



Jefferson County
PUBLIC LIBRARY

BOARD STUDY SESSION

DATE: January 14, 2021

TIME: 5:30 P.M.

PLACE: Online via WebEx

For instructions on how to access the online WebEx Study Session
please go to:

<https://jeffcolibrary.org/board-of-trustees/2021-board-study-sessions/>

TOPICS:

- Financial Review (November 2020)
- Board review Global Ends Statements 1.0 - 1.4
- Strategic Planning Framework and Process
- 2021 Strategic Priorities and Initiatives
- South Jefferson County Expansion Project
- Standley Lake Trailhead
- HVAC Contract - Haynes Mechanical Systems Information
- Draft Sunshine Resolution
- Naming Agreement – Columbine Library Bench Information

NEXT BOARD STUDY SESSION

Global Ends Statements:

The Jefferson County Public Library helps to build an educated and vibrant community by providing equal access to information and opportunities.

1. All Jefferson County residents have equal opportunity to access information, resources, ideas and technology, and they are supported in using these resources.
2. All Jefferson County residents have safe, convenient, and radically welcoming places to go to access information and resources and participate in community life.
3. Jefferson County Public Library adds value to the community by providing leading-edge services that advance our common goals.
4. JCPL maximizes return on shared investment by delivering services of the greatest possible value to Jefferson County residents through effective and efficient use of our resources.

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

jeffcolibrary.org



To: Donna Walker, Executive Director

From: Rex Whisman, Director of Strategy, Engagement and Finance

Re: Strategic Planning Process Update

Date: January 5, 2021

This year Jefferson County Public Library (JCPL) enters year two of the 2020 – 2025 strategic plan. The following provides an update on JCPL's five-year strategic planning process.

2020

Year One Implementation

The steps illustrated in the packet and described below led to the development and application of JCPL's five-year strategic plan:

- Gathering community inputs to define community needs
- Developing ends statements, the broad organizational goals, to connect community needs and the Board of Trustees
- Establishing strategic priorities, the primary objectives to be accomplished over five years that realize the ends statements
- Creating initiatives, the high-level actions that set the direction for JCPL's projects, and further the strategic priorities to reach the ends statements
- Developing strategic projects, the activities that support our initiatives, and map back to the strategic priorities and ends statements

These steps also led to the creation of JCPL's **strategic framework** (illustration enclosed), the structured method JCPL uses to define how initiatives and projects support the strategic plan's priorities and ends statements. The five-year strategic plan framework was presented to the Board of Trustees in January of 2020.

In March of 2020 the pandemic hit Colorado and JCPL closed our libraries to the public, and for much of the next several months the Continuity of Operations Plan guided our tactical decision-making, services and programs. Once the Library began providing curbside services and a gradual return to in-person services, strategic additions and modifications were made to the 2020 projects.

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In February of 2020, the Library started our budget development process for 2021. Due to the immediate economic downturn from the pandemic, the ensuing vote on Amendment B and the possible long-term economic impact, the JCPL team created multiple revenue projections based on varying degrees of those economic impacts. In November 2020, voters in Colorado voted in favor of Amendment B, and repealed the Gallagher Amendment. As a result, JCPL anticipates an economic future that will ensure appropriate budget allocations to fulfill our strategic priorities. The Library will begin the budget development process for 2022 in February of this year.

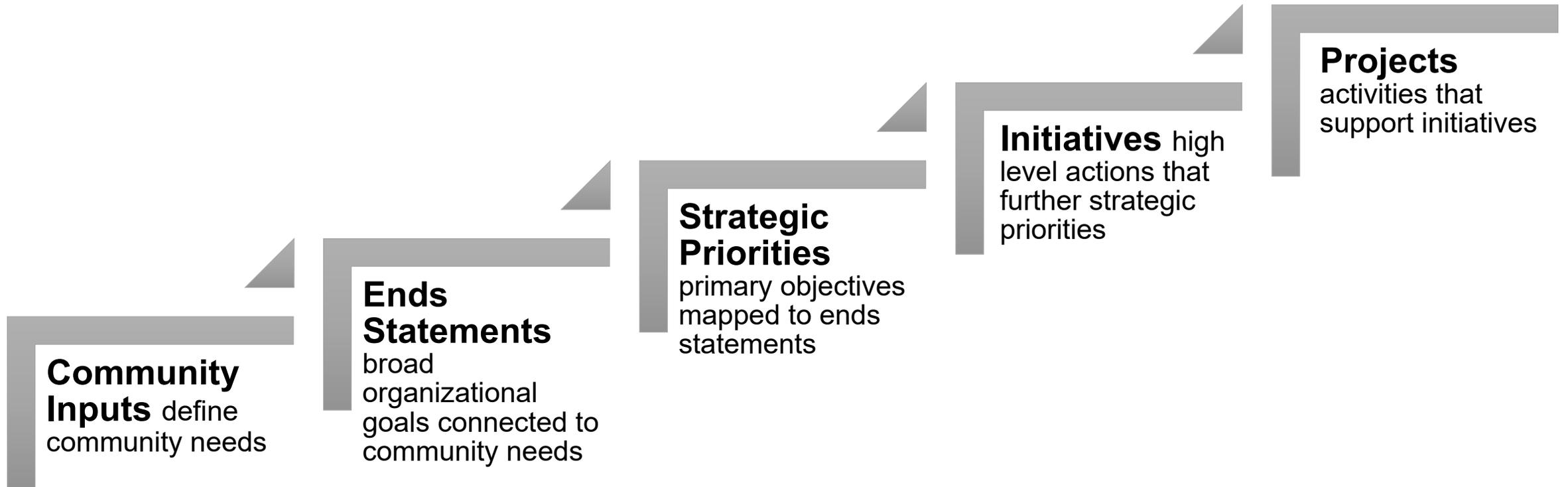
2021

Year Two Execution

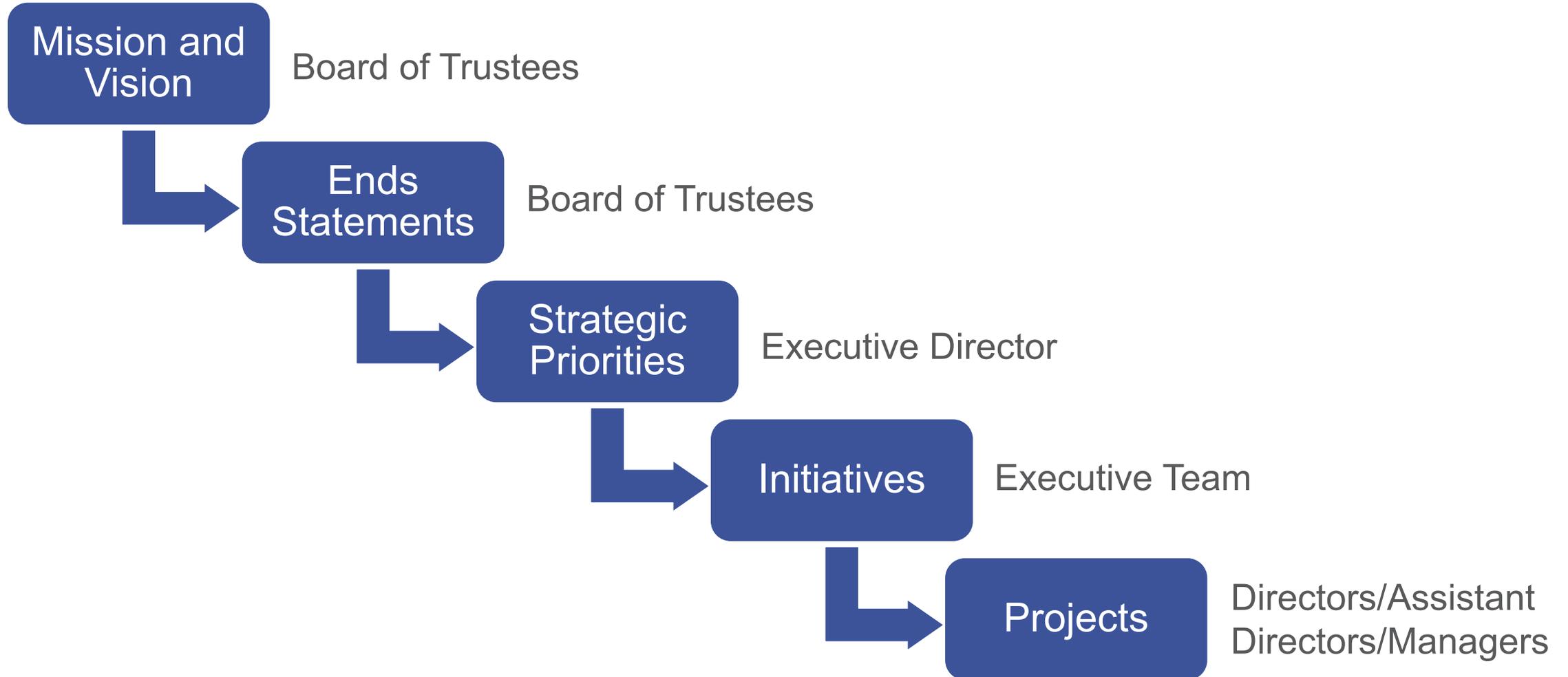
The Library now enters year two of carrying out our five-year strategic plan. The executive team has assessed our strategic priorities and feel confident that creating libraries for the future, reaching more people, focusing on building literacies, being the third place and growing sustainably still hold, and should continue to be our guideposts moving forward.

JCPL's executive team is in the process of modifying the strategic plan's initiatives and an updated version of the five-year strategic framework pyramid, including modified initiatives, will be presented to the Board of Trustees at the January 14, 2021 study session. After gathering input from the board, we will make any appropriate adjustments to the five-year strategic plan, and next month report our 2020 accomplishments.

STRATEGIC PLANNING STEPS



STRATEGIC FRAMEWORK



TO: Library Board of Trustees

FROM: Donna Walker

RE: 2021 Strategic Priorities

DATE: January 6, 2021

The dramatic impacts of COVID-19 on organizational planning and assessment for the year 2021 can't be overstated. The uncertainties brought to our world and local community due to the pandemic have created previously unimagined challenges and opportunities to our strategic planning process and priorities.

After considerable deliberation, the Library believes that the Five Strategic Priorities set for the 2020-2025 Strategic Plan continue to hold steady for 2021 and that they connect directly to achievement of the Board Ends Statements, JCPL's broad organizational goals.

These Priorities are to:

CREATE LIBRARIES FOR THE FUTURE

Jefferson County Public Library will create libraries for the future throughout the county via expansion, redesign and construction.

REACH MORE PEOPLE

Jefferson County Public Library will reach more people through strategic partnerships, alternative services, customer experience, inclusion efforts, and community engagement and outreach.

FOCUS ON BUILDING LITERACIES

Jefferson County Public Library will focus on building literacies through patron-interest-focused materials selection, creative technologies, digital literacy services, school and workforce readiness, adulting programs, small business support and financial literacy initiatives.

BE THE THIRD PLACE

Jefferson County Public Library will facilitate civil civic conversation, develop collaborative community discovery spaces, and serve as the place to be for out-of-school time and not-to-miss events.

GROW SUSTAINABLY

Jefferson County Public Library will manage financial resources to meet our planned capital and service build-out within our current mill levy rate of 4.5 and account for a variety of economic conditions.

The January Study Session provides opportunity for the Board to

- Review the Strategic Planning Process
- Review the 5 year Strategic Plan Framework
- Provide feedback on 2021 Strategic Priorities
- Preview 2021 Initiatives and Projects

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

- updates to the 2020-2025 Strategic Plan
- a detailed 2022 budget, and
- an updated 5-year capital improvement plan and 10-year forecast

Annual milestone-opportunities for Board Strategic Planning engagement and input:

Draft Planning Calendar	
Month	Output
January	Review Ends Statements Review 2021 Strategic Priorities, Initiatives, Projects
March	Input on 2020-2025 Strategic Plan
May	Input on 2022 Budget Input on 5 Year CIP and 10 Year Financial Forecast
June	Approve submission of 2022 Budget and 5 Year CIP
August – September	Review 2022 Budget Highlights with Board of County Commissioners
November	Review 2022 Budget
December	Authorize 2022 Spending Plan

MEMORANDUM

TO: Library Board of Trustees

FROM: Donna Walker

RE: Restart South County Expansion Project

DATE: 1/4/2021

With the adoption of the 2021 spending plan and supplemental requests, the Library is ready to restart the South County Expansion Project with our community.

The background provided below is intended to remind the Board of work already completed.

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. The following actions are completed:

- December 2018, the Board authorized a planning and design budget for 2019 of \$350,000, much of which was formally carried forward in February 2020.
- May 2019, the Board was provided the anticipated costs of 3 different options for a South County library. Consensus was to budget for purchasing an existing building for renovation.
- June 2019, the Board adopted the 2020 Capital Improvement Plan that recommended a South County Expansion starting in 2021 and approved submission of that plan to the Board of County Commissioners as part of the 2020 budget.
- October 2019, the Board authorized a notice to proceed with HDR to begin the process of searching, starting with creating a fact sheet of key messages, create online public meetings, engage the community at large to establish guiding principles for the project.
- November 2019, the Board engaged in facilitated activities that clarified the boundaries of South County, gathered input on Trustee roles in the project, and potential messages for the fact sheet.



MEMORANDUM

- December 2019, the Board engaged in activities to reach consensus on Trustee role in the project, reviewed and discussed demographic maps, and provided input on the fact sheet.
- February 2020, the Board was informed on next steps with the community engagement plan.
- March 2020, Staff halted community engagement due to COVID-19 and budget concerns.
- December 2021, the Board authorized 2021 budget, 5 year CIP and supplemental request with funding for South County expansion project.

At the Study Session, the Board will provide input and feedback on the following:

1. Confirm Trustee Role
2. Review Fact Sheet (edited, attached)
3. Review general Project Timeline

Trustee Role in South County Project

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.



NEW LIBRARY COMING TO SOUTH JEFFERSON COUNTY

Population growth has outpaced library space throughout the county. Jefferson County Public Library (JCPL) has identified the need to build a new destination library in the southern region of the county to expand library services. This expansion will provide additional access to information and opportunities for all generations, and will be adaptable for future growth and economic development beyond initial expectations.

YOUR VOTE PAVED THE WAY

In 2015, voters in Jefferson County approved to increase the maximum mill levy for the Jefferson County Public Library for the purposes of restoring the level of library services and expanding library services. That funding is making this new library possible.

A NEW DESTINATION WITH NEW OPPORTUNITIES

The location of the new library has yet to be discovered. The site selection will be chosen based on an evaluation of criteria, such as: location, capacity, community input, and cost. The intent is to locate the new facility in the southern region of the county to provide services to those beyond convenient access to an existing library in Jefferson County—services and resources that best fit your needs.

WE NEED YOUR INPUT

Success for the South County Library depends on your input. JCPL wants to build a destination that provides easy access to the services you need.

We hope you will share your thoughts and ideas for our new library by participating in our online public meetings.



jeffcolibrary.org/south-county

ENGAGEMENT AND CONSTRUCTION TIMELINE



EARLY 2021
Community Input



TBD
Site Selection & Purchase



TBD
Community Input on Concept Design



9-12 MONTHS
Final Design

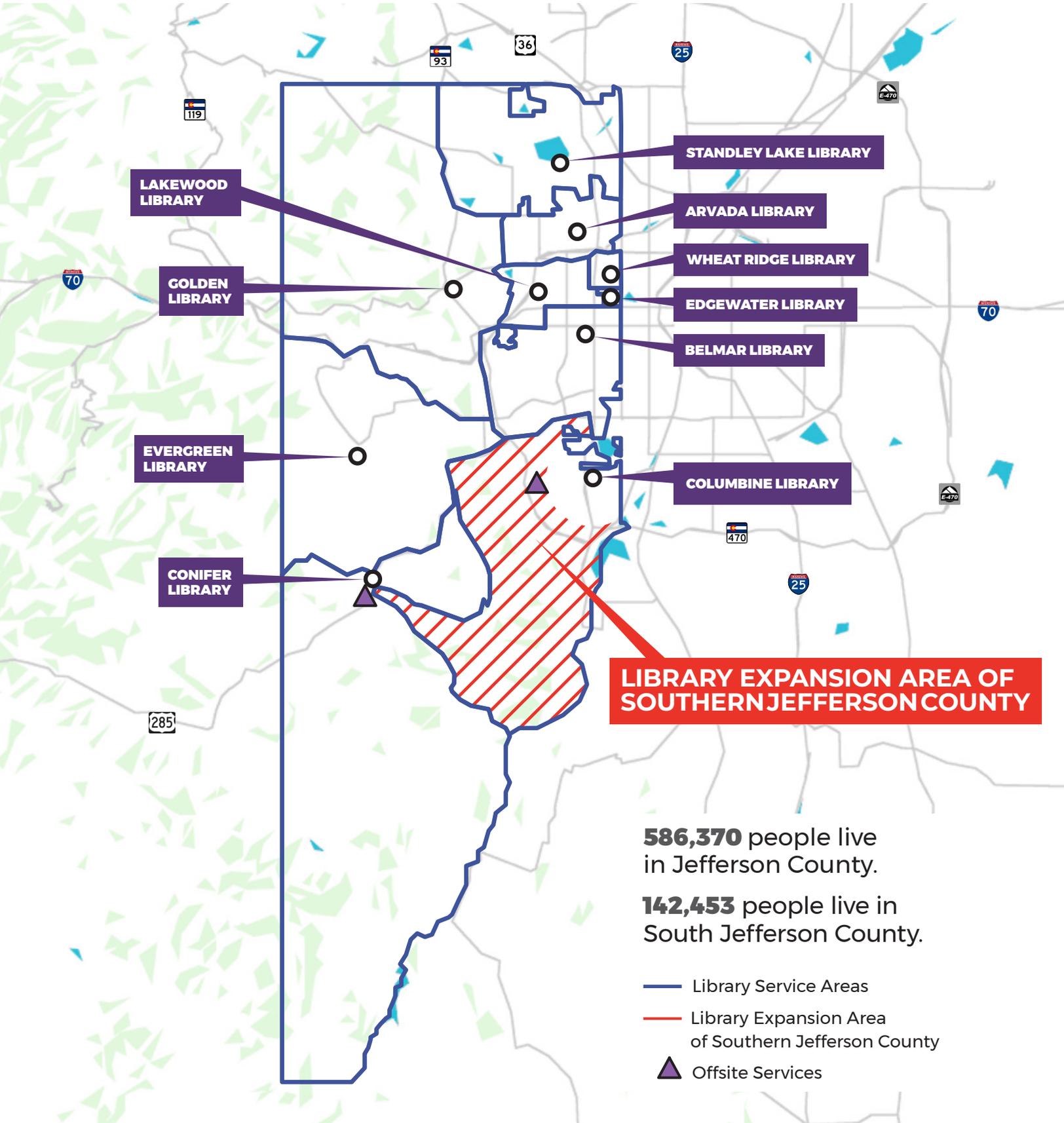


3-6 MONTHS
Permitting Process



12-18 MONTHS
Library Construction

COUNTY LIBRARY LOCATIONS



LIBRARY EXPANSION AREA OF SOUTHERN JEFFERSON COUNTY

586,370 people live in Jefferson County.

142,453 people live in South Jefferson County.

- Library Service Areas
- Library Expansion Area of Southern Jefferson County
- ▲ Offsite Services

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TO: Donna Walker, JCPL Executive Director
FROM: Steve Chestnut, JCPL Director of Facilities and Construction
DATE: December 15, 2020
RE: Standley Lake Trailhead, Request for Letter of Support

Background

The City of Arvada came to the Library in 2016 with a request to support their applications for a Great American Outdoors grant opportunity and a Paths to Parks Grant. The grant requests proposed to fund a connection for some of the existing trails in Arvada by placing a trailhead and trail connection point on Library property at Standley Lake Library. The Board provided a Letter of Support for the project in 2016, but the grants were not approved and the project was dropped.

Emily Sexton of Arvada Parks contacted us in late November 2020. Ms. Sexton indicated that the City of Arvada had funding available and proposed resurrecting the 2016 project of the Standley Lake Trailhead. Arvada Parks intends to request matching funds from Jefferson County Open Space to help complete the project.

The Library would not fund any of the construction needed for the trailhead structures or the associated walkways, although some future costs to the Library exist related to landscape maintenance and snow removal. There would need to be an MOU or IGA developed and executed prior to the finalized design and construction should the funding be approved.

There is some urgency in submitting the funding request, as the matching funds from Jefferson County Open Space have a limited timeframe on them. Since this is the first year of the program by Jeffco, the application deadline is rather quick. Ms. Sexton feels this might reduce competition for the funding, which may increase the odds of success for this project – a scenario that is unlikely in coming years. Moreover, it is felt that future applications will likely be awarded only to projects that improve pedestrian/vehicle interactions at street crossings (underpass, overpass, crosswalks, stoplights, etc.) Ms. Sexton is proposing that Arvada Parks proceed with submitting the project and funding request.

Action Requested

The initial request from the City of Arvada is for a Letter of Support from our Library Board for the project. This Letter of Support would provide an acknowledgement that the Board will be willing to negotiate an agreement to construct the trailhead on Library property if the organizations move forward with funding the project.

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Recommendation

This project provides value for the community and the Library. It promotes our Vision and Mission by enhancing the “essential destination” goal and creating new opportunities for our community to engage with and find the Library and our resources. Therefore, I recommend that the Library Board commit to providing a Letter of Support for the project. **This item will be placed on the consent agenda for the January 21, 2021 Library Board meeting unless otherwise instructed by the Board.**

Attachments:

Attachment A - Conceptual Drawing

Attachment B - Draft Letter of Support



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January 14, 2021

Jefferson County Trails Partnership Program
Jefferson County Open Space
700 Jefferson County Pkwy #100
Golden, CO 80401

RE: Standley Lake Library Trailhead for the Rocky Mountain Greenway Trail - Letter of Support

Dear Jefferson County Trails Partnership Program Review Committee,

The Jefferson County Public Library (JCPL) is pleased to continue a relationship with the City of Arvada under the Rocky Mountain Greenway (RMG) Trail project name. The City of Arvada presented information to the JCPL Board of Trustees about the RMG trail project and a proposed new trailhead at the Standley Lake Library in 2015. The JCPL Board provided a Letter of Commitment in support of the work, although the City was not able to secure funding for the trailhead at that time. Due to these budget limitations and the unsuccessful receipt of the Paths to Parks Grant, the Standley Lake Library Trailhead was not a part of RMG construction dedicated on National Trails Day, June 4, 2016. In August 2016, the City of Arvada again made a presentation to the JCPL Board of Trustees to gain support for a second grant effort to fund the trailhead through Great Outdoors Colorado, which was also unsuccessful in an award. While neither grant efforts were successful, the proposed trailhead remains a valuable addition that will not only provide a place for trail and library users to rest, learn, and congregate, but also provide new connections and access to Standley Lake Library, Rocky Mountain Greenway, Little Dry Creek Trail, and Heritage Canal Trail.

The JCPL leadership recently received new information from the City of Arvada on the Jefferson County Trails Partnership Program opportunity that may help fund our trailhead endeavor. The JCPL Board of Trustees continues to support the City of Arvada's intent to build trails and a trailhead on JCPL property at Standley Lake Public Library. The JCPL Director of Facilities and Construction, Standley Lake Public Services Manager, and Library Programming Staff have been involved in this proposal in the past and eagerly anticipate positive outcomes resulting from this project. An agreement outlining shared parking, maintenance and other responsibilities will be undertaken should funding be approved, and we commit to completing this agreement ahead of final design and construction.

The Jefferson County Public Library and Library Board of Trustees envision this trailhead as a unique opportunity to cross-promote library curriculum, natural systems education, and much more alongside trail use. Thank you for your positive consideration of this exciting partnership endeavor.

Sincerely,

Charles Naumer, Chair
Jefferson County Public Library Board of Trustees

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TO: Donna Walker, Executive Director

FROM: Steve Chestnut, Director of Facilities and Construction

DATE: December 31, 2020

RE: HVAC Contract- Haynes Mechanical Systems

History of Contract: Haynes Mechanical Systems, Maintenance and HVAC Mechanical Services

Jefferson County Public Library is currently under contract with Tolin Mechanical Systems for maintenance and HVAC mechanical services through February 2021. Jefferson County Public Library posted an RFP for maintenance and HVAC mechanical services at all JCPL libraries except Conifer and Edgewater in November 2020. We received four responses from qualified vendors, with base pricing ranging from \$68,000.00 to \$81,972.00. The proposals were evaluated on the quality of the response, company references & experience, and proposed fees. After thorough review of the vendors' responses and interviews, the evaluation team recommends that Jefferson County Public Library enter into a contract with Haynes Mechanical Systems for HVAC mechanical maintenance services at all JCPL libraries except Conifer and Edgewater and automated controls services at all JCPL libraries except Conifer, Edgewater, and Wheat Ridge.

Total Cost:

The base annual cost for these services in 2021 is \$81,972.00. This is within the \$160,000 budgeted amount for HVAC Maintenance services in the approved 2021 budget. The 2021 cost provided here reflects the addition of Automated Controls services for seven library locations and the LSC to this contract. Two separate vendors have previously handled HVAC mechanical maintenance and Controls services.

Annual Mechanical Maintenance Total: \$75,540.00
Annual Automated Controls Total: \$6,432.00

Next Actions:

We will be bringing the contract authorization request to the Library Board of Trustees at the January Board meeting. We will be asking the Board to authorize the Executive Director to enter into a contract with Haynes Mechanical Systems for a period of one year for the base sum of \$81,972.00. **This item will be placed on the consent agenda for the January 21, 2021 Library Board meeting unless otherwise instructed by the Board.**



MEMORANDUM

TO: Donna Walker, JCPL Executive Director, and JCPL Board of Trustees

FROM: Jo Schantz, JCLF Executive Director

DATE: January 6, 2021

RE: Naming opportunity at Columbine Library

ANDREW YALE FAMILY NAMING AGREEMENT

Total Donation:

\$1,000 to name an outdoor bench at Columbine 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 the Andrew Yale Family to place a memorial plaque on an outdoor bench at Columbine Library in honor of Carole Croft.

Ms. Croft was the aunt of Andrew Yale, and Columbine Library was her home library.

**JEFFERSON COUNTY PUBLIC LIBRARY
DONATION AND NAMING AGREEMENT**

This Donation and Naming Agreement (“Agreement”), dated for reference purposes only this 6th day of January 2021, is between the **Jefferson County Library Foundation, Inc.**, a Colorado non-profit corporation (the “Library Foundation”) representing the Andrew Yale Family (the “Original Donor”), and the **Jefferson County Public Library** (the “Library”). The Library Foundation and Library are collectively referred to herein as the “parties”, and hereby agree as follows:

WHEREAS, the Andrew Yale Family desires to make a donation as a memorial to Carole Partsch Croft in the amount of \$1,000 (the “Donation”) to name an outdoor bench at Columbine Library; and

WHEREAS, the Library Foundation and the Library are proud to recognize the Donation by providing naming rights to the Original 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.
2. Library Foundation and Library agree that the Donation will be used for the Project to name one outdoor bench and as a memorial and expression of appreciation, the name of the deceased shall be displayed at the project site. The plaque on the bench will read:

In loving memory of Carole (Partsch) Croft who loved the mountains, writing, reading, and teaching her students.

3. 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.
4. 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.
5. This Agreement is governed by Jefferson County Public Library’s Naming Policy and Guidelines, which are incorporated herein. By entering into this Agreement, the Library Foundation agrees to all of the conditions contained therein, including the following:

a. **Signage:**

The sign acknowledging the naming of the space will be placed on the outdoor bench, 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 Executive Director of the Library Foundation and the Executive Director of the Jefferson County Public Library.

- b. Duration:
These naming rights are will last through January 6, 2031.
- c. Approvals:
 - (i) All naming acknowledgements will be approved by the Library Board of Trustees.
 - (ii) A re-approval process with input by the Library Foundation shall be necessary in the following situations:
 - (a) Major renovation of the outdoor space; or
 - (b) Sale, destruction, removal or abandonment of the facility.

Should the Original 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 honoree's name from the Library.

- d. Payment: No donations will be refunded for any reason unless the Library is unable to fulfill its obligations due to unforeseen circumstances.
6. Tax Consequences. The Original Donor, and not the Library Foundation or the Library, is solely responsible for determining the tax consequences to Original Donor of the transaction including, without limitation, any monetary value assigned to the naming right.
 7. 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.
 8. 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.
 9. 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.
 10. Further Acts. 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.

11. 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.

IN WITNESS WHEREOF, the parties have executed this agreement this 6th day of January 2021.

Jefferson County Library Foundation

By: Jo Schantz, Executive Director

Date: _____

Jefferson County Public Library

By: Donna Walker, Executive Director

Date: _____

PROPOSED: 01-21-21

BEFORE THE BOARD OF TRUSTEES
OF THE JEFFERSON COUNTY PUBLIC LIBRARY

RESOLUTION NO.: **LB 01-21-21**

WHEREAS, effective June 1, 1991, the Board of Trustees of the Jefferson County Public Library is subject to the provisions of Senate Bill 91-33 (the "Colorado Sunshine Act");
and

WHEREAS, HB19-1087 was approved by the Governor on April 25, 2019 with an effective date of August 2, 2019. A local public body shall be deemed to have given full and timely notice of a public meeting if the local public body posts the notice, with specific agenda information if available no less than twenty-four hours prior to the holding of the meeting on a public website of the local public body.
and

WHEREAS, the public place in which such notice will be posted must be designated annually.

WHEREAS, the notice must include specific agenda information where possible.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Jefferson County Public Library hereby designates the public website jeffcolibrary.org as the location where notice and agenda information for public meetings of the Board of Trustees of the Jefferson County Public Library will be posted.

Date: January 21, 2021