationality, etc. The participants envisioned a library shaped by the community. Their request for more bilingual materials, the importance they place on accessibility, and the broad range of ages Belmar hosts all inform the library's design.

Promote Lifelong Learning: Through the interviews and comments, the priority of the project became very clear. The patrons reminded us of the role of the library within the community. This building should be a center of knowledge focusing on books and media. It should also provide space for innovative programming beyond the print. The library is a place for lifelong learning.

Sustainability and Resilience: Belmar's community has a deep appreciation for the beautiful park they have right in their backyard. In addition, with that they recognize the responsibility they have to keep it nice. The community expressed their interest in sustainability and green materials as part of the library's renovation, and the addition of signs to explain to visitors their contribution to the earth and their values.

Enhanced Way-finding and Organization: As an initiative to enhance the experience of the patrons, and ease some load off the staff, priority was placed on way finding and organization. Each iteration of the program was looked at from the stance of the users. A parent toting kids and a bag of books, a patron making a speedy checkout, or a manager overseeing the spaces from their desk.

Welcoming Atmosphere: One of the top responses to how a library should feel was welcoming. The participants described an entrance that said "Welcome to Belmar". Words like "nooks" and "corners" were used to describe comfortable reading spaces. Natural lighting and seating were discussed as ways to invite patrons to stay. The residents spoke about spaces that felt separate, though not divided.

Connection to Adjacent Park and Outdoors: One of the most unique traits of the Belmar library is the adjacent park and lake just outside. The community brought attention to a child's need to play outdoors and take a break from the quiet environment. The staff mentioned a designated outdoor space for programs and rest. All of these pieces contribute to an effort to make the outdoors an extension of the library and to bring the outside in.

Convenience Factor: One of the more attractive features of a library should be its convenience. Patrons should not feel burdened by a long visit or view a book return as a chore. Staff access, space adjacencies and dispersed access points all contribute to an experience tailored to the patrons needs.

Steve Chestnut, Director of Facilities and Construction Projects, presented information on the project budget.

This redesign would take a proactive approach at addressing several needs with one project. It would address the infrastructure maintenance and replacement like the chiller, parking lot, AHU and fire detection system. It would also help us address patron safety concerns with traffic/pedestrian interaction and would help us comply with the new ADA codes. It gives us the opportunity to reduce the impact of maintenance and construction projects with a one and done shutdown approach. The project aligns with the recommendations of the Facility Master plan and will give JCPL the opportunity to build a flexible 21st century library while protecting the community's library assets.

Capital Project Cost Estimates
Construction $4.66M
Design, Engineering, Equipment, Other $2.38M
Total Estimated Project Cost $7.04M

Approved Project Budget $6.77M
Difference $0.27M

What is driving the cost
- Rapid labor and material cost escalation
- Original architectural design and construction type
- Inclusion of Infrastructure repair/replacement
- Sorter replacement

Last 18 months showed a 23% increase for lumber, 14% for steel, 8% for asphalt, 6% for concrete, etc. Additional drivers are the cost of equipment, which is up as much as 49% in the last 3 years. Labor costs rose as much as 4% per month in the last year. The IHS MarkitPEG Engineering and Construction Cost Index (ECCI) is an independent group that gathers market data) PEG (Procurement Executives Group) produces independent analysis of costs by gathering data from executives of top engineering, procurement and construction companies.

Barbara Long, Interim Director of Finance and Budget, provided information on the operating impact of the Belmar redesign.

Estimated Capital Project Cost $ 7,040,000

Start-up Operating Expenses

Books & Materials	$	250,000
Communications, Graphics & Events	$	21,000
Supplies - Office, Cleaning, Tech Supplies	$	5,000
Services - Security, Cleaning	$	2,000
Community Funded Special Programs*	$	30,000

Total Start-Up Operating Expense $ 308,000

Total Anticipated Cost $ 7,348,000

*Funded by donations

In response to questions, the Board was advised that:
- Redesigning/repurposing the area currently used by the computer room into a flexible space would allow the Library to teach computers in the mornings, robotics in the afternoon, etc. Now it is static, one use space.
- The initial project costs are coming in at approximately $270,000 more than originally budgeted.
- Not moving the entrance would continue the current issues.
- The "pure" cost of moving the entrance is $50,000. However, all the other items affected would add up to more.
- The entry wall is slanted – a non-plumb wall, that would not accommodate sliding doors which is what needs to be installed.
- The project budget was approved two years ago. The Library did factor in inflation, but did not anticipate the accelerated level of increase in costs.
- The increase is approximately 4% of the approved budget.
- The "reading decks" are conceptual. The Library is looking at ways to address the ADA, Safety and Security compliance issues related to the emergency exit doors.
- During evaluation of the restrooms, it was determined that due to the type of construction, it would not be possible to just remove and replace the tile and change the partitions without destroying the wall studs. The cost incurred would be almost the same as moving the restrooms and with the other benefits associated with the move, a good value. The plumbing is also placed/constructed to accommodate moving the restrooms.
- The Belmar Library is 2,000 square feet larger than the Columbine Library.

- There are differences between the Columbine and Belmar projects. At Columbine, the remodel largely did not touch the mechanical and electrical systems. Taking into consideration the safety issues outside, the mechanical, electrical and other infrastructure items, the project is within a couple dollars per square foot in cost.
- The project cost includes the parking lot. The evaluation did not indicate an issue with potentially losing five parking spaces. Because of the detention pond, adding additional parking spaces is an expensive situation. There may be times when parking is tight; however, there is additional parking along Yarrow Street.
- The Library does not anticipate additional maintenance costs because of the finishes being considered outside to address the safety concerns with cars and pedestrians. The same finish is used by the City of Lakewood in the Belmar town center. The Library anticipates lowering maintenance costs due to more efficient infrastructure systems.
- The Library will provide detailed information on the infrastructure items and costs.
- The sorter for Belmar will be a new sorter. The current sorter is subject to the same issues as the other aging sorters in the system. The Edgewater and Columbine sorters are new, drop and go. Patrons do not want to stand at the sorters and feed items in one at a time. The Library will provide information on the new sorter for Belmar and the cost. The Columbine sorter was not included in the project cost for the Columbine remodel.
- The Belmar project team did exhaustive evaluation for a drive up book drop and determined that there was no room for a drive up.
- The Library will provide information on the square foot cost for Columbine for comparison with the Belmar project.
- The Library will provide more detailed information on the engineering, design and construction costs.
- The Library is confident that the design for Belmar includes plenty of bathroom space.
- The Library appreciates the suggestion that future project conceptual design meetings be held at the location so the Board can better visualize the issues and design.

The Library will ask the Board to authorize Phase II of the Belmar redesign project contract at the January 17, 2019 Board meeting.

2019 Strategic Plan Highlights
The Executive Director addressed the Board and asked if there were any questions about the 2019 Strategic Plan. The board expressed appreciation for the format of the

strategic plan. The Board was advised that there is time scheduled on the January Board meeting agenda to answer any questions.

2020 Board Strategic Planning – Review Ends
The Chair introduced the topic and presented information on the proposed ends statements. A copy of the current ends statements was provided for reference.
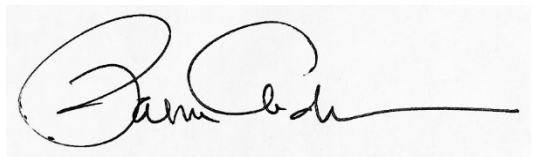
Proposed Global Ends Statements:
The Jefferson County Public Library helps to build an educated and vibrant community by providing equal access to information and opportunities.

1.   All Jefferson County residents have equal opportunity to access information, resources, ideas and technology, and they are supported in using these resources.

2.   All Jefferson County residents have safe, convenient, and radically welcoming places to go to access information and resources and participate in community life.

3.   Jefferson County Public Library adds value to the community by providing leading-edge services that advance our common goals.

4.   JCPL maximizes return on shared investment by delivering services of the greatest possible value to Jefferson County residents through effective and efficient use of our resources.

There were no changes to the first statement. The second statement was adjusted to emphasize, "Welcoming". Radically welcoming is reflective of the Library's outreach into the community. The third and fourth statements includes the idea around adding value. The Chair noted that the statements should reflect the Board's focus on looking at what provides the most value to the community, being proactive and making decisions based on value. The next step is for the Board to adopt the ends statements.

ADJOURNMENT
The study session was adjourned at 7:12 p.m.

Pam Anderson, Secretary