

BOARD MEETING

JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

March 19, 2020



Jefferson County
PUBLIC LIBRARY

APPROVAL OF AGENDA

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

ITEM# / ACTION	Thursday, March 19, 2020 – LAKEWOOD LIBRARY MEETING ROOM
1.	Call to order & attendance (4.5.8)
2.	Pledge of Allegiance
3. Action	Approve Agenda Call for motion and second
4.	Public Comment
5. CONSENT AGENDA Action	Approval of Consent Agenda Call for motion and second <ol style="list-style-type: none"> Minutes of the February 13, 2020 Board Study Session as presented. Minutes of the February 20, 2020 Board Meeting as presented. Landscape Contract Authorization – Environmental Designs South County Book Drop Use Agreement Authorization Board Slate of Officers – Elected as Presented
6. Information	<ul style="list-style-type: none"> Foundation Report – Jo Schantz, Executive Director and Kim Johnson, Trustee Representative
7. Operational Updates Action as Needed	<ul style="list-style-type: none"> Executive Director Update <ul style="list-style-type: none"> 2020-2025 Strategic Planning Finance and Budget <ul style="list-style-type: none"> Financial Report Belmar Project Financial Report Facilities and Construction Projects <ul style="list-style-type: none"> Belmar Project Update Public Services <ul style="list-style-type: none"> Memorandum of Understanding with Jefferson County Public Schools – Informational Axis 360 Contract Renewal Information Strategy and Engagement <ul style="list-style-type: none"> South County Update Belmar Naming Agreements - Authorization <ul style="list-style-type: none"> Bank of Colorado - Call for motion and second Fransen Pittman – Call for motion and second

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

8. Action as Needed	Items Removed From Consent Agenda (4.3.4) The Board may address and/or vote on any items that were removed from the Consent Agenda
9. Emerging Issues Action as Needed	
10. Action as Needed	Ends <ul style="list-style-type: none">• No items
11. Action as Needed	Board Governance <ul style="list-style-type: none">• No items
12. Suggest Agenda Items	BOARD SCHEDULE – NEXT MEETINGS <ul style="list-style-type: none">• April 16, 2020 – Board Meeting – 5:30 pm – Arvada Library Meeting Room• May 14, 2020 – Study Session – 5:30 pm – Pam Nissler Conference Room at Library Administration• May 21, 2020 – Board Meeting – 5:30 pm – Columbine Library Meeting Room• June 11, 2020 – Study Session – 5:30 pm – Pam Nissler Conference Room at Library Administration• June 18, 2020 – Board Meeting – 5:30 pm – Evergreen Library Meeting Room <u>CONFERENCES</u> <ul style="list-style-type: none">• National Library Legislative Day (NLLD) – May 4-5, Washington DC• Colorado Association of Libraries 2020 Conference (CAL) – September 10-12, Loveland CO
13. Discussion	Board Questions or Comments Related to Items on the Meeting Agenda
14. Discussion	Evaluate Board Meeting (4.1.9)
15. Information	Announcements/General Information Sharing <ul style="list-style-type: none">• Report of the Chair – Correspondence, Other• Other Announcements
16. Adjournment	

CONSENT AGENDA

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

jeffcolibrary.org



TO: Library Board of Trustees

FROM: Charles Naumer, Chair and Donna Walker, Executive Director

DATE: March 10, 2020

RE: Consent Agenda for the March 19, 2020 Board Meeting

1. Approve the minutes of the February 13, 2020 Board Study Session as presented.
2. Approve the minutes of the February 20, 2020 Board Meeting as presented.
3. Environmental Designs Contract: Library Board of Trustees authorize the Executive Director to renew the contract with Environmental Designs Inc. for a period of one year, for the base amount of \$87,000.
4. South County Book Drop Use Agreement: Library Board of Trustees authorize the Executive Director to sign the Use Agreement with ACF Property Management of the KC Shopping Center 01, LLC for the placement of the Book Drop.
5. Elect Board Officers: Library Board of Trustees elect Kim Johnson for Vice-Chair, and Pam Anderson for Secretary for one-year terms April 2020 to March 2021

Jefferson County Public Library Board of Trustees
Study Session
February 13, 2020 – 5:30 pm
Administration Conference Room

TOPICS:

- Financial Review
 - 2019 Financial Tables
 - Carryforward Information
 - Budget Supplemental Information
- New Open Meeting and Public Comment Information
- 2019 Strategic Plan Achievements
- Trustees Review Proposed Policy Governance: Monitoring Reports
 - 2.0 General Management Constraints
 - 2.1 Treatment of Patrons
 - 2.2 Treatment of Staff
 - 2.3 Financial Condition and Activities
 - 2.4 Asset Protection
- Tolin Contract Information

Call to Order

Charles Naumer, Chair, called the Study Session to order at 5:30 p.m.

Other Trustees present: Pam Anderson (Secretary), Jill Fellman and German Zarate-Bohorquez.

Trustees not present: John Bodnar, Kim Johnson, Jeanne Lomba.

Staff present: Donna Walker, Executive Director; Julianne Rist, Director of Libraries; Bernadette Berger, Director of Information Technology; Rex Whisman, Director of Strategy & Engagement; Barbara Long, Assistant Director of Finance and Budget; Sandie Coutts, Director of People and Culture; Steve Chestnut, Director of Facilities and Construction Projects; Padma Polepeddi, Assistant Director of Library Experience; Lizzie Gall, Assistant Director of Library Experience; Deirdre Keating, Assistant Director of Community Engagement; and Amber Fisher, Executive Assistant, Office of the Executive Director.

Guests: No guests.

Financial Review

2019 Financial Tables

Barbara Long, Assistant Director of Finance and Budget, addressed the Board and presented information on the updated financial results for the end of the year 2019. While the financial year is not officially over, the Library is not aware of anything significant that is still outstanding. There were savings in operating expenses including unspent contingency funds. Capital projects will flow into the project carryforward request. Should the Board approve the carryforward request next week, the Fund Balance Table reflects the Board's policy on reserve funds and shows the year end funds committed to capital projects and the reserve fund balance.

In response to questions, the Board was advised that:

- Table 3 expands the revenue information and displays all the sources of revenue and the year-end results. Investment income is significantly higher than the projected amount.
- For the savings in salaries and benefits, the Library did plan to add a significant number of positions and they did not come on board as quickly as expected. Some of those positions will come on board this year (2020).
- For the savings in supplies, one area is the furniture and equipment that would have been expended for the positions that did not come on board in 2019.
- It is not the Library's practice to carry over operating funds. There are contingency funds in the 2020 budget the Library could utilize if needed.

Carryforward Information

Several capital projects funded in 2019 were in process at the end of the year and will continue into 2020. The carryforward requested is either equal to or less than the balance of unspent funds at the end of the year. Funding requests less than the total project balance are based on outstanding purchase orders. The projected project completion date has been included.

<i>Project</i>	<i>Amount</i>	<i>Projected Completion</i>
ARM-01 Capital Maintenance (Admin Project)	57,000	Q2, 2020
ARM-04 Book Sorter Replacement (Lakewood)	170,000	Complete
16-14 High Availability Internet Redundancy	41,000	Q1, 2020
18-07 LSC Garage & Loading Dock	122,583	Q2, 2020
18-08 Bookmobile Replacement	400,000	2021
19-02 Document Management System	160,000	June, Phase I
18-01 Belmar Library Remodel	4,602,522	Q2, 2020
19-03 South County Library	344,100	Ongoing
Total Carryforward Request	5,897,205	

In response to a question, the Board was advised that the Library anticipates part of the bookmobile purchase will be completed this year.

Budget Supplemental Information

The bookmobile the Library is using now was purchased in 2009. The Library is planning to purchase a new bookmobile in 2020. Funding for the new bookmobile of \$200,000 was included in the Library's capital budget both in 2018 and 2019.

Accumulated funds of \$400,000 are in the Library's project carryforward request. Part of the monthly expense for operating the bookmobile has been a payment into the County's fleet replacement fund for the purpose of offsetting the cost of a new vehicle purchase. The Library's bookmobile is a specialized vehicle which is no longer considered part of the County's fleet and the monthly payment into the fleet fund was discontinued in November of 2019. This supplemental request is to recognize additional revenue of \$147,441 which will be transferred from the fleet replacement fund to the Library and to increase the budget for the new bookmobile by this amount. With this transfer, the total budget available for the new bookmobile will be \$547,441.

In response to questions, the Board was advised that:

- Each vehicle is owned by County Fleet. The Library pays monthly for each vehicle, for maintenance and for a replacement fund. The bookmobile is a specialty vehicle and the Library has been maintaining the bookmobile and also paying County Fleet for replacement. The program is structured that way so there is no big hit to County Fleet at one time for replacements.
- This is the only County program like that.

The Executive Director noted that the project carryforward request and the budget supplemental request are both on the consent agenda for the February 20, 2020 Board meeting. The Board was asked to send any additional questions to the Executive Director.

New Open Meeting and Public Comment Information

Proposed adjustments to Bylaws and Sunshine Resolution - H.B. 19-1087 Public Meetings - notice - online posting.

The Executive Director provided an overview of the changes suggested for the Bylaws due to a change in the law regarding the meeting-posting requirement. Meeting notices can now just be posted online to comply with the open meetings law. The recommended changes are for the bylaws committee to consider during their work

Trustee Fellman stated that there is something that does not match in the Bylaws. It says that the Board has meetings at least once a month and says the Library Board may cancel a meeting. Amber Fisher will refer this to the Bylaws committee.

The Executive Director advised the Board that the change in the law will also affect the Sunshine Resolution. Recommended adjustments to that Resolution are included in the information packet for the Board's consideration.

Proposed adjustments to Bylaws and Governing Policy 4.3 - Public Comment/Public Participation at Board Meetings

The Executive Director advised the Board that a significant amount of research was completed to determine best practices related to public comment/public participation at Board meetings. The recommendations for the Board's Bylaws and Governing Policy 4.3 are included in the information packet. Following are some comments and suggestions from the Board:

- Include a statement about the purpose of public participation
- Consider ways to accommodate public participation for people who may speak languages other than English. When the Library Board meetings are open to the public to participate it is important to provide information in different languages, or to have an interpreter – English as a second language. It would be great to have this ability as an open library.
- It was noted that there may be operational challenges involved in accommodating different languages. If we knew that something may come forward and we had the time we could accommodate. It was also noted that the number of languages other than English could be difficult to accommodate and find interpreters.

The Executive Director advised the Board that the Library will investigate and may consult with the County Attorney. It was noted that Library practice is to accommodate hearing impaired patrons and staff and provides interpreters at meetings and programs. The Board was advised that the Library will provide a statement for the Board to consider regarding the value of public comment/public participation.

2019 Strategic Plan Achievements

Donna Walker, Executive Director, introduced the topic and presented information on the Library's 2019 strategic plan achievements.

The Edgewater Library was open for its first full year in 2019. The Cargo Van, which goes places the Bookmobile cannot go, launched its services in 2019. The first lobby stop service was successfully piloted. A demonstration of the lobby stop service is planned

for next week's Board meeting. There will also be a presentation on Raise a Reader, one of the Library's signature events.

JCPL partnered with R1 schools and homeschoolers for another signature event, EPIC STEM. This event was held at the Jefferson County Fairground. Mentors from schools and businesses participated in the event and helped middle school kids learn to put scientific method into practice and see if a career in STEM is for them.

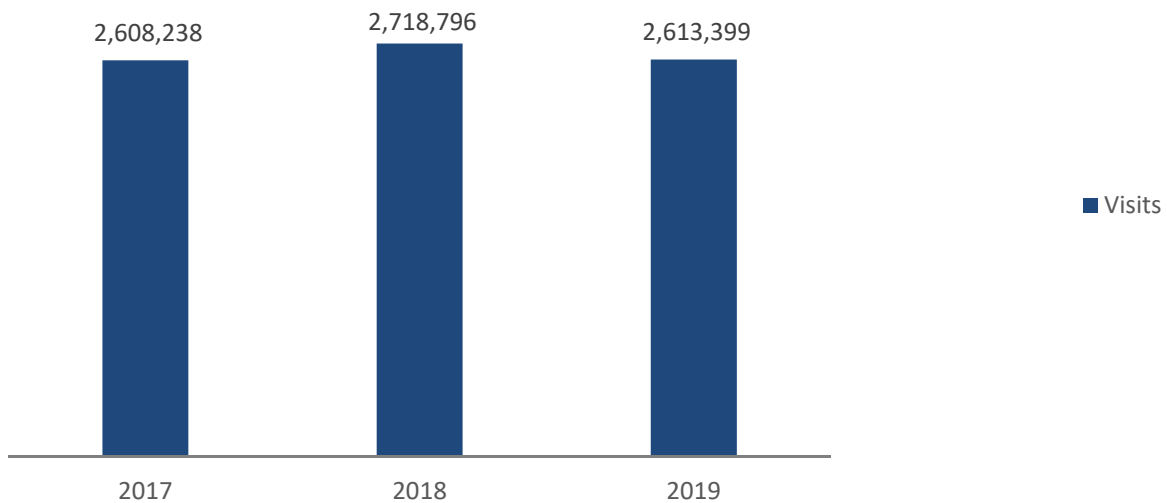
Belmar redesign community input meetings were well attended with a full house for public participation at each input meeting. The project went from design to construction in 2019. The past year also highlighted the Library's approach to responsive planning; including engaging the Library Board and community in the Library's strategic planning and evidence based decision-making. A big part of 2019 achievements included identifying and developing leadership teams and establishing a new organization chart that reflects a focus on strategic planning, community engagement and evidence based decision making.

Another priority in 2019 was to integrate and execute leading edge services. Examples include alternative services like hold lockers and materials vending machines. For the six weeks they were operational in 2019, usage totaled 2,370 visits and circulation of 7,354. The Standley Lake Outdoor Adventure Space is another leading edge service that opened in 2019. It is the first in Jefferson County and a model for future spaces. Built in partnership with Open Space and an Eagle Scout who built an amazing insect hotel, it has become a real community gathering space where kids can learn through play.

The numbers show that we are delivering quality, relevance and value with the high level of demand for our services. While our scorecard shows percentiles, percentages, and per capita, the raw numbers that go into those calculations help put context around the scorecard numbers.

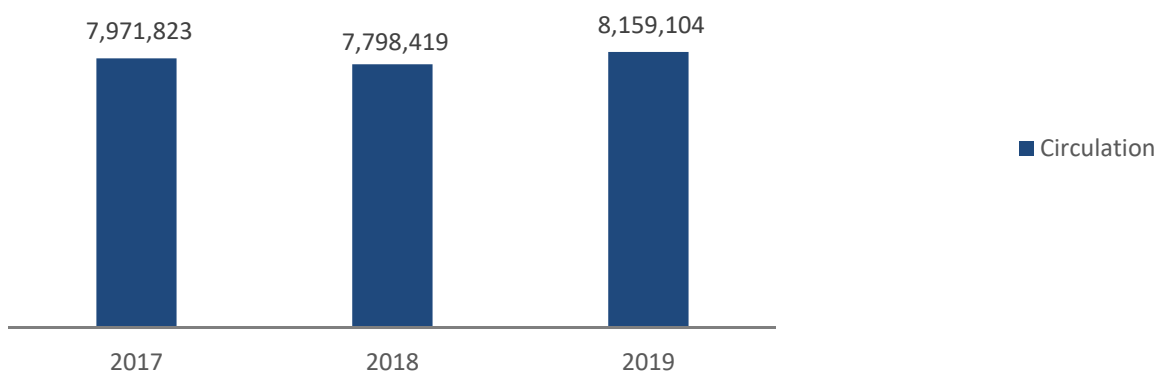
For example, when we have a library benchmark measure of 4.48 visits per capita and our 2019 Jeffco Population is 583,105 that equates to over 2.6 million visits to our physical locations, including our bookmobile and alternative services. Visits to physical locations remained stable in 2019. We made up some ground with our alternative services, but still saw a slight decline in overall visits. Our projections show that if Belmar Library had been open, visits would have been stable or slightly increased.

PHYSICAL VISITS



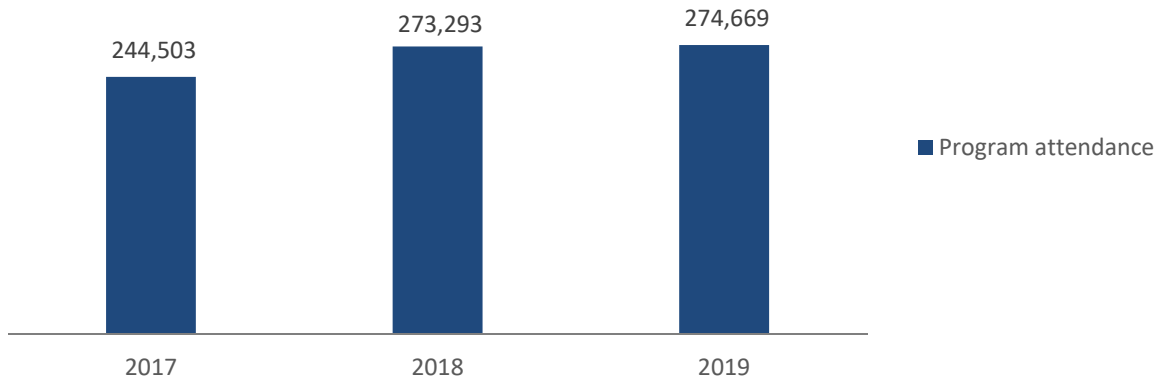
Our library benchmark is 13.99 circulation per capita, which means for each person in Jefferson County, 14 items were used from our collection. In addition, that raw number is over 8 million items used in our collection, an increase of 5% from 2018. We finally made it over 8 million! We have had this as a team goal for years. It is a watershed moment for JCPL. Even with the closure of Belmar Library for a full 3 months of the year. Some contributing factors were instituting auto-renewal and use of e-materials.

CIRCULATION



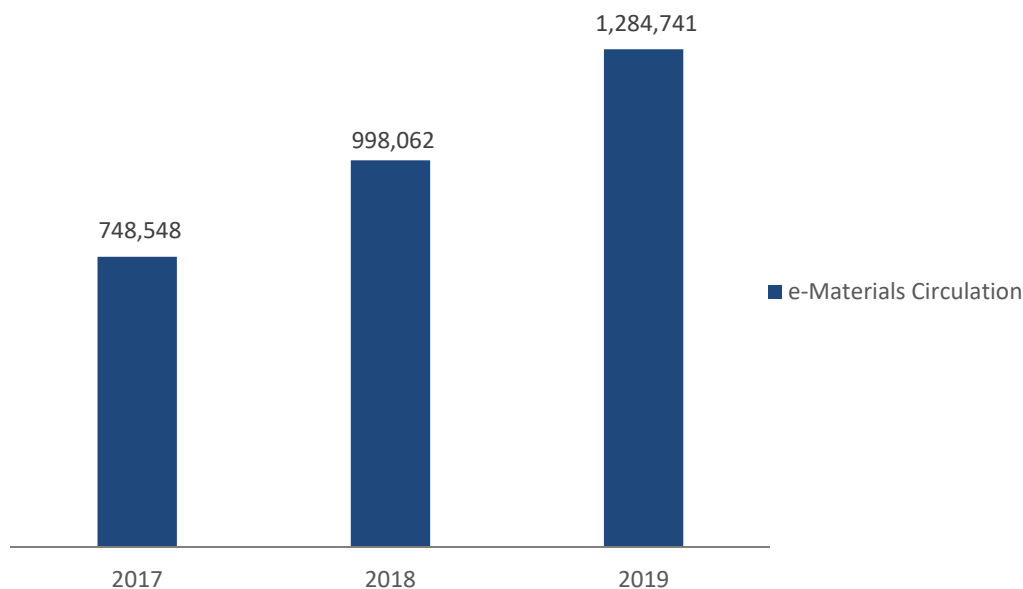
Our library benchmark for program attendance per 1000 capita is 471. What that means in real numbers is over 274k in total attendance. Program attendance was maintained, despite closure of the Belmar Library. A contributing factor was greater participation in signature events like Epic STEM and Raise a Reader.

PROGRAM ATTENDANCE



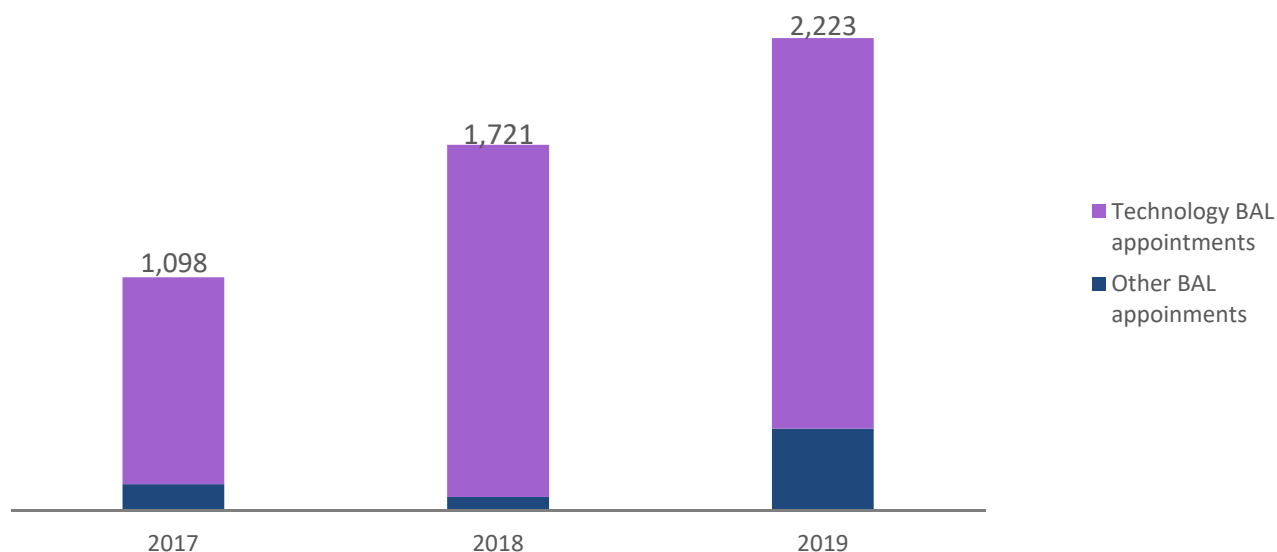
The Board is always interested in our circulation of e-materials. So even though they aren't in our scorecard, we wanted to share them here. e-Materials circulation increased 29%. Some contributing factors were more items in the collection that support our residents' interests and expansion of titles to support the platform for Kindle Paperwhite users. Circulation of e-materials is about 16% of circulation.

E-MATERIALS CIRCULATION



An important service to highlight is the one-on-one reference service we offer. This service was built from the ground up with our first appointments booked in 2014. Since then we have managed the growth of the service, refining our approach and outreach so that it is now well known and well used. Book a Librarian appointment requests also increased 29%. The main contributing factor was the increase in outreach through more presentations to local groups, more participation in local events and more offsite programs. It is significant that our book a librarian requests increased at the same rate as downloading of e-materials – these two services represent the two ends of the spectrum in how people use the library – and that both of those experiences are increasing at the same pace

BOOK-A-LIBRARIAN APPOINTMENTS



Another example of a leading edge service is the new Lakewood Library sorter. During the Board meeting recess next week, the Board will take a tour and see the new sorter in action. The same sorter will be installed at Belmar.

The Executive Director thanked the Board for trusting the Library with the resources needed to achieve these outcomes. The Executive Director advised the Board that any questions they have about the 2019 strategic plan achievements would be recorded and the Library would return with full responses at next week's Board meeting.

In response to questions, the Board was advised that:

- The Library will come back in March with additional information regarding trends.

- At the February Board meeting next week, the Library will provide more information on the first full year of operation at the Edgewater Library.

The Board expressed appreciation to the Library for their efforts to work with the Board on strategic planning and for the thoughtfulness put into that effort and delivering great outcomes.

Trustees Review Proposed Policy Governance: Monitoring Reports

The Executive Director advised the Board that proposed adjustments to Monitoring Reports 2.0 through 2.4 are minor. In response to a question, the Board was advised that this item is on the consent agenda for the Board meeting next week. The Chair asked the Board to send any questions about the Monitoring Reports to the Executive Director before the February Board meeting.

Tolin Contract Information

Steve Chestnut, Director of Facilities and Construction projects, presented information on the Tolin Mechanical Systems contract renewal to provide HVAC maintenance. JCPL entered into a contract for HVAC maintenance with Tolin in 2017. This contract was set up to allow for renewal for up to four (4) additional one-year terms at the Library's discretion. Our current contract ends February 29, 2020 and JCPL would like to renew the contract with Tolin Mechanical for a third time. This third renewal term would provide for services from March 1, 2020 through February 28, 2021. The 2019 contract cost was \$81,024 and the 2020 renewal cost will be \$76,068.00. The decrease in price reflects the reduction in services that will be required with the upgrades and new equipment being installed in Belmar. In response to questions, the Board was advised that:

- The contract amount is \$76,068 and the budget is \$135,000. The contract amount is lower because it does not include the Belmar Library which will be covered under warranty. The Belmar warranty is for one year.

ADJOURNMENT

The Study Session was adjourned at 6:43 p.m.

Pam Anderson, Secretary

**Minutes of the Meeting of the
JEFFERSON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
February 20, 2020**

CALL TO ORDER – REGULAR MEETING

The regular meeting of the Jefferson County Public Library Board of Trustees was held in the Lakewood Library meeting room on February 20, 2020. Library Board of Trustees Chair, Charles Naumer, called the meeting to order at 5:30 p.m. Other Trustees present: Kim Johnson (Vice-Chair), John Bodnar, Jill Fellman, Jeanne Lomba and German Zarate-Bohorquez.

Trustees not present: Pam Anderson. Trustee Lomba left the meeting at 6:37 pm.

Staff present: Donna Walker, Executive Director; Steve Chestnut, Director of Facilities and Construction Projects; Julianne Rist, Director of Libraries; Rex Whisman, Director of Strategy and Engagement; Bernadette Berger, Director of Information Technology; Sandie Coutts, Director of People and Culture; Barbara Long, Assistant Director of Finance and Budget; Lizzie Gall, Assistant Director of Library Experience; Padma Polepeddi, Assistant Director of Library Experience; Deirdre Keating, Assistant Director of Community Engagement; Amber Fisher, Executive Assistant, Office of the Executive Director; and Katie O'Loughlin, Administrative Coordinator.

APPROVAL OF AGENDA

MOTION: Kim Johnson moved that the Library Board of Trustees approve the agenda as presented. Seconded by Jill Fellman the motion passed by unanimous vote of all Trustees present.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF CONSENT AGENDA

The Chair asked the Trustees if any of the items should be removed from the consent agenda. There were no requests for items to be removed.

MOTION: Jeanne Lomba moved that the Library Board of Trustees approve the items on the consent agenda. Seconded by German Zarate-Bohorquez, voting on the consent agenda was suspended for further discussion.

In response to questions, the Board was advised that:

- More detailed information on the Bookmobile is not yet available and will be provided to the Board later.
- The Library is not asking for additional funds. The budget supplemental request is a recognition of additional revenue that the Library paid into County Fleet's replacement fund.
- The budget supplemental request is to move that money from County Fleet to the Library's replacement fund for the bookmobile.

MOTION: Jeanne Lomba moved that the Library Board of Trustees approve the items on the consent agenda. Seconded by German Zarate-Bohorquez the consent agenda was approved by unanimous vote of all Trustees present.

FOUNDATION REPORT

Jo Schantz, Foundation Executive Director, provided an update to the Board. The Foundation is a beneficiary of the fifth Annual Jeffco International Women's Day event on March 6. The Friends Annual Meeting is scheduled for March 13, at the Wheat Ridge Recreation Center featuring the author, Barbara Nickless. Invitations were extended to the Library Board to attend the Friends event. The March Madness Book and Gift sale is scheduled for March 20 and 21 at the Golden Library. The spring 2020 Whale of a Used Book Sale is scheduled for May 28-31, at the Jefferson County Fairgrounds. The Foundation has entered into a contract with Empty Shelves, a book re-sell vendor. The vendor is paying the Foundation \$4500 per month for access to Foundation books. Grants and sponsorships include \$3900 from the Believe in Reading Foundation for the Babies First Books program, and \$5000 from MDU Resources for the 1,000 Books Before Kindergarten program. There are a couple of pending Belmar Library naming rights agreements including \$5,000 from the Bank of Colorado and two \$1,000 naming opportunities from Fransen Pittman.

Kim Johnson, Trustee Representative, provided an update to the Board and expressed appreciation to Jo Schantz for securing the naming opportunity with Bank of Colorado. Bank of Colorado will be holding a grand opening of a branch on Union and will present a check to Jo Schantz and Donna Walker. The Foundation Board is aware of potential challenges with Jeffco Fairgrounds and is holding discussions on what to do if that location becomes unavailable for the book sales.

EXECUTIVE TEAM OPERATIONAL UPDATES

Executive Director Report

The Executive Director addressed the Board and inquired if there were any questions about her monthly report. In response to questions, the Board was advised that:

- The story times at the Golden Library were so well attended that they became overcrowded. At the time the Golden Library was remodeled, there were no codes regarding posting capacity maximums. That has now been adjusted and the Library is posting for maximum capacity in the meeting room.
- As a part of the Library's initiative to remove barriers, the ticketing system for story times was discontinued. At Golden, story time demand is twice the current room capacity – between 40-45 for each story time. An additional five story times were added to the schedule at Golden, and times were adjusted to accommodate parents. Attendance for each story time is monitored and limited to 45.
- The meeting room is the largest area in the Golden Library for story times.
- When the Golden Library was remodeled the budget was limited at \$250,000 and expansion of that library was not feasible with that budget and limited as there was no land available for expansion

2019 Strategic Plan Achievements Q&A

Donna Walker, Executive Director, addressed the Board and introduced Julianne Rist, Director of Libraries. Julianne provided information on the Edgewater Library that the Board requested at the February Study Session. During the first full year of operation at the Edgewater Library, programs increased 131%, with 411 more programs in 2019 than in 2018. Program attendance increased 115%, with 6,659 more people attending programs. Library cardholders increased 20%, with 2,753 more cardholders in that zip code area. Patrons' with circulation increased 12% or 524 people. Visits increased 98% with 74,000 more people coming through the doors. Circulation increased 97%, over 100,000 more items in the new location.

The Chair thanked the Library for providing that information and noted that the Board wanted to see what kind of trends might be seen for South County, using the Edgewater Library as an example.

Motion to Adjourn Regular Meeting for a tour of the Lakewood Sorter and Library to You Lobby Service.

MOTION: Jill Fellman moved to adjourn the regular meeting of the Library Board of Trustees for a 15-minute recess. Seconded by Jeanne Lomba the motion passed by unanimous vote of all Trustees present.

Motion to Reconvene Regular Board Meeting

MOTION: John Bodnar moved to reconvene the regular meeting of the Library Board of Trustees. Seconded by German Zarate- the motion passed by unanimous vote of all Trustees present.

Service Highlight - Raise a Reader

Cindy Jaye, Public Services Programming Manager, addressed the Board and provided information on the Library's Raise a Reader signature event. Raise a Reader is a signature event that took place last August at the Colorado Railroad Museum. It was a ton of fun and very successful. JCPL generally offers 2-4 signature events per year. These are centrally planned, large scale; multifaceted events that we hope will be attractive to Jeffco residents that live throughout the county. Raise a Reader set goals of preparing our youngest residents to learn to read, while also educating their adults on the importance and ease of teaching pre-literacy skills. The Board was provided with bandanas that were giveaways at the event. The bandannas provide a written message to the parents, in a format that they will keep and use over and over again. Additionally, the bandanas can be used in early literacy activities – playing peak-a-boo, tracing letters, etc. The attendance goal for Raise A Reader was to have 1000 people attend. That goal was exceeded with 1,619 attendees. Raise a Reader took place at the Colorado Railroad museum. This is a 5-10 acre campus with trains and train paraphernalia scattered throughout. Participants had access to the entire museum and were welcomed to take rides on the historic steam locomotive. Additionally, JCPL had literacy stations throughout the campus. At each station there was a fun activity the kids could do that would prepare them to learn to read and there were staff available providing information and education to the parents. JCPL is planning to hold this event again this year on August 8.

In response to a question, the Board was advised that:

- One of the challenges was parking, which was limited. The programming team is taking that into consideration as it plans goals for this year's event.

Finance and Budget Department

Financial Report

Barbara Long, Assistant Director of Finance and Budget addressed the Board. The Board was provided with an overview of the January 2020 financial statements. The first month of the year does not show much activity. The numbers for 2019 have been updated and reflect where the Library ended up for the year. January statements include some property tax revenue, although most property tax is received in February, April and June. Debt service payments occur twice a year, interest only payment in June and then debt payment in September. On the capital table there are encumbrances rolling forward from the previous year.

In response to a question, the Board was advised that:

- The item on the LSC garage project shows as a credit due to the way the County has the Library recognize retainage. It is recognized as an expense in 2019 and zeroed out until it is paid.

Belmar Project Financial Report

There were no questions.

Facilities & Construction Projects

Belmar Video

The Board viewed a video showing the construction progress on the Belmar Library renovation project.

Belmar Library Renovation Project Update

Sarah Lara, Project Director NV5, addressed the Board and provided an update. The steel for the canopy is up and will draw people to the new grand entrance. The exterior concrete is going down. The drywall inside is complete, with paint, slat walls and many of the interior finishes going up. NV5 is managing the budget and schedule around the weather. It is not just snow, but cold weather that impacts pouring concrete. The team is working on a plan to coordinate bringing interior items inside while the exterior is still be completed. Fransen Pittman has a construction contingency budget to manage around the weather.

In response to questions, the Board was advised that:

- The plan for the high windows is to install vertical wraps that still allow a sight line through to the windows.
- A dry sprinkler is not pressurized; there is no water in it until it needs to be used
- Weather related issues are handled as part of the construction contingency budget.
- Some of the weather mitigation methods include using special blankets to cover concrete when it snows and snow and mud removal to keep the concrete dry and warm to protect it during curing.
- The schedule delays are included in the planning and the budget is fine as it stands today.
- Schedule delays may affect cost as many of the services are based on how much work is completed in a month. Each week work gets pushed out may cost another month of service. Fransen Pittman does have a construction contingency budget for these costs. NV5 is holding on to its contingency budget at this time.

Trustee Lomba left the meeting at 6:37 pm.

Strategy and Engagement

South County Community Engagement

Rex Whisman, Director of Strategy and Engagement, addressed the Board and presented information on the South County community engagement plan. Over the last few months, the Trustees have participated in input meetings and the community engagement planning process. The Trustees role was defined:

Budget: be responsible for resource allocation and capital oversight. Focus on long-term impact of project and return on investment for “ownership” (residents) by representing the taxpayers.

Advocacy, Outreach and Engagement: be the conduit linking the ownership (residents) to the operational by being ambassadors, defining and communicating the message, being able to explain the “why” of the project.

Strategy: assess and represent the needs of the community through your public process and defining a vision for the successful outcome.

The Board participated in the strategic framework including the new ends statements and strategic priorities.

Ends Statements

- Equity of Access
- Create Place
- Provide Leading-Edge Services
- Maximize Value

Strategic Priorities

- Create Libraries for the Future
- Reach More People
- Focus on Building Literacies
- Become the Third Place
- Grow Sustainably

The Board participated in input meetings to develop the fact sheet. JCPL, in collaboration with HDR, are holding planning meetings for moving forward with community engagement. Community engagement provides education and awareness, validates the site selection process, helps create the program of service and informs the guiding principles for design. The Board was provided with the fact sheet and a proposed community engagement schedule. Moving forward, there will be additional opportunities for Board participation and engagement, including input and output meetings.

Rex expressed appreciation to the Board for their active participation in the early sessions to create the fact sheet. JCPL plans to begin the engagement process and direct people to online engagement opportunities in a few weeks and is working on content for the online meeting.

After some discussion, the Board reached consensus to adjust the fact sheet to remove the change in the number of mills in the mil levy reference. Rex Whisman will make that revision to the fact sheet.

ITEMS REMOVED FROM THE CONSENT AGENDA

No items were removed from the consent agenda.

EMERGING ISSUES

There were no emerging issues.

ENDS

No items.

BOARD GOVERNANCE

Nominating Committee Appointments

Trustees John Bodnar and Jill Fellman, members of the Nominating Committee, advised the Trustees that the nominations for Board Officers are Kim Johnson for Vice-Chair, and Pam Anderson for Secretary. The Trustees indicated acceptance of the nominations. The Chair confirmed that the Board accepts the nominations as presented for one-year terms April 2020 to March 2021 and advised the Board that this item will be on the Consent Agenda for the March 19, 2020 Board meeting

Bylaws Committee

German Zarate-Bohorquez, member of the Bylaws Committee, advised the Board that the Committee will schedule a meeting and hopes to report in March.

BOARD SCHEDULE – NEXT MEETINGS

Trustee Fellman advised the Board that she will be out for the March meetings and noted that the April 9, Study Session is scheduled on Passover. The Executive Director advised the Board that she did notice the April 9 date and she is doing everything possible so that there will not be a Study Session.

In response to a question, the Executive Director advised the Board that the March 12, extended Study Session is where the Board participates in strategic planning and provides

input for the 2021 budget. The Library has a budget development schedule to follow and will continue to work on planning for the March extended Study Session. Planning will be as flexible as possible to include as many Trustees as possible.

The Executive Director advised the Board that there will be a joint meeting with the Board of County Commissioners and Library Board on March 19, 2020. The Board noted possible meeting topics as Belmar and South County.

ANNOUNCEMENTS/GENERAL INFORMATION SHARING

There were no announcements.

ADJOURNMENT

The Board meeting was adjourned at 7:01 pm.

Pam Anderson, Secretary

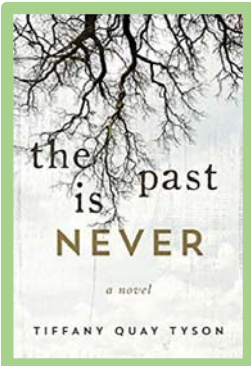
FOUNDATION REPORT

JEFFERSON COUNTY LIBRARY FOUNDATION
EXECUTIVE DIRECTOR REPORT
MARCH 2020 (February 21 – March 19)
By Jo Schantz, MNM, CFRE, GPC

1. Recent/Upcoming events and activities



I'm pleased to tell you that our Foundation received a check for \$2,000 from this special event!



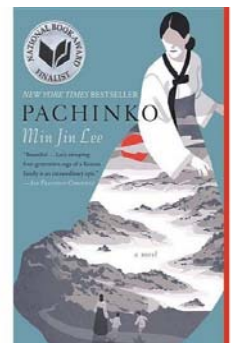
Friends Annual Meeting
Friday, March 13
11:30 a.m. To 1 p.m.
Wheat Ridge Rec Center
Featuring Award-winning Author
Tiffany Quay Tyson



Unfortunately, our previously scheduled author, **Barbara Nickless**, experienced a sudden loss in her immediate family and was unable to provide her presentation at our 2020 Friends Annual Meeting



JCLF is a beneficiary and special guest of
The Denver Post's
Pen & Podium Series
featuring Author *Min Jin Lee*
Monday, March 16, 7:30 p.m. at the
Newman Center, DU Campus



March Madness Book and Gift Sale
Golden Library, 1019 10th Street in Golden
Friday, March 20, 9 a.m. to 4 p.m. and Saturday, March 21, 9 a.m. to 4 p.m.

2. News, Meetings and Networking

As a Board member for the **Literacy Coalition of Colorado**, I helped host a teacher training series at Red Rocks Community College on Saturday, February 22. The series is led by literacy professionals who train educators in teaching reading to adult learners. In Colorado, an estimated 42,000 adults who grew up speaking English read at the Kindergarten-3rd grade level. This low reading level limits their job possibilities, and very few adult education classes serve these adult readers.

Besides working with new book re-sell vendor, **Empty Shelves**, we are also working with **Dream Books**, another company that is picking up all our discarded books (items that will not go to our used book sales or to Empty Shelves). This 3-step process means our Foundation does indeed find “good homes for good books!”

Board President Sally Reed and I attended **Community First Foundation’s** annual investment breakfast on Monday, February 24. This meeting is to inform all endowment holders how their funds are being invested. On March 5, I was happy to provide a presentation to the **Golden Elks** describing how our Foundation helps to support JCPL, and calling for volunteers for our used book sales. The Elks and I are exploring some grant opportunities for 2020.

I was one of several individuals who gave public comments at the **Board of County Commissioners public hearing** on Tuesday, February 25. I pointed out that closure of the Jeffco Fairgrounds would have a huge negative impact on our nonprofit, as well as other local organizations that rely on this venue for fundraising activities. I understand that part of this testimony was also shown on **KUSA-Channel 9 TV**. Board member Deborah Deal and I met with **Rita Paxton**, short-term leasing agent for **Colorado Mills mall**, on Thursday, February 27, to discuss possibility of opening up a storefront operation for our used book sales. If the Fairgrounds does close in 2021, our organization will be looking at other options and venues for book sales. **JCLF Board member Tim Rogers** and **Lou Rivero (Jefferson County Business Resource Center)** are helping me shape the new business plan.

Donna Walker and I met for our monthly lunch and chat on Monday, March 9, and I participated in a networking lunch at 240 Union restaurant in Lakewood on March 11, hosted by the **West Metro Chamber**. March 12 was the date for our 2nd **Friends Council** meeting, and I also participated in the monthly **Jeffco Community Services Advisory Board** meeting on March 17 and the **Golden Executive Director’s Roundtable** meeting on Wednesday, March 18.

3. Grants, Sponsorships and Naming Rights Update

Recent grants pending:

- Golden Civic Foundation – \$3,172 for a menu of items for Golden Library programs
- Max and Victoria Dreyfus Foundation* -- \$10,000 for **1,000 Books** and Babies First Books
- Harmes C. Fishback Foundation* -- \$5,000 for general operating support
- ENT Credit Union* -- \$5,000 for Summer Reading
- Mabel Y. Hughes Charitable Trust -- \$5,000 for Summer Reading
- Gates Family Foundation* – approx. \$100,000 for Belmar’s Outdoor Adventure Space (capital grant)
- Kettering Family Foundation -- \$5,000 for Summer Reading

Those with an asterisk indicate new funders.*

Sponsorships for the Friends Annual Meeting:

Divito Dream-makers/Remax, Avenida Partners Bonfire Burritos, Empty Shelves, Foothills Vision Center and Taurus Fund

Naming Rights Confirmed at Belmar Library:

Genesee Mountain Foundation -- \$25,000 for the Family Place Library™

Vicki Ponce -- \$7,500 for the large study room

Melvin & Elaine Wolf Foundation -- \$5,000 for a/v equipment in the Children’s Library

Rachelle Naishtut -- \$1,000 for a service kiosk

Naming Rights Pending Trustee Approval:

Bank of Colorado -- \$5,000 for the small study room

Fransen Pittman -- \$1,000 for the bike rack and \$1,000 for the AWE children’s computers

Operational Updates

Executive Director Update

March 2020 EXECUTIVE DIRECTOR REPORT

1st Quarter 2020 Focus:

1. Unveil new long-range Strategic Plan and online dashboard
2. Fully transition Strategy and Engagement Team
3. 2021 Budget and Project Planning
4. New Trustee Orientation

Community Engagement

Violeta Dawson, Human Resource Payroll Tech Senior, attended the Employers Council Public Employers Conference.

Kelsey Ashton, Adult Services Coordinator, is scheduled to attend the *Aging in America* Conference.

Lorenzo Martinez, Operations Page, is scheduled to attend the CLIC Spring Program.

JCPL SERVICE HIGHLIGHTS

2020 CENSUS: We're collaborating with other government agencies in building awareness of the census and the importance of having everyone in Jefferson County be counted. Libraries play an important role in this civic endeavor, which happens to be the largest peacetime mobilization effort in the United States.

Recognizing how important it is for Jefferson County to attain a complete and accurate census count during the 2020 Census, Jefferson County Public Library (JCPL) is supporting the County's efforts to achieve a substantial response rate.



Advocacy and Engagement Opportunities for Trustees

Colorado Library Legislative Day – March 18th – Please let me know if you'd like to participate.

HIGHLIGHTS OF EXECUTIVE DIRECTOR COMMUNITY ACTIVITIES, March, 2020

ACTIVITY	PURPOSE	IMPACT
Heart of Golden Meeting with Deputy City Manager Carly Lorentz	Get updated on project. Learn next steps.	Gained understanding of potential options for library relocation
Meeting with Jacki Paone, Director of Colorado State University Extension Office, Jefferson County	Connect with a County leader. Discuss partnership opportunities.	Learned about potential partnership opportunities, particularly with the Family Leadership Training Institute (FLTI)
Meeting with Jo Schantz, executive director of the Jefferson County Library Foundation	Maintain relationship with community partner.	Grant reporting check in. Discussed challenges and opportunities with potential changes to access to County Fairgrounds.
Heart of Golden Community Input meeting <i>Scheduled for March 11</i>	Observe community response to Clear Creek corridor development ideas.	
Elected Officials Personnel Board Meeting <i>Scheduled for March 12</i>	COVID-19 update; 2021 County Budget considerations and prioritization	
Board of County Commissioners (BCC) Carryover and Budget Supplemental Briefing <i>Scheduled for March 17</i>	Formally request carryover and supplemental funding.	
BCC and Library Board Joint Meeting <i>Scheduled for March 19</i>	Highlight Library achievements and aspirations.	
West Metro Chamber of Commerce <i>Scheduled for March 26th</i>	Participate as a Board member. Promote library services to business and non-profit community.	
Out of Office March 26-31	Vacation	

New Trustee orientation curriculum has been developed and orientation is being scheduled. The orientation is intended for our new trustees, but all are invited and welcome.

Library response to COVID19: Per policy, the Library is required to have a disaster response plan which we implement as a Continuity of Operations Plan (COOP). In this COOP we have a response for Pandemic Planning with protocols we are following, including activating a Pandemic Team with a Team Chief. Library leadership is using this plan to guide our actions around the COVID19 outbreak. We are purchasing more cleaning supplies, communicating with staff and patrons, and keeping in close contact with Public Health in order to be prepared and proactive.

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To: Library Board of Trustees

From: Donna Walker, Executive Director

Re: 2020 – 2025 Strategic Planning; 2021 Annual Planning

Date: March 10, 2020

On January 16, 2020 the Library presented a draft of the 2020 – 2025 Strategic Plan for Jefferson County Public Library to the Board of Trustees. At that meeting, Trustees reached consensus for support of the plan and made recommendations for slight modifications.

At the March 12, 2020 study session, the Board was asked to reach consensus on the latest iteration of the 2020-2025 Strategic Plan and priorities as well as 2020 initiatives, projects, success measures and targets.

At the March 19 meeting, Library leadership will share updated information for the Board on these annual planning inputs:

- Community Inputs
- Library's Full Time Equivalent (FTE) Expansion Plan Progress
- Facility Master Plan (FMP)

We will have discussion and activities around these topics to facilitate the Library's annual planning process and Board visioning.

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As mentioned previously, based on feedback from the Board, we have adjusted this year's strategic planning calendar in order to fulfill Trustee scheduling requests, gather inputs, and meet budget deadlines.

With your help, we expect to use the strategic planning calendar to reach these outcomes:

- Performance targets for 2020, and 2021 – 2025
- Detailed 2021 budget
- Updated five year capital improvement plan and 10-year forecast

Updated 2020-2025 Strategic Planning Calendar	
Month	Output
January	<ul style="list-style-type: none"> • Board reviews Ends Statements • Board provides feedback on draft 2020 – 2025 Strategic Plan
February	<ul style="list-style-type: none"> • Staff present prior year results
March Study Session and Regular Meeting (no extended study session)	<ul style="list-style-type: none"> • Board feedback on updated 2020 – 2025 Strategic Plan • 2020 initiatives, projects, success measures and targets • Board Visioning • Community Inputs • Full-time Equivalent (FTE) Expansion Plan Progress • Facility Master Plan (FMP)
April Regular Meeting (no study session)	<ul style="list-style-type: none"> • 10-year Forecasting Options • Benchmarking Report • 2025 Long-term Targets
May Study Session and Regular Meeting	<ul style="list-style-type: none"> • Revised 10-year Financial Forecast
June Study Session and Regular Meeting	<ul style="list-style-type: none"> • Board Feedback on 2021 Draft Budget • Board approves 2021 Budget and Five Year CIP
August – September	<ul style="list-style-type: none"> • Review 2021 Budget Highlights with Board of County Commissioners
November	<ul style="list-style-type: none"> • Review 2021 Budget
December	<ul style="list-style-type: none"> • Approve 2021 Budget

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To: Donna Walker, Executive Director

From: Padma Polepeddi, Assistant Director of Library Experience and Deirdre Keating, Assistant Director of Community Engagement

Re: Community Input Update

Date: March 10, 2020

In 2019, Jefferson County Public Library (JCPL) conducted a series of community engagement sessions with stakeholders to assess community needs and interests, and to support development and implementation of effective planning. Conversations with our community and a planning and prioritization process, were keys to the establishment of our 2020 – 2025 strategic plan.

The community sessions took place over four weeks with a total of 96 participants representing key stakeholder groups including:

- Volunteers
- Businesses
- Chambers of Commerce
- Economic and Workforce Development
- Faith-Based and Health and Human Services
- Mayors, City Managers and Foundation Contacts
- Early Literacy and Education
- Elected and Other County Officials

Topics of discussion centered on four questions, with emergence of the following priorities and recommendations:

What are your aspirations for our community?

- Early Literacy and Education
- Diverse and, Inclusive Communities, with Equal Opportunities for All
- Engaged and Connected Communities
- Leadership/Shared Vision/Collaboration
- Economic Development/Commerce
- Safety

What challenges does your community face in reaching these aspirations?

- Community Engagement/Feeling Connected
- Diversity and Inclusion
- Information About and Access to Community Information
- Resource Constraints
- Shared Vision and Collaboration

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How can the Library help?

Provide resources and support, including (in priority order):

- Programs/Classes/Discussion Groups
- Resources for Early Learning and Education
- Technology and Innovation
- Free and Flexible Meeting Spaces
- Information About and Access to Community Resources and Services
- Events (concerts, fairs, etc.)
- Arts and Cultural Enrichment
- Support for Economic Development
- Books, Movies and Music

How will we know the Library is being successful in supporting community aspirations?

- Usage Statistics
- Surveys, Focus Groups and Intercept Surveys
- Community Support
- Programs and Partnerships
- Outcomes

Update:

JCPL staff engage in numerous community partnership boards and collaborative initiatives. Through this participation, we determine whether our 2019 inputs remain valid and what new aspirations, challenges and expectations are emerging. All of the inputs from 2019 continue to be strong messages from our community to the Library. In addition, we are noticing these trends:

Emerging Aspirations:

- The need for trusted, caring adults for teens
- Emphasis on strong families
- Family voices at the decision-making table

Emerging Challenges:

- Homelessness
- Teen suicide
- Sustained commitment to collaborative efforts

Emerging Expectations for Library to Help:

- Social/emotional supports
- Mentorship opportunities

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- More enrichment and out-of-school time programs
- More family supports
- Reading programs

Emerging Expectations for Library Success:

- Sharing data
- Cultural responsiveness
- Coordinated systems across agencies

memorandum



TO: Donna Walker, Executive Director
FROM: Sandie Coutts, Director of People and Culture
DATE: March 10, 2020
RE: FTE Expansion Plan Progress

In 2017, JCPL contracted with a consultant to conduct a thorough analysis of our organizational structure. The results of this analysis included recommendations about current and future staffing levels and recommendations about the alignment and distribution of essential functions. We brought these recommendations to the Library Board and received direction to implement an FTE (full time equivalent staff) expansion plan.

We are implementing the FTE expansion plan strategically, focusing first on those areas we identified as our highest priority, and using evaluation of each phase to develop the next.

Here is a summary of the progress we have made:

- Including budgeted 2020 new FTE, we have completed 67% of the expansion plan.
- 66% of the new FTE through 2020 are in the Public Services division.
- We intentionally adjusted the plan in 2020 to slow down the FTE expansion and better manage organizational growth and change.
- The number of temporary staff hours is reducing as we add new FTE, stabilizing our workforce and offsetting the cost of the expansion.
- FTE/1000 capita increased from 0.44 in 2017 to 0.49 in 2019. Our 2020 target is 0.53.
- Staffing costs in 2020 are projected to remain well below 60% of operating budget.
- In 2021 and 2022 we plan on adding the remaining 33% of planned FTE.

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To: Donna Walker, Executive Director

From: Steve Chestnut, Director of Facilities & Construction Projects

Re: Facility Master Plan Update

Date: March 10, 2020

Executive Summary

In 2017 JCPL commissioned Group 4 to prepare a Facilities Master Plan (FMP) to guide planning, decision-making, and capital investment in its facilities over the next two decades. The Board was presented with the Facility Master Plan in February 2018. In March 2018 recommendations were presented to the Board covering the 2019 budget and 5 year capital plan. These recommendations are reevaluated each year as part of the annual budget and five-year capital planning cycle.

The Master Plan is the result of an efficient, data-driven process that leverages previous studies with new analysis of the amount, type, and distribution of space needed to provide excellent library service to Jefferson County communities. This FMP sets forth a clear set of recommended capital projects that JCPL can begin planning and implementing immediately. It is intended to be a flexible, "living" document that will enable JCPL to easily adjust and update its capital facilities planning as circumstances evolve and opportunities arise over time.

The plan recommends that to adequately provide services to the community, JCPL needs to aim for 0.5 - 0.6 square foot public space per capita. JCPL's 2019 scorecard showed .39 square feet of branch library space per capita. When considering population growth estimates, JCPL still needs to add 100,000 additional square feet of library space to meet a target of 0.5 by 2040.

Projects that are in progress that were part of the original Facilities Master Plan:

- Belmar Redesign
- South County research and plans for expanded services

Projects that were not part of the original plan:

- In December 2018 the City of Golden began conversations with the Library about a potential partnership to co-locate in a building they were considering for purchase. Our 2020 budget reflects this opportunity. In the meantime, the City purchased that building and 7.27 acres of land east of Ford Street along the Clear Creek Corridor. The updated vision is to create a redesigned corridor along the creek rather than use the building they purchased. The opportunity to partner with the City of Golden remains fluid, with an extended timeline

FMP Findings and Staff Recommendations

The plan had several key findings and recommendations that are summarized below:

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Finding: Countywide, JCPL's library branches provide less than 70% of the space needed to serve Jefferson County's current population, and lack the capacity to accommodate future community growth. The FMP recommends a system wide target of 0.5-0.6 square feet of branch library space per capita to serve Jefferson County's current and future population. The lower end of this range is a threshold below which JCPL will experience space related challenges, while the upper end of the range will further enhance service to the community. This space per capita target is a gross square foot measure, meaning that it includes all staff, support, and non-assignable spaces associated with service delivery in the branches.

Original Recommendation: JCPL establish a **countywide space-planning target of 0.5 to 0.6 square feet of branch library space per capita**. JCPL should build capacity sustainably, according to its established facility construction and operating principles, by continuing to develop large destination libraries and keeping the total number of branches low.

Updated Recommendation: No update required at this time.

Finding: JCPL's library branches are not distributed equitably relative to community development; branch capacity is disproportionately concentrated in central and northern parts of Jefferson County, while southern county areas are at a deficit.

Original Recommendation: Construction of a **new destination library of at least 30,000 square feet in south Jefferson County** as an early priority project, among other capacity-expansion projects countywide over time.

Updated Recommendation: Construction of a new destination library ranging from 30,000-60,000 square feet in south Jefferson County as an early priority project, among other capacity-expansion projects countywide over time. This range represents the minimum to upper level space estimates that would be required for the new South County library location to provide basic through leading-edge service levels.

Finding: JCPL's system wide administrative and operations functions are divided among multiple, undersized facilities scattered across different cities, which keeps the organization from achieving maximum efficiency and effectiveness.

Original Recommendation: Development of a **consolidated facility or campus with enough space to accommodate all system wide administrative and operational functions**, enhance inter-departmental collaboration and innovation, and support organizational growth and development over time.

Updated Recommendation: No update required at this time.

Finding: The report compliments JCPL on its destination library service model and recommends that future expansions continue as larger library buildings

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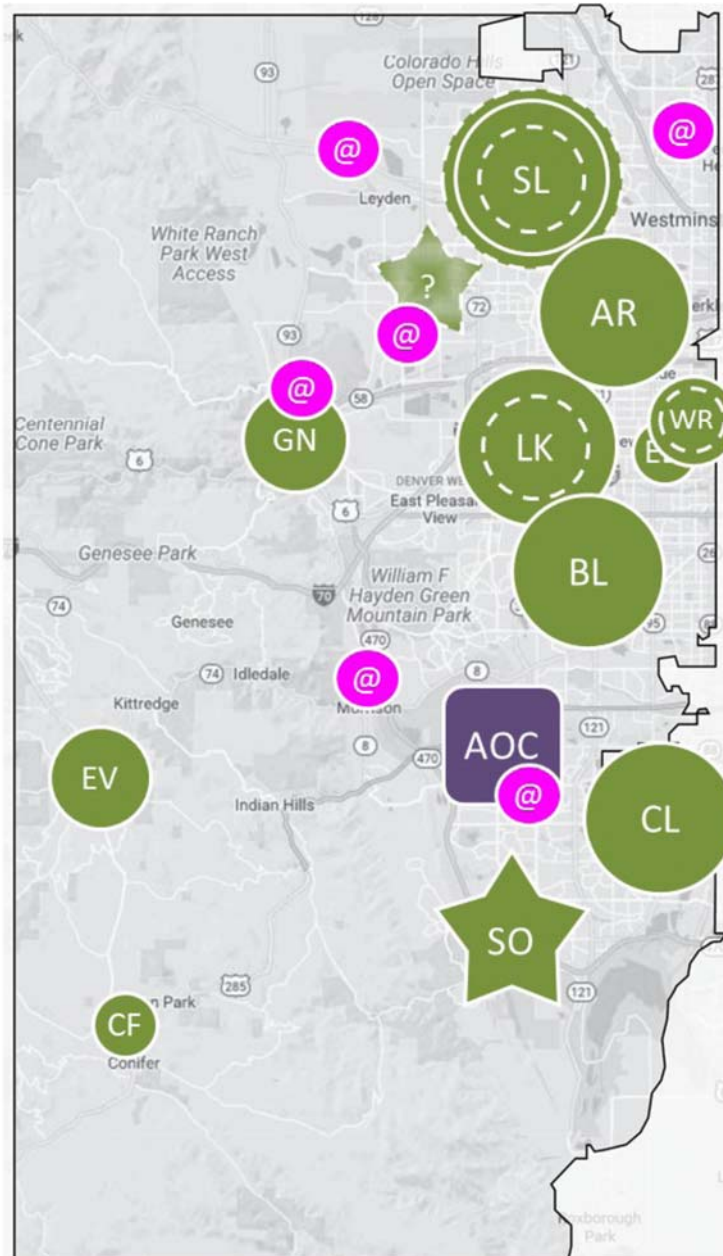
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Original Recommendation: Adding 1-2 new libraries, evaluating the expansion of current buildings and **exploring alternative services** opportunities.

Updated Recommendation: No change required at this time.



MASTER PLAN BUILDOUT VISION

- 11-12 branch libraries
 - ★ (1-2 net new)
 - 0.5-0.6 SF/capita over 15-20 years
 - full-service destination libraries
 - leverage partnerships for space and services
- alternative service delivery (ASD)
 - leverage opportunities for increased access and impact
 - (locations shown on map are placeholders)
- consolidate systemwide services
 - effective and space-efficient

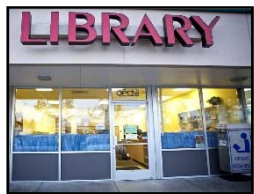
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5 Year Facility Master Plan by Priority



[South County Library](#)

**South County
(18-24 months)**



[Evergreen Library](#)

**Evergreen Redesign
(9-12 months)**



[Standley Lake Library](#)

**Standley Lake Redesign
(12-18 months)**



[Building Acquired by
City of Golden](#)

**Golden Redesign and Relocation
(18-24 months)**

Operational Updates

Finance and Budget Department

memorandum

To: Donna Walker, Executive Director
From: Barbara Long, Assistant Director for Finance & Budget
Re: Finance Monthly Report
Date: March 10, 2020

A. Budget to Actual Tables

The Budget to Actual Tables for February 2020 will be forwarded before the meeting and will include the analysis discussion.

Operational Updates

Facilities & Construction Projects

Belmar Library Renovation – Progress Reporting

DATE: March 2020

I. PROJECT TEAM:

Jefferson County Public Library
JCPL Steering Committee
NV5
HDR
Fransen Pittman

Owner
Advisory Group
Owner's Representative
Architect/Design Team
General Contractor

II. PROJECT PROGRESS / STATUS:

-
- A. Canopy finishes continue to be installed. Currently scheduled to be complete with canopy the week of March 23rd.
 - B. Concrete work has progressed now that weather is consistently above 40 degrees and dry. Concrete will not interfere with deliveries needed when interior move-in begins.
 - C. Exterior work is anticipated to complete the first week of April.
 - D. Interior work is near 100% complete and final inspections were scheduled the week of March 9th.
 - E. Interior turn-over is anticipated March 13th or early the week of March 16th. This turn over date will kick off the Move-In Process.
 - Move In Schedule is anticipated to take approximately 6 weeks.

III. CURRENT PROJECT OPPORTUNITIES &/OR RISKS:

-
- A. Following Interior Turn Over, the Exterior/Site Work will continue. Certificate of Occupancy will not be obtained until Site Work is complete. Anticipate receiving Certificate of Occupancy the first week of April.

IV. UPCOMING KEY DECISIONS:

-
- A. Grand Opening date is dependent on Interior Final Inspections and when interior move-in process can begin.

V. MEETINGS:

-
- A. Weekly, Thursdays @ 1:00pm: OAC Meetings & Site Walk

VI. MILESTONES PROJECTED FOR NEXT PERIOD:

- B. Interior Final Inspections and begin Building Move-In
- C. Exterior Site Work and Certificate of Occupancy

VII. PROGRESS PHOTOS:



Open Stack Area



Teen Area



Children's Area



Reading Room



Exterior Canopy – With Colored
Concrete Walk

PUBLIC SERVICES

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TO: Donna Walker, Executive Director

FROM: Julianne Rist, Director of Libraries

DATE: March 10, 2019

RE: Intergovernmental Memorandum of Understanding with Jefferson County Public Schools

History of Contract: Providing E Books and E Audio Books to Students of Jefferson County Public Schools

Jefferson County Public Library is constantly exploring new opportunities to provide residents of our community with easy access to our materials. Library staff have been working with Jefferson County Public School's staff on an opportunity to do just that.

The Library met with Jefferson County Public School staff several times during the research and development phase of the project to discuss providing access to curated JCPL E materials through the student dashboard. E materials purchased from Axis 360 will be available to Jefferson County Public School students through their Community Share Portal.

The library will not incur any additional expense, since we are currently purchasing these materials for the residents of our community. This agreement will expand access points to our e material collection. Digital Teacher Librarians and teachers will be able to encourage students to utilize this resource to promote reading and literacy from the schools' computers and dashboard.

Total Cost:

There are no additional costs to the library related to the agreement as we are currently purchasing these materials for residents of community.

Next Actions:

At the April 16 Board meeting we will be recommending that the Library Board of Trustees authorize the Executive Director to sign the Intergovernmental Memorandum of Understanding with Jefferson County Public Schools to provide student access, through school computers, to access JCPL's Community Shares EBook and EAudiobook. **This item will be placed on the consent agenda for the April 16, 2020 Library Board meeting unless otherwise instructed by the Board.**

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TO: Donna Walker, Executive Director

FROM: Julianne Rist, Director of Libraries & Debbi Mikash, Library Collections Manager

DATE: March 9, 2020

RE: Axis360 Second Annual Contract Renewal

History of Contract: Axis360 – Primary E-Material Vendor

Axis360 is our primary e-material vendor. JCPL purchases e-book and downloadable audio books from Axis360 for patron use. In April 2017, the Board of Trustees approved a contract, annually renewable for four years. This contract was renewed in April of 2018 and 2019 and we are requesting the Board of Trustees to again renew this contract for the third renewal.

Total Cost:

The annual expenditure for this contract, is a Not to Exceed amount of \$2,500,000.

Budget:

Book and Materials Account 70082.426430

This expenditure is within the approved 2020 budget.

Next Actions:

We are recommending that the Board of Trustees approve the third renewal of the contract for Axis 360 at their April 16 meeting. **This item will be placed on the consent agenda for the April 16, 2020 Library Board meeting unless otherwise instructed by the Board.**

STRATEGY AND ENGAGEMENT

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To: Donna Walker, Executive Director

From: Rex Whisman, Director of Strategy and Engagement

Re: Community Engagement Update for New Library in South Jefferson County

Date: March 10, 2020

The following is the updated schedule and progress made since the February check in for the online and in-person community engagement sessions for the new library in south Jefferson County.

Item	Action	Description	Dates
1	JCPL	Create a fact sheet and project subpage on the JCPL website.	Fact sheet completed. Subpage development in process.
2	HDR/JCPL	Plan the Online Meeting	Content and site selection for meetings in process and should be completed in next week.
3	JCPL	Launch the Online Meeting	March
4	HDR/JCPL	Online Meeting Active	March – April
5	HDR	Report findings and data to JCPL Prepare In-person Community Meetings	April
6	HDR/JCPL	In-person Community Meetings <ul style="list-style-type: none">4 Community Input Meetings	May – June
7	HDR/JCPL	JCPL Input Meetings <ul style="list-style-type: none">4 JCPL Team Input Meetings1 Board of Trustees Input Meeting	April – June
8	HDR	JCPL Output Meetings <ul style="list-style-type: none">1 Community Meeting1 JCPL Team Meeting1 Board of Trustees Meeting	July

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TO: Donna Walker, Executive Director

FROM: Jo Schantz, Executive Director, Library Foundation

DATE: March 9, 2020

RE: Bank of Colorado Naming Agreement

Bank of Colorado Naming Agreement

Total Donation:

\$5,000 to name the small study room at the redesigned Belmar Library. (Draft agreement attached.)

Action Requested:

We are asking the Library Board of Trustees to authorize the Executive Director to sign a naming agreement with Bank of Colorado for a \$5,000 donation to the Belmar Library.

**JEFFERSON COUNTY PUBLIC LIBRARY
BELMAR/BANK OF COLORADO DONATION AND NAMING AGREEMENT**

This Donation and Naming Agreement (“Agreement”), dated for reference purposes only this **xx**th day of **March, 2020**, is between **Bank of Colorado** (“the donor”), the **Jefferson County Library Foundation, Inc.**, a Colorado non-profit corporation (the “Library Foundation”), and **Jefferson County Public Library** (the “Library”). The Donor, Library Foundation, and Library are collectively referred to herein as the “parties”, and hereby agree as follows:

WHEREAS, the Donor desires to make a donation in the amount of **\$5,000** (the “Donation”) for the **small study room** in **the redesigned Belmar Library**; and

WHEREAS, the Library Foundation and the Library are proud to recognize the Donation by providing naming rights to the Donor at the Project, as more fully set forth herein.

NOW, THEREFORE, the parties hereto agree as follows:

1. The Recitals to this Agreement are true and correct and are incorporated herein.

The Donor pledges to make a Donation to the Library Foundation of **\$5,000**, payable in one lump sum on or before **April 30, 2020**, to support funding of the Project.

2. Donation payments are to be payable to the Jefferson County Library Foundation, Inc., and mailed or hand delivered to the following address:

Jefferson County Library Foundation, Inc.
10790 W 50th Ave., Suite 200
Wheat Ridge CO 80033.

3. The Donor, Library Foundation, and Library agree that the Donation will be used for the Project to name **the small study room in the redesigned Belmar Library** and as an expression of appreciation the following text shall be displayed at the project site: **<insert naming language>**
4. The Donation may be invested, commingled, or merged with and become part of the general endowment funds and investment assets of the Library Foundation. Guidelines established by the Library Foundation Board of Trustees from time to time determine the investment, allocation of return on investment, and distribution of endowment funds and the allocation of income, loss, fees and expenses associated with endowment funds and securing and administering endowment funds. The Donation and all accounting of the Donation will be subject to these guidelines.
5. No items recognizing the Donation will be ordered until the full amount of the Donation has been received by the Library Foundation.

6. The parties agree that this naming is contingent on and subject to prior approval by the Library Board of Trustees. In the event that the Board does not approve, the full Donation will be returned to Donor within 14 business days.
7. If, in the opinion of the Library Board of Trustees or the Executive Director of the Library, all or part of the Donation cannot, in the future, be applied usefully to the above purposes, it may be used for any related purpose which, in the opinion of the Executive Director of the Library will most nearly accomplish the wishes of the Donor as expressed herein.
8. This Agreement is governed by Jefferson County Public Library's Naming Policy and Guidelines, which are incorporated herein. By entering into this Agreement, the Donor agrees to all of the conditions contained therein, including the following:
 - a. Signage:

The sign acknowledging the naming of the space will be placed in a prominent location near the named space, and its design shall be consistent with the Library's image and building design requirements. The wording of the sign shall be mutually agreed upon by the Donor and the Executive Director of the Jefferson County Public Library.
 - b. Duration:

These naming rights are will last through April 30, 2030. Donor will be given first right of renewal at the end of the naming period to extend the naming rights for an additional donation to be mutually determined by the parties.
 - c. Approvals:
 - (i) All naming acknowledgements will be approved by the Library Board of Trustees.
 - (ii) A re-approval process with input by the Donor shall be necessary in the following situations:
 - (a) Major renovation of the space;
 - (b) Sale, destruction, removal or abandonment of the facility; or
 - (c) A change in the name, business focus or viability of the Donor entity.

Should the Donor for which the space is named violate acceptable standards of integrity and civic leadership, the Library, in its sole discretion, may elect to remove the Donor's name from the Library.
- d. Payment: No donations will be refunded for any reason unless the Library is unable to fulfill their obligations due to unforeseen circumstances.
9. Tax Consequences. Donor, and not the Library Foundation or the Library, is solely responsible for determining the tax consequences to Donor of the within transaction including, without limitation, any monetary value assigned to the naming right.
10. Venue and Governing Law. Venue for any and all legal actions regarding this Agreement shall lie in the District Court in and for the County of Jefferson, State of Colorado, and this transaction shall be governed by the laws of the State of Colorado.

11. Invalid Provisions. If any provision of this Agreement is held to be illegal, invalid or unenforceable under present or future laws, such provisions shall be fully severable; this Agreement shall be construed and enforced as if such illegal, invalid or unenforceable provision had never comprised a part of this Agreement; and the remaining provisions of this Agreement shall remain in full force and effect and shall not be affected by the illegal, invalid or unenforceable provision or by its severance from this Agreement. Furthermore, in lieu of such illegal, invalid or unenforceable provision, there shall be added automatically as a part of this Agreement a legal, valid, and enforceable provision as similar in terms to such illegal, invalid or unenforceable provision as may be possible.
12. Amendments to Agreement. This written Agreement constitutes the entire Agreement of the parties. No representations, promises, terms, conditions or obligations regarding the subject matter of this Agreement, other than those expressly set forth herein, shall be of any force and effect. No modification, change or alteration of this Agreement shall be of any force or effect, unless in writing, signed by both parties.
13. Further Acts. Donor, the Library Foundation, and the Library agree to perform or cause to be performed such further acts as may be reasonably necessary to consummate the transaction contemplated hereby.
14. This Agreement may be executed in two or more counterparts, each of which shall be deemed to be an original, and all of which counterparts together shall constitute but one and the same instrument.
15. Donor, the Library Foundation, and the Library have each been advised by counsel in the drafting of this Agreement, and accordingly hereby agree that in the event a dispute arises between them, the terms of this Agreement shall not be construed against or in favor of either party as draftsman.

[SIGNATURES FOLLOW ON NEXT PAGE]

IN WITNESS WHEREOF, the parties have executed this agreement this **xx** day of **March, 2020**.

Donor:

By: _____
Representative, Bank of Colorado

Jefferson County Library Foundation

By: Jo Schantz, Executive Director

Date: _____

Jefferson County Public Library

By: Donna Walker, Executive Director

Date: _____

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



jeffcolibrary.org

TO: Donna Walker, Executive Director

FROM: Jo Schantz, Executive Director, Library Foundation

DATE: March 9, 2020

RE: Fransen Pittman Naming Agreement

Fransen Pittman Naming Agreement

Total Donation:

\$2,000 to name the bike rack and AWE children's computer at the redesigned Belmar Library. (Draft agreement attached.)

Action Requested:

We are asking the Library Board of Trustees to authorize the Executive Director to sign a naming agreement with Fransen Pittman for a \$2,000 donation to the Belmar Library.

**JEFFERSON COUNTY PUBLIC LIBRARY
BELMAR/FRANSEN PITTMAN DONATION AND NAMING AGREEMENT**

This Donation and Naming Agreement (“Agreement”), dated for reference purposes only this **xx**th day of **March, 2020**, is between Fransen Pittman (“the donor”), the **Jefferson County Library Foundation, Inc.**, a Colorado non-profit corporation (the “Library Foundation”), and **Jefferson County Public Library** (the “Library”). The Donor, Library Foundation, and Library are collectively referred to herein as the “parties”, and hereby agree as follows:

WHEREAS, the Donor desires to make a donation in the amount of **\$2,000** (the “Donation”) for the **bike rack and AWE children’s computers in the redesigned Belmar Library**; and

WHEREAS, the Library Foundation and the Library are proud to recognize the Donation by providing naming rights to the Donor at the Project, as more fully set forth herein.

NOW, THEREFORE, the parties hereto agree as follows:

1. The Recitals to this Agreement are true and correct and are incorporated herein.

The Donor pledges to make a Donation to the Library Foundation of **\$2,000**, payable in one lump sum on or before **April 30, 2020**, to support funding of the Project.

2. Donation payments are to be payable to the Jefferson County Library Foundation, Inc., and mailed or hand delivered to the following address:

Jefferson County Library Foundation, Inc.
10790 W 50th Ave., Suite 200
Wheat Ridge CO 80033.

3. The Donor, Library Foundation, and Library agree that the Donation will be used for the Project to name **the bike rack and AWE children’s computers in the redesigned Belmar Library** and as an expression of appreciation the following text shall be displayed at the project site: **<insert naming language>**
4. The Donation may be invested, commingled, or merged with and become part of the general endowment funds and investment assets of the Library Foundation. Guidelines established by the Library Foundation Board of Trustees from time to time determine the investment, allocation of return on investment, and distribution of endowment funds and the allocation of income, loss, fees and expenses associated with endowment funds and securing and administering endowment funds. The Donation and all accounting of the Donation will be subject to these guidelines.
5. No items recognizing the Donation will be ordered until the full amount of the Donation has been received by the Library Foundation.

6. The parties agree that this naming is contingent on and subject to prior approval by the Library Board of Trustees. In the event that the Board does not approve, the full Donation will be returned to Donor within 14 business days.
7. If, in the opinion of the Library Board of Trustees or the Executive Director of the Library, all or part of the Donation cannot, in the future, be applied usefully to the above purposes, it may be used for any related purpose which, in the opinion of the Executive Director of the Library will most nearly accomplish the wishes of the Donor as expressed herein.
8. This Agreement is governed by Jefferson County Public Library's Naming Policy and Guidelines, which are incorporated herein. By entering into this Agreement, the Donor agrees to all of the conditions contained therein, including the following:
 - a. Signage:

The sign acknowledging the naming of the space will be placed in a prominent location near the named space, and its design shall be consistent with the Library's image and building design requirements. The wording of the sign shall be mutually agreed upon by the Donor and the Executive Director of the Jefferson County Public Library.
 - b. Duration:

These naming rights are will last through April 30, 2029. Donor will be given first right of renewal at the end of the naming period to extend the naming rights for an additional donation to be mutually determined by the parties.
 - c. Approvals:
 - (i) All naming acknowledgements will be approved by the Library Board of Trustees.
 - (ii) A re-approval process with input by the Donor shall be necessary in the following situations:
 - (a) Major renovation of the space;
 - (b) Sale, destruction, removal or abandonment of the facility; or
 - (c) A change in the name, business focus or viability of the Donor entity.

Should the Donor for which the space is named violate acceptable standards of integrity and civic leadership, the Library, in its sole discretion, may elect to remove the Donor's name from the Library.
- d. Payment: No donations will be refunded for any reason unless the Library is unable to fulfill their obligations due to unforeseen circumstances.
9. Tax Consequences. Donor, and not the Library Foundation or the Library, is solely responsible for determining the tax consequences to Donor of the within transaction including, without limitation, any monetary value assigned to the naming right.
10. Venue and Governing Law. Venue for any and all legal actions regarding this Agreement shall lie in the District Court in and for the County of Jefferson, State of Colorado, and this transaction shall be governed by the laws of the State of Colorado.

11. Invalid Provisions. If any provision of this Agreement is held to be illegal, invalid or unenforceable under present or future laws, such provisions shall be fully severable; this Agreement shall be construed and enforced as if such illegal, invalid or unenforceable provision had never comprised a part of this Agreement; and the remaining provisions of this Agreement shall remain in full force and effect and shall not be affected by the illegal, invalid or unenforceable provision or by its severance from this Agreement. Furthermore, in lieu of such illegal, invalid or unenforceable provision, there shall be added automatically as a part of this Agreement a legal, valid, and enforceable provision as similar in terms to such illegal, invalid or unenforceable provision as may be possible.
12. Amendments to Agreement. This written Agreement constitutes the entire Agreement of the parties. No representations, promises, terms, conditions or obligations regarding the subject matter of this Agreement, other than those expressly set forth herein, shall be of any force and effect. No modification, change or alteration of this Agreement shall be of any force or effect, unless in writing, signed by both parties.
13. Further Acts. Donor, the Library Foundation, and the Library agree to perform or cause to be performed such further acts as may be reasonably necessary to consummate the transaction contemplated hereby.
14. This Agreement may be executed in two or more counterparts, each of which shall be deemed to be an original, and all of which counterparts together shall constitute but one and the same instrument.
15. Donor, the Library Foundation, and the Library have each been advised by counsel in the drafting of this Agreement, and accordingly hereby agree that in the event a dispute arises between them, the terms of this Agreement shall not be construed against or in favor of either party as draftsman.

[SIGNATURES FOLLOW ON NEXT PAGE]

IN WITNESS WHEREOF, the parties have executed this agreement this **xx** day of **March, 2020**.

Donor:

By: _____
Representative, Fransen Pittman

Jefferson County Library Foundation

By: Jo Schantz, Executive Director

Date: _____

Jefferson County Public Library

By: Donna Walker, Executive Director

Date: _____

ADMINISTRATION

10200 W. 20th Ave.
Lakewood, CO 80215
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jeffcolibrary.org



Jefferson County

PUBLIC LIBRARY