

BOARD MEETING

JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

May 18, 2017



Jefferson County
PUBLIC LIBRARY

APPROVAL OF AGENDA

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

ITEM# / ACTION	Thursday, May 18, 2017 – 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 Call for motion and second <ul style="list-style-type: none"> • April 13, 2017 Study Session Minutes • April 20, 2017 Board Meeting Minutes
5.	Public Comment
6. Information	<ul style="list-style-type: none"> • Foundation Report – Jo Schantz
7. Operational Updates Action as Needed	<ul style="list-style-type: none"> • Executive Director Update • Finance Department – Richard Sosa, Director of Budget & Finance • Public Services Department <p><u>Columbine Library Remodel</u></p> <p>A. <u>Humphries Poli Architects</u> – Steve Chestnut, Director of Facilities & Construction Projects Action Item: Recommend that the Library Board of Trustees authorize the Executive Director to issue payment to Humphries Poli Architects for additional design fees in the amount of \$19,195.</p> <p>B. <u>Columbine FF&E</u> – Julianne Rist, Director of Public Services</p> <p>C. <u>Columbine Project Update</u> - NV5 & Steve Chestnut, Director of Facilities & Construction Projects</p> <p><u>Edgewater Library Update</u> – Paul Wember</p>

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

	<ul style="list-style-type: none"> • Employee Relations & Development – Sandie Coutts, Director of ERD <u>Government Performance Solutions, Inc. - Contract Authorization</u> Action Item: Recommend that the Library Board of Trustees authorize the Executive Director to enter into a contract with Government Performance Solutions, Inc. in the amount of \$82,500.
8. Action as Needed	<p>Consent Agenda (4.3.4) Call for motion and second</p> <ul style="list-style-type: none"> • Trustees adopt the 2018 Governance Budget, Policy 4.2.2 Action Item: Recommend that the Library Board of Trustees adopt the 2018 Governance Budget.
9. Emerging Issues Action as Needed	
10. Action as Needed	<p>Ends</p> <ul style="list-style-type: none"> • No items
11. Action as Needed	<p>Governing Policies: Management Limitations (Monitoring Reports) Monitoring Executive Director’s Performance</p> <ul style="list-style-type: none"> • No items
12. Suggest Agenda Items	<p>BOARD SCHEDULE – NEXT MEETINGS</p> <ul style="list-style-type: none"> • June 8 – BCC & Library Board Quarterly Meeting – 11:30am-12:30pm – 5th Floor Conference Room • June 8 – Study Session – 5:30 pm – Administration Conference Room • June 15 – Board Meeting – 5:30 pm – Evergreen Library Meeting Room • July 13 – Study Session – 5:30 pm – Administration Conference Room • July 20 – Board Meeting – 5:30 pm – Golden Library Meeting Room • August 10 – Study Session – 5:30 pm – Administration Conference Room • August 17 – Board Meeting – 5:30 pm – Standley Lake 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	<p>Announcements/General Information Sharing</p> <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
April 13, 2017 – 5:30 p.m.
Administration Conference Room

TOPICS:

- Guest, Kurtis Behn, County Attorney's Office
 - Amendment to Bibliocommons Contract
 - Edgewater IGA Information
- Edgewater Project: Guest, Paul Wember, Owner's Representative
- Columbine Library GMP
- Columbine Sorter Information
- Tolin Mechanical Services Information
- Columbine Library Remodel GMP

Call to Order

The Study Session was called to order at 5:30 p.m. by Julia Hill-Nichols, Chair.

Other Trustees present: Charles Naumer (Vice-Chair), Kim Johnson (Secretary), John Bodnar, Deborah Deal and Brian DeLaet.

Trustees not present: All Trustees were present

Guests: Kurtis Behn, County Attorney's Office; Paul Wember, Owner's Representative

Staff present: Pam Nissler, Executive Director; Donna Walker, Director of Public Services; Rebecca Winning, Director of Communications; 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, Director of Public Services; and Amber Fisher, Executive Assistant, Office of the Executive Director.

Amendment to Bibliocommons Contract

The Executive Director introduced Kurt Behn from the County Attorney's office. Kurt provided a summary of the Bibliocommons contract negotiations. The Library was advised that the original contract terms to pay fully for the subscription and implementation up-front were not advisable. JCPL then pursued a split payment option, which was not the best and final pricing offer in the bid response from the vendor. At JCPL request, the vendor is now developing terms that will allow the Library to hold back a portion of the implementation cost until the implementation is

complete and accepted by the Library. It is anticipated that the payment terms will be a 60/40 agreement (60% upfront and 40% upon completion). This is related to the implementation portion only. The additional fee is anticipated to be 10% of the implementation portion. The exact cost of these terms are being finalized, however, the fee will exceed the not-to-exceed amount approved by the Board in December, 2016. Final terms are expected to be received and reviewed by next week's Board meeting where the Library will ask for authorization for the Executive Director to sign the contract to cover this additional expense.

Edgewater IGA Information

The Executive Director introduced the topic and asked Kurt Behn to provide a summary of the Intergovernmental Agreement (IGA) with the City of Edgewater concerning the construction and operation of the Edgewater Library at the Edgewater Civic Center. Kurt advised the Board that he has reviewed and approved the agreement and supports moving ahead. In response to a question, Kurt advised the Board that included as an attachment (Exhibit A), is the draft lease agreement. The lease agreement is not complete as there is not enough information at this point in the project to finalize a lease agreement. It is expected that the Library will pursue a 20 year term with renewal. The Library will recommend that the Board authorize the Executive Director to sign the IGA at the April 20, 2017 Board meeting.

The Trustees expressed appreciation to Kurtis Behn for his work on behalf of the library.

Edgewater Project: Guest, Paul Wember, Owner's Representative

The Executive Director introduced Paul Wember and asked him to provide a summary of his experience. Paul Wember advised the Board that his experience includes the successful completion of 23 libraries and currently has three more libraries scheduled. Paul noted that he is a licensed architect and brings those skills to the table when needed. The Edgewater project is gaining momentum and representing the Library's interests in all phases of the development of the project will help ensure the needs of the Library are addressed as the project moves forward. In response to a question about mechanical engineering, Paul advised the Board that one of the things he will be looking at are the plans of the developer who may bring in the main lines and then handoff the rest of the completion to the Library.

Columbine Library Remodel – GMP

Steve Chestnut addressed the Board and provided information on the status of the Columbine Library remodel and Guaranteed Maximum Price (GMP). Jefferson County Planning and Zoning, in conjunction with Jefferson County Traffic and Engineering,

requested modifications to the originally submitted design. The design change will increase the GMP due to additional design costs, pavement, and curb/gutter work related to the drive up book drop. The GMP, as of the date of this meeting, has not been modified to reflect those costs because the approval from County Planning and Zoning was only received last night. The item was on the County Planning & Zoning meeting consent agenda and was approved. The Chair noted that having a drive up book drop was a critical issue in the feedback from the community and one of the high priority items. Steve Chestnut advised the Board that the additional design and materials are estimated to be around \$60,000. The Library expects to present the final GMP at the Board meeting next week at which time a recommendation will be presented that the Board authorize the Executive Director to proceed with Phase 2 of the project. Trustee Bodnar asked that in the future, the Library use the term Estimated Guaranteed Maximum Price until the number is final.

There was some discussion of the items listed in the JCPL Columbine CMGC Budget. In response to questions, the Board was advised that:

- Mechanical and Electrical were bid on the plans
- Costs for the sorter come out of the sorter replacement fund
- Alternate Services represents the alternative services lease space
- The Library anticipates bringing the FF&E RFP information to the Board in May

Columbine Sorter Information

Pat Klein introduced the topic and provided information on the RFP and vendor selection for the Columbine sorter. Three vendors submitted proposals: Bibliotheca, PV-Supa and Tech-Logic. Bibliotheca's proposal did not meet all the requirements so they were therefore eliminated from final selection. The RFP selection team interviewed the remaining two vendors and checked references. The final evaluation point was cost of the proposals over a five year period. Although Tech-logic had a strong proposal there were a few items that distinguished PV-Supa over Tech-Logic. Those included: Simple design, modular equipment (allowing for easy expansion), similar bins, strong references from current customers and cost. The Library will recommend that the Board authorize the Executive Director to sign the contract with PV-Supa at the April Board meeting. Trustee Bodnar noted that he would like the sorter costs to come out of the Columbine remodel budget.

In response to questions, Pat Klein advised the Board that:

- The large difference in the prices of the proposals is most likely related to the design of the sorters; PV-Supa sorter design is very modular.
- PV-Supa has a parts warehouse in Texas. The issues with parts for the Bibliotheca sorters are related to parts having to be shipped internationally.

- Another advantage of PV-Supa is that they are the primary manufacturer of their sorters. Bibliotheca is not the primary manufacturer of their sorters.
- There is currently \$400,000 in the sorter replacement budget.

Tolin Mechanical Services Information

Steve Chestnut provided information on the Library's 2017 Mechanical HVAC Maintenance Services RFP. The Library issued a request for proposal for Mechanical HVAC Maintenance Services. A total of nine (9) contractors responded to the RFP with prices ranging from \$208,502 to \$59,073 per year for those services. After evaluating those responses, Facilities recommends that the Library move forward with re-contracting with Tolin for period of 1 year with up to 4 additional years with contract renewal. Tolin Mechanical is a full service facilities management company in business for 69 years. Tolin has been managing JCPLs mechanical HVAC maintenance services since 2012, providing exceptional support and excellent customer service. Tolin would continue to supply all labor, materials, vehicles, tools and equipment required to perform scheduled preventive, predictive, unscheduled maintenance and repairs to include 24/7/365 service and emergency calls to all 10 of our libraries. The new contract cost for 2017 will be \$87,948.00 which is a reduction of \$25,697 over 2016 pricing in-part, due to HVAC replacements/upgrades, relieving the burden from JCPL of requiring full service maintenance on a manufacturer warrantied item. The Library will request Board authorization for the Executive Director to sign the contract with Tolin at the April 20, 2017 Board meeting.

Columbine Library Sorter

The Chair advised the Board that she would like to go back and address Trustee Bodnar's comment regarding the Columbine sorter. The Chair asked the Library to provide information on the logic behind taking the Columbine sorter out of the sorter fund instead of the remodel budget.

Library Foundation

The Chair advised the Board that more information will be presented about the four teams working on plans for the Foundation at the April 20, 2017 Board meeting.

ADJOURNMENT

The study session was adjourned at 6:22 p.m.

Kim Johnson, Secretary

**Minutes of the Meeting of the
JEFFERSON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES**

April 20, 2017

CALL TO ORDER – REGULAR MEETING

The regular meeting of the Jefferson County Public Library Board of Trustees was held in the Arvada Library meeting room on April 20, 2017. Library Board of Trustees Chair, Julia Hill-Nichols called the meeting to order at 5:30 p.m. Other Trustees present: Charles Naumer (Vice-Chair), Kim Johnson (Secretary), John Bodnar, Deborah Deal and Brian DeLaet.

Trustees not present: All Trustees were present.

Guests: Jacqueline Murphy, Senior Consultant for Public Libraries and Community Relations, Colorado State Library, Library Development. Sara Lara, Project Director, NV5; Trevor Khoury, Assoc. DBIA Project Manager Fransen Pittman ; Dan Killian, Senior Project Manager, NV5.

Staff present: Pam Nissler, Executive Director; Donna Walker, Director of Public Services; Richard Sosa, Director of Budget and Finance; Pat Klein, Director of Information Technology; Sandie Coutts, Director of Employee Relations & Development; Julianne Rist, 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: Brian DeLaet moved that the Trustees approve the agenda as presented. Seconded by Deborah Deal the motion passed by unanimous vote of all Trustees present.

APPROVAL OF MINUTES

MOTION: Brian DeLaet moved approval of the minutes of the March 2, 2017 Special Board meeting. Seconded by Charles Naumer the minutes were approved by unanimous vote of all Trustees present.

MOTION: Brian DeLaet moved approval of the minutes of the March 9, 2017 Study Session. Seconded by Kim Johnson the minutes were approved by unanimous vote of all Trustees present.

MOTION: Brian DeLaet moved approval of the minutes of the March 16, 2017 Board meeting. Seconded by Kim Johnson the minutes were approved by unanimous vote of all Trustees present.

PUBLIC COMMENT

Tom Atkins, a resident of Golden addressed the Board and noted that it was a pleasure to visit other libraries in the system for Board meetings.

FOUNDATION REPORT

Jo Schantz, Foundation Executive Director provided an update on the activities of the Foundation. The Foundation held a Speakeasy fundraising event at the Ship Rock Grille at Red Rocks. The Volunteer Reception is April 29. Julia Hill-Nichols, Library Board representative to the Foundation Board, noted that the work to analyze key areas of the Foundation is underway. The efforts began in March with meetings that included Pam Nissler, Jo Schantz and Tami Shrader. There are four work teams that will begin their work this month: Used Book Management; Financial Analysis; Fundraising and Volunteers. Charles Naumer has agreed to chair the Used Books Management team and Deborah Deal has agreed to assist with the Volunteers team. The intent is to have recommendations from each team that will go to the Foundation Board by the end of June/first part of July. The teams are using Basecamp as a project management tool for this effort.

SENIOR MANAGEMENT TEAM (SMT) OPERATIONAL UPDATES

Executive Director Update

Pam Nissler, Executive Director, introduced Jacqueline Murphy, Senior Consultant for Public Libraries and Community Relations with the Colorado State Library. Jacqueline addressed the Board and provided background information. Jacqueline provides information and assistance on policy governance to Library Boards throughout Colorado. Prior to joining the Colorado State Library, she worked as a local government attorney and for the last seven years she worked exclusively with libraries. Part of her work on behalf of the Colorado State Library is to provide technical assistance on good governance. The topic of policy governance is one that is integral in Colorado as the Library Board is responsible for adopting policy and providing strategic direction. It is the Executive Director's job to implement those policies and bring to life that strategic vision for the organization. The Colorado Library law was codified in 1989 and Jacqueline worked on making clarifying changes to the law in response to the proliferation of library districts being formed. Jacqueline drafted and testified before the legislature on changes to the law that codified the policy governance model into the Colorado Library Law. The basic premise is that the Library Board is the "what" and the Executive Director and library staff is the "how". Based on the Colorado Library Law, the State Library put together a Trustee Handbook. The Trustees were provided with copies of the handbook. There are two types of library boards, governing and advisory. Governing boards are associated with library districts and

advisory boards are associated with municipal, city and county libraries. As a County library there is a wider range of staff expertise that can be utilized (tax assessment, legal, human resources, etc.). Duties of Trustees – In the Colorado Library Law the duties of Trustees are very specifically spelled out. Adoption of policy and bylaws, management of library property, employing and evaluating a director who manages the day-to-day operations of the libraries, securing adequate funding and promoting library services and advocating for the library. Attending National Library Legislative Day is a good opportunity for Trustees to advocate for libraries and talk to legislators. Libraries are basic civic institutions that support democracy. The budget that is being proposed would cut funding to libraries and museums. At the request of the Executive Director to expand on what the proposed budget cuts mean, Jacqueline informed the Board that if the proposed cuts to library funding are approved, the Colorado State Library would no longer exist.

What makes a Trustee valuable on a Board is that they know the communities they represent. What is being seen in library trends is the need to align with the communities, and they vary widely. Jefferson County is a very large area with great diversity from one community to another and Jefferson County is different from other counties. JCPL has a mission and has designed its programs and services to align with community needs. The last highlight is the golden rules for Trustees and they all tie back to the policy governance model. The Board determines the “what” and leaves the management of the library to the director. The Board hires the director for their expertise in library management. Library Law was written the way it was for Trustees to focus on ethical responsibilities and due diligence as a board member (coming to meetings prepared, advocating, etc.). In keeping with the policy governance concept, the Board speaks as a whole and not individually. No individual Trustee instructs staff.

The Colorado State Library has updated its library standards. Task forces created with representatives from different libraries across the State, with different populations, resources, etc. looked at the standards from a statewide perspective. Colorado libraries have an expectation of the level of service – not regulations but benchmarks. The Executive Director noted that the Board has been provided with the new library standards.

Budget and Finance Department

Richard Sosa, Director of Budget and Finance reported on the activities of the Finance department. The Trustees were advised that JCPL received \$12 million in property tax revenue since the last financial report which indicated that expenditures were over revenues by \$3 million. The actual revenues and expenditures are included in every report. In response to questions, the Board was advised that:

- The federal grant shown on the report is one grant. Through the efforts of the State Library and the Colorado Association of Libraries (CAL), who lobbied to reinstate

those funds, JCPL has been receiving a share of the grant. The funds are distributed based on several factors including populations served. It was noted that this grant is specifically for library materials.

- Part of the agreement with the Library Foundation states that they pursue grants for the Library. The Library does help provide information for the applications.
- There is no specific schedule that the County follows in distributing revenues to the Library.
- The data regarding delinquent taxes is provided by the County.
- The fund balance is reviewed at the end of the year when all expenditures and revenues are posted. A large influx of revenues at any point throughout the year would not result in a violation of the fund balance policy. When preparing the budget, the Library works with the County to project revenues and expenditures to manage the fund balance. The Board is provided with fund balance information every month. Any violation of the fund balance policy would be brought before the Board for determination of any action needed to correct the violation.
- There is an ebb and flow to purchasing library materials. Some months the Library is replacing books that have worn out. There are two big issues of new materials, one in the spring and one in the fall.
- The Library will confirm that the \$197,000 in other revenue is from E-Rate.

The Trustees were advised of the Financial Management Principles and Budget Development Guidelines for the 2018 Proposed Budget. The Library has not yet received the County's Budget Guidelines. It was noted that the JCPL 2018 Budget Calendar includes some key dates for the Board regarding the presentation of budget information and authorizations to submit the budget. The Chair asked the Trustees to highlight those dates on their calendars.

Public Services

Bibliocommons Contract Authorization

Donna Walker, Director of Public Services introduced the topic. At the April 13, 2017 Study Session, Kurt Behn with the County Attorney's Office explained the contract negotiations that led to the amended contract. The implementation fee will be split 60/40, with 40% of the implementation fee due upon completion of the implementation. The additional fee for these pricing terms is \$8605.92. The updated contract is for a five-year term, which locks in a 3% increase on the annual fee for the four years following implementation. Compared to the 6% increase outlined in the original contract, this saves the Library \$38,388.69 over the five-year term, offsetting the additional \$8605.92 fee in the third year. The Library's attorney has reviewed and approved these revised terms.

MOTION: Charles Naumer moved that the Library Board of Trustees authorize the Executive Director to enter into the amended five year contract (one year with four

renewal years) with Bibliocommons, Inc. in the amount of \$211,719.07. Seconded by John Bodnar the motion passed by unanimous vote of all Trustees present.

Columbine Library Sorter Replacement

Columbine Sorter Contract Authorization

Pat Klein, Director of Information Technology, noted that information on the Columbine Library sorter RFP process, evaluation and selection was presented at the April 13, 2017 Study Session. It is the Library's recommendation that the Board authorize the Executive Director to enter into a contract with P.V. Supa, Inc. for the installation and maintenance of the Columbine Sorter.

MOTION: Kim Johnson moved that the Library Board of Trustees authorize the Executive Director to enter into a five year contract with P.V. Supa, Inc. in the amount of \$331,698.99 for the installation and maintenance of the sorter at the Columbine Library. Seconded by Brian DeLaet the motion was delayed for further discussion.

Trustee Bodnar made an inquiry regarding the budget for the sorter and why it was not coming out of the Columbine remodel/construction budget. Trustee DeLaet noted the information memo from the Executive Director regarding the Library's sorters and the sorter replacement fund. At the April 13, 2017 Study Session, the Chair asked the Library to provide information on the logic behind taking the Columbine sorter out of the sorter fund instead of the remodel budget. The memo stated that:

The Columbine project budget carried a sorter reconfiguration placeholder in the project budget. Bibliotheca was contacted about modifying the existing sorter and staff was told that it was not possible to modify the sorter for these reasons;

- Bibliotheca no longer manufactures the parts for the sorter series owned by JCPL
- Bibliotheca software would not support a reconfiguration

This new information meant that the sorter for the Columbine project had to go from a reconfiguration to a replacement. In 2015, the sorter sinking fund was set up in the annual budget to replace the sorter in the system with the most urgent need. Columbine became that location in light of this new information.

In addition, this meant that any sorter in JCPL could not be reconfigured, or if parts failed, they would need to be replaced from existing stock. Parts from the Columbine sorter will be kept for spare or replacement parts for the other 6 existing sorters at JCPL.

The sorter for Edgewater will be part of the project budget since it is a new additional sorter and anticipated new equipment, not a modification or replacement of existing equipment.

Trustee Bodnar noted that he still thinks the sorter should come out of the construction budget to show how much the remodel is costing because the sorter is not broken and is being replaced because of the remodel

In response to a question from Trustee Johnson, Steve Chestnut confirmed that after the first year, the future maintenance for the Columbine sorter will come out of the maintenance budget.

MOTION: Kim Johnson moved that the Library Board of Trustees authorize the Executive Director to enter into a five year contract with P.V. Supa, Inc. in the amount of \$331,698.99 for the installation and maintenance of the sorter at the Columbine Library. Seconded by Brian DeLaet the motion passed by majority vote of all Trustees present with John Bodnar voting against the motion.

Columbine Library Remodel

Board Approval of Phase II Work

Steve Chestnut, Director of Facilities and Construction Projects, introduced the topic and advised the Board that at the April 13, 2017 Study Session the Board was presented with the estimated Columbine construction GMP of \$2,749,308. The contract with Fransen Pittman was set up in two phases. Phase one of the contract (pre-construction) has been completed. The next phase requires the Library to issue a notice to proceed to Fransen Pittman to enter into Phase 2 (construction). The recommendation from the Library is for the Board to authorize the Executive Director to release that notice to proceed so that construction of the Columbine remodel can begin.

MOTION: Charles Naumer moved that the Library Board of Trustees authorize the Executive Director to issue to Fransen-Pittman Construction Co., Inc., the notice to proceed for Phase II Work for the Columbine Library Remodel Project. Seconded by Kim Johnson the motion passed by majority vote of all Trustees present with John Bodnar voting against the motion.

Update on the Columbine Library Remodel

Steve Chestnut; Sara Lara, Project Director, NV5; Trevor Khoury, Assoc. DBIA Project Manager Fransen Pittman ; and Dan Killian, Senior Project Manager, NV5 provided an update on the project. Construction drawings have been issued. Owner, Architect, Contractor (OAC) meetings have begun and are being held at the Columbine Library. RFPs for all Furniture, Fixtures and Equipment (FF&E) have been issued. The Library will be coming to the Board at the May Study Session to talk about the shelving FF&E. Conversations with an Audio/Visual consultant have taken place and the team is expecting preliminary pricing to be submitted. As the Board is aware, Planning and Zoning approved the revised site plan. Approval was granted on the preliminary civil design on

April 12, 2017. While the design is being completed, the interior set was broken out on Monday and submitted to Jeffco for building permit approval. It was broken out so that the project can move forward with permitting review while the civil engineer develops the new design to submit to Planning and Zoning. Civil site revisions will be submitted the end of next week for approval. Since the design has been approved by the Planning and Zoning Board the submittal is a formality to complete that process. The budget is still projecting out at the not to exceed amount of \$4 million.

In response to a question, the Board was advised that the estimated GMP is not expected to change a great deal. It depends upon the changes the Library may make. In general, the estimated GMP changes approximately 5% or less and on a remodel it is usually less if there aren't any scope changes. It was noted that if something is found when a wall is opened that was not expected, it could result in a change of scope. However, the team did investigative work early on, including reviewing the original site specifications and found no indication of major issues.

Trustee DeLaet noted that he would like to go back to the discussion regarding which budget will be used for the Columbine sorter. In response to questions during the discussion, the Board was advised that:

- The initial budget developed for the Columbine remodel included a placeholder number which was an estimate based on extending and reconfiguring the sorter. That estimated placeholder amount was \$75,000. When information was received that the sorter could not be extended or reconfigured the Columbine sorter moved to the most urgent replacement need and allocated to the sorter replacement fund. The \$75,000 was moved into the project contingency.
- There are no plans to reallocate that \$75,000 to the sorter replacement fund at this time.
- While a large portion of the contingency fund remains at this stage of the project it is unknown if the \$75,000 will "be there at the end of the project".
- The Library does expect to increase the amount allocated to the sorter replacement fund starting with the 2018 budget in light of the information received about the sorters relative to parts and sustainability of the current sorters.
- The Library will review whether or not, after the remodel is completed, any remaining funds can go into the sorter replacement/sinking fund.
- All funds allocated to the Columbine Library will be coded to the Columbine account.

Trustee Johnson asked that it be clear in the record of the meeting, that the Board is aware of the total cost of the project, the capital accounts being utilized and the importance of

transparency. Trustee Bodnar noted that he does not want to report that we did this remodel for X dollars when we didn't and will not put his name on that.

Edgewater Library Update

The Executive Director introduced the topic and noted that at the April 13, 2017 Study Session, Kurt Behn, County Attorney's Office, presented information to the Board regarding the agreement. The Executive Director noted that the sample lease attached to the agreement is only an example and not the lease the Library expects to execute.

Edgewater Intergovernmental Agreement Authorization

MOTION: Deborah Deal moved that the Library Board of Trustees authorize the Executive Director to sign the Intergovernmental Agreement between the City of Edgewater and the Jefferson County Public Library concerning the Construction and Operation of a Jefferson County Public Library at the Edgewater Civic Center. Seconded by John Bodnar the motion passed by unanimous vote of all Trustees present.

1st Quarter 2017 Statistics

Julianne Rist, Director of Public Services, introduced the topic and provided highlights of the 1st Quarter 2017 statistics report. The statistics report is the last comparison of expanded hours to reduced hours. The second quarter report will reflect the first "true" year over year statistics. All the library measures are up; visits are up 12%; visits to the website are up 2%; program attendance is up 18% and circulation is up 10%. For computer use, considering that the Library still has the same number of computers – there has been an 18% increase in computer use over last year.

In response to questions, the Board was advised that:

- There are peak times in computer use and the Library is not sure that the current level is at the point of adding more computers.
- Standley Lake's statistics are a reflection of the staff working very hard on their collections and merchandising. Julianne Rist agreed with Trustee Johnson that another factor could be a reflection of the growth in that area.
- Julianne Rist will research where JCPL stands overall relative to operating revenue per capita. The Trustees were reminded that the report reflects 2015 funding and that 2016 funding will place the library in a different category/peer group.

Facilities Department

Tolin Contract Authorization

Steve Chestnut, Director of Facilities and Construction Projects, advised the Board that detailed information was presented at the Study Session. As discussed, the Library has reached the end of the renewal period with the HVAC contractor and has reviewed,

evaluated and selected a vendor for the maintenance of HVAC equipment. The Library is recommending that the Board authorize the Executive Director to enter into a contract with Tolin Mechanical System for \$87,948 for the first year and renewable upon agreement with the Library and Tolin Mechanical for a period of 4 additional years.

MOTION: Brian DeLaet moved that the Library Board of Trustees authorize the Executive Director to enter into a contract for a period of one year with up to four additional renewal years with Tolin Mechanical Systems Company for Mechanical HVAC Maintenance Services in the amount of \$87,948. Seconded by John Bodnar the motion passed by unanimous vote of all Trustees present.

Information Technology Department

Update on the Self-Check Project.

Pat Klein, Director of Information Technology provided an update on the Self-Check Project. Last fall the Board was advised of and approved the project. All but two of the self-check kiosks have been installed, including three at the temporary Columbine lease space. There are three open issues and the Library is holding 15% of the payments until the open issues are resolved. In the final negotiation with Bibliotheca, the Library was able to realize almost \$100,000 in savings. The Library will continue to work with Bibliotheca on the open issues to ensure that all are satisfactorily completed before final acceptance. In response to a question regarding the picture on the kiosk screens, the Board was advised that currently IT staff has to “touch” each kiosk to make changes. One of the three issues is a control console which would allow IT to make changes from the one control console.

ENDS STATEMENTS

Review of 1st Quarter Strategic Priorities

The Chair noted that as part of policy governance, the Board will be looking at the ends statements as they are the guide the staff uses for developing their objectives for the coming year.

The Executive Director advised the Board that the presentation will provide the highlights of the 1st quarter strategic initiatives and that the complete plan is provided in the Board report. The strategic plan aligns goals with the Board’s ends statements.

Donna Walker, Director of Public Services; Rebecca Winning, Director of Communications; Sandie Coutts, Director of Employee Relations and Development; Pat Kline, Director of Information Technology; Steve Chestnut, Director of Facilities and Construction Projects; Julianne Rist, Director of Public Services; and Richard Sosa, Director of Information Technology provided information on the goals, initiatives and first quarter progress.

Ends Statement #1: All Jefferson County residents have equal opportunity to access information, resources, ideas and technology, and they are supported in using those resources.

Goal #1: Increase access, availability and awareness of library resources.

Donna Walker, Director of Public Services Rebecca Winning, Director of Communications; Sandie Coutts, Director of Employee Relations and Development; and Pat Kline, Director of Information Technology provided information on the goals, initiatives and first quarter progress. Increasing awareness of library materials and resident engagement with the catalog is about creating relationships between residents, staff, online content and the library catalog. To that end, the Library has a strategic initiative focusing on Reader's Advisory (RA). Specifically the focus is on increasing RA skills of all staff providing service to customers in person and online in order to make that connection between customers and the materials the Library purchased for them. In 2017 JCPL wants to up its game in Reader's Advisory. JCPL will focus training on knowing the product line, RA tools and how to make that connection with reading, viewing and listening recommendations. This last quarter JCPL reviewed competencies for reader's advisory in teen materials and revised the training to meet those competencies. A new platform was created for training to reader's advisory for adult materials.

The Library is working on more effective marketing and promotions. In the first quarter, results of the Communications Audit were shared with staff and the Brand refresh initiative is underway. Progress on the initiatives will be reported back to the Board.

One of the ways we'll meet our goal to increase access, availability & awareness of library resources is by increasing knowledge of library materials and services through more informed staff and having better tools. One specific initiative to meet this goal is implementing and evaluating a yearly programming plan. In 2016 JCPL audited and entirely revamped the approach to programs at JCPL. The results of that work are reflected in the new yearly program plan for all of JCPL. The Library is now in the first phase of implementation, using the new calendar and training staff how to use new tools to analyze return on investment for each program they develop and deliver. A significant element of this yearly plan includes the concept of having big Signature events: The signature events planned for the next 12 months will be Summer Reading, Raise- A- Reader, Beer Fest, and Western Writer's week (Q1 2018).

Another way the Library will meet the goal to increase access, availability & awareness of library resources is by providing programs and services that reflect community needs and interests. One strategic initiative under this goal is the Library-2-You Master Planning – using data from the market analysis, stakeholder interviews, and extensive research into best practices, this initiative will bring forward new ideas for service for the future for residents who have barriers to using JCPL's physical services in its locations. The plan has

been drafted and recommendations reviewed by senior management and Public Services managers

Goal #2: Attract, develop & retain a highly skilled, well qualified workforce.

The Trustees were asked to “save the date” (Columbus Day), for the 2017 All Staff Conference which promises to be the biggest and best ever. The Library expects 350 employees to benefit from a full day of training, recognition and wellness at the Lakewood Cultural center. A cross functional project team was assembled in Q1, and they are working on agenda development. The pilot leadership program was a huge success last year with 84% of the participants graduating in February and the remaining 16% rolling over into the 2017 program which begins in May. JCPL has 12 new participants in 2017 and hope to garner a few more before classes start. One strategic initiative that was delayed in 2016 to focus on this year is wellness. This is a hugely popular topic with close to 200 employees responding to a system wide survey and wellness leaders stepping up at every location. The Library is creating exciting programs for launch later this year. JCPL is also working in close partnership with the Jefferson Center for Mental Health to wrap additional mental health wellness opportunities around our workforce, focusing particularly on those employees who do not have access to County benefits, which is around 50% of the Library’s workforce.

The Library made the decision to upgrade the current ticketing system to the more robust Information Technology Infrastructure Library (ITIL) version and that process has begun. The Records Management and Intranet projects have been combined into one and JCPL has received six proposals in response to the RFP. Staff is in the process of selecting from a screened list of four with interviews to be scheduled over the next two weeks.

Ends Statement #2: All Jefferson County residents have safe, convenient and inviting places to go to access information and resources and participate in community life.

Goal: Maintain and improve buildings, grounds, facilities and IT systems.

The Columbine Library Remodel is progressing with permitting and approvals in process, construction underway and the storefront leased space is open. To meet the goal to expand services in underserved areas, JCPL is planning a new library space in Edgewater. The community meetings, schematic design, Owner’s Representative selection and the Intergovernmental Agreement were all accomplished in the 1st quarter of 2017. To meet the goal to improve critical IT systems, network upgrades were completed at Wheat Ridge, Edgewater and Arvada. Four switches were replaced in the Shoretel phone system, the voice mail server was replace, 42 virtual servers were upgraded and monitors were replaced in Wheat Ridge, Belmar and Lakewood. Through the efforts of IT staff, the Library received \$186,940 in funding from eRate for the network project.

Ends Statement #3: Jefferson County will thrive as the library understands and supports community aspirations with the goal of advancing positive community outcomes.

Goal: Promote a culture of reading and support early literacy.

At JCPL, we will advance shared community outcomes by promoting a culture of reading & support early literacy. JCPL's strategic initiative to promote a culture of reading is Summer Reading. All programs are planned, the new events magazine printed, the new community component is ready which includes outreach to the Foothills Animal shelter, and an expanded school contest is in place. Two of the Library's strategic initiatives to support early literacy are 1000 Books Before Kindergarten (1000BBK) and Learning Ally. For 1000BBK staff is making improvements based on an evaluation of the pilot relating to feedback from staff and patrons to prepare for the launch to all locations in September with Raise a Reader. JCPL is collaborating with the R1 Schools Foundation to align JCPL's efforts for maximum impact. Learning Ally is software to support students with different learning abilities with access to better tools for success and training for their parents on how to use this tool. Stakeholder interviews began in Q1.

In response to a question, the Board was advised that the 1000BBK program is based on the number of books in the home and the number of minutes read (a book a day before the child goes to kindergarten). Additionally, a subset of the American Pediatric Association recommends reading aloud to children starting at birth.

Ends Statement #4: All Jefferson County residents receive maximum return on their shared investment in library services.

Goal: Improve the effectiveness & efficiency of library services

Part of the Library's long range planning includes an organizational analysis, 5-year plan and 10-year forecast. JCPL is a dynamic entity, evolving and expanding to meet the new and changing needs of our communities. In 2017 the Library is planning to bring an HR Consultant onboard to analyze JCPL's organizational structure and assess staffing needs. The Library expects to have detailed information on this initiative for the Board in May. An important part of ensuring that JCPL fulfills the promises made to the communities is to include continuous financial planning. JCPL is updating financial data including trend analysis and anticipated capital projects in the 5 year plan. The preliminary budget along with the 5 year capital plan will be presented to the Board in June. The Library is assessing community needs and interests through the information received from the market analysis. The final report to the Combined Management Team was completed as well as a Public Services Leadership retreat for further training on this industry tool and to investigate the findings. The report to the Board on key metrics and findings will be presented at the May study session.

BOARD SCHEDULE – NEXT MEETINGS

- May 11 – Study Session – 5:30 pm – Administration Conference Room
- May 18 – Board Meeting – 5:30 pm – Belmar Library Meeting Room
- June 8 – BCC & Library Board Quarterly Meeting – 11:30am-12:30pm – 5th Floor Conference Room
- June 8 – Study Session – 5:30 pm – Administration Conference Room
- June 15 – Board Meeting – 5:30 pm – Evergreen Library Meeting Room
- July 13 – Study Session – 5:30 pm – Administration Conference Room
- July 20 – Board Meeting – 5:30 pm – Golden Library Meeting Room

ANNOUNCEMENTS/GENERAL INFORMATION SHARING

ADJOURNMENT

The Board meeting was adjourned at 7:22 p.m.

Kim Johnson, Secretary

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 – May, 2017

This past month was a quiet one in terms of meetings. I took some vacation time so I was not in attendance at some of the monthly meetings.

The budget preparation and discussions have been the main focus for SMT and CMT. Proposed budgets for all business units have been prepared and business cases have been drafted for new expenditures and projects. Now the individual departmental discussions are beginning.

Here are the meetings that I attended;

- The Elected Officials Personnel Board meeting where the new County Manager, Donald Davis, was in attendance.
- An all-day CYLC strategic planning day
- The monthly meeting with Julia and Chic

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

Budget & Finance Department

memorandum

to: Pam Nissler, Executive Director
from: Richard Sosa, Director of Finance & Budget
re: Financial Report
date: April 18, 2017

A. Financial Report

Introduction

The year-to-date financial report through April 25, 2017, is presented in this narrative and in Tables 1-5 attached. The report improves tracking by showing the percent remaining budget-to-actual compared to percent-of-the-year remaining on Tables 1-5. Table 2 tracks the Fund Balance on a monthly basis and highlights the fund balance “floor” and “ceiling” as defined in the Fund Balance Policy. Monthly variations in our Fund Balance are primarily related to the timing of expected revenues and expenses and will be explained in the monthly summary section below.

Summary Section

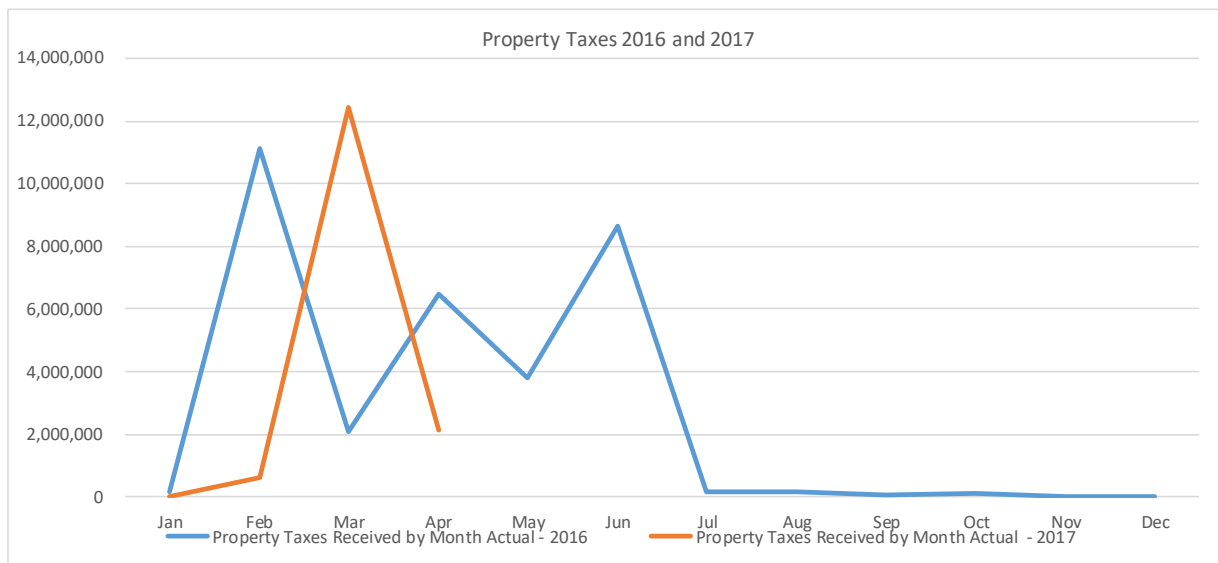
- Year-to-date through April 25 the Library is on track with the 2017 budget. Year-to-date revenues total \$15,592,345 that are primarily from Property Taxes, mostly collected back in March. Year-to-date operating expenses of \$9,375,854 are tracking within budget, with 67% of budgeted amounts remaining. Year-to-date there are no debt structure payments and the Library has incurred \$460,209 in capital projects expenses. Total revenues exceed total expenses by \$5,756,282, resulting in a temporary increase in the Fund Balance. Expenses will match budgeted revenues as operating expenses occur through the year along with capital project expenses and debt service payments in December. The *Property Taxes Received 2016 and 2017* chart below is a comparative between 2016 and 2017 and confirms that most of the property tax revenue collected for the Library occurs by July. We project the revenue collection amounts will be generally similar to 2016.

Financial Highlights

- \$2,124,771 in property taxes was collected in April for a year-to-date total of \$15,193,582 so revenues continue to temporarily exceed expenses by \$5,756,282 at this point in the year.
- Year-to-date expenses are tracking within budgeted amounts and a payroll accrual entry of \$718,060 was made to account for the second pay period of April 28.
- Year-to-date expenses for capital projects total \$460,209 which include primarily Columbine remodel; RFID-Self Check implementation; and IT infrastructure and

computer replacement.

- The net increase to Fund Balance is \$5,756,282, primarily due to the early receipt of property tax revenue. Both revenues and expenses are anticipated to track to budget and year-end Fund Balance should be close to budget, approximately \$14.1 million.
- In April, \$770,542 in books and materials were purchased to equal a year-to-date total of \$2,301,014.
- Monthly changes to Fund Balance are interim data points and as long as revenues and expenses remain close to the budget, the projected ending budgeted Fund Balance of \$14,122,903 should hold. Due to the infusion of Property Tax revenue in the first quarter, the Library is \$11,850,362 above the minimum Fund Balance “floor” and \$2,384,822 over the maximum Fund Balance “ceiling”. These balances have shifted closer to projection by \$900,000 as of April 25. As expenses match revenues in the next quarter, this situation will equalize.
- Chart of Property Tax revenue by month:



Notes:

1. By April 2016, Property Taxes received totaled \$19,805,759
2. By April 2017, Property taxes received totaled \$15,193,582
3. Comparing the collection ratio from prior years and adjusting June and July projections after consulting with Treasury, most of the collection for 2017 property taxes should be posted before August, this pattern is consistent with prior years.
4. Data for the graph is in the table below.

FY 2016 - 2017 JCPL Fund 160
Property Taxes Received by Month

Month	Actual - 2016	Actual - 2017
Jan	143,639	0
Feb	11,131,991	644,758
Mar	2,067,687	12,424,053
Apr	6,462,442	2,124,771
May	3,790,464	
Jun	8,646,473	
Jul	156,535	
Aug	143,043	
Sep	56,943	
Oct	137,088	
Nov	5,868	
Dec	0	
<hr/>		
Property Tax Total	32,742,173	15,193,582

TABLE 1
JEFFERSON COUNTY PUBLIC LIBRARY
TOTAL FUND SUMMARY
2017 BUDGET TO ACUTAL
April 2017

Remaining Months
Percent Remaining in Year

8
67%

Sources and Uses of Funds	Final 2016 Budget	Preliminary 2016 Actual	Adopted 2017 Budget	YTD Actual 04/25/2017	Percent Remaining
Sources of Funds					
Revenues					
Taxes					
Property Tax (net of adjustments)	33,078,021	32,895,205	36,392,968	15,193,582	58%
Total Taxes	\$ 33,078,021	\$ 32,895,205	\$ 36,392,968	\$ 15,193,582	58%
Federal & State Grants	\$ 126,734	\$ 132,787	\$ 130,000	\$ 131,272	-1%
Fines & Fees	799,000	700,248	792,970	185,176	77%
Other Revenue	450,021	209,201	546,220	82,315	85%
Total Other Revenues	1,375,755	1,042,236	1,469,190	398,763	73%
Sub Total Revenues	\$ 34,453,776	\$ 33,937,441	\$ 37,862,158	\$ 15,592,345	59%
Transfer from Fund Balance	\$ -	\$ -	\$ 1,436,716		100%
Transfer to Fund Balance	(2,057,647)	-	-	-	
Total Sources of Funds	\$ 32,396,129	\$ 33,937,441	\$ 39,298,874	\$ 15,592,345	60%
Uses of Funds					
Operating Expenditures					
Salaries & Employee Benefits					
Salaries	\$ 12,623,293	\$ 15,257,988	\$ 12,522,392	\$ 3,520,202	72%
Benefits	3,846,731	3,444,953	3,793,380	997,425	74%
Salary and Benefit Accrual				718,060	
Total Salaries & Benefits	\$ 16,470,024	\$ 18,702,942	\$ 16,315,772	\$ 5,235,687	68%
Library Books & Materials	\$ 5,854,776	\$ 5,816,450	\$ 8,205,413	\$ 2,301,014	72%
Supplies	1,035,874	1,035,874	1,247,585	225,207	82%
Operating Capital	60,000	60,000	40,000	-	100%
Other Services & Charges	3,255,354	3,255,354	4,008,650	1,062,753	73%
Internal Transactions /Cost Allocation	1,450,848	1,420,995	1,571,551	551,193	65%
Total Operating Expenditures	\$ 28,126,876	\$ 30,291,614	\$ 31,388,971	\$ 9,375,854	70%
Financing & Debt Service	\$ 1,584,388	\$ 1,554,199	\$ 1,548,403	\$ -	100%
Capital Development Fund	\$ 2,684,865	\$ 1,805,250	\$ 6,361,500	\$ 460,209	93%
Total Uses of Funds	\$ 32,396,129	\$ 33,651,063	\$ 39,298,874	\$ 9,836,063	75%
Net	\$ -	\$ 286,379	-	5,756,282	

TABLE 2A
JEFFERSON COUNTY PUBLIC LIBRARY
FUND BALANCE SUMMARY
2017 BUDGET TO ACTUAL
April 2017

Remaining Months
Percent Remaining in Year

8
67%

	Final 2016 Budget	Preliminary 2016 Actual	Adopted 2017 Budget	YTD Actual 04/25/2017	Percent Remaining
Beginning Fund Balance	\$ 13,108,503	\$ 13,108,502	\$ 15,559,619	\$ 15,559,619	
Revenues	32,933,778	32,457,454	36,197,327	\$ 14,908,657	59%
Capital Funding	1,519,998	1,479,988	1,664,831	683,688	59%
Total Revenues	34,453,776	33,937,441	37,862,158	15,592,345	59%
Expenditures					
Operating Expenditures	28,126,876	28,126,876	31,388,971	9,375,854	70%
Debt Service	1,584,388	1,554,199	1,548,403	-	100%
Capital Projects	2,684,865	1,805,250	6,361,500	460,209	93%
Total Expenditures	32,396,129	31,486,325	39,298,874	9,836,063	75%
Ending Fund Balance	\$ 15,166,150	\$ 15,559,619	\$ 14,122,903	\$ 21,315,901	-16%
Increase/(Decrease) in Fund Balance	\$ 2,057,647	\$ 2,451,117	\$ (1,436,716)	\$ 5,756,282	501%

Fund Balance Policy Calculation

	Final 2016 Budget	Preliminary 2016 Actual	Adopted 2017 Budget	YTD Actual 04/25/2017	
16% - Current Year Budgeted Revenues	\$ 5,512,604	\$ 5,429,991	\$ 6,057,945	\$ 6,057,945	
9% - Current Year Budgeted Revenues - Uncertainty	3,100,840	3,054,370	3,407,594	3,407,594	
Total Minimum F/B Reserve Requirements (FLOOR)	\$ 8,613,444	\$ 8,484,360	\$ 9,465,540	\$ 9,465,539	
50% of Current Year Budgeted Reserves	17,226,888	16,968,721	18,931,079	18,931,079	
Total Maximum F/B Reserve Requirements (CEILING)	\$ 17,226,888	\$ 16,968,721	\$ 18,931,079	\$ 18,931,079	
Above/(Below) Minimum (FLOOR)	\$ 6,552,706	\$ 6,946,175	\$ 4,657,363	\$ 11,850,362	
Above/(Below) Maximum (CEILING)	\$ (2,060,738)	\$ (1,667,269)	\$ (4,808,176)	\$ 2,384,822	

**TABLE 3
JEFFERSON COUNTY PUBLIC LIBRARY
OPERATING EXPENDITURES
2017 BUDGET TO ACTUAL
April 2017**

Remaining Months
Percent Remaining in Year

8
67%

Sources and Uses of Funds	Final 2016 Budget	Preliniminary 2016 Actual	Adopted 2017 Budget	YTD Actual 04/25/2017	Percent Remaining	Year-End Projected
Sources of Funds						
Revenues						
Taxes						
Property Taxes	\$ 32,257,736	\$ 31,268,775	\$ 35,331,413	\$ 14,509,376	59%	\$ 35,331,413
Delinquent Taxes	45,241	122,018	50,124	-	100%	50,124
Prior Year Cancellations	(116,244)	-	(76,556)	-	100%	(76,556)
Urban Renewal	(667,853)	-	(606,610)	-	100%	(606,610)
Penalties & Interest	39,143	24,424	29,766	518	98%	29,766
Total Taxes	\$ 31,558,023	\$ 31,415,217	\$ 34,728,137	\$ 14,509,894	58%	\$ 34,728,137
Federal & State Grants	\$ 126,734	\$ 132,787	\$ 130,000	\$ 131,272	-1%	131,272
Library Fines	650,000	585,214	639,500	148,746	77%	639,500
Charges for Services	149,000	115,034	153,470	36,430	76%	153,500
Investment Income	149,021	254,024	149,200	54,225	64%	149,200
Contributions from Private Sources	200,000	142,969	200,000	10,216	95%	200,000
Other Revenue	101,000	(187,792)	197,020	17,874	91%	197,000
Total Revenues	\$ 32,933,778	\$ 32,457,454	\$ 36,197,327	\$ 14,908,657		\$ 36,198,609
Uses of Funds						
Operating Expenditures						
Salaries & Employee Benefits						
Salaries	\$ 11,222,688	\$ 10,300,739	\$ 11,398,213	\$ 3,034,735	73%	10,995,913
Awards & Bonuses	\$ 83,796	\$ 48,519	\$ 100,000	\$ -	100%	40,000
Termination Pay	-	3,444,953	-	7,338	0%	28,000
Temporary Salaries	1,806,537	1,462,528	1,876,245	477,092	75%	1,809,245
Overtime	8,900	1,249	13,900	1,038	93%	9,000
Vacancy Savings	(498,628)	-	(865,966)	-	100%	(865,966)
Benefits	3,846,731	3,444,953	3,793,380	997,425	74%	3,758,138
Salary & Benefits Accrual				718,060		-
Total Salaries & Benefits	\$ 16,470,024	\$ 18,702,942	\$ 16,315,772	\$ 5,235,687	68%	\$ 15,774,330
Library Books & Materials	\$ 4,822,476	\$ 4,584,052	\$ 6,900,603	\$ 1,389,456	80%	6,900,600
Library Computer Materials	901,650	1,115,396	1,173,430	782,316	33%	1,173,400
Library Periodicals	130,650	117,002	131,380	129,242	2%	131,400
Sub-Total Library Collections	5,854,776	5,816,450	8,205,413	2,301,014	72%	8,205,400
Supplies	1,035,874	1,035,874	1,247,585	225,207	82%	1,247,600
Other Services & Charges	3,255,354	3,255,354	4,008,650	1,062,753	73%	4,008,600
Operating Capital	60,000	60,000	40,000	-	100%	40,000
Direct Internal Charges	127,061	97,208	150,688	30,144	80%	150,700
Indirect Cost Allocation	696,338	696,338	758,653	252,884	67%	758,600
Intra County Transactions	627,449	627,449	662,210	268,165	60%	662,100
Total Operating Expenditures	\$ 28,126,876	\$ 28,126,876	\$ 31,388,971	\$ 9,375,854	70%	\$ 30,847,330
Transfer to Capital	\$ 1,164,867	\$ 1,805,250	\$ 4,696,669			
Total Uses of Funds	\$ 29,291,743	\$ 29,932,126	\$ 36,085,640	\$ 9,375,854	74%	\$ 30,847,330

**TABLE 4
JEFFERSON COUNTY PUBLIC LIBRARY
DEBT SERVICE DETAIL
2017 BUDGET TO ACTUAL
April 2017**

Remaining Months
Percent Remaining in Year

**8
67%**

Sources and Uses of Funds	Final 2016 Budget	Preliminary 2016 Actual	Adopted 2017 Budget	YTD Actual 04/25/2017	Percent Remaining
Debt Service					
Total Debt Service	\$ 1,584,388	\$ 1,554,199	\$ 1,548,403	\$ -	100%

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

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

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

TABLE 5
JEFFERSON COUNTY PUBLIC LIBRARY
CAPITAL IMPROVEMENT PROJECTS
2017 BUDGET TO ACTUAL
April 2017

Remaining Months
 Percent Remaining in Year

8
 66.7%

Sources and Uses of Funds	Final 2016 Budget	Preliminary 2016 Actual	Adopted 2017 Budget	YTD Actual 04/25/2017	Percent Remaining	Year-End Projected
Sources of Funds						
Property Tax - Capital - 4.5%	\$ 1,519,998	\$ 1,479,988	\$ 1,664,831	\$ 683,688	58.9%	\$ 1,664,831
Total Property Tax	\$ 1,519,998		\$ 1,664,831	\$ 683,688	58.9%	\$ 1,664,831
Transfer from Operating	\$1,164,867	\$1,805,250	\$4,696,669		100.0%	\$4,696,669
Total Sources of Funds	\$ 2,684,865	\$ 1,805,250	\$ 6,361,500	\$ 683,688	89.3%	\$ 6,361,500
Uses of Funds						
Annual Replacement & Maintenance Program (ARM)						
ARM-01 Capital Maintenance	\$ 160,000	\$ 160,419	\$ 250,000	\$ 8,403	96.6%	\$ 250,000
ARM-02 Furniture & Equipment	64,550	58,930	56,000	-	100.0%	56,000
ARM-03 Computer Replacement Plan	250,000	218,476	250,000	16,949	93.2%	250,000
ARM-04 Book Sorter Sinking Fund	200,000	-	200,000	-	100.0%	200,000
ARM-05 IT Infrastructure Replacement	369,000	316,658	462,000	149,568	67.6%	462,000
2016 Projects						
16-01 Lakewood Parking Lot	\$ 288,975	\$ 274,922	\$ -	-	-	\$ -
16-02 LSC Parking Lot	69,000	67,699	-	-	-	-
16-03 Evergreen AHU Rebuild	140,000	54,204	-	19,579	-	-
16-04 Wheat Ridge HVAC Replacement	48,000	-	-	-	-	-
16-05 Standley Lake Boiler Replacement	62,800	62,781	-	-	-	-
16-06 Admin Space Plan/Reconfiguration	10,000	8,031	-	-	-	-
16-07 Belmar Carpet Repair	6,000	5,939	-	-	-	-
16-08 Columbine Tree & Sidewalk Replace	25,000	27,807	-	-	-	-
16-09 Implement Wireless Upgrade	35,000	8,221	-	-	-	-
16-10 Records Management Software	-	-	50,000	-	100.0%	50,000
16-11 Increase Wireless Access Points	60,000	16,614	-	-	-	-
16-12 IT Software Projects	71,000	26,499	-	11,809	-	-
16-13 III Database Server	56,000	92,780	-	5,560	-	-
16-14 High Availability Internet Redundancy	38,000	-	-	-	-	-
16-15 Replace DVD/Disk Washer	8,000	7,990	8,000	-	100.0%	8,000
16-16 Columbine Remodel	385,800	98,936	4,250,000	202,468	95.2%	4,250,000
16-17 South County - Phase 1 Planning	-	-	-	-	-	-
16-18 IT Erate Data Cabeling	-	26,344	-	-	-	-
2017 Projects						
17-01 Evergreen HVAC Rebuild	\$ -	-	\$ 135,000	-	100.0%	\$ 135,000
17-02 Entry Door Replacement	-	-	36,800	-	100.0%	36,800
17-03 Virtual Servers upgrades	-	-	91,000	-	100.0%	91,000
17-04 Encore Server	-	-	37,000	-	100.0%	37,000
17-05 Implement RFID/Self Check	337,740	272,000	250,000	40,125	84.0%	250,000
17-06 Belmar Remodel	-	-	-	-	-	-
17-07 Edgewater Library	-	-	80,000	-	100.0%	80,000
17-08 Large Format Printer	-	-	10,000	4,477	55.2%	10,000
17-09 JCPL Mobile Experience	-	-	15,700	-	100.0%	15,700
17-10 Mobility Solution	-	-	25,000	1,270	94.9%	25,000
17-11 Long-Range Facility Master Plan	-	-	75,000	-	100.0%	75,000
17-12 Current Year Facility Expansion	-	-	80,000	-	100.0%	80,000
Total Capital Projects	\$ 2,684,865	\$ 1,805,250	\$ 6,361,500	\$ 460,209	92.8%	\$ 6,361,500
Book Sorter Sinking Fund Reserve						
Beginning Balance	\$ -	-	\$ 200,000	-	100.0%	\$ 200,000
Source	200,000	-	200,000	-	100.0%	200,000
Use	-	-	-	-	-	0
Balance	\$ 200,000		\$ 400,000	\$ -	100.0%	\$ 400,000

Operational Updates

Public Services

memorandum



TO: Pam Nissler
FROM: Steve Chestnut
DATE: May 9, 2017
RE: Columbine Library Remodel Project - Humphries Poli Design Fees

At the April Study Session I advised the Board of Trustees that we had to modify the drive up at Columbine Library to address Jeffco Planning and Zoning concerns that would have caused them to recommend denial of our permit for the Columbine remodel. As a result of the required project site revisions, additional design fees were incurred. This information was also provided to the Board in the status report from NV5 at the April Board meeting. Humphries Poli provided a change order for increased fees totaling \$19,195. This includes costs for multiple meetings with planning and zoning, near complete revision of the civil design and associated plans, and coordination of revised drawings into the architectural set. I am recommending that the Library Board of Trustees authorize you to approve the disbursement of \$19,175 from our budgeted contingency to cover the cost of the additional services needed to accommodate the re-design.

Operational Updates

Employee Relations & Development

memorandum



TO: Pam Nissler
FROM: Sandie Coutts
DATE: May 9, 2017
RE: Organizational Analysis – Contract Authorization

At the April 20, Board Meeting the Board was updated on one of the Library's strategic initiatives to improve the effectiveness and efficiency of library services through long range planning. The Organizational Analysis is an important part of the Library's long range plan.

At the May Study Session the Board of Trustees was advised about the Library's RFP process, evaluation and selection for the organizational analysis consultant. It is the recommendation of the team working on the Organizational Analysis project that the Library Board of Trustees authorizes you to enter into a contract with Government Performance Solutions Inc. in the amount of \$82,500.

Consent Agenda

2018 Governance Budget

administration

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

jeffcolibrary.org



TO: LIBRARY BOARD OF TRUSTEES
FROM: JULIA HILL-NICHOLS, CHAIR
DATE: April 20, 2017
RE: **PROPOSED 2018** GOVERNANCE BUDGET - POLICY 4.8.2

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	2018 Proposed 04-20-17
426000 - Supplies	426100	General Supplies	100
	426137	Office Supplies	100
	426183	Recognition/Appreciation	300
	426390	Food Supplies	50
433090- Professional Services	433090	Professional Services	1000
435600 – Dues, Meetings, Training	435625	Food/Beverages	5000
	435630	Professional Dues	750
	435635	Business Meals	1000
	435640	Training and Education	4000
	435660	Conferences and Trade Shows	2400
435800 – Travel	435850	Mileage	1500
	435860	County Travel	12800
		TOTAL	\$29,000

State Conference: 7 @\$350.00 – CAL, Oct. 12-14, = \$2,450; National Conference(s): 5 @\$2560.00 (PLA, Philadelphia, PA, March 20-24; NLLD, Washington DC, Spring 2018; ALA Midwinter, Denver, February 9-13, ALA Annual Conference, New Orleans, LA, June 21-26 = \$12,800)

Membership Dues: ALA Trustee Annual Membership \$62 each; CAL Trustee Membership \$45 each.

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