



Jefferson County  
**PUBLIC LIBRARY**

## **BOARD STUDY SESSION**

**DATE:** September 12, 2019

**TIME:** 5:30 P.M.

**PLACE:** Administration Conference Room  
10200 W. 20<sup>th</sup> Avenue  
Lakewood, CO 80215

**Topics:**

- Financial Review
- Lakewood Sorter Amendment Information
- Administration Space Information
- Belmar Library Move-out Agreement Information
- Resolution 1A Information
- South County Project Information

**NEXT BOARD STUDY SESSION**

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



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

TO: Donna Walker, Executive Director

FROM: Bernadette Berger, Director of IT

DATE: September 3, 2019

RE: Contract Amendment for Automated Materials Handling System

**History of Contract: Automated Materials Handling System**

Jefferson County Public Library has a need to provide an available and reliable Automated Materials Handling System, which both patrons and staff use daily. Jefferson County Public Libraries strives to make the patron experience positive and easy by providing a “Drop and Go” induction service either via the internal book drop portal or via an external drive-up or walk-up book drop portal. The specific goal of the system is to provide the patron convenience of an available and reliable “Drop and Go” system while maintaining or reducing current staffing levels

An RFP was issued on May 29, 2019, for Belmar Library’s Automated Materials Handling System (AMH) with the option to build additional book sorters for other library locations. RFID Library Solutions, Inc. was selected for the Belmar contract during the July Board Meeting. At this time, we recommend amending the Belmar Library AMH contract to include the purchase and installation of an AMH for the patrons and staff at the Lakewood location.

The projected start date would be December 1, 2019.

**Budget:**

The budget for the contract is included under the JCPL annual Book Sorter Replacement fund.

**Action Requested:**

We are asking the Library Board of Trustees to authorize the Executive Director to sign a contract amendment with RFID Library Solutions, Inc. for \$254,525 to replace the book sorter at the Lakewood library.

## memorandum

TO: Donna Walker, Executive Director

FROM: Steve Chestnut, Director of Facilities & Construction

DATE: August 29, 2019

RE: Administration Services Building Reconfiguration

### **Background;**

JCPL's 2019 Strategic Plan includes the goal of creating appropriate work spaces for our planned new FTE with milestones to develop a space plan and begin implementation. To that end, we hired an outside consultant to help us with the space planning and also to investigate creative ways we might solve the challenge of finding more room for more people. Because the consolidation of Administrative Services is about 10 years on the horizon, we examined several options for a reasonable solution to get us from here to there.

Some options we considered included

- leasing space
- moving a team out of the administration building
- moving all of administrative services to another temporary location

After studying all of these options, we determined that reconfiguring the current space in the administration building, along with creating more workstations in the Arvada basement to be the most efficient and most financially responsible path to meet our needs.

We developed a space plan that creates 22 more spaces at the administration building and requested quotes for some of the construction that would be required to accommodate that space plan. Two firms responded to our request. Cross Line Construction was the least expensive and considered the most desirable by the evaluation committee. The cost of the contract is \$96,550. In addition to the construction costs, the project will require an FF&E budget of approximately \$25,000. These costs will be paid for out of our 2019 contingency budget.

### **Next Actions;**

I would like to ask the Board to authorize the following;

- 1) a funds transfer of \$125,000 from contingency: a transfer of \$100,000 to ARM01 to cover the cost of the construction and a transfer of \$25,000 to the Library's furniture and equipment budget.
- 2) authorization for the Executive Director to enter into a contract with Cross Line Construction for the sum of \$96,550

## memorandum

TO: Donna Walker, Executive Director

FROM: Steve Chestnut, Director of Facilities & Construction

DATE: September 5, 2019

RE: Information on Move Management RFP for Belmar Redesign

### **Background;**

The collection and various pieces of equipment, supplies and materials at Belmar will require removal and storage during the construction phase of the Belmar redesign. We issued a competitive RFP in August 2019 to obtain quotes for the moving and storage services. The service will be required to box up the collection, label it, store in a climate-controlled warehouse and return it to Belmar when the construction is complete. In addition to the collection the movers will remove, store and return materials and supplies used at the library.

There were four (4) firms that responded to the RFP with a range in cost from \$32,000 to \$79,000. The RFP responses were not received in time to evaluate them at the time of this letter but a recommendation will be available by the next regularly scheduled Board meeting.

### **Next Actions;**

I anticipate bringing the contract authorization request to the Board at the September board meeting. At that time I will have the recommendation on a vendor and would request the Board to authorize you to enter into a contract with that recommended vendor.

## **Draft Resolution in Support of 1A**

WHEREAS, the Taxpayer's Bill of Rights, codified in Section 20 of Article X of the Colorado Constitution, also known as TABOR, and other state statutes, including C.R.S. §29-1-301, impose certain revenue and spending limitations on county government; and

WHEREAS, C.R.S. §29-1-302 permits a county to submit to its voters the question of whether the mill levy may exceed the limits of C.R.S. §29-1-301; and

WHEREAS, revenue limitations imposed by TABOR have created significant budget challenges for Jefferson County, Colorado and have limited the County's ability to provide quality services to the residents of Jefferson County; and

WHEREAS, without relief from TABOR limitations in 2020, based on current estimates, the County anticipates a budget shortfall of approximately \$16.1 million dollar to fund the same level of service in 2020 as provided in the 2019 budget; and

WHEREAS, the Board of County Commissioners has put forward a proposed ballot issue, known as 1A, to be considered at the Nov. 5 General Election, which will allow the County to retain a portion of tax revenues totaling \$16.1 million over and above the TABOR cap to eliminate the need for budget reductions in 2020; and

WHEREAS, the ballot initiative allows the County to retain excess revenue as needed through 2026 to support public safety, protect the health and well-being of Jefferson County residents and preserve important countywide services; and

WHEREAS, we believe this initiative will help to provide for the safety of Jeffco residents and businesses; maintain roads, bridges and other new transportation improvements; preserve public facilities and infrastructure including building security and maintenance; provide critical public services; and protect the quality of live we've all come to expect and enjoy; and

WHEREAS, we believe these benefits will accrue to Library patrons as well;

NOW, THEREFORE, BE IT RESOLVED BY THE JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES, IN THE STATE OF COLORADO:

We do hereby commend the Board of County Commissioners for putting forward this initiative, and we support and endorse Ballot Issue 1A.

The Resolution was adopted by \_\_\_\_\_ vote of the Jefferson County Public Library Board of Trustees on **<insert date>**



## memorandum

TO: Donna Walker, Executive Director

FROM: Steve Chestnut, Director of Facilities & Construction  
Julianne Rist, Director of Libraries

DATE: August 26, 2019

RE: South County Expansion

### **Background;**

In February of 2018, our Facility Master Plan recommended the construction of a new destination library of at least 30,000 square feet in south Jefferson County. This plan recommended that construction to be a priority among other capacity-expansion projects countywide. To date the following actions were completed to implement that recommendation;

- December of 2018, the Board of Trustees (BOT) authorized a planning and design budget for 2019 for \$350,000.
- In May of 2019, the BOT were provided the anticipated costs of 3 different options for a south county library. Consensus was to purchase an existing building and renovate it as the first option.
- June of 2019, the Board adopted the 2020 CIP plan that recommends a South County Expansion starting in 2021 and approved submission of that plan to the Board of County Commissioners.

Anticipating a future expansion in South County, the contract we created with HDR Architecture for Belmar contained a provision that would allow us to expand their scope of services. The intent was to allow us the opportunity to use their services without the expense and resource drain of developing an RFP and going through the proposal process. Based upon our evaluation of their work we are recommending that we move forward with HDR Architecture Inc. as our architect for a south county expansion.

### **Next Steps;**

Our current Belmar contract with HDR allows us to develop a scope of work and timeline for a “future project” that will be executed by a notice to proceed to HDR. HDR and JCPL have been working on that scope that consists of two (2) phases with several sub-tasks under each phase. The initial subtask of Phase I is to develop some guiding principles and service needs via staff and community input. Our desire is to begin this task in November of this year. The second sub-task of Phase I would be to have HDR available to evaluate properties that are of interest to determine feasibility and building integrity.



Jefferson County  
PUBLIC LIBRARY

## memorandum

### Fee and Schedule for Input and Analysis

\$58,540      17 weeks

And

### Estimated Additional Fees for Initial assessment of properties

Not anticipated to exceed \$4,390 for an existing building and \$2,580 for a green field

### **Request;**

I would ask that you authorize the Executive Director to sign a notice to proceed, as identified in our contract with HDR dated September 24, 2018 to begin the process of developing design criteria for South County Expansion as well as engaging an architect/engineer to assist us with evaluations of properties that are of interest.