

BOARD MEETING

JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

June 16, 2016



Jefferson County
PUBLIC LIBRARY

APPROVAL OF AGENDA

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

| ITEM# / ACTION | Thursday, June 16, 2016 – EVERGREEN 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. Action | Approval of Minutes for Call for motion and second <ul style="list-style-type: none"> <u>MOTION</u>: To approve the minutes of the May 19, 2016 Board Meeting |
| 5. | Public Comment |
| 6. Information | <ul style="list-style-type: none"> Foundation Report – Jo Schantz Host Report – Monica Rezac, Manager, Mountain Libraries and Staff Training |
| 7. Operational Updates Action as Needed | <ul style="list-style-type: none"> Executive Director Update Finance Department <u>Columbine Library Remodel Project Owners Representative Contract</u> Call for motion and second MOTION: Recommend that the Library Board of Trustees authorize the Executive Director to sign a contract for the Owners Representative services related to the Columbine Library remodel, and the additional Library service point. <u>Etkin Johnson Lease Amendment</u> Call for motion and second MOTION: Recommend that the Library Board of Trustees authorize the Executive Director to sign a contract amendment with Etkin Johnson for space lease at 10790 W. 50th Ave., Wheat Ridge, Co. for the period 08/01/2017 to 07/31/2018. <u>Standley Lake Boiler Replacement Project</u> Call for motion and second MOTION: Recommend that the Library Board of Trustees authorize the Executive Director to sign a contract with the successful bidder for the replacement of the boiler at Standley Lake Library. |
| 8. Action as Needed | Consent Agenda (4.3.4) <ul style="list-style-type: none"> <u>Informational Only</u>: Adopted 2017 Governance Budget |
| 9. Emerging Issues | |

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

| | |
|--------------------------|---|
| Action as Needed | |
| 10. Action as Needed | Ends <ul style="list-style-type: none"> No items |
| 11. Action as Needed | Governing Policies: Management Limitations (Monitoring Reports) <ul style="list-style-type: none"> No items |
| 12. Suggest Agenda Items | BOARD SCHEDULE – NEXT MEETINGS <ul style="list-style-type: none"> June 18 – Policy Governance Training – 9:00-2:00 – Administration Conference Room July 7 – BCC & BOT Quarterly Meeting – 10:00-11:00 – 5th Floor July 14 – Study Session – 5:30 pm – Administration Conference Room July 21 – Board Meeting – 5:30 pm – Golden Library Meeting Room, 1019 10th Street, Golden August 11 – Study Session – 5:30 pm – Administration Conference Room August 18 – Board Meeting – 5:30 pm – Standley Lake Library Meeting Room, 8485 Kipling Street, Arvada August 29 – Library Budget Presentation – 1:15-2:15 – BCC Board Room September 1 – BCC & BOT Quarterly Meeting – 10:00-11:00 – 5th Floor September 8 – Study Session – 5:30 pm – Administration Conference Room September 15 – Board Meeting – 5:30 pm – Belmar Library Meeting Room, 555 S. Allison Parkway, Lakewood |
| 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 | |

APPROVAL OF MINUTES

Minutes of the Meeting of the
JEFFERSON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
May 19, 2016

CALL TO ORDER – REGULAR MEETING

The regular meeting of the Jefferson County Public Library Board of Trustees was held in the Columbine Library meeting room on May 19, 2016. Library Board of Trustees Chair, Brian DeLaet, called the meeting to order at 5:34 p.m. Other Trustees present: Julia Hill-Nichols (Vice-Chair), John Bodnar (Secretary), Ben Davis, Deborah Deal and Charles Naumer.

Trustees not present: Travis Blacketter

Guests: Barbara Yeutter-Roig, Manager, Columbine Library and Youth Services

Staff present: Pam Nissler, Executive Director; Donna Walker, Director of Public Services; Gloria Overholt, Director of Finance; Rebecca Winning, Director of Communications; Sandie Coutts, Director of Employee Relations and Development; Pat Klein, Director of Information Technology; Julianne Rist, Assistant Director of Public Services; Steve Chestnut, Manager Facilities & Construction Projects; and Amber Fisher, Executive Assistant, Office of the Executive Director.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

MOTION: Charles Naumer moved approval of the minutes of the April 5, 2016 Special Board meeting. Seconded by Deborah Deal the minutes were approved by unanimous vote of all Trustees present.

MOTION: John Bodnar moved approval of the minutes of the April 14, 2016 Study Session. Seconded by Ben Davis the minutes were approved by unanimous vote of all Trustees present.

MOTION: Deborah Deal moved approval of the minutes of the April 21, 2016 Board Meeting. Seconded by Julia Hill-Nichols the minutes were approved by unanimous vote of all Trustees present.

PUBLIC COMMENT

No Public comment.

FOUNDATION REPORT

Jo Schantz, Foundation Executive Director provided an update on the activities of the Foundation. The book drives launched in April; the FirstBank locations generated 18 boxes of books (600 pounds) and NREL generated 59 boxes (1600 pounds). The speakeasy series kicked off with 60 people attending and more events in the series are being planned. The Rare and Novel event is scheduled for November 17, and will have a Sherlock Holmes theme (Holmes for the Holidays) and will be held at Baldoria on the Water. Several meetings were held with Kiwanis and Rotary Clubs to spread the word about the Foundation. The spring whale sale will be held at the Jeffco Fairgrounds on June 3, 4 and 5. The Foundation is adding a book drive to the event. There will be an early bird special June 3, in the morning and a preview night on June 2, for Friends of the Library members. Educators, military and friends members are invited for the half-price sale on June 4. The Foundation was successful in getting sponsors for the spring whale sale totaling \$5,250.

The Trustees asked whether or not the November, Library Board meeting could be rescheduled as it currently conflicts with the Rare and Novel event. The Trustees expressed appreciation for the outstanding work on getting sponsors for the whale sale.

HOST REPORT

Barbara Yeutter-Roig, Manager, Columbine Library and Youth Services, provided the host report. Increasing library hours has been the best thing ever; every week we see more and more people lined up at 9:00 am. The story times are growing and the Library is offering more opportunities for families with children to participate. Holds at the Columbine Library increased by more than 800 compared to April of 2015. There are 94 volunteers working at Columbine helping shelve books. Columbine is able to get holds on the shelf within an hour of being processed. As part of the services to kids and families, the Library has outreach programs to low income families including visits to all the Head Start locations in Jefferson County. As part of increased efforts to reach parents who can get kids to the libraries, once a month library staff set up a table in the lobby to hand out programs and invite parents to the storytimes. The Trustees expressed appreciation to Barbara and her staff for their dedication and work with families.

SENIOR MANAGEMENT TEAM (SMT) OPERATIONAL UPDATES

Executive Director Update

Pam Nissler, Executive Director, provided an update to the Board. The Executive Director advised the Trustees that the Greenway Trail dedication on the Standley Lake Library grounds will be held June 4, at 11:00 am. The governor of Colorado is scheduled to attend

the event. The Library Board received a presentation and approved the Greenway Trail project last year. There was great turnout for the community meetings to receive input on library services in South County and more information will be shared with the Board later this year. The Library is completing the interview process for the Director of Finance position.

Finance Department

Gloria Overholt, Director of Finance and Budget reported on the activities of the Finance department. The monthly financial statements indicate that revenues and expenditures are in line with projections. Some of the capital projects are scheduled to start later this summer and the Board can expect to see more expenditures in that area.

Cabling Contract

Pat Klein, Director of Information Technology, advised the Board that the cabling contract is part of E-Rate. Last month the Board approved contracts for Century Link to provide connections and Sentinel to provide equipment replacement. The Library did not receive responses from the first round of RFPs and reissued the RFP for cabling. The Library received several responses in the second round and selected Avant Datacomm Solutions. The Library will be replacing cable that is inadequate and does not meet standards. The Library is limited in where they can place computers and improving the cabling will help address that issue. Improvements to Wi-Fi will also be made where needed. For example, Wi-Fi at Columbine Library is inadequate and does not reach the entire building including the Library Manager's office.

MOTION: Julia Hill-Nichols moved that the Library Board of Trustees authorize the Executive Director to sign a multi-year contract with Avant Datacomm Solutions in the amount not to exceed \$200,000 for cabling in the libraries. Seconded by Charles Naumer the motion passed by unanimous vote of all trustees present.

Proposed Financial Policies: Election Financing Policy – De-Accessioned Library Materials

MOTION: John Bodnar moved that the Library Board of Trustees adopt the Election Financing Policy – De-Accessioned Library Materials Policy as presented. Seconded by Julia Hill-Nichols the motion passed by unanimous vote of all Trustees present.

2017 County Budget Guidelines

Gloria Overholt, Director of Finance provided a summary of the 2017 County Budget Guidelines and the 2017 Library Budget Timeline:

- Merit Increases – 2.6% increase
- Health Benefits – 7%-10% increase
- Business Cases will be accepted in priority order

- Capital requests will be accepted – previously approved projects will receive priority consideration
- July 22 – budgets and supporting document are due

Library Budget Timeline

- June 16 Board Meeting – Introduction to 2017 Budget Plan
- July 14 Study Session – Library Board reviews 2017 Budget Plan
- July 21 Board Meeting – Board approves 2017 proposed budget for submittal

In response to a question from the Board, Sandie Coutts, Director of Employee Relations and Development stated that no official directives regarding minimum wage have been provided. In response to a question from the Board, Sandie Coutts advised the Board that the Library has until December 1, to address the exempt status directive.

Gloria Overholt advised the Board that the Library is projecting a request for a 4.5 mill levy for 2017 and will get input from the Board at the June 16, Board meeting.

Fixed and Controlled Asset Audit

Lisa VanderHeyden, Manager of Contracts and Project Planning, provided summary information on the results of the fixed and controlled asset inventory. The audit has been substantially completed and a reconciliation of the information is underway. The goal of the project is to further compliance with the Board's governance policy 2.4, asset protection and formalize the Library's process for maintaining asset inventories. Historically, the County has maintained fixed asset reports for those capital assets over \$5,000 in value, extrapolating their data from our issued purchase orders. The Library's Information Technology department has maintained a separate inventory of controlled technology assets. This project validates and updates both schedules and expands on the inventory (to include group counts of tables, chairs, shelves, etc.) to offer a more complete picture of both fixed and capital assets in our facilities. The auditing process included physically pulling serial number and asset tag numbers from all equipment at all Library facilities and adding new asset tags for items not previously tagged. The reconciliation process includes comparing both County and Information Technology inventories to match up serial numbers and/or asset tag numbers. Some of the outcomes from this project will include ongoing fixed and controlled asset inventory processes, improved inventory tracking processes, accurate asset valuations to update its Furniture, Fixture and Equipment valuations for insurance coverage and ultimately tie the Library's asset inventory to the future upgraded service ticketing systems to track asset repairs and modifications to provide better predictive maintenance and replacement information.

CONSENT AGENDA

Trustees Adopt Proposed 2017 Governance Budget

MOTION: Julia Hill-Nichols moved that the Library Board of Trustees adopt the proposed 2017 Governance Budget as presented. Seconded by John Bodnar the motion passed by unanimous vote of all Trustees present.

GOVERNANCE POLICIES

Governance Process: Policy 4.1: Governing Styles and Values

MOTION: Julia Hill-Nichols moved that the Library Board of Trustees adopt Policy 4.1: Governing Styles and Values as presented. Seconded by Ben Davis the motion passed by unanimous vote of all Trustees present.

EMERGING ISSUES

No issues were brought forward.

BOARD SCHEDULE – NEXT MEETINGS

- June 9 – Study Session – 5:30 pm – Administration Conference Room (John out)
- June 16 – Board Meeting – 5:30 pm – Evergreen Library Meeting Room, 5000 Highway 73 – (Deborah Out)
- June 18 – Policy Governance Training – 9:00-2:00 – Administration Conference Room
- July 7 – Library Board and Board of County Commissioners Quarterly meeting – 10:00 – 11:00 am, 5th Floor Conference Room
- July 14 – Study Session – 5:30 pm – Administration Conference Room
- July 21 – Board Meeting – 5:30 pm – Golden Library Meeting Room, 1019 10th Street

ANNOUNCEMENTS/GENERAL INFORMATION SHARING

The Chair advised the Board that Travis Blacketter has accepted a position in Washington, DC and submitted his resignation effective June 12, 2016.

Trustee Davis reported on his experience attending National Library Legislative Day in Washington, DC. There was impressive representation in the contingent from Colorado and the number of contingents from other states across the U.S. Meeting with congressional aides and legislative assistants was an eye opening experience relative to what has to be done to get some of the points across about libraries. Trustee Davis particularly enjoyed talking with members of the Colorado contingent and the roles Trustees play in different parts of the state. Trustee Bodnar also attended and noted the great representation from Colorado libraries. John noted the opportunity to talk about some of the issues and show support for libraries and the issues facing congress including the confirmation of the Librarian of Congress who is the first actual librarian to be nominated for the position. The Colorado contingent also advocated for the importance of LSTA funding and the electronic communication privacy act. Rebecca Winning, Communications Director, had the

opportunity to attend and found it very educational and encouraged others to take advantage of the opportunity to represent libraries at this level. Ben and Rebecca also expressed appreciation to John Bodnar for leading the group and being a fabulous tour guide.

ADJOURNMENT

The Board meeting was adjourned at 6:33 p.m.

John Bodnar, Secretary

FOUNDATION REPORT

The Foundation Report will be provided at the meeting

FOUNDATION EXECUTIVE DIRECTOR REPORT
JUNE 2016 (May 20 – JUNE 16)
By Jo Schantz

1) Fundraising and events

- **Spring 2016 Whale of a Used Book Sale**
 - June 2 – 5 at the Jeffco Fairgrounds
 - Attendance: 3,500
 - Funds raised: more than \$65,000

2) Meetings and networking

- A. May 20 – site visit and tour of Foundation with representatives from SCU Community Foundation (previous supporters of our 2015 Rare & Novel benefit)
- B. May 20 – tour of the former Sobesky Academy building (with representatives from Jefferson County Public Schools) as a potential future location for JCLF
- C. May 23 – meeting with Amber Luttrell, Community Relations Manager (Jefferson County Sheriff's Dept., Public Affairs) and JJ Smith (Jefferson County Sheriff's Dept. K9 unit) to discuss participation in our 2016 Rare & Novel event
- D. May 25 – attended Union Corridor Professionals breakfast meeting at Green Mountain Westerra Credit Union
- E. May 25 – site visit and tour of Foundation with Tom Livingston, Jefferson County Economic Development Corporation
- F. May 25 – attended tenant picnic hosted by Etkin Johnson
- G. May 25 – visit to Jeffco Fairgrounds in preparation for the Whale Sale
- H. May 25 – meeting with Tanner White, owner of College Hunks Hauling Junk, to discuss potential partnership for book donations
- I. June 1 – participated in steering committee meeting for 2017 Good News Breakfast
- J. June 1 – site visit and tour of Foundation with Ana Rojas-Artica from Solera Bank (Solera Bank was a sponsor of the 2015 Rare & Novel benefit)
- K. June 6 – reviewed draft of 2015 audit with Jill Koronek, CPA, Jenaveve Linabary and Mary Stahl
- L. June 8 – tour of Dakota Ridge High School with Don DuBe and Asst. Principal Matt Heckle to discuss possible date for a Foundation book sale at the school
- M. June 8 – 1-to-1 meeting with Board member TJ Bowen to discuss fundraising strategies
- N. June 9 – tour and site visit at Foundation with Lynn Sierras-Krono from the Arvada Chamber of Commerce and Organizations Serving Arvada (OSA)

- O. June 9 – tour and site visit at Foundation with Josie Klemaier, journalist at The Denver Post/YourHub
- P. June 10 – meeting with Hassan Najjir, E.D. at Foothills Art Center
- Q. June 13 – site visit at Baldoria on the Water with Karin Bernaith (caterer) in preparation for 2016 Rare & Novel benefit
- R. June 14 – meeting with Brent Guglielmino, Dir. Of Education and Development, Honor Bell Foundation
- S. June 14 – Breakfast meeting for Wheat Ridge Business Association
- T. June 16 – site visit and tour of Foundation with Linda Ricketson, Dir. Of Development, Community First Foundation

3) Communications and outreach

- A. Staff posted YouTube video of Speakeasy event on Foundation website (video courtesy of Warren Tech)
- B. Continued production for the 2015 Annual Report
- C. Preparation underway for the Summer Footnotes newsletter
- D. Community presentations:
 - i. **May 24** – Golden Rotary Club at Rolling Hills Country Club

4) General Administration

- A. Addressed Action Steps in regard to the recent Forensic Audit; prepared for a presentation to the Audit Committee on June 21
- B. Worked with Library staff on plans for recycled book pick up (pilot project) to begin in July at the Arvada Library
- C. Prepared and forwarded proposal for a new book donation bin and pick-up service (in place of Better World Books) at the Golden Library; proposal is pending

5) Solicitations, sponsorships, grants and grant reports

- A. **Grants**
 - i. **PENDING:**
 - 1. Lakewood Legacy Foundation -- \$21,594 in support of new A/V equipment for Belmar and Lakewood Libraries
 - 2. Temple Hoyne Buell Foundation -- \$7,500 for Babies First Books and 2016 Community Literacy event

Operational Updates

Executive Director Update

administration
10200 W. 20th Ave.
Lakewood, CO 80215
303.235.5275
jeffcolibrary.org



To: Library Board of Trustees
From: Pam Nissler, Executive Director
Re: Executive Director Update – June, 2016

Internet filtering

We have had to make some changes in how we filter internet traffic for our patrons due to an upgrade that we needed to implement. In our old setup, we had two separate web filters, one for adults and one for children and staff. With the upgrade, we discovered that the new service would not provide for dual filter setups and therefore, to continue with two types of filters, we would need to purchase and implement a second service.

In addition, when we prepared to replace the PC Reservation System, we discovered that the new system could not manage two separate filters. It would require that we incur additional expense and build a work around to try to accommodate two separate filters.

Upon further research, we discovered that the CIPA requirements, that you have directed the library to comply with, do not require separate filtering for adults and children. They simply require the library to protect children from exposure to pornographic images. Given that you have directed the library to block pornographic images on all patron computers, there was no reliable way to ensure the child protection without applying the same filter for both children and adults.

For these reasons, it is our intention to implement a single filter that will apply to all patrons and staff equally. While this is a slight change in practice, it still fully complies with the Board's intent and with Colorado and Federal laws regarding internet filtering.

This slight change in practice led to a review of our three existing library policies and guidelines for internet use. For clarity, we consolidated the three policies and guidelines that were posted on our website and on our staff intranet into one comprehensive policy.

Audit

The policies that you approved last month regarding the library's stance on providing any financial or political support for pending ballot measures have been submitted to the County Audit Committee.

administration

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

jeffcolibrary.org



Upcoming Board meetings

It is important that you attend both the July 14th study session and the July 21st Board meeting. The study session will provide you with detailed information regarding the 2017 budget. The formal board meeting will require that you approve the 2017 budget and that you direct the library to submit it along with the Board's budget cover letter.

Other meetings

In addition, I participated in the following meetings:

- An all-day SMT retreat on establishing the 2017 strategic initiatives
- Interviewing of candidates for the Budget and Finance Director position
- The kick-off of the school district's summer school literacy program
- Monthly meeting with Ralph Schell
- Monthly meeting of the elected officials personnel board
- Monthly CYLC meeting.

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

Finance Department



Jefferson County
PUBLIC LIBRARY

memorandum

to: Pam Nissler, Executive Director
from: Gloria Overholt, Director of Finance & Budget
re: Finance Monthly Report

- Budget to Actual Tables
- Columbine Library Remodel Project Owners Representative Contract
- Etkin Johnson Lease Agreement
- Standley Lake Boiler Replacement

date: June 16, 2016

A. Budget to Actual Tables

The Budget to Actual Tables for the period ending May 2016 will be prepared as soon as accounting period 05 is closed and the analysis has been completed. The Tables will be available for the meeting, along with the analysis discussion.

B. Columbine Library Remodel Project Owners Representative Contract

On May 18 the library issued a Request for Proposals (RFP) for Owners Representative/Construction Management services related to the Columbine Library Remodel Project, and for the development and completion of an approximately 10,000 sq.ft. tenant finish space to expand library services elsewhere in Jefferson County. The purpose of the owners' representative is to help monitor the entire design and construction process to assure the Library's interests are expressed and protected. A total of 13 firms are eligible to bid as a result of submitting Notice of Intent to Bid or attending the Pre-Bid walk. The due date for proposals is Friday, June 3, 2016. Short-listed vendors will be invited to interview with the selection team of Pam Nissler, Steve Chestnut and Julianne Rist.

The selection team will recommend a firm prior to June 16th. A request to authorize the Executive Director to execute a contract for professional services is required at this time.

Funds of \$90,000 for Phase 1 are approved in the 2016 budget for the planning process, and constructions costs will be included in the proposed 2017 budget for the Board's approval.

Action Item:

Call for Motion: Recommend that the Library Board of Trustees authorize the Executive Director to sign a contract for the Owners Representative services related to the Columbine Library remodel, and the additional Library service point.

memorandum



C. Etkin Johnson Lease Amendment

The Library has leased space for Support Services (Facilities) and the Library Foundation at 10790 W 50th Ave., Wheat Ridge CO since August 2003. It has been the practice to renew at least a year in advance of the expiration of the present term in order to lock in rates and to ensure that our required spaces remain available. The library has conducted some very basic price comparisons and believes that the rates offered are competitive.

The Library has requested a 2-year lease extension in order to re-evaluate need and lease rates again in 2018.

Etkin Johnson has extended a contract for renewal at a rate increase of \$.50/sq. ft. /yr. to \$7 for year 08/01/2017 through 07/31/2018, and an additional \$.25/sq. ft. /yr. to \$7.25 for year 08/01/2018 through 07/31/2019. A monthly "basic rent" cost comparison is provided below for reference:

| | | |
|----------------|-------------------------|----------------------------|
| Current Lease | 08/01/2016 – 07/31/2017 | Annual Basic Rent \$87,184 |
| Proposed Lease | 08/01/2017 – 07/31/2018 | Annual Basic Rent \$93,891 |

Funds have been budgeted in Facilities for 2016 and will be requested in the 2017 and 2018 budget.

Action Item:

Call for Motion: Recommend that the Library Board of Trustees authorize the Executive Director to sign a contract amendment with Etkin Johnson for space lease at 10790 W. 50th Ave., Wheat Ridge, Co. for the period 08/01/2017 to 07/31/2018.

D. Standley Lake Boiler Replacement Project

The Standley Lake boiler is recommended for replacement in 2016. Replacement of the boiler will place all of the HVAC equipment under the control of our HVAC contractor, allowing for additional efficiencies in the maintenance of the equipment. The new equipment will provide higher efficiency ratings, resulting in reduced operating and maintenance costs.

The Library issued a Request for Quotation on May 23, 2016, with a Quotation due date of June 13, 2016. Funds in the amount of \$75,000 for the boiler replacement are included in the 2016 adopted budget.

Action Item:

Call for Motion: Recommend that the Library Board of Trustees authorize the Executive Director to sign a contract with the successful bidder for the replacement of the boiler at Standley Lake Library.



Jefferson County

PUBLIC LIBRARY

memorandum

to: Pam Nissler, Executive Director
from: Gloria Overholt, Director of Finance & Budget
re: Finance Monthly Report

- Budget to Actual Tables
- Columbine Library Remodel Owner's Representative Contract
- Etkin-Johnson Lease Amendment
- Standley Lake Boiler Replacement
- 2017 Draft Budget

date: June 16, 2016

A. Budget to Actual Tables

The Budget to Actual Tables for the period ending May 2016, as presented in the Tables 1-5 are attached to this report for your review. The final 2015 numbers are also included and the excess of revenues over expenditures is \$862,857. The amount will increase fund balance to \$13,108,502.

For 2016 it is expected that expenditures will be within budget, and that revenues will reach budgeted amounts.

Expanded open hours at the Libraries began on April 4th. Hiring staff for the Libraries began in March. There are approximately 3 months of increased salary and benefit expenditures recorded, and now a trend of vacancy savings can begin to be projected. Projections at this point in time indicate that approximately \$982,000 will be saved as compared to the original amount of \$498,000.

Library Books and Materials budgets are being spent as new items are arriving for the Libraries. Other categories of expenditures are within budgeted amounts. The Supplies category is under budget – however this category includes heat and power charges which only have captured 3 months of the year so far. The general supplies category also appears under budget but the majority of these supplies are for the summer reading program. Capital projects are in the planning stages and many of the projects will be completed during the summer months.

B. Columbine Library Remodel Owner's Representative Contract

In fulfilling our promises to our community after the successful passage of our mill levy increase in 2016 we are presenting our first request to authorize a contract for the Columbine remodel. End statement 4 states that residents will receive maximum return on their investment. An owner's representative helps JCPL to ensure that this will happen with the Columbine remodel. As a look at our first major remodel in over ten year, and multiple projects in the next five, having an expert in the field looking out for the library's interests is critical and is a standard practice. The owner's rep will help prepare scope and budgets for the Columbine project, as well as being the expert for technical requirements in the RFP and selection process for an architect. During the design phase they will help ensure a good return on investment on the choices made. During the construction

memorandum



process they are the expert in the field verifying work is well done, change orders are needed and pricing is in line. They also provide a complete history of the project as well as built drawings. They provide a detailed focus on a project that staff cannot.

A Request for Proposal (RFP) was released on May 18, and closed on June 3. Six firms submitted proposals. The proposals were evaluated on price, ability to meet JCPL's needs, experience and references. Four firms were invited for in person interviews. The interview committee unanimously selected NV5 as our top choice for owner's representative. NV5 has experience working in occupied buildings as well as with both libraries and schools. They understand that the relationship is paramount to a successful project; has experience working with and involving all stakeholders; have a philosophy of proactive communication about the project to the community; and experience in budgeting and estimating.

Action Item:

Call for motion: Recommend that the Library Board of Trustees authorize the Executive Director to sign a contract with NV5 for Owner's Representative Services related to the Columbine Library remodel in an amount not to exceed \$107,735. Funds in the amount of \$125,000 have been appropriated in the 2016 budget.

C. Etkin-Johnson Lease Agreement

The Library leases spaces for the Facilities staff, equipment and supplies as well as space for the Foundation. The spaces are located at 10790 W. 50th Ave., Wheat Ridge, Co. The lease term is from August 1, 2017 to July 31, 2019. The basic rent during this term of the lease increases .50/sq.ft from August 1, 2017 to July 31, 2018 and .25/sq.ft from August 1, 2018 to July 31, 2019.

| | | |
|-----------------------|-------------------|------------|
| Current Monthly Rent | 8-1-16 to 7-31-17 | \$7,265.36 |
| Proposed Monthly Rent | 8-1-17 to 7-31-18 | \$7,824.25 |
| Proposed Monthly Rent | 8-1-18 to 7-31-19 | \$8,103.69 |

Action Item:

Call for motion: Recommend that the Library Board of Trustees authorize the Executive Director to sign contract amendment #6 with Colorado Industrial Portfolio, LLC for space lease at 10790 W. 50th Ave Wheat Ridge, Co.

memorandum



D. **Standley Lake Boiler Replacement**

The 2017 Capital Projects budget included the replacement of the boiler at the Standley Lake Library. The boiler is approximately 25 years old and the replacement boiler will place all the HVAC equipment under the control of the HVAC contractor allowing for efficiencies in the future maintenance of the equipment. Funds in the amount of \$75,000 were appropriated in the 2017 Capital Projects Budget.

Action Item:

Call for motion: Recommend that the Library Board of Trustees authorize the Executive Director to sign a contract with the successful bidder for the replacement of the boiler at Standley Lake in an amount not to exceed \$75,000.

E. **2017 Draft Budget Presentation**

A power point presentation of the draft of the 2017 budget will be presented, along with next action steps for the budget process.

TABLE 1
JEFFERSON COUNTY PUBLIC LIBRARY
TOTAL FUND SUMMARY
2016 ACTUAL TO BUDGET

| Sources and Uses of Funds | Final 2015 Budget | Final 2015 Actual | 2016 Budget | YTD Actual 05/31/2016 | Variance 2016 Budget | Budget to Actual % |
|--|-------------------------|----------------------|----------------------|--------------------------|----------------------------|-----------------------|
| Sources of Funds | | | | | | |
| Revenues | | | | | | |
| Property Taxes | | | | | | |
| Property Taxes - Operating | \$ 23,138,482 | \$ 22,541,641 | \$ 31,558,023 | \$ 19,030,467 | \$ (12,527,556) | 60.30% |
| Property Taxes - Capital | 553,389 | 1,081,881 | 1,519,998 | 896,757 | (623,241) | 59.00% |
| Total Taxes | \$ 23,691,871 | \$ 23,623,522 | \$ 33,078,021 | \$ 19,927,224 | \$ (13,150,797) | 60.24% |
| Federal & State Grants | \$ 108,000 | \$ 116,960 | \$ 126,734 | \$ 131,085 | \$ 4,351 | 103.43% |
| Fines & Fees | 807,805 | 720,927 | 794,000 | 285,270 | (508,730) | 35.93% |
| Other Revenue | 456,515 | 514,393 | 455,021 | 144,898 | (310,123) | 31.84% |
| Total Other Revenues | 1,372,320 | 1,352,280 | 1,375,755 | 561,253 | (814,502) | 40.80% |
| Sub Total Operating Revenues | \$ 25,064,191 | \$ 24,975,802 | \$ 34,453,776 | \$ 20,488,477 | \$ (13,965,299) | 59.47% |
| Transfer from Fund Balance | \$ 524,261 | \$ - | \$ - | | | N/A |
| Transfer to Fund Balance | - | 862,857 | 2,057,647 | 9,731,972 | 7,674,325 | N/A |
| Total Sources of Funds | \$ 25,588,452 | \$ 24,112,945 | \$ 32,396,129 | \$ 10,756,505 | \$ (21,639,624) | 33.20% |
| Uses of Funds | | | | | | |
| Operating Expenditures | | | | | | |
| Salaries & Employee Benefits | | | | | | |
| Salaries | \$ 10,852,945 | \$ 10,432,207 | \$ 12,623,293 | \$ 4,713,123 | \$ (7,910,170) | 37.34% |
| Benefits | 3,240,112 | 3,063,396 | 3,846,731 | 1,361,195 | (2,485,536) | 35.39% |
| Sub-Total Salaries & Benefits | \$ 14,093,057 | \$ 13,495,603 | \$ 16,470,024 | \$ 6,074,318 | \$ (10,395,706) | 36.88% |
| Collection: Library Books & Materials | \$ 3,476,010 | \$ 3,433,873 | \$ 5,878,276 | \$ 2,367,041 | \$ (3,511,235) | 40.27% |
| Supplies | 891,610 | 800,732 | 1,075,154 | 268,191 | (806,963) | 24.94% |
| Other Services & Charges | 3,092,078 | 2,480,884 | 3,580,914 | 1,240,196 | (2,340,718) | 34.63% |
| Internal Transactions /Cost Allocation | 1,249,317 | 1,158,655 | 1,450,848 | 624,589 | (826,259) | 43.05% |
| Total Operating Expenditures | \$ 22,802,072 | \$ 21,369,747 | \$ 28,455,216 | \$ 10,574,335 | \$ (17,880,881) | 37.16% |
| Financing & Debt Service | \$ 1,611,600 | \$ 1,611,599 | \$ 1,584,388 | \$ - | \$ (1,584,388) | 0.00% |
| Capital Projects | \$ 1,174,780 | \$ 1,131,599 | \$ 2,356,525 | \$ 182,170 | \$ (2,174,355) | 7.73% |
| Total Uses of Funds | \$ 25,588,452 | \$ 24,112,945 | \$ 32,396,129 | \$ 10,756,505 | \$ (21,639,624) | 33.20% |

TABLE 2A
JEFFERSON COUNTY PUBLIC LIBRARY
FUND BALANCE REQUIREMENTS
2016 ACTUAL TO BUDGET

| | Final 2015 Budget | Final 2015 Actual | 2016 Budget | YTD Actual 05/31/2016 | \$ Incr(Decr) 2015 Actual to 2016 Adopted |
|--|-------------------------|----------------------|-----------------------|--------------------------|---|
| Beginning Fund Balance | \$ 11,240,502 | \$ 12,245,645 | \$ 11,240,502 | \$ 13,108,502 | \$ (1,005,143) |
| Revenues | | | | | |
| Operating Revenues | \$ 24,510,802 | \$ 23,808,921 | \$ 32,933,778 | \$ 19,591,720 | \$ 9,124,857 |
| Capital Funding | 553,389 | 1,166,881 | 1,519,998 | 896,757 | 353,117 |
| Total Revenues | \$ 25,064,191 | \$ 24,975,802 | \$ 34,453,776 | \$ 20,488,477 | \$ 9,477,974 |
| Expenditures | | | | | |
| Operating Expenditures | \$ 22,802,072 | \$ 21,369,747 | \$ 28,455,216 | \$ 10,574,335 | \$ 7,085,469 |
| Debt Service | 1,611,600 | 1,611,599 | 1,584,388 | - | (27,211) |
| Capital Projects | 1,174,780 | 1,131,599 | 2,356,525 | 182,170 | 1,224,926 |
| Total Expenditures | \$ 25,588,452 | \$ 24,112,945 | \$ 32,396,129 | \$ 10,756,505 | \$ 8,283,184 |
| Increase/(Decrease) in Fund Balance | \$ (524,261) | \$ 862,857 | \$ 2,057,647 | \$ 9,731,972 | \$ 1,194,790 |
| Ending Fund Balance | \$ 10,716,241 | \$ 13,108,502 | \$ 13,298,149 | \$ 22,840,474 | \$ 189,647 |
| Above/(Below) Minimum | \$ 4,450,193 | \$ 6,842,454 | \$ 4,684,705 | \$ 14,227,030 | \$ (2,157,749) |
| Above/(Below) Maximum | N/A | N/A | \$ (3,928,739) | \$ 5,613,586 | N/A |
| Fund Balance Policy | | | | | |
| Minimum Fund Balance | | | | | |
| 16% of Current Year Revenues | \$ 4,010,271 | | \$ 5,512,604 | | |
| 9% of Current Year Revenues - Uncertainty | 2,255,777 | | 3,100,840 | | |
| Total Minimum F/B Reserve Requirement | 6,266,048 | | 8,613,444 | | |
| Maximum Fund Balance | | | | | |
| 50% of Current Year Budgeted Revenues | | | 17,226,888 | | |
| Total Maximum F/B Reserve Requirement | N/A | | \$ 17,226,888 | | |

TABLE 2B
JEFFERSON COUNTY PUBLIC LIBRARY
POSITION AUTHORIZATIONS (FTEs)
2016 ACTUAL TO BUDGET

| | Adopted 2015 Budget | Actual 2015 | Adopted 2016 Budget | Revised 2016 Budget | Change 2015 to 2016 |
|-----------------------------------|---------------------------|----------------|---------------------------|---------------------------|------------------------|
| FTE Positions - Active | 181.50 | 181.50 | 207.50 | 208.50 | 27.00 |
| FTE Positions - Reserved | 33.50 | 33.50 | 7.50 | 6.50 | -27.00 |
| Total Authorized Positions | 215.00 | 215.00 | 215.00 | 215.00 | 0.00 |

**TABLE 3
JEFFERSON COUNTY PUBLIC LIBRARY
OPERATING EXPENDITURES
2016 ACTUAL TO BUDGET**

| Sources and Uses of Funds | Final 2015 Budget | Final 2015 Actual | 2016 Budget | YTD Actual 05/31/2016 | Projected Year-End 2016 | Variance 2016 Budget |
|---|-------------------------|----------------------|----------------------|--------------------------|-------------------------------|----------------------------|
| Sources of Funds | | | | | | |
| Revenues | | | | | | |
| Taxes | | | | | | |
| Property Taxes - Operating | \$ 23,702,058 | \$ 22,959,917 | \$ 32,257,736 | \$ 19,031,187 | \$ 32,257,736 | \$ - |
| Delinquent Taxes | 20,200 | 59,618 | 45,241 | - | 45,241 | - |
| Prior Year Cancellations | (101,000) | (43,772) | (116,244) | - | (116,244) | - |
| Urban Renewal | (507,016) | (454,528) | (667,853) | - | (667,853) | - |
| Penalties & Interest | 24,240 | 20,406 | 39,143 | (720) | 39,143 | - |
| Total Taxes | \$ 23,138,482 | \$ 22,541,641 | \$ 31,558,023 | \$ 19,030,467 | \$ 31,558,023 | \$ - |
| Federal & State Grants | \$ 108,000 | \$ 116,960 | \$ 126,734 | \$ 131,085 | \$ 131,085 | \$ 4,351 |
| Library Fines | 646,480 | 621,284 | 650,000 | 239,056 | 650,000 | - |
| Other Fees | 161,325 | 99,643 | 144,000 | 46,214 | 144,000 | - |
| Investment Income | 135,715 | 172,373 | 149,021 | 54,681 | 149,021 | - |
| Conference Room Rental | 13,500 | 11,913 | - | 2,943 | 2,943 | 2,943 |
| Contributions from Private Sources | 200,000 | 155,426 | 200,000 | 65,794 | 200,000 | - |
| Other Revenue | 107,300 | 89,681 | 106,000 | 21,480 | 106,000 | - |
| Total Revenues | \$ 24,510,802 | \$ 23,808,921 | \$ 32,933,778 | \$ 19,591,720 | \$ 32,941,072 | \$ 7,294 |
| Uses of Funds | | | | | | |
| Operating Expenditures | | | | | | |
| Salaries & Employee Benefits | | | | | | |
| Salaries | \$ 10,050,731 | \$ 9,083,743 | \$ 11,231,588 | \$ 4,131,080 | \$ 11,231,588 | \$ - |
| Awards & Bonuses | - | 300 | 83,796 | 5,100 | 83,796 | - |
| Termination Pay | 90,000 | 88,828 | - | 14,436 | 14,436 | 14,436 |
| Temporary Pay | 1,508,567 | 1,259,336 | 1,806,537 | 562,507 | 1,806,537 | - |
| Vacancy Savings | (796,353) | - | (498,628) | - | (498,628) | - |
| Benefits | 3,240,112 | 3,063,396 | 3,846,731 | 1,361,195 | 3,846,731 | - |
| Total Salaries & Benefits | \$ 14,093,057 | \$ 13,495,603 | \$ 16,470,024 | \$ 6,074,318 | \$ 16,484,460 | \$ 14,436 |
| Library Books & Materials | \$ 2,451,010 | \$ 2,397,326 | \$ 4,820,976 | \$ 1,336,942 | \$ 4,820,976 | \$ - |
| Library Computer Materials | 900,000 | 916,153 | 926,650 | 914,552 | 926,650 | - |
| Library Periodicals | 125,000 | 120,394 | 130,650 | 115,547 | 130,650 | - |
| Sub-Total Library Collections | 3,476,010 | 3,433,873 | 5,878,276 | 2,367,041 | 5,878,276 | - |
| Supplies | 891,610 | 800,732 | 1,075,154 | 268,191 | 1,075,154 | - |
| Other Services & Charges | 3,092,078 | 2,480,884 | 3,580,914 | 1,240,196 | 3,580,914 | - |
| Direct Internal Charges | 129,852 | 115,041 | 127,061 | 35,540 | 127,061 | - |
| Indirect Cost Allocation | 653,953 | 653,953 | 696,338 | 290,141 | 696,338 | - |
| Intra County Transactions | 465,512 | 389,661 | 627,449 | 298,908 | 627,449 | - |
| Total Operating Expenditures | \$ 22,802,072 | \$ 21,369,747 | \$ 28,455,216 | \$ 10,574,335 | \$ 28,469,652 | \$ 14,436 |
| Total Uses of Funds | \$ 22,802,072 | \$ 21,369,747 | \$ 28,455,216 | \$ 10,574,335 | \$ 28,469,652 | \$ 14,436 |

TABLE 4
JEFFERSON COUNTY PUBLIC LIBRARY
DEBT SERVICE DETAIL
2016 ACTUAL TO BUDGET

| Sources and Uses of Funds | Final 2015 Budget | Final 2015 Actual | 2016 Budget | YTD Actual 05/31/2016 | Projected Year- End 2016 | Variance 2016 Budget |
|---------------------------|-------------------------|----------------------|----------------|--------------------------|-----------------------------|-------------------------|
|---------------------------|-------------------------|----------------------|----------------|--------------------------|-----------------------------|-------------------------|

| | | | | | | |
|------------------------------------|---------------------|---------------------|---------------------|-------------|---------------------|-------------|
| Debt Service | | | | | | |
| Principal - Arvada (2005-2024) | \$ 493,764 | \$ 493,764 | \$ 507,411 | \$ - | \$ 507,411 | - |
| Interest - Arvada (2005-2024) | 131,086 | 131,086 | 119,285 | - | 119,285 | - |
| Principal - Refunding Series 2013 | 632,690 | 632,690 | 632,690 | - | 632,690 | - |
| Interest - Refunding Series 2013 | 173,041 | 173,041 | 149,314 | - | 149,314 | - |
| Principal - COP - Capital Projects | 142,143 | 142,143 | 142,143 | - | 142,143 | - |
| Interest - COP - Capital Projects | 38,876 | 38,875 | 33,545 | - | 33,545 | - |
| Total Debt Service | \$ 1,611,600 | \$ 1,611,599 | \$ 1,584,388 | \$ - | \$ 1,584,388 | \$ - |

| |
|-------------------------------|
| Arvada |
| Total Issue \$8,886,000 |
| Term 2005-2024 June & Dec |
| Use - Arvada Library Facility |

| |
|-------------------------------------|
| Build America Bonds |
| Total Issue \$6,293,000 |
| Original Term 2011-2020 |
| Refunding Term 2013-2024 June & Dec |
| Use - Lakewood HVAC |
| Energy Conservation |
| Book Sorters |
| Library Service Center Remodel |

| |
|--|
| Certificates of Participation (COP) |
| Total Issue \$995,000 |
| Term 2014-2020 June & Dec |
| Use - Belmar Roof Replacement |
| Columbine HVAC |
| Columbine Parking Lot |
| Standley Lake Parking Lot |

TABLE 5
JEFFERSON COUNTY PUBLIC LIBRARY
CAPITAL PROJECTS
2016 ACTUAL TO BUDGET

| Sources and Uses of Funds | Final 2015 Budget | Final 2015 Actual | 2016 Budget | YTD Actual 05/31/2016 | Projected Year- End 2016 | Variance 2016 Budget |
|---|-------------------------|----------------------|---------------------|--------------------------|-----------------------------|-------------------------|
| Sources of Funds | | | | | | |
| Property Tax - Capital - 4.5% | \$ 1,081,881 | \$ 1,081,881 | \$ 1,519,998 | \$ 896,757 | \$ 1,519,998 | \$ - |
| Contribution - City of Golden | - | 85,000 | - | - | - | - |
| Transfer from Fund Balance | 524,261 | - | - | - | - | - |
| Total Sources of Funds | \$ 1,606,142 | \$ 1,166,881 | \$ 1,519,998 | \$ 896,757 | \$ 1,519,998 | \$ - |
| Uses of Funds | | | | | | |
| Capital Projects | | | | | | |
| Capital Maintenance | \$ 224,134 | \$ 176,014 | \$ 250,000 | \$ 15,792 | \$ 250,000 | \$ - |
| Computer 5 Year Replacement Plan | 310,330 | 314,271 | 250,000 | 7,936 | 250,000 | - |
| Furniture & Equipment | 118,889 | 88,257 | 76,550 | 37,769 | 76,550 | - |
| IT Infrastructure Replacement-Equipment | - | - | 137,500 | 10,951 | 137,500 | - |
| IT Infrastructure Replacement-Software | - | - | 244,500 | - | 244,500 | - |
| Golden - Remodel New Service Model | 305,964 | 315,134 | - | - | - | - |
| Golden Furniture | 30,000 | 22,065 | - | - | - | - |
| Golden Remodel - Technology | 43,300 | 43,299 | - | - | - | - |
| LSC - Roof Repair/Replace | 64,163 | 108,394 | - | - | - | - |
| Lakewood Irrigation System | 50,000 | 49,225 | - | - | - | - |
| Irrigation Controllers | 28,000 | 14,940 | - | - | - | - |
| 2016 Projects | | | | | | |
| Lakewood Parking Lot | - | - | 372,975 | - | 372,975 | - |
| Standley Lake Boiler Replacement | - | - | 75,000 | 643 | 75,000 | - |
| Columbine Tree and Sidewalk Replacement | - | - | 25,000 | - | 25,000 | - |
| Wheat Ridge HVAC Replacement | - | - | 48,000 | - | 48,000 | - |
| LSC Parking Lot | - | - | 95,000 | 1,500 | 95,000 | - |
| Evergreen AHU Rebuild | - | - | 140,000 | - | 140,000 | - |
| Belmar Carpet Repair | - | - | 12,000 | - | 12,000 | - |
| High Availability Internet Reduncancy | - | - | 38,000 | - | 38,000 | - |
| III Database Server | - | - | 56,000 | 87,796 | 92,780 | (36,780) |
| Next Generation Firewall | - | - | 71,000 | 12,155 | 71,000 | - |
| Admin Space Plan/Reconfiguration | - | - | 10,000 | 7,628 | 10,000 | - |
| Increase Wireless Access Points | - | - | 60,000 | - | 60,000 | - |
| Records Management Software | - | - | 25,000 | - | 25,000 | - |
| Data Connection - Edge Internet Connect | - | - | - | - | - | - |
| Wireless Upgrade - Outside | - | - | 35,000 | - | 35,000 | - |
| Replace DVD/CD Disk Washer | - | - | 10,000 | - | 10,000 | - |
| South County - Phase 1 Planning | - | - | 35,000 | - | 35,000 | - |
| Columbine - Phase 1 Planning | - | - | 90,000 | - | 90,000 | - |
| Book Sorter Reserve | - | - | 200,000 | - | 200,000 | - |
| Total Capital Projects | \$ 1,174,780 | \$ 1,131,599 | \$ 2,356,525 | \$ 182,170 | \$ 2,393,305 | \$ (36,780) |
| Ending Balance | \$ 431,362 | \$ 35,282 | \$ (836,527) | \$ 714,587 | \$ (873,307) | \$ (36,780) |

Fulfilling Our Promises

2017 Proposed Budget
Library Trustee Meeting Presentation
June 16, 2016



Jefferson County

PUBLIC LIBRARY

5 C's of Fiscal Responsibility



CORRECT

- make it right



CREDIBLE

- make it believable



CONSISTENT

- make like-things agree



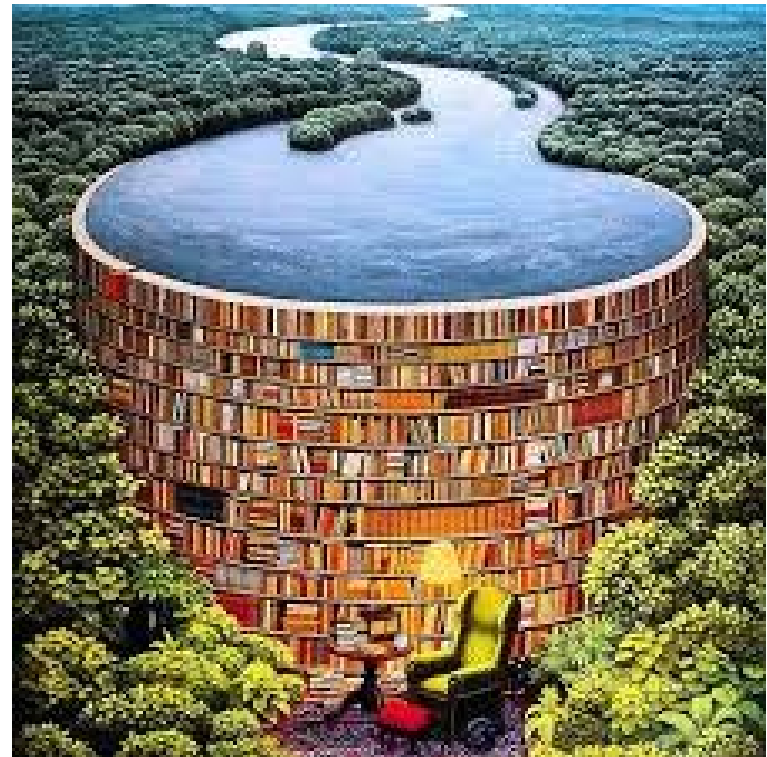
CAREFUL

- make sure resources are not wasted



CONCISE

- make it brief



Jefferson County Budget Philosophies & Policies

- Fund balances are available **ONLY** for expenditures of a one-time nature
- Salaries & Benefits: remain **competitive** in the market place
- Five-year Capital Plan: Projects shall have an **implementation plan** that can be executed in the requested year rather than be a placeholder.
- Maintenance of Assets: Assets shall be **maintained** at recommended service levels.

Fulfilling Our Promises

Addressing the Community Needs and Priorities for JCPL

- ✓ 1. Restoring Library Hours
- ✓ 2. Restoring Investments in Books and Materials
- ✓ 3. Providing Access to Updated Technology
- ✓ 4. Repairing and Refurbishing Existing Facilities

4.500 Mill Levy Calculation Property Tax Revenue for 2017

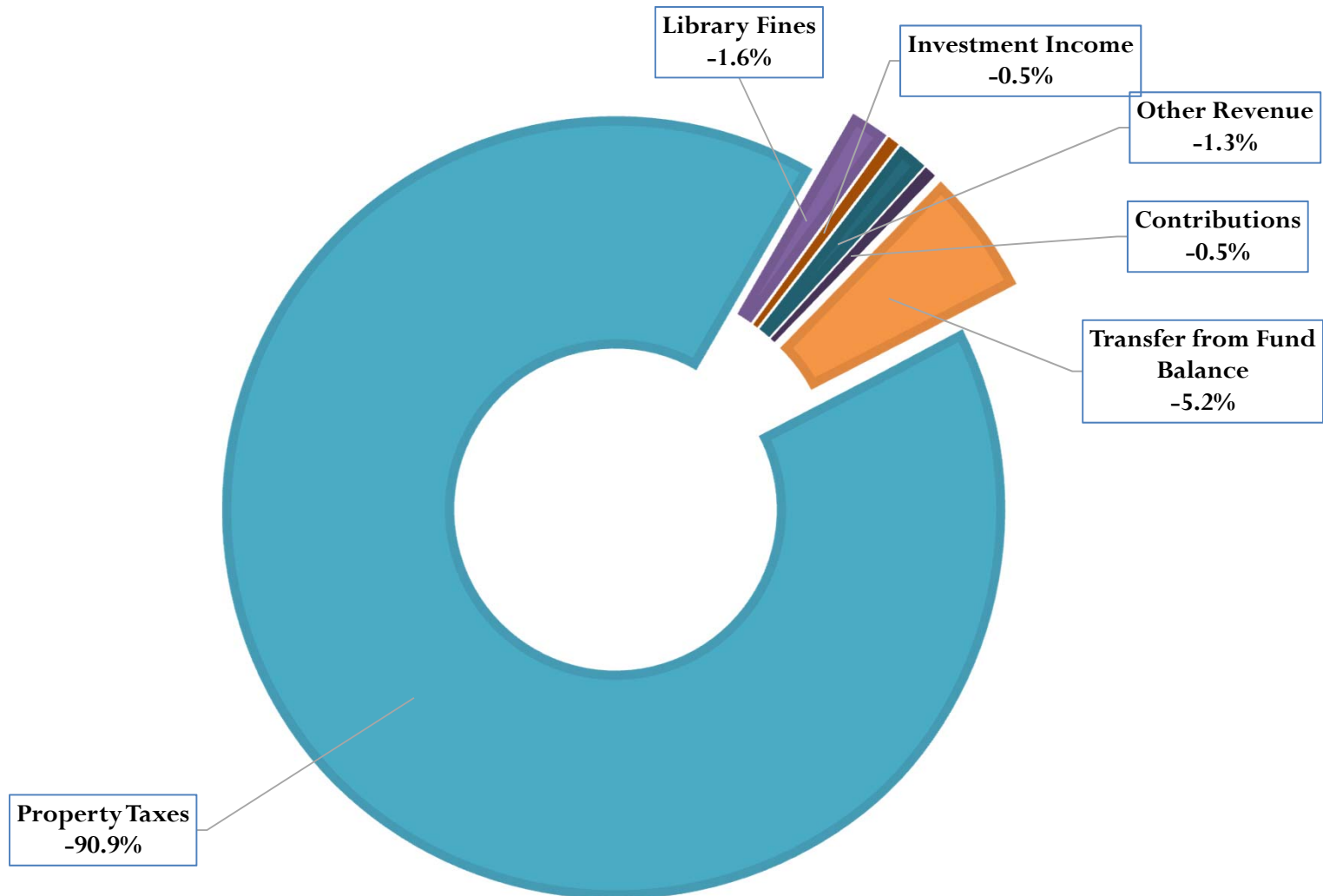
- November 2015 Certification of Value Letter
 - Net Assessed Valuation \$8,016,226,118
 - Property Tax Revenue \$36,073,018



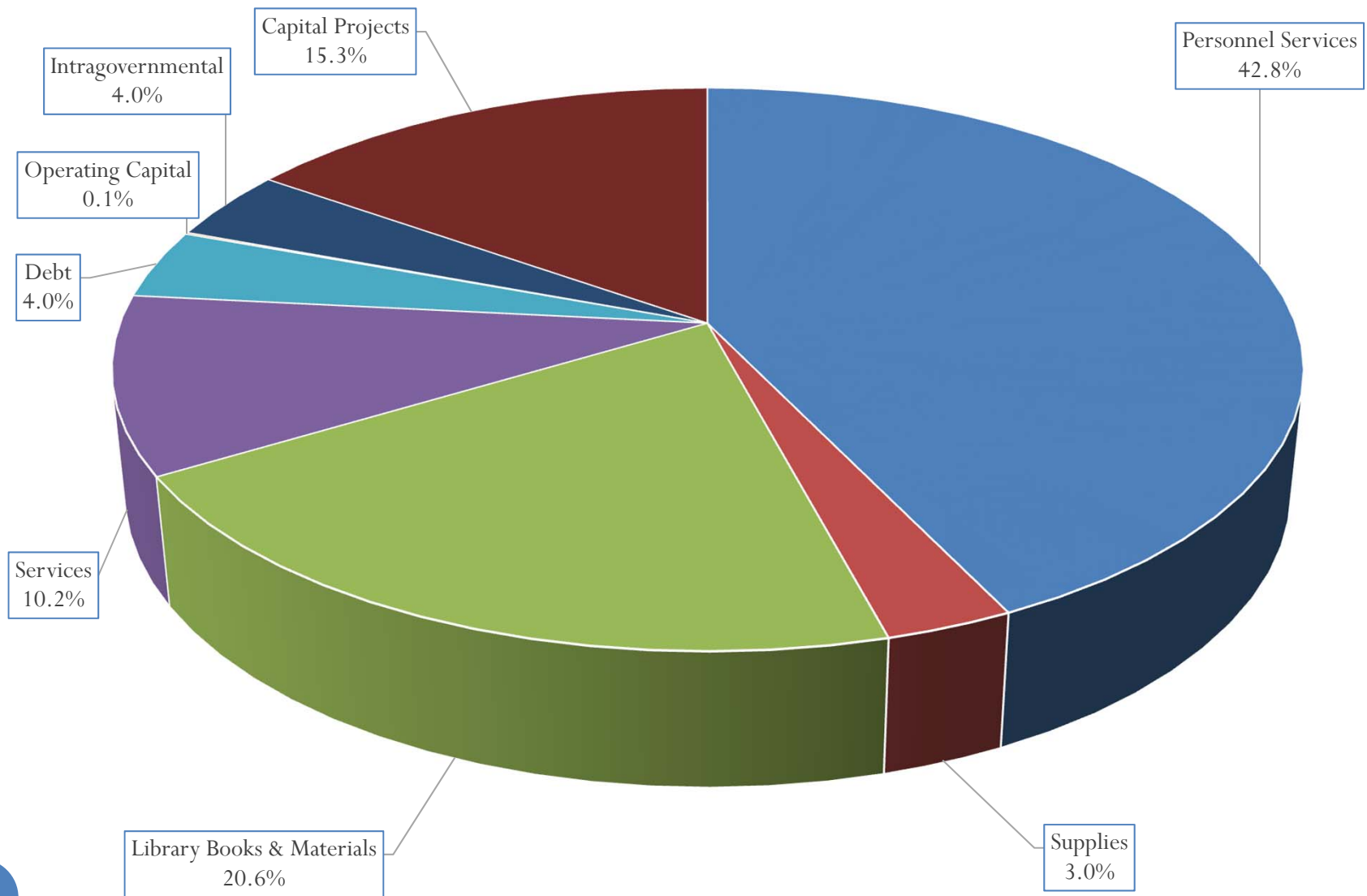
2017 Proposed Budget Summary

| Summary | 2016 Amended Budget | 2017 Proposed Budget |
|-------------------------------|---------------------|----------------------|
| Revenues | | |
| Revenues | \$34,453,776 | \$37,610,688 |
| Use of Fund Balance | - | 2,057,647 |
| Total Revenues | \$34,453,776 | \$39,688,335 |
| Expenditures | | |
| Operating | \$27,004,368 | \$30,012,623 |
| Debt Service | 1,584,388 | 1,548,404 |
| Capital | 2,356,525 | 5,974,500 |
| Interdepartmental | 1,450,848 | 1,579,431 |
| Total Expenditures | \$32,396,129 | \$39,114,958 |
| Full – Time Equivalent (FTEs) | 215.00 | 215.00 |

2017 Total Revenues



2017 Total Expenditures



Salaries & Employee Benefits

| Category | 2017 Proposed Budget |
|--|----------------------|
| Regular Salaries | \$11,564,964 |
| Awards and Bonuses | \$100,000 |
| Temporary Salaries (Pages, Subs) | \$1,714,405 |
| Employee Benefits | \$4,32,714 |
| Vacancy Savings - 7.5% of Regular Salaries | \$(865,966) |

| 215 Authorized Positions | | |
|--------------------------|-------|-------|
| | 2016 | 2017 |
| Budgeted Positions | 208.5 | 209.5 |
| Non-Budgeted Positions | 6.5 | 5.5 |

2017 additional FTE – Maintenance Technician in Facilities

Library Books & Materials Financial Policy

- The Library desires to maintain a responsible level of access to books and materials for Jefferson County residents as defined by demand and use measures of holdings per capita, circulation per capita and annual turnover rate.



Library Books & Materials Stats

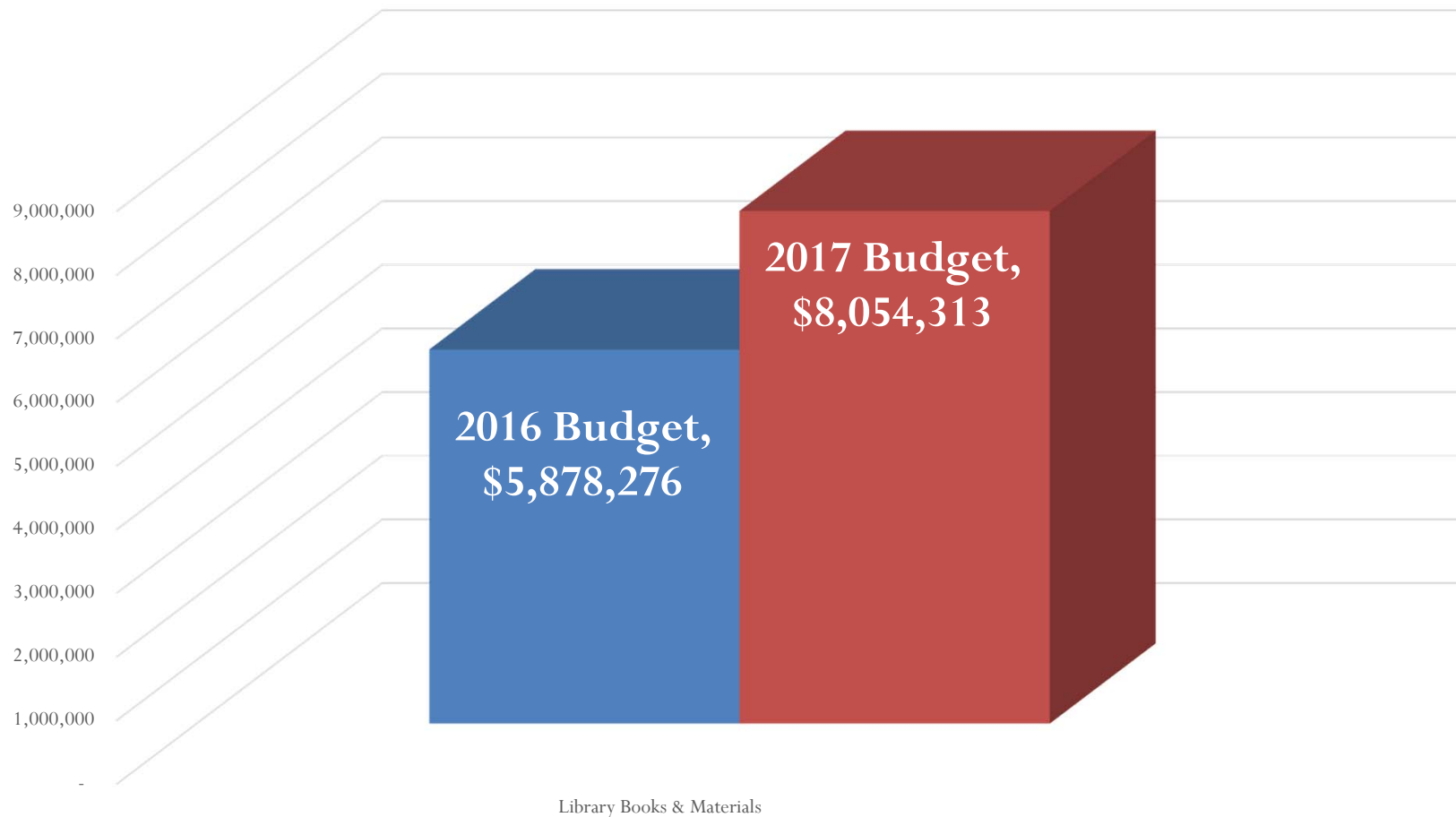
- **2016 Statistics**

| | | |
|---------------------------|--------------|-------------|
| • Population | 571,964 | |
| • Average Cost per Item | | \$23.12 |
| • Projected Total Items | 1,189,685 | |
| • Value of Collection | \$27,505,000 | |
| • Items per Capita | | 2.08 |

- **2017 Statistics**

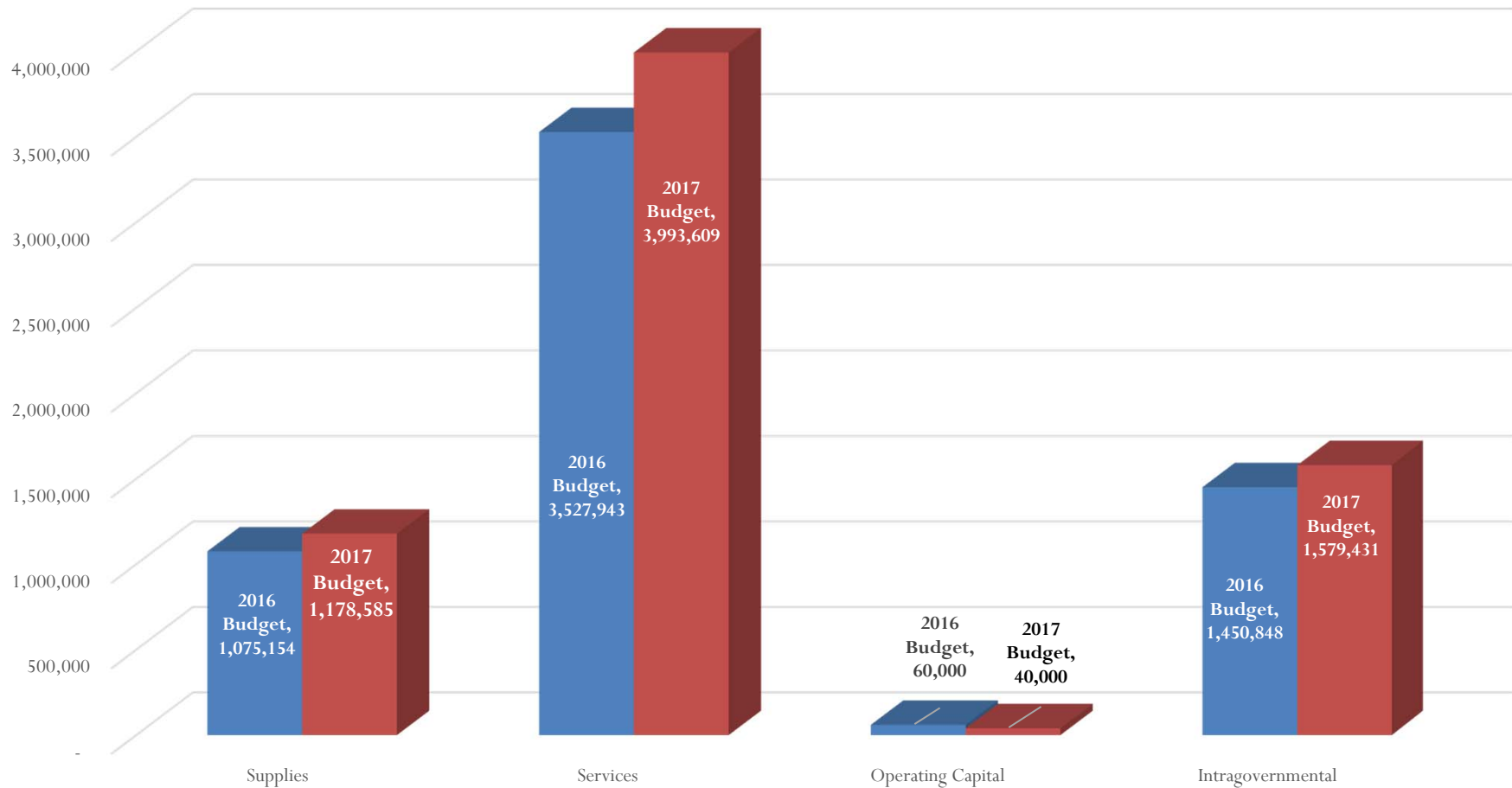
| | | |
|---------------------------|--------------|-------------|
| • Population | 578,140 | |
| • Average Cost per Item | | \$23.58 |
| • Projected Total Items | 1,254,181 | |
| • Value of Collection | \$29,576,000 | |
| • Items per Capita | | 2.17 |

Library Books & Materials Budget



- Increase of **\$2,176,037** or **37%**

Supplies, Services, Operating Capital & Intergovernmental



Debt Service

Total Debt Payments in 2017 \$1,548,404

Certificates of Participation (COPs)

- \$8,886,000
- Arvada Library Building
- 2024 last payment

Build America Bonds Series 2009 (BABs)

- \$6,293,000
- Lakewood Building
 - HVAC
 - Energy Conservation
- Sorters
- Library Service Center Remodel
- 2020 Last Payment

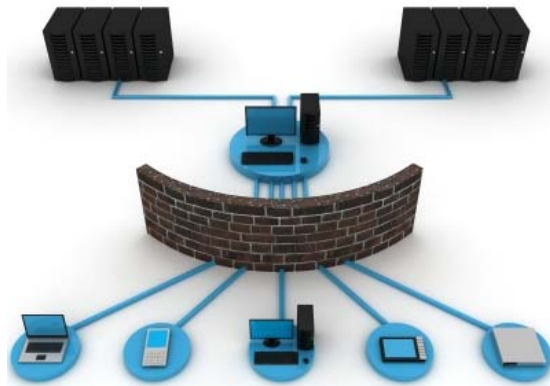
Certificates of Participation (COPs)

- \$995,000
- Belmar Roof
- Columbine Parking Lot
- Standley Lake Parking Lot
- Columbine HVAC
- 2021 Last Payment

Capital Projects

Annual Replacement & Maintenance

| Project | 2016 Budget | 2017 Budget |
|---|-------------|-------------|
| ARM-01 Capital Maintenance | 250,000 | 250,000 |
| ARM-02 Other Capital Replacement Plan/Furniture & Equipment | 76,550 | 36,000 |
| ARM-03 Computer 5-year Replacement Plan | 250,000 | 250,000 |
| ARM-04 Book Sorter Sinking Fund | 200,000 | 200,000 |
| ARM-05 IT Infrastructure Replacement | 382,000 | 430,000 |



Capital Projects

2017 Projects

| Project | 2017 Budget |
|--|-------------|
| 16-10 Records Management Software / Project Management | 50,000 |
| 16-15 Replace CD/DVD Diskwasher | 8,000 |
| 16-16 Columbine Remodel | 4,000,000 |
| 17-01 Evergreen HVAC Rebuild | 150,000 |
| 17-02 Entry Door Replacement | 36,800 |
| 17-03 VM Upgrade | 91,000 |
| 17-04 Encore Server | 37,000 |
| 17-05 RFID Self Check Improvement | 250,000 |
| 17-06 Belmar Remodel | 80,000 |
| 17-07 Edgewater Library Tenant Finish – Planning phase | 80,000 |
| 17-08 Large Format Printer | 10,000 |
| 17-09 JCPL App Development | 15,700 |

JCPL Fund Balance Reserve Policy

- ❑ Minimum = 25% of budgeted revenues
- ❑ Maximum = 50% of budgeted revenues
- ❑ 2015 Actual Fund Balance: \$13,108,502
- ❑ 2016 Reserves per policy:
 - ❑ Min: \$8,613,444
 - ❑ Max: \$17,226,888
- ❑ Projected Reserve: \$14,303,292
- ❑ 2017 Reserves per policy:
 - ❑ Min: \$9,402,672
 - ❑ Max: \$18,805,344
- ❑ Projected Reserve: \$12,796,022



Next Steps



- Study Session July 14th
 - Adjustments to the draft budget
 - Review 5 year projections
 - Draft of Trustee's budget cover letter to Commissioners

- Board Meeting July 21st
 - Review of 2017 Proposed Budget
 - Authorize Executive Director to submit budget
 - Sign the Trustee's budget cover letter



Jefferson County
PUBLIC LIBRARY

CONSENT AGENDA

TO: LIBRARY BOARD OF TRUSTEES

FROM: BRIAN DELAET, CHAIR

DATE: May 19, 2016

RE: **ADOPTED** - POLICY 4.8.2: GOVERNANCE BUDGET – **2017** – **ADOPTED**

The Library Board will consciously invest in its ability to govern competently and wisely. Accordingly, costs will be prudently incurred, but sufficient to ensure the development and maintenance of superior governance, including funds sufficient for:

- A. Library Board training, including publications and dues.
- B. Library Board member travel/reimbursements to annually attend the Colorado Association of Libraries (CAL) annual conference, national conferences, and non-conference travel, as appropriate ⁽¹⁾.
- C. Auditing and other third party monitoring of organizational performance.
- D. Surveys focus groups and opinion analysis (included in Communications budget).
- E. Library Board-hosted ownership linkage/outreach events.
- F. Library Board meeting and retreat costs.

| Account Category | Account Number | Account Description | 2017 Adopted 05-19-16 |
|--|----------------|-----------------------------------|---|
| 426000 - Supplies | 426100 | General Supplies | 250 |
| 433001 – Professional & Technical Services | 433001 | Professional & Technical Services | 500 |
| 435600 – Dues, Meetings, Training | 435625 | Food/Beverages | 4600 |
| | 435630 | Professional Dues | 450 |
| | 435635 | Business Meals | 200 |
| | 435640 | Training and Education | 4140 |
| | 435660 | Conferences and Trade Shows | 2400 |
| 435800 – Travel, Freight and Delivery | 435850 | Mileage | 1500 |
| | 435860 | County Travel | 12800 |
| | | TOTAL | \$26,840 |

⁽¹⁾State Conference: 7 @\$340.00 – CAL, Fall 2017 = \$2,380; National Conference(s): 5 @\$2560.00 (NLLD, Washington DC – May 2017; PLA Annual Conference, 2017; ALA Annual Conference, 2017= \$12,800)

administration

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

jeffcolibrary.org

