

BOARD MEETING

JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

September 15, 2016



Jefferson County
PUBLIC LIBRARY

APPROVAL OF AGENDA

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

ITEM# / ACTION	Thursday, September 15, 2016 – BELMAR 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 August 11, 2016 Study Session Call for motion and second <ul style="list-style-type: none"> <u>MOTION</u>: To approve the minute of the August 18, 2016 Board Meeting
5.	Public Comment
6. Information	<ul style="list-style-type: none"> Foundation Report – Jo Schantz Host Report – Tricia Lee, Manager, Belmar Library, Teen Services & Special Populations
7. Operational Updates Action as Needed	<ul style="list-style-type: none"> Executive Director Update Finance Department <ul style="list-style-type: none"> <u>Self-Check Systems and Annual Maintenance</u> Recommend that the Library Board of Trustees authorize the Executive Director to sign a contract with the successful bidder for RFID and Self Check Stations including maintenance support. Call for motion and second <u>Demographic Study (Market Study)</u> Recommend that the Library Board of Trustees authorize the Executive Director to sign a contract with the successful bidder for the Demographic and market analysis software. Call for motion and second <u>Columbine Remodel General Contractor</u> Recommend that the Library Board of Trustees authorize the Executive Director to sign a contract with the successful bidder for General Contractor Services for remodel services for the Columbine Library. Call for motion and second Update on Standley Lake Intergovernmental Agreement

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

8. Action as Needed	Consent Agenda (4.3.4) Informational Only <ul style="list-style-type: none">• Adopted 2017 Board Study Session & Board Meeting Schedule• Policy Governance Manual – Adopted August 18, 2016
9. Emerging Issues Action as Needed	<ul style="list-style-type: none">• Policy Governance Committee Update
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">• October 13 – Study Session – 5:30 pm – Administration Conference Room• October 20 – Joint Library Board & Foundation Board & Friends Council Meeting – Lakewood Library Meeting Room:<ul style="list-style-type: none">◦ 4:45 – 5:30 pm – Joint Meeting◦ 5:45 pm – Regular Meeting of the Library Board of Trustees• November 10 – Combined Study Session & Board Meeting – 5:30 pm – Administration Conference Room• December 8 – Combined Study Session & Board Meeting – 5:30 pm – Lakewood Library Meeting Room
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

Jefferson County Public Library Board of Trustees
Study Session
August 11, 2016 – 5:30 p.m.
Administration Conference Room

TOPICS:

- Lakewood/LSC Parking Lot Contract Authorization
- New Procedure For Preparing Financial Statements
- Columbine Library Project Architect
- Review Adjustments to 2016 Board Study Session and Meeting Schedule
- Policies: Election Financing Policy/De-accessioned Library Materials and Board Governance Policy 4.1
- Review Budget Presentation

Call to Order

The Study Session was called to order at 5:30 p.m. by Brian DeLaet, Chair.

Trustees present: Julia Hill-Nichols (Vice-Chair), John Bodnar (Secretary), Deborah Deal and Charles Naumer.

Trustees not present: Ben Davis

Guest(s): None

Staff present: Donna Walker, Director of Public Services; Richard Sosa, Director of Budget & Finance; Sandie Coutts, Director of Employee Relations & Development; Steve Chestnut, Director of Facilities & Construction Projects; Pat Klein, Director of Information Technology; Julianne Rist, Assistant Director of Public Services; and Amber Fisher, Executive Assistant, Office of the Executive Director.

Lakewood/LSC Parking Lot Contract Authorization

Steve Chestnut and Richard Sosa presented information on the Lakewood/LSC Parking Lot project and contract. On June 7, 2016 the library issued a Request for Proposal (RFP) for reconstruction of the parking lots, drives, and some of the curb/sidewalks at the Library Service Center and the Lakewood Library. At the Lakewood Library, the project will involve reconstructing the main parking lot, treatment and or replacement of unacceptable soils or sub-base, repair section of concrete drainage pan, repair of selected sidewalk flatwork, removal and replacement of damaged curb and gutter, installation & maintenance of temporary fencing to preclude unauthorized access, traffic control, striping of lot, and painting of handicap designated areas. At the Library Service Center, the project will involve reconstructing the western half of the parking lot, treatment and

or replacement of unacceptable soils or sub-base, removal and replacement of damaged curb and gutter, traffic control, striping of lot and painting of handicap designated areas.

A total of three vendors participated in the mandatory walk-thru and bid on this project. After review by the evaluation committee, Martin Marietta was selected as the vendor for this project. The contract with Martin Marietta is not to exceed the price of \$336,553. The funds for this project are budgeted in the 2016 Capital Budget. The current schedule for the project is set to begin in early September and weather permitting, completed in approximately 18 days. Eight of those days will require closing the Lakewood Library; however, limited services (holds pickup and returns) are being planned. In response to a question from the Trustees, Steve Chestnut advised the Board that there is always a potential for change orders and any such orders will be verified against the specifications in the responses to the RFP.

MOTION: Julia Hill-Nichols moved that the Library Board of Trustees authorize the Executive Director to sign a contract with Martin Marietta for the Parking Lot Reconstruction Projects at the Lakewood Library and Library Service Center in an amount not to exceed \$336,553. Seconded by Deborah Deal the motion passed by unanimous vote of all Trustees present.

New Procedure for Preparing Financial Statements

Richard Sosa presented information on the proposed new process to provide financial statements to the Board as quickly as possible. The delay has been in waiting for transactions to close in the JDE system. The proposed approach and process will provide relevant, timely and consistent financial information. At the end of the month, the Library's Finance Department will run month end reports, at the same time every month to establish a data cut off. The financial statements will be prepared, estimates calculated and the tables will be prepared. The financial statements will be provided to the Board the same time they receive the board report (one week before the Board meeting). When the Library receives notification from the County that the books have been closed, the Library Finance Department will reverse the estimates and enter the actuals. The financial reports will be reconciled and major changes will be provided in the Board's red folders at the meeting. In this approach for processing financial information, the use of estimates will be primarily for payroll. For internal monthly financial statements, the use of estimates (accounting accruals) is allowed. The estimate is reversed and cleared away, and replaced by the actual transaction after the County closes its financial books for the month. New or changed information will occur between month end and the date when the County closes its books (approximately 15 days).

The proposed process will provide timely financial information to the Board, eliminate the need to re-schedule the Board meetings one week later in the month and assist and

facilitate in the oversight role to citizens and stakeholders. The benefits to Library Finance includes providing a second review from accounting to analyze, reconcile and adjust transactions through the date the County closes the books; allows Finance to explain, in a structured manner, the changes occurring from the end of the month to County close via a red folder update; and allows Finance to process the financial statements in the same consistent manner, no matter when the County closes the books.

In response to a question, Richard Sosa advised the Board that if the cutoff date falls on a Saturday, Finance will run the report on Friday; if the cutoff date falls on a Sunday, Finance will run the report on Monday. In response to a question, Richard advised the Board that at the Board meeting, the board will receive a report that shows only what changed; only major transactions will be reported, not every nickel and dime. In response to a question, Richard advised the Trustees that the biggest transaction that will occur is the second payroll of the month and the Library has the history of payroll data to use for the estimate.

The Board of Trustees expressed appreciation to Richard for presenting a good solution that gets the Trustees the information they need and that doesn't require rescheduling meetings.

Columbine Library Project Architect

Steve Chestnut and Julianne Rist presented information on the Columbine Library project Architect. Three firms responded to the request for proposal. All three have a lot of depth in their experience. The Library's project team will hold interviews on Monday, August 15, with the three firms and will come to the August 18, Library Board meeting with a recommendation.

Review Adjustments to 2016 Board Study Session and Meeting Schedule

The Trustees reviewed the proposed adjustments to the remaining meetings scheduled for 2016. After some discussion the Chair confirmed consensus that the Board accepts the revised schedule as presented.

Policies: Election Financing Policy/De-accessioned Library Materials

The Trustees reviewed the Election Financing Policy/De-accessioned Library Materials.

MOTION: John Bodnar moved that the Library Board of Trustees adopt the Election Financing /De-accessioned Library Materials Policy as presented. Seconded by Deborah Deal the motion passed by unanimous vote of all Trustees present.

Policies: Board Governance Policy 4.1

The Trustees reviewed Board Governance Policy 4.1. After some discussion the Chair confirmed consensus that the Library Board of Trustees agreed to uphold Governance Process Policy 4.1: Governing Styles and Values as adopted at the May 19, 2016 Library Board Meeting.

Review Budget Presentation

The trustees reviewed the speaking points and presentation for the budget meeting with the Board of County commissioners. Brian will introduce Richard Sosa to the Board of County Commissioners. Amber Fisher will provide background information to the Chair.

In response to questions from the Trustees, Richard Sosa and Donna Walker advised the Board that background information on the budget items will be available at the August 29, 2016 budget presentation meeting, including bullet points for the Edgewater project. In response to a question from the Trustees, Amber Fisher will send the Board the Fehringer Ranch report.

ADJOURNMENT

The study session was adjourned at 6:12 p.m.

John Bodnar, Secretary

Minutes of the Meeting of the
JEFFERSON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
August 18, 2016

CALL TO ORDER – REGULAR MEETING

The regular meeting of the Jefferson County Public Library Board of Trustees was held in the Standley Lake Library meeting room on August 18, 2016. Library Board of Trustees Vice-Chair, Julia Hill-Nichols called the meeting to order at 5:33 p.m. Other Trustees present: John Bodnar (Secretary), Ben Davis, Charles Naumer and Deborah Deal.

Trustees not present: Brian DeLaet

Guests: Sarah Washburn, City of Arvada; Peg Hooper, Manager, Standley Lake Library & Adult Services and Jana Kelly, Adult Services Coordinator.

Staff present: Pam Nissler, Executive Director; Sandie Coutts, Director of Employee Relations and Development; Pat Klein, Director of Information Technology; Richard Sosa, Director of Budget & Finance; Julianne Rist, Assistant Director of Public Services; Steve Chestnut, Director of Facilities & Construction Projects; and Amber Fisher, Executive Assistant, Office of the Executive Director.

APPROVAL OF AGENDA

MOTION: John Bodnar moved that the Library Board of Trustees approve the agenda with the addition of a presentation by John Bodnar under item 15, Information. Seconded by Charles Naumer the motion passed by unanimous vote of all Trustees present.

APPROVAL OF MINUTES

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

MOTION: John Bodnar moved approval of the minutes of the July 21, 2016 Board Meeting. Seconded by Charles Naumer the minutes were approved by unanimous vote of all Trustees present.

PUBLIC COMMENT

No Public comment.

GREENWAY TRAIL PRESENTATION

Sarah Washburn, Senior Landscape Architect, with the City of Arvada presented information on the Standley Lake Trailhead project. The Rocky Mountain Greenway Trail project is a result of the America's Great Outdoors Initiative to improve access to public lands, raise environmental awareness and promote active living. The vision is to connect the three metro-area National Wildlife Refuges with a continuous multi-modal trail and eventually expand to Rocky Mountain National Park. The focus is on improving regional connections by closing gaps with strategic projects and link communities together through a sequence of public lands and use existing trails as possible. The project team consists of the Office of the President of the United States, the U.S. Department of the Interior, the State of Colorado, the U.S. Department of Transportation Federal Highway Administration, U.S. Fish and Wildlife Service, the cities of Arvada, Broomfield and Westminster, Jefferson County Public Library (JCPL), Farmers Reservoir and Irrigation Company (FRICO), and the Farmers Highline Canal and Reservoir Company. The project began in 2012 with the project vision inception followed by a feasibility study in 2013. In 2014 the schematic design, federal grant funding and water authority approval was initiated. In 2015 the construction design, JCPL Board presentation, GOCO (Great Outdoors Colorado) Grant Application, and Water Authority approval process were completed. Funding was not received for the project; however, the team is ready to move forward again and is pursuing another GOCO grant. On June 4, 2016 there was a Dedication Ceremony for the proposed trailhead site. The proposed trailhead physical improvements include addressing the trail access, shared parking, public conveniences, education and interpretation (cross-promotional opportunities, Library and programming promotion) and accommodating possible future Library parking expansion. Information on the Standley Lake Library parking lot use assessment, anticipated initial construction costs and anticipated annual operation costs was presented. Next steps were outlined and included formalizing intergovernmental agreements, obtaining letters of commitment and support, and submitting the Grant by November 3, 2016. In the spring of 2017 it is anticipated that grant awards will be announced in April 2017, at which time the team would solicit final design services proposals. The summer of 2017 through the summer of 2018 would include final design, construction bidding, construction and grand opening.

In response to a question from a Trustee, Sarah advised the Board that details on what might be placed at the trailhead have not been determined; however, the presentation included pictures of possible trailhead structures and the Board was provided with hard copies. In response to a question from a Trustee, Steve Chestnut advised the Board that the Library would not irrigate property beyond what is currently being done at Standley Lake Library. In response to a question from a Trustee, Sarah Washburn advised the Board that it was not expected that the Library would provide lighting for any distance along the trail and that any lighting at only the trailhead had not been determined. The Trustees expressed their appreciation and confirmed consensus on their continued support of the

project. Sarah Washburn will work with Amber Fisher on a draft letter of support for Board review. It is anticipated that a draft intergovernmental agreement will be presented to the Board in September and is currently being reviewed by the County Attorney's office.

FOUNDATION REPORT

Jo Schantz reported on the activities of the Foundation. The Foundation held a book sale in the atrium at the County building on August 4 and 5. The sale did not make big money but it was a good public relations vehicle. The Foundation will hold a book drive at the Federal Center on September 15 and 15. A pilot program at the Arvada Library started with Leaf Books, a book recycling company that picks up and recycles books with a portion of the money going to the Foundation. In response to a question from a Trustee, Jo advised the Board that the Whale Sale is scheduled to begin on October 20.

HOST REPORT

Peg Hooper, Standley Lake Library & Adult Services Manager, and Jana Kelly, Adult Services Coordinator, provided the host report. Adult Outreach Book a Librarian services fulfilled 554 appointments since the beginning of the year which represents a 50% increase from the same time frame last year. Technology appointments saw a 67% increase. Although technology questions continue to dominate, other questions include helping authors' research, resume and online application help, showing business customers how to build mailing lists or a list of potential power partners and genealogy help. A patron's comment about the service was shared: "I booked a librarian and she trained me and my staff how to use the system and Reference USA in only hours. I have taken that list and created new customers, referral partners and community friends." The Adult Services team has been actively increasing visibility in the community and developing relationships with community leaders. Some of the events the team attended include Ed Perlmutter's Boomer Job Fair, the Mountain Area Job Fair, Bike to Work Day, Sustain Arvada, Eaton Senior Communities, Chamber Events, Rocky Mountain College of Art & Design (RMCAD), Colorado Christian University (CCU) and the Colorado School of Mines. Overall the Standley Lake Library has seen a 15% increase in visits, circulation is up 10% and new card holders are up 22%; demonstrating increases in key success indicators. The number of programs offered is up 52%, program attendance is up 80%, the number of story times is up 85% and story time attendance is up 68%. In response to a question from a Trustee, Janna Kelly advised the Board that the increase in appointments for the Book a Librarian service is most likely related to increased awareness of the service. The increase may also reflect the need for technology education for older adults. The Trustees thanked Peg and Jana and expressed appreciation for their work.

SENIOR MANAGEMENT TEAM (SMT) OPERATIONAL UPDATES

Executive Director Update

Pam Nissler, Executive Director, provided an update to the Board. The Executive Director advised the Board that an updated 2017 budget PowerPoint presentation is included in the meeting materials. The Senior Management Team is working on a request from the Board of County Commissioners (BCC) to tie the Library's 2017 business cases to the BCC's new vision, values and goals. That document will be provided to the Board in advance of the 2017 budget presentation to the BCC scheduled for August 29.

Finance Department

Monthly Financial Report

Richard Sosa, Director of Budget and Finance provided information on the activities of the Budget and Finance Department. Richard advised the Board that the County closed its books for the month of July yesterday (August 17). The Board was provided with updated information (Table 3) identifying the variances that occurred. Every month the Finance Department will be looking at payroll adjustments and the fleet transactions. Fleet transactions include maintenance, lease and fuel charges. In response to a question from a Trustee, Richard advised the Board that the fund balance reflects the difference between revenues and expenses. The Library has collected more revenue at this point in time than there are expenses at this point in time. This will even out as the year moves along and expenses are incurred and recorded.

Audio Visual Materials Contract

MOTION: Deborah Deal moved that the Library Board of Trustees authorize the Executive Director to sign a contract with Midwest Tape, for Audio Visual Materials and related services in an amount not to exceed two million dollars. Seconded by Charles Naumer the motion passed by unanimous vote of all Trustees present.

Evergreen Library Condensing Unit

MOTION: Charles Naumer moved that the Library Board of Trustees authorize the Executive Director to sign a contract with Building Technology Systems for replacement of the Evergreen Library Condensing Unit in an amount not to exceed \$86,052. Seconded by Ben Davis the motion passed by unanimous vote of all Trustees present.

Columbine Remodel Architect

MOTION: Ben Davis moved that the Library Board of Trustees authorize the Executive Director to sign a contract with Humphries Poli Architects for architectural and design services for the Columbine Library renovation and remodel project in an amount not to exceed \$290,775. Seconded by John Bodnar the motion passed by unanimous vote of all Trustees present.

CONSENT AGENDA

The Trustees reviewed the proposed 2017 Board Study Session & Board Meeting Schedule. The Vice-Chair confirmed consensus that the Board reviewed and accepted the proposed 2017 Board Study Session and Meeting Schedule as presented.

EMERGING ISSUES

Update from Policy Governance Committee

Trustees Naumer and Hill-Nichols, members of the Policy Governance Committee, advised the Board that they met and discussed some of the things that came up during the policy governance training session. The committee will be meeting with Pam Nissler to discuss and clarify objectives.

Vice-Chair Calls for Special Meeting – September 8, and Cancellation of Study Session

The Vice-Chair advised the Board that the September 8, 2016 Study Session would be cancelled and a Special Board meeting would be called for that date. It is anticipated that the Board will go into Executive Session to consult legal counsel regarding the Arvada Library site. Official notice of the meeting will be issued.

Governing Policies: Management Limitations (Monitoring Reports)

Policy 2.5: Financial Planning, Budgeting

MOTION: John Bodnar moved that the Library Board of Trustees accept the Library Director's interpretation of Policy 2.5: Financial Planning, Budgeting as presented. Seconded by Charles Naumer the motion passed by unanimous vote of all Trustees present.

Policy 2.6: Compensation and Benefits

MOTION: Ben Davis moved that the Library Board of Trustees accept the Library Director's interpretation of Policy 2.6: Compensation and Benefits as presented. Seconded by Charles Naumer the motion passed by unanimous vote of all Trustees present.

Policy 2.7: Executive Director Succession

MOTION: Charles Naumer moved that the Library Board of Trustees accept the Library Director's interpretation of Policy 2.7: Emergency Executive Director Succession as presented. Seconded by John Bodnar the motion passed by unanimous vote of all Trustees present.

Policy 2.8: Board Awareness and Support

MOTION: Deborah Deal moved that the Library Board of Trustees accept the Library Director's interpretation of Policy 2.8: Board Awareness and Support as

presented. Seconded by Ben Davis the motion passed by unanimous vote of all Trustees present.

Policy 2.9: Materials Selection

MOTION: John Bodnar moved that the Library Board of Trustees accept the Library Director's interpretation of Policy 2.9: Materials Selection as presented.

Seconded by Charles Naumer the motion passed by unanimous vote of all Trustees present.

BOARD SCHEDULE – NEXT MEETINGS

- 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 – CANCELLED
- September 8 – Special Board Meeting – 5:30 pm - Belmar Library Meeting Room
- September 15 – Board Meeting – 5:30 pm – Belmar Library Meeting Room, 555 S. Allison Parkway, Lakewood
- October 13 – Study Session – 5:30 pm – Administration Conference Room
- October 20 – Lakewood Library Meeting Room:
 - Joint Library Board, Foundation Board & Friends Council Meeting, 4:45-5:30 pm
 - Regular Library Board Meeting, 5:45 pm - Lakewood Library Meeting Room
- November 10 – Board Meeting – 5:30 pm – Administration Conference Room
- December 8 – Board Meeting – 5:30 pm – Lakewood Library Meeting Room

ANNOUNCEMENTS/GENERAL INFORMATION SHARING

On behalf of the Board, Julia Hill-Nichols expressed condolences to Pam Nissler on the recent loss of her brother and mother.

Trustee Bodnar presented the Library with the official silver shovel for winning the City of Arvada's Sand and the City sand sculpture competition. As the winning team, the Library gets to keep the shovel until next year's event. The Library's reading fantasy sculpture reflected outstanding design elements and was one of the tallest sculptures ever presented at the event. The Board expressed appreciation to the staff and volunteers for representing and promoting the Library.

ADJOURNMENT

The Board meeting was adjourned at 6:55 p.m.

John Bodnar, Secretary

FOUNDATION REPORT

FOUNDATION EXECUTIVE DIRECTOR REPORT
SEPTEMBER 2016 (AUG. 19 – SEPT. 15)
By Jo Schantz

1) Fundraising and events

- **Book drive at the Federal Center** -- Wed/Thur, September 14/15, 8 a.m. to 1 p.m.
- **Whale of a Used Book Sale – Oct. 20-23, Jeffco Fairgrounds**
- **2016 Holmes for the Holidays** gala benefit on Nov. 17
- **Holiday Book Sales** – Dec. 2/3 at Columbine Library; Dec. 10/11 at Standley Lake; month-long book and gift sale at Belmar (month of December)
- Sept. 2 – meeting with **major donors** Allison B. and Warren R. re: supporting a new project -- an outdoor active learning center at Standley Lake Library; **\$10,000 donation secured**

2) Meetings and networking

- A. Aug. 19 – lunch meeting with Jessica Nichols from Pinkard Construction; confirmed sponsorship of the 2016 Rare & Novel event
- B. Aug. 23 – meeting with Carol Miller, major donor officer, re: planned giving and donor cultivation
- C. Aug. 24 – meeting with Rebecca Winning (Library) to discuss and plan written nomination of JCPL for the National Medal for Museum and Library Services award and prize monies
- D. Aug. 25 – meeting with Laura Kepler (Friends Council Pres.) to discuss further assistance and involvement by the Friends of the Library (re: book sales, Rare & Novel Event, etc.)
- E. Aug. 30 – meeting with Library Trustee Benjamin Davis to discuss networking and funding opportunities
- F. Aug. 30 – meeting with Bill Knott to plan the New Board Member Orientation (at end of September)
- G. Aug. 31 – conference call with Rebecca Winning and Pam Nissler to discuss naming opportunities and the naming guidelines for Standley Lake Library projects
- H. Aug. 31 – meeting with Bethany Candelaria (new graphic designer) re: Rare & Novel event logo and marketing materials
- I. Sept. 7 – September Library and Foundation Senior Management Team meeting
- J. Sept. 8 – meeting with Jeffco Sheriff's Deputy JJ Smith and Amber Luttrell (Sheriff's Dept. PR) to review and discuss script for the Rare & Novel evening's entertainment
- K. Sept. 9 – meeting and site visit with Aaron Karlstrum, Community Development Specialist (from the Jeffco Community Services Advisory Board)
- L. Sept. 9 – Program & Events Committee meeting at the Foundation
- M. Sept. 12 – first reading of the script for Rare & Novel Event (with actors from Colorado ACTS)
- N. Sept. 13 – Wheat Ridge Business Association breakfast meeting
- O. Sept. 13 – check presentation at Pleasant View Elementary School (for Summer Reading program)
- P. Sept. 14 – participated in Good News Breakfast Steering Committee meeting

Q. Sept. 14 – monthly Friends Council meeting at Lakewood Library

3) Communications and outreach

- A. Continued meetings with Library staff to discuss end-of-year donation campaign
- B. Public presentations
 - A. August 26 for Evergreen Rotary
 - B. Upcoming: September 20 for Arvada Sunrise Rotary

4) General Administration

- A. Jo Schantz vacation – Sept. 1
- B. Launched sponsorship solicitations for 2016 Rare & Novel benefit (3 sponsors confirmed to date)
- C. Prepared agenda for the Program & Events Committee meeting on September 9
- D. Mapped out New Board Member Orientation for late September (with Bill Knott)
- E. Continued research and meetings (per the Strategic Plan and Business Plan) for future Foundation office & warehouse relocation

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 – September, 2016

Last month, I participated in the interviews of the finalists from architectural firms and construction firms. The selection of these two partners completes the Columbine remodel team.

I found some time to get out to our libraries and talk to staff. It was wonderful to be back in touch and especially to meet some of our new staff. Good things are happening in our libraries.

I participated in awarding checks and trophies at Oberon Middle School and Addenbrook Classical Academy, two of the winning schools in our summer reading contest. It was very rewarding to see how proud the faculty and the principals were of their students' achievement. I thank all of you for donating the funds to allow us to reward these schools. The kids were thrilled to find out that they won.

Along with Jo Schantz and Donna Walker, I met with two potential donors to discuss the project that they wished to fund.

Rebecca Winning and I gave a tour of the Golden Library to two staff members from Ed Perlmutter's office. They were interested to learn about our new service model and our programs such as the DIY lab.

I attended demonstrations of ways to conduct a marketing survey by two companies that have bid on the project.

In addition, I participated in the following regular meetings

- The metro directors lunch
- Monthly meeting with Ralph Schell
- The elected officials personnel board meeting
- Breakfast meeting with Brian and Julia

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

Finance Department



Jefferson County
PUBLIC LIBRARY

memorandum

to: Pam Nissler, Executive Director
from: Richard Sosa, Director of Finance & Budget
re: Finance Monthly Report

- Financial Report
- Self-Check Systems and Annual Maintenance
- Demographic Study (Market Analysis)
- Columbine General Contractor

date: September 15, 2016

A. Financial Report

This financial report presents year-to-date actual revenue (sources) and expenses (uses) and financial comparative year over year through August 31, 2016 for Jefferson County Public Library (JCPL). The information presented is from the Library general fund in JDE (Jefferson County Financial System) and includes both operating and capital transactions. This report is composed of this narrative, a summary of the Library Fund (Table 1); Changes to Library Fund Balance (Table 2); Library operating sources and uses (Table 3); Library debt service (Table 4) and Library capital projects and annual maintenance and repair (ARMs) (Table 5).

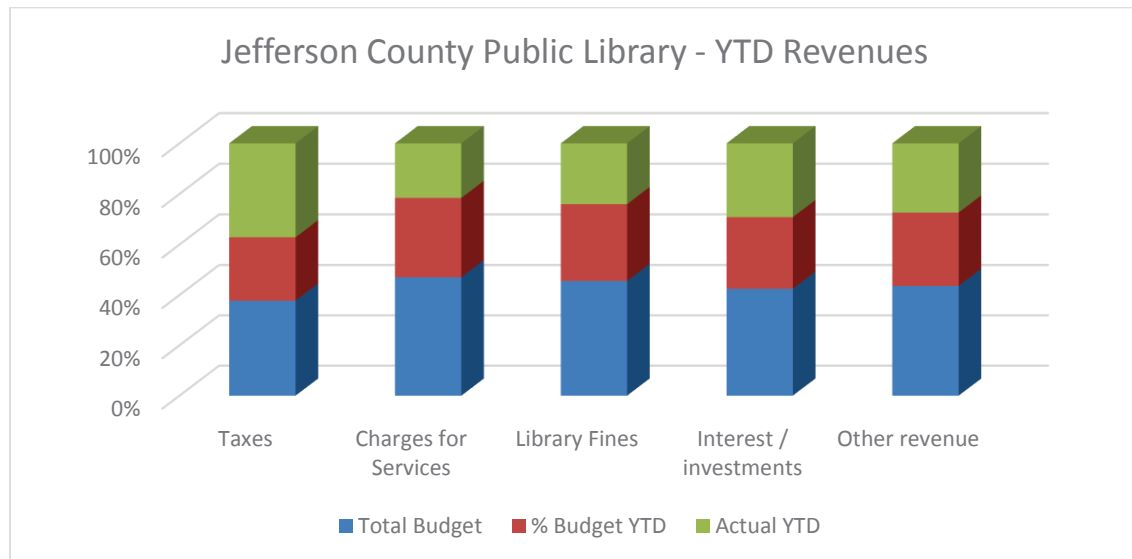
Overview

JCPL projected Ending Fund Balance as of YTD August 31, is \$13.3 million up 18% from the beginning of the year. The projected fund balance is actual year to date plus adjusted projections to the end of the year. If we ended the year at this moment in time, the Fund Balance would increase by \$17.9 million dollars because revenue collected have outpaced expenses by 52% (for this point in the year). As reported in August, actual revenue collected is higher than expenses, due primarily to the faster pace of property tax revenue collected compared to expenses for this point in the year. There are capital project spending on deck and finance has a dedicated project management resources to keep capital projects on schedule (Table 2).

Revenues (sources)

Total actual revenues, primarily Property Tax, through August have outpaced actual expenses, \$34.7 million compared to \$16.8 million in expenses (Table 1). Through the year revenues and expenses should even out to reflect the planning that created in the budget. The following chart shows the total budget; budget as percent of year to date; and the actual revenues year to date. The middle bar in the graph is the percent of budget through August as a comparative to actual revenues collected through August.

memorandum

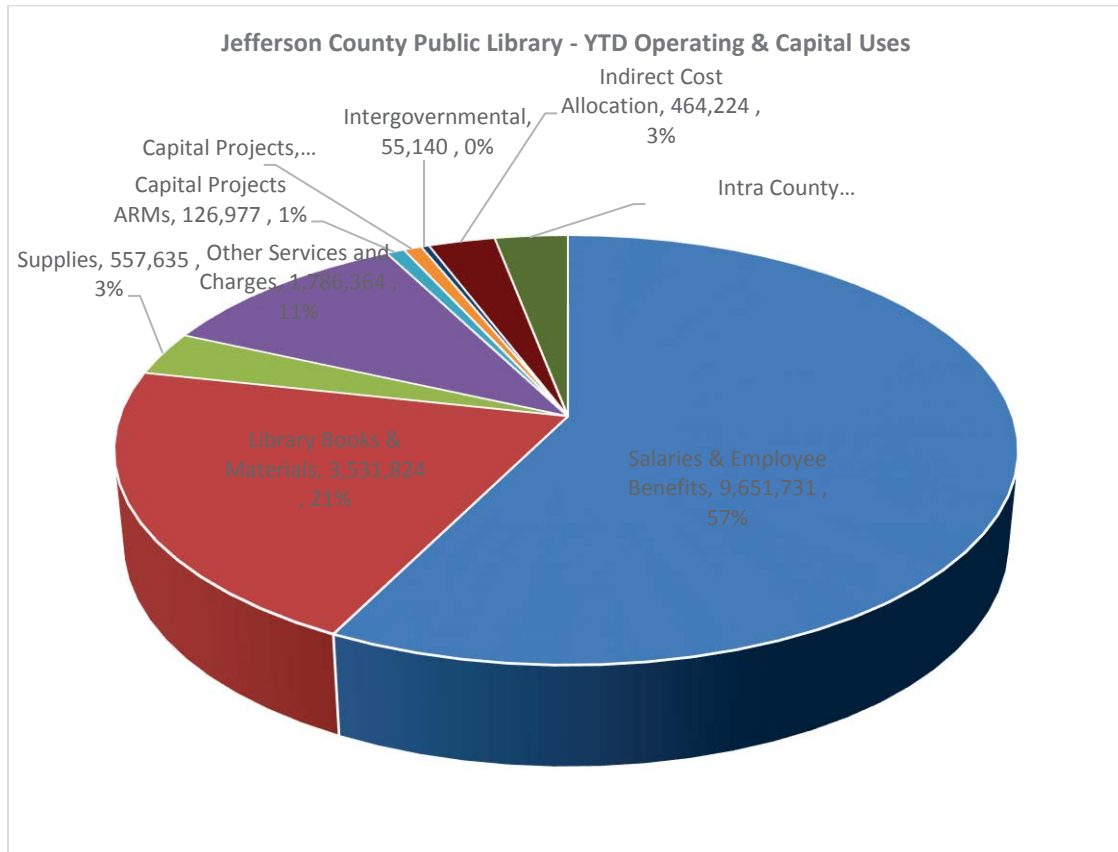


Revenues are projected using the actual collection rate; average actual compared to averaged budget and a review of the account line compared to same time last year.

Expenses (uses)

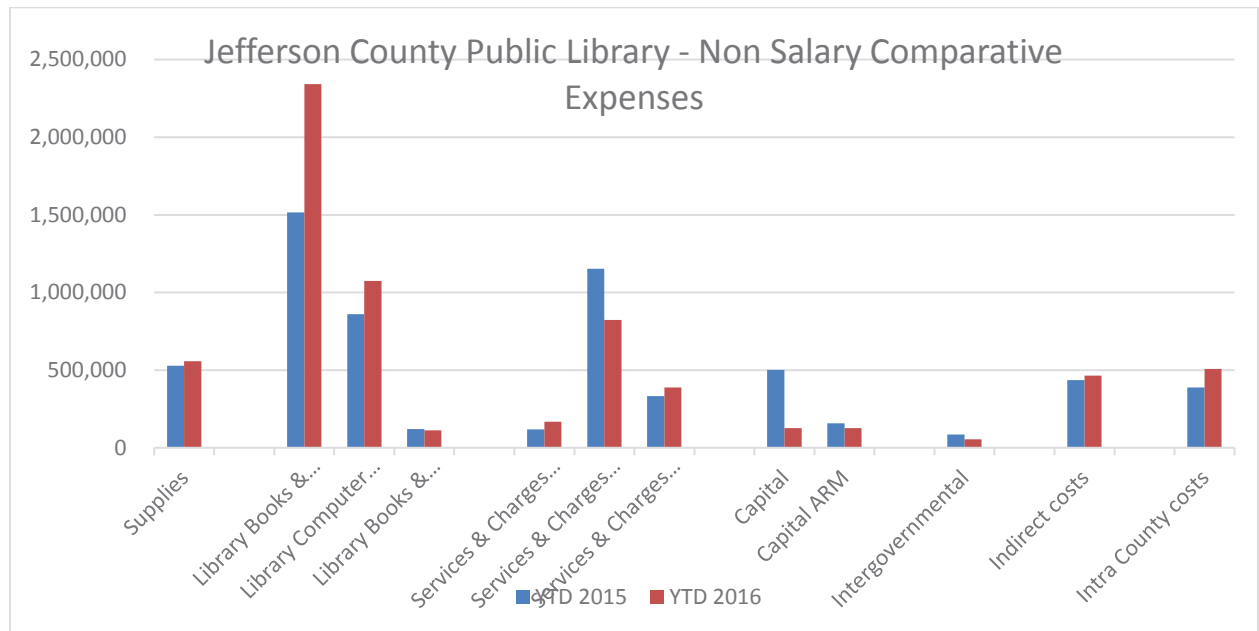
Salaries and benefits expense through August year-to-date total \$9.6 million or 41% of the budget spent and 67 % of the year completed. Actual and Projected Salary and Benefit expense is currently tracking at \$16.4 (very close to budget). Actual expenses for operating (Table 3) and capital (Table 5) year to date, total \$7.2 million (see chart below). Projected and actual expenses combined for operating and capital expenses is currently is \$30.8 million. Projection to actual expense is lagging from our target budget due to the current level of project spending.

memorandum



The largest investments (uses) is in staff resources and Library books and materials, both are fulfilling our promises to the community for expanded services. As more capital projects become active, capital project uses should increase in the following months. In the fourth quarter of the year, there should be a transfer to the County for the Library's portion of debt service of \$1.6 million. There is a current budget amount set aside but no year to date transactions to report (Table 4). A comparative year over year for non-salary and benefit uses is below. While each year is distinctive in its pacing and spending pattern, comparing the two years assists Finance to discern patterns for the current year.

memorandum

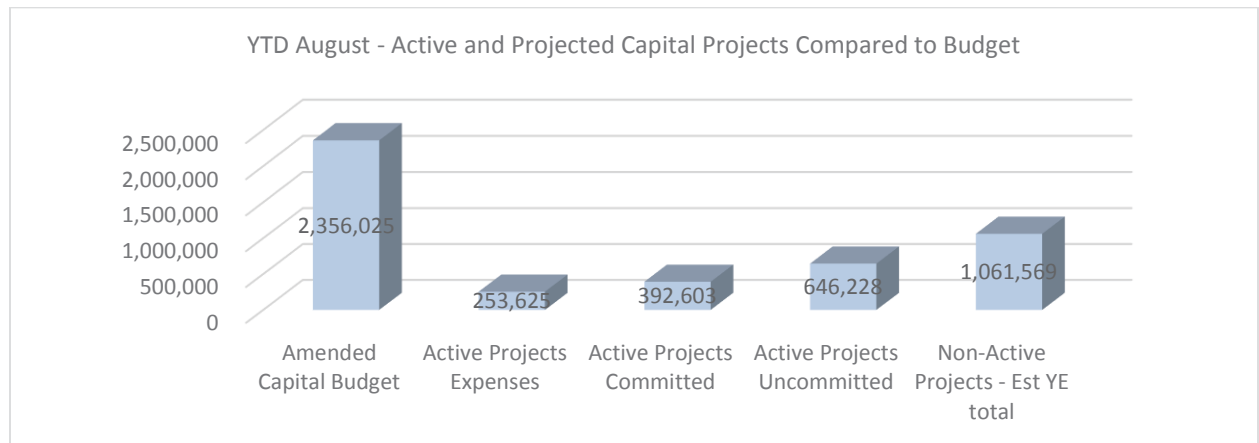


Library books and materials expenses are now 41% higher, compared to August last year. Supplies, intergovernmental, indirect cost and intra county costs and annual capital maintenance (ARM) are comparable to the prior year. Capital projects actual expenses are tracking lower compared to the prior year and consequently related expenses for professional services are also slower compared to 2015. In 2015, by August last year, the Golden Library remodel had expensed over \$300,000 and Capital ARMs expenses were \$158,166 compared to \$127,977 in 2016.

Capital Projects

All capital projects are assigned a business unit to segregate and track the expenses within that budget. In 2016, the Library has a budget of \$1.1 million for annual capital repair and maintenance (ARMs) of which \$126,977 has been used year to date (no change from the prior month). Also, there is a total amended budget of 1.2 million for Library capital projects, the two largest being Lakewood Library parking replacement \$373,000 and Evergreen Library AHU rebuild \$140,000 (Table 5). A number of non-ARM capital projects are underway as well and the expenditure pace for these project transactions is anticipated to increase. The chart below enhances the executive view of capital projects by comparing the budget to actual expenses, actual project commitments (contracts, POs or encumbrances); active projects with uncommitted balances and projects planned but not yet begun.

memorandum



Changes from August 31 and when the County closes its monthly financial statements will be identified in the BOT Red Folder. This report has two actual posted payrolls and no estimate was required. The major changes anticipated for the Red Folder should be fleet and intra-departmental allocations.

B. Self-Check Systems and Annual Maintenance

JCPL has a 2017 budget of \$250,000 for the replacement of the RFID and Self Check Stations. In early 2016, it was determined that the current Self Check machines, with credit card readers, do not meet current Payment Card Industry (PCI) standards. In August, JCPL invited and received three proposals for the replacement of the Self Check Stations within all the libraries. The goal was to determine if any portion of this critical project could be under taken in 2016. The proposals ranged from \$350,000 to \$475,000. Vendor demonstrations for these systems are scheduled for September 6, 2016. The budget for this project is in the 2017 budget and depending on the final scope of the project, funding will come from Library contingency funds.

Action Item:

Recommend that the Library Board of Trustees authorize the Executive Director to sign a contract with a successful bidder for RFID and Self Check Stations including maintenance support for an amount not to exceed \$475,000.

C. Demographic Study (Market Study)

In July and August of 2016 an RFI was put out for a demographic study / Market analysis software tool. There were two bids. In August, both vendors were reviewed. No vendor selection has been made. The range of cost is \$25,000 to \$58,083. The current budget for this project is \$30,000 with additional funding from unspent operating budgets in the amount not to exceed \$58,100. By the date of the regular BOT meeting, all relevant data will be provided in the Red Folder.

Action Item:

memorandum



Recommend that the Library Board of Trustees authorize the Executive Director to sign a contract with the successful bidder selected for the Demographic and market analysis software in an amount not to exceed \$58,100.

D. Columbine Remodel General Contractor

In July 2016, a Request for Proposal (RFP) was issued for the services of a General Construction Contractor for the Columbine remodel project. In August, a contractor walk through was conducted for interested vendors. The project team members of the selection committee reviewed and scored eleven vendors from the proposals. Total project cost bids or estimates were not requested for this stage of the procurement process. A final general contractor selection will occur after September 8 and total bid amounts will also be available to the selection committee. The total range of costs for these services cannot be determined as of this writing. Additional information will be added to the Red Folder in advance of the regular Board meeting. The funds for the construction portion of this project are budgeted in the 2017 Capital Budget. There are funds in the 2016 budget for planning. The time table of work may change as the Architect and Contractor begin working together, necessitating a priority change of projects planned in 2016.

Action Item:

Recommend that the Library Board of Trustees authorize the Executive Director to sign a contract with the final selected successful bidder for General Contractor services for remodel services for the Columbine Library. The amount range and not to exceed amount will be known on September 12th and called out to the Trustees in the Red Folder. Construction is scheduled to occur in 2017. There is a 2017 construction budget and a 2016 project planning budget for this project.

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 08/31/2016	Variance 2016 Budget	Budget to Actual %
<i>Sources of Funds</i>						
Revenues						
Property Taxes						
Property Taxes - Operating	\$ 23,138,482	\$ 22,541,641	\$ 31,558,023	\$ 32,530,447	\$ 972,424	103.08%
Property Taxes - Capital	553,389	1,081,881	1,519,998	1,456,420	(63,578)	95.82%
Total Taxes	\$ 23,691,871	\$ 23,623,522	\$ 33,078,021	\$ 33,986,867	\$ 908,846	102.75%
Federal & State Grants	\$ 108,000	\$ 116,960	\$ 126,734	\$ 131,085	\$ 4,351	103.43%
Fines & Fees	807,805	720,927	794,000	408,348	(385,652)	51.43%
Other Revenue	456,515	514,393	455,021	226,292	(228,729)	49.73%
Total Other Revenues	1,372,320	1,352,280	1,375,755	765,725	(610,030)	55.66%
Sub Total Operating Revenues	\$ 25,064,191	\$ 24,975,802	\$ 34,453,776	\$ 34,752,592	\$ 298,816	100.87%
Transfer from Fund Balance	\$ 524,261	\$ -	\$ -			N/A
Transfer to Fund Balance	-	862,857	2,057,647	17,943,960	15,886,313	N/A
Total Sources of Funds	\$ 25,588,452	\$ 24,112,945	\$ 32,396,129	\$ 16,808,632	\$ (15,587,497)	51.88%
<i>Uses of Funds</i>						
Operating Expenditures						
Salaries & Employee Benefits						
Salaries	\$ 10,852,945	\$ 10,432,207	\$ 12,623,293	\$ 7,463,216	\$ (5,160,077)	59.12%
Benefits	3,240,112	3,063,396	3,846,731	2,188,515	(1,658,216)	56.89%
Sub-Total Salaries & Benefits	\$ 14,093,057	\$ 13,495,603	\$ 16,470,024	\$ 9,651,731	\$ (6,818,293)	58.60%
Collection: Library Books & Materials	\$ 3,476,010	\$ 3,433,873	\$ 5,854,776	\$ 3,531,824	\$ (2,322,952)	60.32%
Supplies	891,610	800,732	1,035,154	557,635	(477,519)	53.87%
Other Services & Charges	3,092,078	2,480,884	3,644,414	1,786,364	(1,858,050)	49.02%
Internal Transactions /Cost Allocation	1,249,317	1,158,655	1,450,848	1,027,453	(423,395)	70.82%
Total Operating Expenditures	\$ 22,802,072	\$ 21,369,747	\$ 28,455,216	\$ 16,555,007	\$ (11,900,209)	58.18%
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	\$ 2,356,025	\$ 253,625	\$ (2,102,400)	10.76%
Total Uses of Funds	\$ 25,588,452	\$ 24,112,945	\$ 32,395,629	\$ 16,808,632	\$ (15,586,997)	51.89%

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

	Final 2015 Budget	Final 2015 Actual	2016 Budget	YTD Actual 08/31/2016	\$ 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	\$ 33,296,172	\$ 9,124,857
Capital Funding	553,389	1,166,881	1,519,998	1,456,420	353,117
Total Revenues	\$ 25,064,191	\$ 24,975,802	\$ 34,453,776	\$ 34,752,592	\$ 9,477,974
Expenditures					
Operating Expenditures	\$ 22,802,072	\$ 21,369,747	\$ 28,455,216	\$ 16,555,007	\$ 7,085,469
Debt Service	1,611,600	1,611,599	1,584,388	-	(27,211)
Capital Projects	1,174,780	1,131,599	2,356,025	253,625	1,224,426
Total Expenditures	\$ 25,588,452	\$ 24,112,945	\$ 32,395,629	\$ 16,808,632	\$ 8,282,684
Increase/(Decrease) in Fund Balance	\$ (524,261)	\$ 862,857	\$ 2,058,147	\$ 17,943,960	\$ 1,195,290
Ending Fund Balance	\$ 10,716,241	\$ 13,108,502	\$ 13,298,649	\$ 31,052,462	\$ 190,147
Above/(Below) Minimum	\$ 4,450,193	\$ 6,842,454	\$ 4,685,205	\$ 22,439,018	\$ (2,157,249)
Above/(Below) Maximum	N/A	N/A	\$ (3,928,239)	\$ 13,825,574	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 08/31/2016	Projected Year-End 2016	Variance 2016 Budget
<i>Sources of Funds</i>						
Revenues						
Taxes						
Property Taxes - Operating	\$ 23,702,058	\$ 22,959,917	\$ 32,257,736	\$ 32,521,417	\$33,777,734	\$ 1,519,998
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)	(167)	(667,853)	-
Penalties & Interest	24,240	20,406	39,143	9,197	39,143	-
Total Taxes	\$ 23,138,482	\$ 22,541,641	\$ 31,558,023	\$ 32,530,447	\$ 33,078,021	\$ 1,519,998
Federal & State Grants	\$ 108,000	\$ 116,960	\$ 126,734	\$ 131,085	\$ 131,085	\$ 4,351
Library Fines	646,480	621,284	650,000	342,363	650,000	-
Other Fees	161,325	99,643	144,000	65,985	144,000	-
Investment Income	135,715	172,373	149,021	102,150	149,021	-
Conference Room Rental	13,500	11,913	-	2,944	2,943	2,943
Contributions from Private Sources	200,000	155,426	200,000	76,629	200,000	-
Other Revenue	107,300	89,681	106,000	44,569	106,000	-
Total Revenues	\$ 24,510,802	\$ 23,808,921	\$ 32,933,778	\$ 33,296,172	\$ 34,461,070	\$ 1,527,292
<i>Uses of Funds</i>						
Operating Expenditures						
Salaries & Employee Benefits						
Salaries	\$ 10,050,731	\$ 9,083,743	\$ 11,231,588	\$ 6,540,545	\$ 11,222,688	\$ (8,900)
Awards & Bonuses	-	300	83,796	5,100	83,796	-
Termination Pay	90,000	88,828	-	16,360	16,000	16,000
Temporary Pay	1,508,567	1,259,336	1,806,537	901,211	1,815,437	8,900
Vacancy Savings	(796,353)	-	(498,628)	-	(498,628)	-
Benefits	3,240,112	3,063,396	3,846,731	2,188,515	3,846,731	-
Total Salaries & Benefits	\$ 14,093,057	\$ 13,495,603	\$ 16,470,024	\$ 9,651,731	\$16,486,024	\$ 16,000
Library Books & Materials	\$ 2,451,010	\$ 2,397,326	\$ 4,822,476	\$ 2,341,701	\$ 4,822,476	\$ -
Library Computer Materials	900,000	916,153	901,650	1,073,981	901,650	-
Library Periodicals	125,000	120,394	130,650	116,142	130,650	-
Sub-Total Library Collections	3,476,010	3,433,873	5,854,776	3,531,824	5,854,776	-
Supplies	891,610	800,732	1,035,154	557,635	1,035,154	-
Other Services & Charges	3,092,078	2,480,884	3,644,414	1,786,364	3,648,639	4,225
Direct Internal Charges	129,852	115,041	127,061	55,140	127,061	-
Indirect Cost Allocation	653,953	653,953	696,338	464,224	696,338	-
Intra County Transactions	465,512	389,661	627,449	508,089	627,449	-
Total Operating Expenditures	\$ 22,802,072	\$ 21,369,747	\$ 28,455,216	\$ 16,555,007	\$ 28,475,441	\$ 20,225
Total Uses of Funds	\$ 22,802,072	\$ 21,369,747	\$ 28,455,216	\$ 16,555,007	\$ 28,475,441	\$ 20,225

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 08/31/2016	Projected Year- End 2016	Variance 2016 Budget
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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 08/31/2016	Projected Year- End 2016	Variance 2016 Budget
Sources of Funds						
Property Tax - Capital - 4.5%	\$ 1,081,881	\$ 1,081,881	\$ 1,519,998	\$ 1,456,420	\$ 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	\$ 1,456,420	\$ 1,519,998	\$ -
Uses of Funds						
Capital Projects - ARM						
Computer 5 Yr Replacement Plan ARM 01	310,330	314,271	250,000	40,887	250,000	-
IT Infrastructure Replacement-Equip ARM 05	-	-	137,000	-	137,000	-
IT Infrastructure Replacement-Software ARM 05	-	-	244,500	15,154	244,500	-
Capital Maintenance ARM 01	224,134	176,014	250,000	27,106	250,000	-
Furniture & Equipment ARM 02	118,889	88,257	76,550	43,830	76,550	-
Book Sorter Reserve ARM 04	-	-	200,000	-	200,000	-
Capital Projects						
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	-	-	-	-
Wireless Upgrade - Outside 16.09	-	-	35,000	-	35,000	-
Records Management Software 16.10	-	-	25,000	-	25,000	-
Increase Wireless Access Points 16.11	-	-	60,000	-	60,000	-
Next Generation Firewall 16.12	-	-	71,000	-	71,000	-
III Database Server 16.13	-	-	56,000	95,748	56,000	-
High Availability Internet Reduncancy 16.14	-	-	38,000	-	38,000	-
Lakewood Parking Lot 16.01	-	-	372,975	3,600	372,975	-
LSC Parking Lot 16.02	-	-	95,000	1,500	95,000	-
Admin Space Plan/Reconfiguration 16.06	-	-	10,000	7,628	10,000	-
Belmar Carpet Repair 16.07	-	-	12,000	5,939	12,000	-
Columbine Tree / Sidewalk Replacemt 16.08	-	-	25,000	3,600	25,000	-
Replace DVD/CD Disk Washer 16.15	-	-	10,000	7,990	8,000	2,000
Columbine - Phase 1 Planning 16.16	-	-	90,000	-	90,000	-
Wheat Ridge HVAC Replacement 16.04	-	-	48,000	-	48,000	-
Standley Lake Boiler Replacement 16.05	-	-	75,000	643	75,000	-
Evergreen AHU Rebuild 16.03	-	-	140,000	-	140,000	-
Data Connection - Edge Internet Connect	-	-	-	-	-	-
South County - Phase 1 Planning 16.17	-	-	35,000	-	35,000	-
Total Capital Projects	\$ 1,174,780	\$ 1,131,599	\$ 2,356,025	\$ 253,625	\$ 2,354,025	\$ 2,000
Ending Balance	\$ 431,362	\$ 35,282	\$ (836,027)	\$ 1,202,795	\$ (834,027)	\$ 2,000



Jefferson County

PUBLIC LIBRARY

memorandum

to: Pam Nissler, Executive Director
from: Richard Sosa, Director of Finance & Budget
re: Finance Monthly Report

- Financial Report Update since August 31, 2016
- Self-Check Systems and Annual Maintenance
- Demographic Study (Market Analysis)
- Columbine General Contractor

date: September 15, 2016 (RED FOLDER UPDATE)

A. **Financial Report**

This financial report presents the changes from the financial report dated August 31, 2016 to September 14, 2016 County close data for the month ending August 31, 2016. A summary of the Library Fund (Table 1) shows material changes that occurred since the last report (Attached Table 1)

B. **Self-Check Systems and Annual Maintenance**

JCPL has a 2017 budget of \$250,000 for the replacement of the RFID and Self Check Stations. In early 2016, it was determined that the current Self Check machines, with credit card readers, do not meet current Payment Card Industry (PCI) standards. In August, JCPL invited and received three proposals for the replacement of the Self Check Stations within all the libraries. The goal was to determine if any portion of this critical project could be under taken in 2016. An analysis of use data was conducted to determine the number of units needed. The proposals ranged from \$350,000 to \$475,000. Vendor demonstrations for these systems are scheduled for September 6, 2016. On September 14, 2016 Biblioteka Inc was selected as the vendor to replace RFID and Self Check Stations. The budget for this project is in the 2017 budget and the final scope of the project, may require phasing. Funding will come from 2016 Library contingency funds.

Action Item:

Recommend that the Library Board of Trustees authorize the Executive Director to sign a contract with Biblioteka Inc. for RFID and Self Check Stations including maintenance support for a five year contract in an amount not to exceed \$570,676.

C. **Demographic Study (Market Study)**

- In July and August of 2016 an RFI was put out for a demographic study / Market analysis software tool. There were two bids. In August, both vendors were reviewed. On September 12, 2016 OrangeBoy was selected as the vendor. The cost is \$58,083. Our decision to use OrangeBoy is based on their ability to offer a more full service option. We believe this is the best option for JCPL due to their overall ability to meet the objectives of our RFP and our current organizational capacity. The current budget for this project is \$30,000 with additional funding from unspent operating budgets in the amount not to exceed \$58,100.

memorandum



Action Item:

Recommend that the Library Board of Trustees authorize the Executive Director to sign a contract with the successful bidder, OrangeBoy, for the Demographic and market analysis software in an amount not to exceed \$58,100.

D. Columbine Remodel General Contractor (Update italicized and underlined)

In July 2016, a Request for Proposal (RFP) was issued for the services of a General Construction Contractor for the Columbine remodel project. In August, a contractor walk through was conducted for interested vendors. The project team members of the selection committee reviewed and scored eleven vendors from the proposals *and interviewed four companies. General Contractor Fransen Pittman was selected on September 13, 2016 as the general contractor and the total contract amounts is \$178,499.* The funds for the major construction portion of this project are budgeted in the 2017 Capital Budget. There are funds in the 2016 budget for planning and the time table of work may change as the Architect and Contractor begin working together, necessitating a priority change of projects planned in 2016.

Action Item:

Recommend that the Library Board of Trustees authorize the Executive Director to sign a contract with the final selected successful bidder Fransen Pittman, for General Contractor services for remodel of the Columbine Library not to exceed \$178,499. Construction is scheduled to occur in 2017. There is a 2017 construction budget and a 2016 project planning budget for this project.

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

Sources and Uses of Funds	2016 Budget	YTD Actual 08/31/2016	YTD Actual 09/14/2016	Change from 8/31 to 9/14	Description
Sources of Funds					
Revenues					
Property Taxes					Collection 103% Over above budget
Property Taxes - Operating	\$ 31,558,023	\$ 32,530,447	\$ 32,678,606	\$ 148,159	
Property Taxes - Capital	1,519,998	1,456,420	1,456,420	\$ -	
Total Taxes	\$ 33,078,021	\$ 33,986,867	\$ 34,135,026	\$ 148,159	
Federal & State Grants	\$ 126,734	\$ 131,085	\$ 131,085	\$ -	
Fines & Fees	794,000	408,348	441,245	\$ 32,897	
Other Revenue	455,021	226,292	226,425	\$ 133	
Total Other Revenues	1,375,755	765,725	798,755	33,030	
Sub Total Operating Revenues	\$ 34,453,776	\$ 34,752,592	\$ 34,933,781	\$ 181,189	
Transfer from Fund Balance	\$ -				
Transfer to Fund Balance	2,057,647	17,943,960	18,083,964	\$ 140,004	
Total Sources of Funds	\$ 32,396,129	\$ 16,808,632	\$ 16,849,817	\$ 16,808,632	
Uses of Funds					
Operating Expenditures					
Salaries & Employee Benefits					All Salary was posted - no estimate required
Salaries	\$ 12,623,293	\$ 7,463,216	\$ 7,463,216	\$ -	
Benefits	3,846,731	2,188,515	2,188,515	\$ -	
Sub-Total Salaries & Benefits	\$ 16,470,024	\$ 9,651,731	\$ 9,651,731	\$ -	
Collection: Library Books & Materials	\$ 5,854,776	\$ 3,531,824	\$ 3,566,403	\$ 34,579	Routine Spending
Supplies	1,035,154	557,635	557,633	\$ (2)	
Other Services & Charges	3,644,414	1,786,364	1,786,726	\$ 362	
Internal Transactions /Cost Allocation	1,450,848	1,027,453	1,033,699	\$ 6,246	Routine Spending
Total Operating Expenditures	\$ 28,455,216	\$ 16,555,007	\$ 16,596,192	\$ 41,185	
Financing & Debt Service	\$ 1,584,388	\$ -	\$ -	\$ (1,584,388)	
Capital Projects	\$ 2,356,025	\$ 253,625	\$ 253,625	\$ (2,102,400)	
Total Uses of Funds	\$ 32,395,629	\$ 16,808,632	\$ 16,849,817	\$ (15,545,812)	

CONSENT AGENDA

JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

Adopted 2017 STUDY SESSIONS AND BOARD MEETINGS

Study Sessions - 5:30 p.m.	
Date	Location
January 12	Administration Conference Room
February 9	Administration Conference Room
March 9	Administration Conference Room
April 13	Administration Conference Room
May 11	Administration Conference Room
June 8	Administration Conference Room
July 13	Administration Conference Room
August 10	Administration Conference Room
September 14	Administration Conference Room
October 12	Administration Conference Room
November 9	Administration Conference Room

Board Meetings - 5:30 p.m.	
Date	Location
January 19	Lakewood Library Meeting Room
February 16	Lakewood Library Meeting Room
March 16	Lakewood Library Meeting Room
April 20	Arvada Library Meeting Room
May 18	Columbine Library Meeting Room
June 15	Evergreen Library Meeting Room
July 20	Golden Library Meeting Room
August 17	Standley Lake Library Meeting Room
September 21	Belmar Library Meeting Room
October 19	Lakewood Library Meeting Room
November 16	Lakewood Library Meeting Room
December 14	Combined Study Session & Board Meeting Lakewood Library Meeting Room

Arvada Library 7525 West 57 th Avenue, Arvada	Belmar Library 555 S. Allison Parkway, Lakewood
Columbine Library 7706 West Bowles Avenue, Littleton	Evergreen Library 5000 Highway 73, Evergreen
Golden Library 1019 10 th Street, Golden	Standley Lake 8485 Kipling Street, Arvada

administration

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Lakewood, CO 80215
303.235.5275

jeffcolibrary.org

