

# BOARD MEETING

## JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

September 21, 2017



## **APPROVAL OF AGENDA**

# JOINT BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

Jefferson County Library Foundation Board

ITEM# / ACTION	<b>Thursday, September 21, 2017 – JOINT MEETING -BELMAR LIBRARY MEETING ROOM – 4:45PM to 5:30PM</b>
1. Action	<b>Call to order – Julia Hill-Nichols</b>
2.	<b>Pledge of Allegiance</b>
3.	<b>Welcome and Introductions – Julia Hill-Nichols, Chair, Library Board of Trustees</b>
4. Library	<b>Brand Presentation Naming Program Overview</b>
4. Foundation	<b>Highlights From 2016/2017 – Jo Schantz</b>
6.	<b>Closing remarks</b>
8. Action	<b>Adjourn Joint Meeting</b>

# BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

ITEM# / ACTION	Thursday, September 21, 2017 – BELMAR LIBRARY MEETING ROOM
1.	<b>Call to order &amp; attendance (4.5.8)</b>
2.	<b>Pledge of Allegiance</b>
3. Action	<b>Approve Agenda</b> <b>Call for motion and second</b>
4. Action	<b>Approval of Minutes</b> <b>Call for motion and second</b> <ul style="list-style-type: none"> <li>• August 10, 2017 Study Session Minutes</li> <li>• August 17, 2017 Board Meeting Minutes</li> </ul>
5.	<b>Public Comment</b>
6. Information	<ul style="list-style-type: none"> <li>• Foundation Report – Jo Schantz</li> </ul>
7. Operational Updates Action as Needed	<ul style="list-style-type: none"> <li>• <b>Executive Director Update</b></li> <li>• <b>Finance Department</b> – Gloria Overholt, Interim Director of Budget &amp; Finance <ul style="list-style-type: none"> <li>▪ Financial Reports</li> <li>▪ Columbine Remodel Budget</li> <li>▪ Edgewater Budget</li> <li>▪ <u>A. Action Item:</u> Authorize the transfer of \$80,000 from capital project 17-12 Current Year Facility Expansion to capital project 17-07 Edgewater Project.</li> </ul> </li> <li>• <b>Public Services Department</b> <ul style="list-style-type: none"> <li>▪ Columbine Library Remodel – Dan Killian, NV5</li> <li>▪ <u>B. Action Item:</u> NV5 Amendment</li> <li>▪ Edgewater Library Update – Paul Wember, President, Wember, Inc.</li> <li>▪ <u>C. Action Item:</u> Midwest Tape Contract</li> <li>▪ <u>D. Action Item:</u> Library-2-You Van</li> </ul> </li> <li>• <b>Facilities Department</b> <ul style="list-style-type: none"> <li>▪ <u>E. Action Item:</u> Facility Master Plan Contract</li> <li>▪ <u>F. Action Item:</u> LED Exterior Lighting Contract</li> </ul> </li> <li>• <b>Communications Department</b> <ul style="list-style-type: none"> <li>▪ <u>G. Action Item:</u> Naming Agreement, Hill-Nichols</li> <li>▪ <u>H. Action Item:</u> Naming Agreement, Buell</li> </ul> </li> </ul>

# BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

8. Action as Needed	<b>Consent Agenda (4.3.4)</b> <ul style="list-style-type: none"><li>No items</li></ul>
9. Emerging Issues Action as Needed	
10. Action as Needed	<b>Ends</b> <ul style="list-style-type: none"><li>No items</li></ul>
11. Action as Needed	<b>Governing Policies: Management Limitations (Monitoring Reports)</b> <ul style="list-style-type: none"><li>No items</li></ul>
12. Suggest Agenda Items	<b>BOARD SCHEDULE – NEXT MEETINGS</b> <ul style="list-style-type: none"><li>September 28 – BCC &amp; Library Board – 9:30-10:30 – BCC Board Room</li><li>October 12 – Study Session – 5:30 pm – Administration Conference Room</li><li>October 19 – Board Meeting – 5:30 pm – Columbine Library Meeting Room</li><li>November 9 – Study Session – 5:30 pm – Administration Conference Room</li><li>November 16 – Board Meeting – 5:30 pm – Lakewood Library Meeting Room</li><li>December 14 – Board Meeting – 5:30 pm – Lakewood Library Meeting Room</li></ul>
13. Discussion	<b>Board Questions or Comments Related to Items on the Meeting Agenda</b>
14. Discussion	<b>Evaluate Board Meeting (4.1.9)</b>
15. Information	<b>Announcements/General Information Sharing</b> <ul style="list-style-type: none"><li>Report of the Chair – Correspondence, Other</li><li>Other Announcements</li></ul>
16. Adjournment	

## **APPROVAL OF MINUTES**

**Jefferson County Public Library Board of Trustees**  
**Study Session**  
**August 10, 2017 – 5:30 p.m.**  
**Administration Conference Room**

**TOPICS:**

- Columbine Library Remodel Project – Furniture, Fabrics, Finishes Presentation
- Intranet Vendor Information

**Call to Order**

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

**Other Trustees present:** Kim Johnson (Secretary) and John Bodnar

**Trustees not present:** Brian DeLaet, Charles Naumer and Deborah Deal

**Staff present:** Pam Nissler, Executive Director; Donna Walker, Director of Public Services; Rebecca Winning, Director of Communications; Gloria Overholt, Interim Director of Budget & Finance; Steve Chestnut, Director of Facilities & Construction Projects; Julianne Rist, Director of Public Services; Danny Lagage, Operations Manager - Information Technology; and Amber Fisher, Executive Assistant, Office of the Executive Director.

**Columbine Library Remodel Project – Furniture, Fabrics, Finishes Presentation**

Julianne Rist, Director of Public Services and Barbara Yeutter-Roig, Columbine Library Manager, presented information and samples of the furniture, fabrics and finishes for the Columbine Library remodel. In response to questions, the Board was advised that:

- All materials (fabrics, finishes and furniture) were selected for their ease of cleaning and durability.
- The Library will keep the Board updated on the schedule. The tentative schedule for the grand opening is October 21.
- There is a dusty boots tour scheduled for August 17, 3:30-4:30.

**Intranet Vendor Information**

Danny Lagage, IT Operations Manager presented information on the Intranet Project. JCPL has a strategic goal of implementing a new comprehensive Intranet. This project is scheduled to be completed 4<sup>th</sup> quarter of 2017, with additional training and knowledge

of use to be completed in the first quarter of 2018. The intranet will give employees access to documentation, announcements, and training materials. A modern intranet will enable JCPL staff to share information across the organization; it will be easier to set up and share appointments and information, while giving employees the ability to collaborate and communicate more efficiently. These benefits will ultimately allow staff to better serve the patrons of JCPL. The Intranet will work in conjunction with the Document Management System, which is scheduled to be deployed in 2018.

The Library received six responses to the RFP with bids ranging from \$127,000 to \$405,000. The original project also included a Document Management System; however, due to budget, focus and prioritization, senior management made the decision to complete the Intranet project in 2017 and then focus on the DMS in 2018. Of the six vendors, three were interviewed for Intranet only services and pricing. The bids came back ranging from \$60,000 - \$90,000. The budgeted amount is \$79,000.

Based on the interviews, references and cost associated with each solution, the Intranet Project Team is recommending that the Library move forward with final negotiations with Bross to develop a contract with a timeline for completion by the end of 2017. JCPL is also looking at maintenance and support in addition to purchase, installation and software. The Library anticipates bringing the contract authorization request to the Board at the August board meeting.

## **ANNOUNCEMENTS AND INFORMATION SHARING**

The Library budget presentation to the Board of County Commissioners (BCC) is Monday, August 14, 9:00-10:00 am. (Julia, Kim & Charles). Gloria, Pam, Donna.

In response to a question, the Board was advised that the Library anticipates the BCC appointments to the Library Board will take place in September.

The Trustees were advised that a photographer will be present at the August 17, Library Board meeting to take candid pictures of the Board at work and this activity will not interfere with the meeting.

The Chair advised the Trustees that due to challenges with accommodating the length of time to attend Foundation Board meetings and Library Board meetings, she can no longer serve as the representative to the Foundation Board. Foundation Board meetings are held once per month just prior to the Library Board meetings. The Chair asked the Trustees to give some thought to appointing a new representative and further discussion can be held at the Board meeting next week.



## **ADJOURNMENT**

The study session was adjourned at 6:13 p.m.

Kim Johnson, Secretary

**Minutes of the Meeting of the**  
**JEFFERSON COUNTY PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
August 17, 2017

**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 17, 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: Dan Killian, Senior Project Manager, NV5; Paul Wember, President, Wember, Inc.

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

**APPROVAL OF AGENDA**

**MOTION:** Charles Naumer moved that the Trustees approve the agenda as amended to include the Evergreen Library hillside erosion mitigation contract and under emerging issues. Seconded by Brian DeLaet the motion passed by unanimous vote of all Trustees present.

**MOTION:** Charles Naumer moved that the Trustees approve the agenda as amended to include the appointment of a Trustee Liaison to the Foundation Board under emerging issues. Seconded by John Bodnar the motion passed by unanimous vote of all Trustees present.

**MOTION:** Deborah Deal moved that the Trustees approve the agenda as amended. Seconded by Brian DeLaet the motion passed by unanimous vote of all Trustees present.

## **APPROVAL OF MINUTES**

**MOTION:** Brian DeLaet moved approval of the minutes of the July 20, 2017 Board meeting. Seconded by John Bodnar the minutes were approved by unanimous vote of all Trustees present.

## **PUBLIC COMMENT**

There was no public comment.

## **FOUNDATION REPORT**

Jo Schantz provided an update on the activities of the Foundation. The Foundation has hired a permanent office coordinator. Flyers for the Fall Whale Sale and the Newsletter were shared with the Trustees.

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

### **Executive Director Update**

Pam Nissler, Executive Director, provided an update to the Board. A report on the Jeffco Justice Center was included in the board packet. The Trustees were advised that they will be receiving invitations to the presentation of summer reading prize checks.

### **Budget and Finance Department**

Gloria Overholt, Interim Director of the Finance and Budget Department presented information on the activities of the Budget and Finance Department. Revenues are looking good; however, not all revenues from property taxes have been received. The Library will meet the vacancy factor and tables with the actual projection will be provided in the August financial report. The books and materials budget will be spent.

There was discussion regarding the 2016 planning budget for the Columbine Library remodel project, the carryover to 2017, the 2017 Columbine construction budget and current expenditures. In response to a request from Trustee Bodnar that moving forward the Library just has one budget, not a planning budget, construction budget, etc., the Executive Director advised the Board that the Library has a planning budget to determine what the construction costs will be for the project. Trustee Bodnar requested more detailed information and clarification of the Columbine Library remodel project budget and multi-year budgeting process including what was approved, when it was approved and how much was approved. The Library will prepare the information and provide it to the Board.

There was discussion on what happens to the project funds that are not spent, including options on what can be done with those funds. Examples noted were:

- The financials are showing that there will be \$42,187 unencumbered for the Edgewater project at the end of 2017. Will those funds automatically be added to next year's (2018) budget?

- If there are leftover funds from the Columbine Remodel project can the Board classify those funds back into the sorter fund.

Gloria Overholt advised the Board that there are options regarding leftover project funds including adding to the fund balance and submitting budget amendments for those funds to be used elsewhere. The use and options for leftover project funds will be included in the project budgeting information that will be prepared and provided to the Board.

There was discussion on the fund balance and the maximum fund balance level according to the Board's policy. Trustee Naumer asked if the Library is comfortable that the fund balance will be under the maximum level. Gloria Overholt advised the Board that it is too early in the year to comfortably state what the ending fund balance will be and that the Library will have a better idea in September.

## **Public Services**

### **Columbine Library Remodel Project Update**

Dan Killian, Senior Project Manager, NV5, provided an update on the Columbine project. The exterior is almost finished with landscaping taking place next week. On the interior, all the dry wall is completed with the first primer coat. Painting and flooring are scheduled for next week as well. Work on the wood windows will begin in the next week or two. The second metal screen wall for the top of the mechanical enclosure is underway. Upcoming key decisions include coordinating the next steps for sorter and A/V installation. The project budget remains on track. In response to questions, the Board was advised that:

- NV5 believes that the dry rot situation with the wood windows is well in hand.
- A structural engineer was consulted regarding the steel supports on top of the trash enclosure. Some testing was done to see how that wall was built and if it would hold for wind, etc. The design was modified to limit the impact on exterior space. The metal screen panel is designed so no one has to see the mechanical unit.

### **Edgewater Library Project**

Paul Wember, President, Wember Inc., provided an update to the Board. Community meetings are tentatively schedule for the end of next month. The intent is to receive questions, get feedback and see what the community wants. That information is used to develop something more architectural and then take that back to the community. The community responses will be shared with the Board. The kick off meeting with the architect took place last week. There is a better understanding of what the main building will look like with a very high-level look at conceptual spaces. The architect for the city, NV5, and Wember, Inc. are negotiating the move-in schedule. The process is complex as it includes the various city departments including the police department. In response to a question, the Board was advised that Construction Manager at Risk (CMaR) is a form of construction

delivery based on fees and qualifications. Paul Wember noted that he would share a glossary of terms with the Board.

In response to a question, the Board was advised that a breakdown of major categories for the Edgewater Library Project budget would be provided.

### **Information Technology Department**

Pat Klein, Director of Information Technology provided information on the activities of the IT department. The Board was advised that since the August Study Session, two meetings were held with the vendor to further negotiate the terms of the contract. The Library reviewed the original list of services included in the \$220,000 contract and negotiated for the essential services and yearly maintenance. In response to questions, the Board was advised that:

- The technical services include training, the development of new pages and new functions within the intranet.
- The support hours will last a year and the hours that are not used will roll over to the next year.
- The project will utilize virtual servers.

**MOTION:** John Bodnar moved that the Library Board of Trustees authorize the Executive Director to enter into a contract with Bross Group for software, discovery, installation, configuration and 3 years of maintenance services related to the Intranet Project in the amount not to exceed \$168,050. Seconded by Kim Johnson the motion passed by unanimous vote of all Trustees present.

### **CONSENT AGENDA**

#### Recommendation of the Bylaws Committee

Charles Naumer advised the Board that the bylaws committee looked at the process for electing officers, reviewed other bylaws and consulted with Amber Fisher. The committee determined that the Library Board Bylaws and the current nominating committee process are structured and in line. The recommendation of the Bylaws Committee is that there are no changes to the Bylaws. It was noted that it is incumbent on the Board to be aware of any Trustees who wish to serve as an officer.

**CONSENSUS:** The Library Board of Trustees accepted the recommendation of the Bylaws Committee that there are no changes to the Bylaws.

### **EMERGING ISSUES**

#### Evergreen Hillside Mitigation Contract

Steve Chestnut, Director of Facilities and Construction Projects and Kurt Jungwirth, Facilities Operations Manager presented information on the Evergreen Library hillside

project. Last year the Board was advised that the Library contracted for a geotechnical firm to confirm surface movement of the hillside and what needed to be done to prevent further degradation of those soils. The result of that study/evaluation determined that the soil movement was surface and there was no danger of a major slide occurring. The study also recommended some measures to mitigate the erosion and surface water issues that are causing problems inside the building. Those recommendations were built into a civil design which includes a concrete spillway and clean out. That design was engineered by Martin/Martin Engineering. The Library issued an RFP and had one response from Environmental Logistics. In response to questions, the Board was advised that:

- The project involves installing a panel to help large swells of water and sediment to move away from the building.
- The project does not involve work on the actual hillside.
- The sediments that accumulate will be manually cleaned out on an annual basis.
- The Library will not receive any financial assistance from the County or the Sheriff's Department as it involves the Library's property.

**MOTION:** Kim Johnson moved that the Library Board of Trustees authorize the Executive Director to enter into a contract with Environmental Logistics for services related to mitigating erosion of the hillside at the Evergreen Library in the amount of \$70,745.50. Seconded by Deborah Deal the motion passed by unanimous vote of all Trustees present.

#### Trustee Liaison to the Foundation Board

The Chair advised the Board that both Deborah Deal and Kim Johnson stepped forward to serve as the liaison to the Foundation Board. The Chair recommended that Deborah Deal step in and complete her one-year term and that at the end of the term the Board revisit the appointment of a liaison to the Foundation Board. The Chair expressed appreciation to Trustees Deal and Johnson for so graciously stepping forward.

**MOTION:** Charles Naumer moved that the Library Board of Trustees accept the Chair's recommendation and appoint Deborah Deal as Liaison to the Foundation Board. Seconded by John Bodnar, the motion passed by unanimous vote of all Trustees present.

### **GOVERNING POLICIES: MANAGEMENT LIMITATIONS (Monitoring Reports)**

#### **Policy 2.1: Treatment of Patrons**

**MOTION:** Brian DeLaet moved that the Library Board of Trustees accept the Library Director's interpretation of Policy 2.1: Treatment of Patrons as presented. Seconded by Deborah Deal the motion passed by unanimous vote of all Trustees present.

**Policy 2.5: Financial Planning, Budgeting**

MOTION: Deborah Deal moved that the Library Board of Trustees accept the Library Director's interpretation of Policy 2.5: Financial Planning, Budgeting as amended to reference the entire Fund Balance Policy instead of specific sections. Seconded by Charles Naumer the motion passed by unanimous vote of all Trustees present.

**Policy 2.6: Compensation and Benefits**

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

**Policy 2.7: Executive Director Succession**

MOTION: John Bodnar 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 Kim Johnson the motion passed by unanimous vote of all Trustees present.

**Policy 2.8: Board Awareness and Support**

MOTION: Charles Naumer 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 Kim Johnson the motion passed by unanimous vote of all Trustees present.

**Policy 2.9: Materials Selection**

MOTION: Kim Johnson moved that the Library Board of Trustees accept the Library Director's interpretation of Policy 2.9: Materials Selection as presented. Seconded by Brian DeLaet the motion passed by unanimous vote of all Trustees present.

**BOARD SCHEDULE – NEXT MEETINGS**

- September 14 – Study Session – 5:30 pm – Administration Conference Room
- September 21 – Joint Board Meeting – Library & Foundation Boards – 4:45-5:30 pm – Belmar Library Meeting Room
- September 21 - Board Meeting – 5:30 pm – Belmar Library Meeting Room
- September 28 – Board & BCC Quarterly Meeting – 9:30-10:30 am – 5<sup>th</sup> Floor Conference Room
- October 12 – Study Session – 5:30 pm – Administration Conference Room
- October 19 – Board Meeting – 5:30 pm – Columbine Library Meeting Room

**ANNOUNCEMENTS/GENERAL INFORMATION SHARING**

The Executive Director noted that the budget presentation meeting with the Board of County Commissioners went very well. Trustee Naumer noted that there was acknowledgement and appreciation that the Library's mill levy was under the maximum.

**ADJOURNMENT**

The Board meeting was adjourned at 6:50 p.m.

Kim Johnson, Secretary



## FOUNDATION

**JEFFERSON COUNTY LIBRARY FOUNDATION**  
**EXECUTIVE DIRECTOR REPORT**  
**SEPTEMBER 2017 (AUGUST 18 – SEPTEMBER 23)**  
**By Jo Schantz**

**1) Executive Director's notes**

I want to bring you up to speed on the progress made by our Stakeholder committees. As you know, we've been reviewing our Foundation's organizational structure during the past six months, and in reviewing the reports made by the four Stakeholder committees (Finance, Used Book Sales, Fundraising and Volunteerism), our Executive Committee is making its recommendation to the full Board of Directors at the September meeting and will call for a vote at that time.

**2) Staffing news**

I'm pleased to inform the Board and Trustees that I have hired long-time volunteer Kirstin Kraig as our event planner for the fall Whale of a Used Book Sale. Kirstin will be with us on a part-time, contract basis through October 31. Welcome, Kirstin!

**3) Upcoming events**

**a) Friends Membership Drive – September, at Raise A Reader events**

We did not host a membership drive, as planned, due to a lack of volunteers who could staff this activity for us.

**b) Restaurant Month – fundraising events held at various Jeffco restaurants to benefit JCLF**

✓ **Modern Market**

14630 W Colfax Ave #130, Lakewood – **Tuesday, September 12** (5:00 to 8:00 p.m.)

- JCLF will receive 50% back on meals and beverages purchased that day

✓ **240 Union Restaurant**

240 Union Blvd., Lakewood – **Tuesday, September 19** (all day)

- JCLF will receive 25% back on meals purchased that day (food only)

✓ **Rubio's Coastal Grill**

224 Union Blvd., Lakewood – **Saturday, September 23** (2:00 to 6:00 p.m.)

- JCLF will receive 20% back on meals purchased during that time (food only)

✓ **Jose O'Shea's**

385 Union Blvd., Lakewood – **Tuesday, September 26** (all day)

- JCLF will receive 20% back on all meals purchased that day (food only)

**c) Goldilocks and the Little Bear**

This annual fundraiser (benefiting JCLF and the Bailey Public Library) will be held on Thursday, October 26, at the Little Bear Inn in Evergreen.

**d) Fall Whale of a Used Book Sale – October 20-22 at the Jefferson County Fairgrounds! Friends-only Preview Night is Thursday, Oct. 19, 6 to 8 p.m.**

**e) Royal Tea with Royalty – a Foundation fundraiser at the elegant Briarwood Inn in Golden on Friday, Nov. 10, 3:30 to 5:30 p.m. Tickets are \$75 per person, which includes a four-course high tea with signature cocktail, plus a raffle and entertainment by 2014 Ms. Colorado Senior America Sharon Nuanes, who is a professional magician. Our "royal" guest list includes: 2017 Miss Wheelchair Colorado, Evergreen Rodeo Royalty, former Miss Hispanic Fraternidad Colorado, former Miss Colorado USA, and 2017 Ms. Colorado Senior America.**

**4) Meetings and networking**

I'm pleased to tell you that our summer Volunteer Appreciation picnic was a big success, and nearly two dozen guests and special volunteers attended this year's celebration. Also attending were two representatives from SCU Community

Foundation, one of our Friends Community Partner sponsors. Everyone enjoyed free pizzas (courtesy of Beau Jo's) and a beer sampling, courtesy of the Foundation's new next-door neighbors, New Image Brewing Co.

I provided a site visit and tour of the Foundation to Board member prospect, Ms. Chris Ames, on Thursday, August 24<sup>th</sup>, and have moved Chris's name forward for consideration by the Board Nominating Committee.

On Aug. 29<sup>th</sup>, I joined JCPL Trustee Deb Deal in a meeting with a new contact at MillerCoors, Ms. Taylor Rockwell, to discuss possible volunteer support from a group of women employees at MillerCoors (known as BREW) for the Girls in STEM program at the Golden Library. We also discussed BREW participation in the March 8, 2018, International Women's Day luncheon celebration, and other fundraising and involvement opportunities. That same day, I met with Cindy Jaye and Debby Ridgell from JCPL to learn more about results from the Library's recent "summit" meeting, and hear more about the STEM/STEAM programs and possible program expansion.

Our Royal Tea volunteer committee met on Tuesday, Sept. 5, to map out plans for the upcoming benefit. The committee consists of these volunteers: Kay Rowland, Laura Kepler and Charlene Harrington, and our Foundation staff. That afternoon, we traveled to the Briarwood Inn for a tour of the facility and a meeting with the head chef to discuss the menu, decorations and seating arrangements.

New Board member Sally Reed and I met for lunch on Sept. 6 for a brief Board member orientation. On Sept. 7, I was visited by Rachelle Naishtut (a new Friends member and major donor) who toured the Foundation. I also participated in the check presentation to Foothills Animal Shelter (a result of the 2017 Summer Reading challenge) on Friday, Sept. 8. Board President Tami Bandimere and I met with Library Senior Management Team on Monday, Sept. 11.

## 5) Communications and outreach

- The 2016 annual report has been finalized and 750 copies are now in print and ready for distribution.
- We mailed a thank-you letter and copies of our Summer 2017 newsletter, *Footnotes*, to all sponsors and donors listed in this print communique.
- The Foundation mailed out thank-you letters to all participants in the recent Stakeholder meetings.

## 6) Grants and Sponsorships

### Grants/sponsorships approved/received:

- Rose Community Foundation -- \$4,100 for 1,000 Books Before Kindergarten and \$4,000 for Raise A Reader (total of \$8,100)
- City of Golden -- \$1,510 for program supplies, Library For All at the Golden Library
- Temple Hoyne Buell Foundation -- \$16,600 for 1,000 Books Before Kindergarten and the Early Literacy Learning Environment at Columbine Library (we are also offering a naming opportunity at Columbine)

**TOTAL APPROVED/RECEIVED: \$26,210**

### Grant proposals pending:

- City of Wheat Ridge -- \$1,605 (for iPod touch/speakers, and 4 Magformers building kits)
- Community First Foundation -- \$25,000 (re: Early Childhood Development/literacy), general operating
- The Denver Foundation -- \$4,100 for 1,000 Books Before Kindergarten
- Verizon Foundation -- \$10,000 for the Girls in STEM program and STEMGirls competition at the Golden Library
- Ball Foundation -- \$18,720 for STEM/STEAM program supplies and equipment at Columbine Library

**TOTAL PENDING: \$59,425**

### Grant proposals upcoming:

- Melvin & Elaine Wolf Foundation – funding for 2018 Summer Reading and Early Literacy programs
- Foundation at Rolling Hills – TBD
- Golden Civic Foundation – funding for Golden Library programs

## **Operational Updates**

### **Executive Director Update**

administration

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

[jeffcolibrary.org](http://jeffcolibrary.org)



To: Library Board of Trustees  
From: Pam Nissler, Executive Director  
Re: Executive Director Update – September, 2017

This month I attended two of the Columbine Library weekly construction meetings and did a site walk. It is exciting to see everything coming together.

I participated in the quarterly Jefferson Success Leadership Council meeting in Edgewater.

I participated in the Jefferson County Leadership event at the Arvada Center. The topic was a presentation by a speaker from the Arbinger Institute. The topic was "Applying the Outward Mindset."

I participated in the monthly West Chamber Board meeting.

I had my monthly breakfast meeting with Julia and Chic.

This report is shorter than usual because my husband had surgery and I was with him. After that, I traveled to Ohio to bury my mother's remains next to my father.

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

**Finance & Budget Department**



Jefferson County  
PUBLIC LIBRARY

## memorandum

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

- Budget to Actual Tables
- Budget Transfer – Edgewater Multi-Year Project

date: September 21, 2017

**A. Budget to Actual Tables**

The Budget to Actual Tables for the period ending August 2017 will be prepared as soon as the analysis has been completed. The Tables will be available for the meeting, along with the analysis discussion.

**B. Budget Transfer – Edgewater Multi-Year Project**

The 2017 capital projects budget contained the following 2 projects:

- 17-07 Edgewater Project \$80,000
- 17-12 Current Year Facility Expansion \$80,000

The original intent of the 17-12 Facility Expansion budget was to have funds available to start a facility remodel in the event that the Edgewater project was not approved by the voters of Edgewater. The election was successful and the Edgewater project is moving forward. Therefore, the \$80,000 budget should be combined with the existing 17-07 Edgewater budget, for a total 2017 budget of \$160,000 for project planning. The funds will be used for the owners representative and architect services. The contracts for Wember, Inc. as owners representative and Humphries Poli Architects have been previously approved by the Board as multi-year contracts.

**Action Item:** Authorize the transfer of \$80,000 from capital project 17-12 Current Year Facility Expansion to capital project 17-07 Edgewater Project.



Jefferson County

PUBLIC LIBRARY

## memorandum

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

- Budget to Actual Tables – August 2017
- Project-to-Date Information – August 2017

date: September 21, 2017

### **A. Budget to Actual Tables August 2017**

Attached are the Financial Tables for the month of August 2017.

Most revenues are on track, additional property taxes will be collected through the end of the year. Library fines are not expected to meet budget as a recent analysis indicated. Estimates are that fines will fall short by \$57k. Contributions are also expected to fall short by \$150k. Staff will closely monitor these two particular revenues, and be ready to adjust if needed.

Revenues earned on pooled investments are above total budget for the year. The Library's cash balance at the end of August is \$33 million. These funds are pooled with the funds from all County funds and invested in specific investment instruments. Interest is allocated to the funds based on their average daily balance. Until the final 2017 numbers are posted, the total investment income will fluctuate. Year- end adjustments of gain and loss on investments and adjustments for fair market value will determine the total investment income.

Expenditures for Salaries and Benefits are expected to be below budget, and the vacancy factor will be met. Projections through the month of August indicate that salaries and benefits will be below budget by about \$273k. Library Books and Material will be spent, as will the cost allocation budgets. Supplies are projected to be under budget by \$56k. Costs for office supplies, janitorial supplies and copy paper are trending on the low side. The closure of Columbine contributed to some of these lowered expenses. Other Services and Charges are trending low, projected to be under budget by \$33k.

Capital Projects were analyzed closely this month. The Columbine remodel project is expected to come in at just close to \$4 million. The 2017 budget is \$4,536,773.

Fund Balance Projection As of August the projection for fund balance is an increase at year end of approximately \$765k. This consists of operating savings in the amount of approximately \$375k and savings on the Columbine project of \$540K. In addition, revenue shortfalls in specific accounts are projected to be \$150k. The combination of these projections would increase fund balance by approximately \$765k, resulting in a year end fund balance in the neighborhood of \$18,256. The maximum requirement is \$18,931.



## memorandum



Encumbrances (purchase orders issued) for the Library operating accounts total approximately \$1.241 million as of the end of August. Capital Projects purchase orders total approximately \$2.317 million as reported on Table 6. Total encumbrances for the Library as of August 31 are \$3.558 million

The monthly financial reports to the Board of Trustees will address revenues, vacancy savings, encumbrances and actual spending every month in order to keep the Board apprised of the budget and spending.

### **Additional Project-to-Date Information - Discussion**

As requested by the Board, additional detailed information for large construction projects will also be provided. Attached are draft documents for the Columbine Remodel Project. These reports will contain detailed budget and actual numbers in a project-to-date format, as well as the timeline of when budgets were approved, transferred or amended. This will allow the Board and staff to quickly grasp the costs of each construction project from inception-to-date. The reports will be prepared by the Finance unit, balanced to general ledger and to the reports provided by the construction managers. Any discrepancies will be investigated to ensure the reports agree.

**TABLE 1**  
**JEFFERSON COUNTY PUBLIC LIBRARY**  
**TOTAL FUND SUMMARY**  
**2017 ACTUAL TO BUDGET**

Sources and Uses of Funds	Final 2016 Budget	Final 2016 Actual	2017 Budget	YTD Actual 08/31/2017	\$ Variance 2017 Budget	Budget to Actual %
<i>Sources of Funds</i>						
<b>Revenues</b>						
<b>Property Taxes</b>						
Property Taxes - Operating	\$ 31,558,023	\$ 31,415,219	\$ 34,728,137	\$ 34,310,416	\$ (417,721)	98.80%
Property Taxes - Capital	1,519,998	1,473,398	1,664,831	1,615,518	(49,313)	97.04%
<b>Total Taxes</b>	<b>\$ 33,078,021</b>	<b>\$ 32,888,617</b>	<b>\$ 36,392,968</b>	<b>\$ 35,925,934</b>	<b>\$ (467,034)</b>	<b>98.72%</b>
<b>Federal &amp; State Grants</b>	\$ 126,734	\$ 131,085	\$ 130,000	\$ 131,272	\$ 1,272	100.98%
<b>Fines &amp; Fees</b>	799,000	700,219	792,970	471,149	(321,821)	59.42%
<b>Other Revenue</b>	450,021	327,952	546,220	463,609	(82,611)	84.88%
<b>Total Other Revenues</b>	<b>1,375,755</b>	<b>1,159,256</b>	<b>1,469,190</b>	<b>1,066,030</b>	<b>(403,160)</b>	<b>72.56%</b>
<b>Sub Total Operating Revenues</b>	<b>\$ 34,453,776</b>	<b>\$ 34,047,873</b>	<b>\$ 37,862,158</b>	<b>\$ 36,991,964</b>	<b>\$ (870,194)</b>	<b>97.70%</b>
<b>Transfer from Fund Balance</b>	\$ 2,057,647	\$ -	\$ 2,173,025	\$ -	\$ -	N/A
<b>Transfer to Fund Balance</b>	-	4,383,466	-	15,467,671	17,640,696	N/A
<b>Total Sources of Funds</b>	<b>\$ 32,396,129</b>	<b>\$ 29,664,407</b>	<b>\$ 40,035,183</b>	<b>\$ 21,524,293</b>	<b>\$ (18,510,890)</b>	<b>53.76%</b>
<i>Uses of Funds</i>						
<b>Operating Expenditures</b>						
<b>Salaries &amp; Employee Benefits</b>						
Salaries	\$ 12,624,592	\$ 11,926,754	\$ 12,592,392	\$ 7,807,631	\$ (4,784,761)	62.00%
Benefits	3,845,432	3,444,953	3,793,380	2,332,395	(1,460,985)	61.49%
<b>Sub-Total Salaries &amp; Benefits</b>	<b>\$ 16,470,024</b>	<b>\$ 15,371,707</b>	<b>\$ 16,385,772</b>	<b>\$ 10,140,026</b>	<b>\$ (6,245,746)</b>	<b>61.88%</b>
Collection: Library Books & Materials	\$ 5,854,776	\$ 5,816,450	\$ 8,354,727	\$ 4,820,382	\$ (3,534,345)	57.70%
Supplies	943,313	974,281	1,248,375	621,777	(626,598)	49.81%
Operating Capital	-	-	12,000	-	(12,000)	0.00%
Other Services & Charges	3,407,915	2,758,004	3,847,881	1,873,641	(1,974,240)	48.69%
Internal Transactions /Cost Allocation	1,450,848	1,386,406	1,599,551	1,228,363	(371,188)	76.79%
<b>Total Operating Expenditures</b>	<b>\$ 28,126,876</b>	<b>\$ 26,306,848</b>	<b>\$ 31,448,306</b>	<b>\$ 18,684,189</b>	<b>\$ (12,764,117)</b>	<b>59.41%</b>
<b>Financing &amp; Debt Service</b>	<b>\$ 1,584,388</b>	<b>\$ 1,554,199</b>	<b>\$ 1,548,403</b>	<b>\$ 126,368</b>	<b>\$ (1,422,035)</b>	<b>8.16%</b>
<b>Capital Projects</b>	<b>\$ 2,684,865</b>	<b>\$ 1,803,360</b>	<b>\$ 7,038,474</b>	<b>\$ 2,713,736</b>	<b>\$ (4,324,738)</b>	<b>38.56%</b>
<b>Total Uses of Funds</b>	<b>\$ 32,396,129</b>	<b>\$ 29,664,407</b>	<b>\$ 40,035,183</b>	<b>\$ 21,524,293</b>	<b>\$ (18,510,890)</b>	<b>53.76%</b>

**TABLE 2A**  
**JEFFERSON COUNTY PUBLIC LIBRARY**  
**FUND BALANCE REQUIREMENTS**  
**2017 ACTUAL TO BUDGET**

	Final 2016 Budget	Final 2016 Actual	2017 Budget	YTD Actual 08/31/2017	\$ Incr(Decr) 2016 Actual to 2017 Adopted
<b>Beginning Fund Balance</b>	\$ 11,721,384	\$ 13,108,503	\$ 13,779,031	\$17,491,968	\$ 670,528
<b>Revenues</b>					
Operating Revenues	\$ 32,933,778	\$ 32,574,475	\$ 36,197,327	\$35,376,446	\$ 3,622,852
Capital Funding	1,519,998	1,473,398	1,664,831	1,615,518	191,433
<b>Total Revenues</b>	<b>\$ 34,453,776</b>	<b>\$ 34,047,873</b>	<b>\$ 37,862,158</b>	<b>\$36,991,964</b>	<b>\$ 3,814,285</b>
<b>Expenditures</b>					
Operating Expenditures	\$ 28,126,876	\$ 26,306,848	\$ 31,460,306	\$18,684,189	\$ 5,153,458
Debt Service	1,584,388	1,554,199	1,548,403	126,368	(5,796)
Capital Projects	2,684,865	1,803,360	7,038,474	2,713,736	5,235,114
<b>Total Expenditures</b>	<b>\$ 32,396,129</b>	<b>\$ 29,664,407</b>	<b>\$ 40,047,183</b>	<b>\$21,524,293</b>	<b>\$ 10,382,776</b>
<b>Increase/(Decrease) in Fund Balance</b>	<b>\$ 2,057,647</b>	<b>\$ 4,383,466</b>	<b>\$ (2,185,025)</b>	<b>\$15,467,671</b>	<b>\$ (6,568,491)</b>
<b>Ending Fund Balance</b>	<b>\$ 13,779,031</b>	<b>\$ 17,491,968</b>	<b>\$ 11,594,006</b>	<b>\$32,959,639</b>	<b>\$ (5,897,962)</b>
<b>Above/(Below) Minimum</b>	<b>\$ 5,165,587</b>	<b>\$ 8,878,524</b>	<b>\$ 2,128,467</b>	<b>\$23,494,100</b>	<b>\$ (6,750,058)</b>
<b>Above/(Below) Maximum</b>	<b>N/A</b>	<b>\$ 265,080</b>	<b>\$ (7,337,073)</b>	<b>\$14,028,560</b>	<b>N/A</b>
<b>Fund Balance Policy</b>					
Minimum Fund Balance					
16% of Current Year Revenues	\$ 5,512,604		\$ 6,057,945		
9% of Current Year Revenues - Uncertainty	3,100,840		3,407,594		
<b>Total Minimum F/B Reserve Requirement</b>	<b>\$ 8,613,444</b>		<b>9,465,540</b>		
Maximum Fund Balance					
50% of Current Year Budgeted Revenues	17,226,888		18,931,079		
<b>Total Maximum F/B Reserve Requirement</b>	<b>\$ 17,226,888</b>		<b>\$ 18,931,079</b>		

**TABLE 2B**  
**JEFFERSON COUNTY PUBLIC LIBRARY**  
**POSITION AUTHORIZATIONS (FTEs)**  
**2017 ACTUAL TO BUDGET**

	Adopted 2016 Budget	Actual 2016	Adopted 2017 Budget	Revised 2017 Budget	Change 2016 to 2017
<b>FTE Positions - Active</b>	<b>207.50</b>	<b>181.50</b>	<b>207.50</b>	<b>208.50</b>	<b>27.00</b>
<b>FTE Positions - Reserved</b>	<b>7.50</b>	<b>33.50</b>	<b>7.50</b>	<b>6.50</b>	<b>-27.00</b>
<b>Total Authorized Positions</b>	<b>215.00</b>	<b>215.00</b>	<b>215.00</b>	<b>215.00</b>	<b>0.00</b>

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

Sources and Uses of Funds	Final 2016 Budget	Final 2016 Actual	2017 Budget	YTD Actual 08/31/2017	Projected Year-End 2017	Variance 2017 Budget
<i>Sources of Funds</i>						
<b>Revenues</b>						
<b>Taxes</b>						
Property Taxes - Operating	\$ 32,257,736	\$ 31,268,777	\$35,331,413	\$34,284,883	\$35,331,413	\$ -
Delinquent Taxes	45,241	122,018	50,124	15,408	50,124	-
Prior Year Cancellations	(116,244)	-	(76,556)	-	(76,556)	-
Urban Renewal	(667,853)	-	(606,610)	-	(606,610)	-
Penalties & Interest	39,143	24,424	29,766	10,125	29,766	-
<b>Total Taxes</b>	<b>\$ 31,558,023</b>	<b>\$ 31,415,219</b>	<b>\$34,728,137</b>	<b>\$34,310,416</b>	<b>\$ 34,728,137</b>	<b>\$ -</b>
<b>Federal &amp; State Grants</b>	\$ 126,734	\$ 131,085	\$ 130,000	\$ 131,272	\$ 131,272	\$ 1,272
<b>Library Fines</b>	650,000	585,214	639,500	388,367	582,550	(56,950)
<b>Other Fees</b>	149,000	115,005	153,470	82,782	133,246	(20,224)
<b>Investment Income</b>	149,021	100,072	149,200	197,281	197,281	48,081
<b>Contributions from Private Sources</b>	200,000	142,969	200,000	42,194	50,000	(150,000)
<b>Other Revenue</b>	101,000	84,912	197,020	224,134	223,134	26,114
<b>Total Revenues</b>	<b>\$ 32,933,778</b>	<b>\$ 32,574,476</b>	<b>\$36,197,327</b>	<b>\$35,376,446</b>	<b>\$ 36,045,620</b>	<b>\$ (151,707)</b>
<i>Uses of Funds</i>						
<b>Operating Expenditures</b>						
<b>Salaries &amp; Employee Benefits</b>						
Salaries	\$ 11,222,688	\$ 10,300,740	\$11,398,213	\$ 6,731,485	\$10,744,875	\$ (653,338)
Awards & Bonuses	83,796	48,519	100,000	-	100,000	-
Termination Pay	-	113,718	-	27,931	27,931	27,931
Temporary Pay	1,806,537	1,462,528	1,946,245	1,046,984	1,622,415	(323,830)
Overtime	8,900	1,249	13,900	1,231	13,900	-
Vacancy Savings	(498,628)	-	(865,966)	-	-	865,966
Benefits	3,846,731	3,444,953	3,793,380	2,332,395	3,603,426	(189,954)
<b>Total Salaries &amp; Benefits</b>	<b>\$ 16,470,024</b>	<b>\$ 15,371,707</b>	<b>\$16,385,772</b>	<b>\$10,140,026</b>	<b>\$16,112,547</b>	<b>\$ (273,225)</b>
Library Books & Materials	\$ 4,820,976	\$ 4,584,052	\$ 6,900,603	\$ 3,557,471	\$ 6,900,603	\$ -
Library Computer Materials	926,650	1,115,396	1,322,744	1,140,330	1,322,744	-
Library Periodicals	130,650	117,002	131,380	122,581	131,380	-
<b>Sub-Total Library Collections</b>	<b>5,878,276</b>	<b>5,816,450</b>	<b>8,354,727</b>	<b>4,820,382</b>	<b>8,354,727</b>	<b>-</b>
Supplies	943,313	974,281	1,248,375	621,777	1,191,653	(56,722)
Other Services & Charges	3,407,915	2,758,004	3,859,881	1,873,641	3,825,953	(33,928)
Operating Capital	-	-	12,000	-	12,000	-
Direct Internal Charges	127,061	136,345	178,688	103,197	167,843	(10,845)
Indirect Cost Allocation	696,338	696,338	758,653	505,769	758,653	-
Intra County Transactions	627,449	553,723	662,210	619,397	662,210	-
<b>Total Operating Expenditures</b>	<b>\$ 28,150,376</b>	<b>\$ 26,306,849</b>	<b>\$31,460,306</b>	<b>\$18,684,189</b>	<b>\$ 31,085,586</b>	<b>\$ (374,720)</b>
<b>Total Uses of Funds</b>	<b>\$ 28,150,376</b>	<b>\$ 26,306,849</b>	<b>\$31,460,306</b>	<b>\$18,684,189</b>	<b>\$ 31,085,586</b>	<b>\$ (374,720)</b>

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

Sources and Uses of Funds	Final 2016 Budget	Final 2016 Actual	2017 Budget	YTD Actual 08/31/2017	Projected Year- End 2017	Variance 2017 Budget
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<b>Debt Service</b>						
Principal - Arvada (2005-2024)	\$ 507,411	\$ 507,411	\$ 516,095	\$ -	\$ 516,095	-
Interest - Arvada (2005-2024)	119,285	119,285	107,157	53,579	107,157	-
Principal - Refunding Series 2013	632,690	632,690	632,740	-	632,740	-
Interest - Refunding Series 2013	149,314	119,125	116,772	72,789	116,772	-
Principal - COP - Capital Projects	142,143	142,143	142,143	-	142,143	-
Interest - COP - Capital Projects	33,545	33,545	33,496	-	33,496	-
<b>Total Debt Service</b>	<b>\$1,584,388</b>	<b>\$ 1,554,199</b>	<b>\$ 1,548,403</b>	<b>\$ 126,368</b>	<b>\$ 1,548,403</b>	<b>\$ -</b>

<b>Arvada</b>
Total Issue \$8,886,000
Term 2005-2024 June & Dec
Use - Arvada Library Facility

<b>Build America Bonds</b>
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

<b>Certificates of Participation (COP)</b>
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**  
**2017 ACTUAL TO BUDGET**

Sources and Uses of Funds	Final 2016 Budget	Final 2016 Actual	2017 Budget	2017 Amended Budget	YTD Actual 08/31/2017	Projected Year- End 2017	Variance 2017 Budget
<b>Sources of Funds</b>							
Property Tax - Capital - 4.5%	\$ 1,519,998	\$ 1,473,398	\$ 1,664,831	\$ 1,664,831	\$ 1,615,518	\$ 1,664,831	\$ -
<b>Total Sources of Funds</b>	<b>\$ 1,519,998</b>	<b>\$ 1,473,398</b>	<b>\$ 1,664,831</b>	<b>\$ 1,664,831</b>	<b>\$ 1,615,518</b>	<b>\$ 1,664,831</b>	<b>\$ -</b>
<b>Uses of Funds</b>							
<b>Annual Replacement &amp; Maintenance Program (ARM)</b>							
ARM-01 Capital Maintenance	\$ 160,000	\$ 170,424	\$ 250,000	\$ 250,000	\$ 81,842	\$ 250,000	\$ -
ARM-02 Furniture & Equipment	64,550	58,064	56,000	56,000	22,321	56,000	-
ARM-03 Computer Replacement Plan	250,000	218,476	250,000	250,000	71,598	250,000	-
ARM-04 Book Sorter Sinking Fund	200,000	-	200,000	400,000	-	400,000	-
ARM-05 IT Infrastructure Replacement	369,000	316,658	462,000	497,665	185,751	497,665	-
<b>2016 Projects</b>							
16-01 Lakewood Parking Lot	288,975	274,922	-	-	-	-	-
16-02 LSC Parking Lot	69,000	67,699	-	-	-	-	-
16-03 Evergreen Condensing Unit	140,000	54,204	-	74,827	31,848	74,827	-
16-04 Wheat Ridge HVAC Replacement	48,000	-	-	41,600	41,599	41,600	-
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	50,000	-	50,000	-
16-11 Increase Wireless Access Points	60,000	16,614	-	-	-	-	-
16-12 IT Software Projects	71,000	26,499	-	11,809	11,809	11,809	-
16-13 III Database Server	56,000	81,660	-	5,560	5,560	5,560	-
16-14 High Availability Internet Redundancy	38,000	-	-	-	-	-	-
16-15 Replace DVD/Disk Washer	8,000	7,990	8,000	-	-	-	-
16-18 IT Erate Data Cabeling	-	26,344	-	-	-	-	-
<b>2017 Projects</b>							
17-01 Evergreen AHU Rebuild	-	-	135,000	135,000	-	135,000	-
17-02 Entry Door Replacement	-	-	36,800	36,800	-	36,800	-
17-03 Virtual Servers Upgrades	-	-	91,000	91,000	-	91,000	-
17-04 Encore Server	-	-	37,000	-	-	-	-
17-05 Implement RFID/Self Check	337,740	272,000	250,000	315,740	40,125	315,740	-
17-08 Large Format Printer	-	-	10,000	10,000	4,477	4,477	5,523
17-09 JCPL Mobile Experience	-	-	15,700	15,700	-	15,700	-
17-10 Mobility Solution	-	-	25,000	25,000	1,300	25,000	-
17-11 Long-Range Facility Master Plan	-	-	75,000	75,000	-	75,000	-
17-12 Current Year Facility Expansion	-	-	80,000	-	-	-	-
<b>Multi-Year Projects Construction Projects</b>							
16-16 Columbine Remodel	385,800	99,027	4,250,000	4,536,773	2,205,778	4,000,000	536,773
17-07 Edgewater Library	-	-	80,000	160,000	9,728	160,000	-
<b>Total Capital Projects</b>	<b>\$ 2,684,865</b>	<b>\$ 1,803,360</b>	<b>\$ 6,361,500</b>	<b>\$ 7,038,474</b>	<b>\$ 2,713,736</b>	<b>\$ 6,496,178</b>	<b>\$ 542,296</b>

**TABLE 6**  
**JEFFERSON COUNTY PUBLIC LIBRARY**  
**CAPITAL IMPROVEMENT PROJECTS**  
**2017 BUDGET TO ACTUAL**

Project	Amended Budget 2017 Budget	YTD Actual 08/31/2017	YTD Encumbrances 08/31/2017	YTD Total Actual + Enc	Remaining Budget
ARM-01 Capital Maintenance	\$ 250,000	\$ 81,842	\$ 15,534	\$ 97,376	\$ 152,624
ARM-02 Furniture & Equipment	56,000	22,321	27,985	50,306	5,694
ARM-03 Computer Replacement Plan	250,000	71,598	46,441	118,039	131,961
ARM-04 Book Sorter Sinking Fund	400,000	-	248,790	248,790	151,210
ARM-05 IT Infrastructure Replacement	497,665	185,751	37,169	222,920	274,745
16-03 Evergreen Condensing Unit	74,827	31,848	-	31,848	42,979
16-04 Wheat Ridge HVAC Replacement	41,600	41,599	-	41,599	1
16-10 Records Management Software	50,000	-	-	-	50,000
16-12 IT Software Projects	11,809	11,809	-	11,809	-
16-13 III Database Server	5,560	5,560	-	5,560	-
16-15 Replace DVD/Disk Washer	-	-	-	-	-
17-01 Evergreen AHU Rebuild	135,000	-	-	-	135,000
17-02 Entry Door Replacement	36,800	-	-	-	36,800
17-03 Virtual Servers upgrades	91,000	-	-	-	91,000
17-04 Encore Server	-	-	-	-	-
17-05 Implement RFID/Self Check	315,740	40,125	114,655	154,780	160,960
17-08 Large Format Printer	10,000	4,477	-	4,477	5,523
17-09 JCPL Mobile Experience	15,700	-	-	-	15,700
17-10 Mobility Solution	25,000	1,300	-	1,300	23,700
17-11 Long-Range Facility Master Plan	75,000	-	-	-	75,000
17-12 Current Year Facility Expansion	-	-	-	-	-
<b>Multi-Year Projects Construction Projects</b>					
16-16 Columbine Remodel	4,536,773	2,205,778	1,615,216	3,820,994	715,779
17-07 Edgewater Library	160,000	9,728	211,575	221,303	(61,303)
<b>Total Capital Projects</b>	<b>\$ 7,038,474</b>	<b>\$ 2,713,736</b>	<b>\$ 2,317,365</b>	<b>\$ 5,031,101</b>	<b>\$ 2,007,373</b>

## Columbine Library Remodel Project to Date - Budget to Actual

### Project Description

Remodel of Columbine Library to include:

- Move main library entrance to the eastside to improve handicap access
- Provide drive-up book drop
- Modifications to exterior drive to provide new exit and landscaping
- Enhanced noise reduction through acoustic panels
- Enclosed children's area
- Significantly enhanced IT systems in the building
- Replaced furniture and fixtures, and shelving
- Installed a maker space
- Enclosed staff space to increase efficiencies and provide security

### Project Budget

\$4,250,000	2017 Construction Budget
385,800	2016 Phase 1 Planning Budget
<u>\$4,635,800</u>	<u>Total Project Budget</u>

### 2016 Timeline

#### Budget

\$90,000	Columbine Phase 1 Planning Budget Approved by BOT December 10, 2015
295,800	Budget Transfer
<u>\$385,800</u>	<u>2016 Project Budget</u>

#### Contracts

\$107,735	NV5 - Owners Representative - Contract Approved by the Board June 16, 2016
290,775	Humphries Poli Architect - Contract Approved by the Board August 18, 2016
<u>\$398,510</u>	

#### Actual Expenditures

\$47,190	NV5 - Owners Rep
49,871	Humphries Poli - Architect
1,875	Fransen Pittman - General Contractor
91	Miscellaneous, Food/Beverages
<u>\$99,027</u>	

\$385,800	2016 Budget
<u>(\$99,027)</u>	<u>2016 Actual Expenditures</u>
<u>\$286,773</u>	<u>Carry Forward from 2016 to 2017</u>

### 2017 Timeline

\$4,250,000	2017 Budget of \$4,250,000 Approved by BOT on December 8, 2016
286,773	Carry Forward from 2016
<u>\$4,536,773</u>	<u>2017 Project Budget</u>

S:\BusOffice\Fin\_Fin\Construction Projects\Columbine Project\Columbine Timeline for BOT



### CONSTRUCTION CONTINGENCY

	<b>Original</b>	<b>\$200,000.00</b>		Original pre-construction and construction contingency at beginning of project
1	Transfer	<b>\$10,800.00</b>	12/13/2016	Cost for FF&E Services (Gulash Designs) intentionally withheld from the Design RFP to assure we had interior designer we wanted.
2	Transfer	<b>\$20,565.00</b>	12/13/2016	Design and engineering fees associated with re-work of driveway.
3	Transfer	<b>\$25,000.00</b>	1/3/2017	Funding for alternate services at temp location
4	Transfer	<b>\$15,000.00</b>	4/17/2017	Fund cost difference between original AV budget and final Spectrum AV scope
5	Transfer	<b>\$10,000.00</b>	4/17/2017	Increase in move-management funds. Bids received were all in excess of original funding estimates
6	Transfer	<b>\$17,469.00</b>	5/30/2017	Increase in Fransen Pittman GMP amount associated with Owner Change Order #1. This included replacement of damaged ceiling tiles, water damaged cabinetry, Architect Supplemental Instructions #1 and #2
7	Transfer	<b>\$9,176.00</b>	7/21/2017	Increase in Fransen Pittman GMP amount associated with Owner Change Order #2. This included costs for bollard light revisions, flag pole lighting, and power wall revisions.
8	Transfer	<b>\$1,000.00</b>	8/22/2017	Increase in architect reimbursable funding amount - plans, prints, mileage, etc.
9	Transfer	<b>\$696.00</b>	8/30/2017	Costs associated with temporary library space operation
<b>Remaining</b>		<b>\$90,294.00</b>		

### JCPL CONTINGENCY

	<b>ORIGINAL</b>	<b>\$250,000</b>		
1	Transfer	<b>10,000</b>		add 2 additional months to NV5 contract
2	Transfer	<b>\$70,621.93</b>		Cost to remove and replace data cabling that was non-compliant with codes and needed to be replaced.

**Remaining      \$169,378.07**

**Operational Updates**

**Public Services**

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## *Columbine Library Renovation – Progress Reporting*

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**DATE:**      **September 2017**

### **I. PROJECT TEAM:**

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Jefferson County Public Library  
JCPL Steering Committee  
NV5  
Humphries Poli Architects  
Fransen Pittman

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

### **II. PROJECT PROGRESS / STATUS:**

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- A. The exterior scope of work is nearing completion. Landscaping at the exterior is substantially complete and exterior site lighting installation is anticipated on 9/14-9/15. The only other major exterior scope is the installation of the entrance canopy which is expected to arrive the week of 9/11 with installation immediately following delivery.
- B. The interior work has progressed substantially in the last two weeks. Carpet installation is complete, remaining light fixtures are being installed and final coats of paint are being applied to walls the weeks of 9/11 and 9/18.
- C. AV equipment installation began on 9/11 and will run through the end of the week.
- D. Sorter installation is expected to begin on 9/18.
- E. Shelving begins to arrive the week of 9/18 with installation beginning the week of 9/25.

### **III. CURRENT PROJECT RISKS &/OR OPPORTUNITIES:**

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- A. Acoustic panel shipments from Canada are behind schedule and that scope of work is delayed. Fransen Pittman is actively working with the subcontractor to ensure that any extended delays do not impact receipt of a temporary certificate of occupancy.

### **IV. UPCOMING KEY DECISIONS:**

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- A. As we move into the last month of the project an increase in logistical coordination will need to take place in order to properly direct delivery and installation of items such as FF&E, AV, shelving, furniture, etc. NV5 will work closely with Mary Gulash and JCPL to ensure that this phase of the project succeeds with minimal issue.

#### **V. BUDGET:**

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- A. Project budget is maintained at a Not To Exceed amount of \$4 Million.

#### **VI. MEETINGS:**

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- A. Weekly OAC meetings have concluded and meetings for punch list, Owner trainings, etc. are being scheduled.
- B. October 12 – Board Study Session
- C. October 19 – Board Meeting

#### **VII. MILESTONES PROJECTED FOR NEXT PERIOD:**

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- A. Substantial completion of the Columbine Library remodel project.

#### **VIII. PHOTOGRAPHS**

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Provided on the following pages



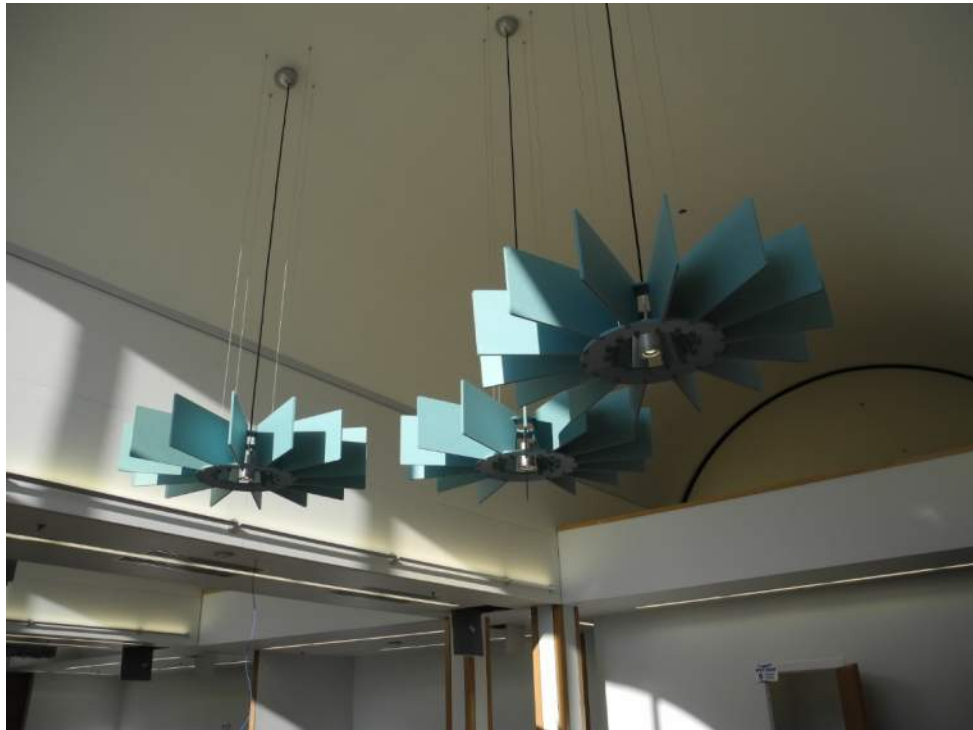
**Sod installed near new Children's area windows**



**Screen wall being installed at mechanical enclosure**



**View looking into library from new entrance**



**Acoustic "clouds" in Children's area**





**Light fixtures over central reading area**



**Glass installed at the new study rooms.**

## memorandum



To: Pam Nissler, Executive Director JCPL  
From: Steve Chestnut, Director of Facilities & Julianne Rist Director of Public Services  
Re: NV5 Contract  
Date: September 5, 2017

### **Background:**

In June of 2016 JCPL, with the authorization of the BOT, entered into a contract with NV5 for Owners Rep Services for the Columbine re-construction. At the time of the contract it was anticipated that the planning and construction phases that NV5 would be responsible for would terminate in August 2017. Thus, the period of performance identified in the contract was 14 months. As a result of P&Z permitting delays and delays in shipment of some materials and equipment, the timeframe for NV5 will expand from 14 months to 16 months of work.

NV5's original contract amount for 14 months was \$107,735. This was broken down into monthly invoices of \$7695 over that 14 month period. NV5 has agreed to perform the work required for the extended schedule for the cost of \$10,000 or \$5k per month. This would be \$2695 per month less than the original contract to see the construction through completion. Funds for the increase in the NV5 contract will come from the JCPL project contingency in the amount of \$10,000. The budget will be transferred from contingency to the Planning portion of the budget. This transfer will result in a balance in the JCPL project contingency of \$240,000.

### **REQUEST;**

I would like to ask the BOT to authorize Pam amend the contract with NV5 to add an additional 2 months of performance period for the sum of \$10,000.



## Project Monthly Update Report

**Project Name:** Edgewater Public Library  
**Wember Inc. Project Number:** EPL (2017.08)  
**Issue Date:** September 12, 2017  
**Purpose:** Project Update thru September 12, 2017

Dear Executive Director Pam Nissler  
 The purpose of this update is to report on the current status of the Edgewater Public Library.

### Summary

Since the following report issued in August the project has been focused on moving through the initial design phases and procuring a General Contractor to assist on estimating during the initial project phases.

- Project Successes
  - Schedule has been generated and agreed to with the design team and the JCPL team. This schedule aligns with the current schedule of the Edgewater Civic Center timeline.
  - Design meeting have progressed with a floor plan and updated exterior elevations.
  - Construction Manager at Risk (CMaR) RFP has been issued and we are in the selection process.
- Project Challenges
  - The Edgewater Civic building has received their updated construction budget which is higher than anticipated. No ramifications have been communicated with us as they focus to bring the project into budget.

### Schedule

#### Work in Progress

- Wember is tracking the detailed project schedule that was generated. The team is currently nearing completion on the Schematic Design Phase of the project.
- Public meetings have been included in the schedule:
  - Community Meeting: Mindbreaking on:
    - 9/28/2017 – 6:00PM: Happy Leaf Kombucha, 5700 W 25th Ave, Edgewater, CO 80214
    - 9/20/2017 – 11:00AM; Edgewater Rec Center, 5845 W 25th Ave, Edgewater, 80214
  - Community Meeting: World Café on:
    - 11/2/2017 – 6:00PM: Happy Leaf Kombucha, 5700 W 25th Ave, Edgewater, CO 80214
    - 11/4/2017 – 11:00AM: Edgewater Rec Center: 5845 W 25th Ave, Edgewater, 80214
- The library has selected Construction Manager at Risk (CMaR) as the delivery method. Wember has begun generating the request for proposal (RFP) for this future team member. The schedule from the RFP is below.

DATE	TIME	EVENT
Friday, September 1, 2017		Advertise and Issue RFP
Friday, September 15, 2017	5:00 PM	Deadline for receipt of questions and inquiries & Proposers notification of Interest by email procurement.jcpl@jeffcolibrary. (not required, courtesy to the selection committee)
Monday, September 18, 2017	5:00 PM	Final responses to questions, inquiries and RFP amendments
Wednesday, September 20, 2017	4:00 PM	<b>Deadline for submission of proposals</b>
Thursday, September 21, 2017		Notification of short-listed candidates
Tuesday, October 3, 2017	12-5PM	Interviews of short-listed firms (Anticipated)
Thursday, October 5, 2017		Preferred Design Team announced (Anticipated)
Monday October 9, 2017		Finalize contract negotiations (Anticipated)

Tuesday October 10, 2017		Packet to Board
Thursday October 19, 2017		Board Meeting/Anticipated approval

### **Financial**

#### **Budget**

- The comprehensive project estimate has been generated and is currently showing a total project cost of \$2.6 Million to complete the project. Discussions continue on related shared cost items including but not limited to mechanical systems and toilet facilities. Wember and Steve C. will continue to negotiate shared costs as they are detailed in the IGA with the City.

### **Next Steps**

- Continue with Design
- Finalize shared costs with City of Edgewater
- Complete the IGA and Lease agreement

Please don't hesitate to contact me if you have any questions.



Paul D. Wember, President  
Wember

## memorandum



to: Pam Nissler, Executive Director JCPL

from: Debbi Mikash, Collections Manager & Julianne Rist , Director of Public Services

re: Contract Renewal for MidWest Tape

date: September 5, 2017

### **Background:**

In 2016 the library entered into an RFP process to ensure we were receiving the best value for materials and processing, as well as streamlining our workflow by using a primary vendor for audiovisual material. In October 2016 the Board of Trustees authorized Jefferson County Public Library to make MidWest Tape our primary vendor for media, DVDs, CDs and Audiobooks. The approved contract allows us to renew it annually for four additional years. The original contract was written with a not to exceed amount of \$2,000,000. In 2017 with our normal expenditures for media and the addition of DVDs to refresh the Columbine collection we will not exceed this \$2,000,000 figure. This contract is now up for our first annual renewal.

For the 2018 budget year there will be some changes to the budget which makes the not to exceed amount insufficient. The collection budget will be increased in 2018 to support moving towards the strategic goal of reaching the 50<sup>th</sup> percentile for items per capita. We will also be purchasing an opening day collection for the new Edgewater library that requires more material. The combination of these two factors mean we will need increase the dollar limit in the contract in order to purchase the number of items needed in 2018. With increases to the collection budget planned for the next five years, and additional opening day collections need for other remodel project we foresee having to raise this limit again within the terms of the contract.

### **Recommendation**

We are recommending that the board increase the not to exceed amount for MidWest Tape to \$3,000,000,00 for the 2018 annual renewal.

We would also like to recommend the board authorizes staff to increase the not to exceed amount for the remaining 3 annual renewals as needed as long as the amount will be supported by the books and material budget set by the board account code 70082). This will allow us to have the flexibility to purchase these items in the quantities needed for our normal collection needs and for future opening day collections.

**Operational Updates**

**Facilities Department**

## administration

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

[jeffcolibrary.org](http://jeffcolibrary.org)



To: Pam Nissler, Executive Director  
From: Steve Chestnut, Director of Facilities, and Julianne Rist, Director of Public Services  
Date: September 18, 2017  
RE: Long Range Facility Master Plan

### **History of Contract: Group 4 Architecture Research + Planning Inc. – Long Range Facility Master Plan**

The consultant will be expected to plan, administer, manage and execute the work necessary to provide a full analysis of JCPL's current and future facility needs, including types of services and locations to achieve its strategic and operational goals. The Board was informed of the RFP and where we are in the process at their study session on September 14<sup>th</sup>. Four firms replied to the RFP; two firms were interviewed.

Group 4 was selected by the committee. In their presentation they used information that was included in the RFP along with information from reports that were published on the website. They were very open to leveraging the work already completed by JCPL rather than duplicating it. All of the references came back with glowing reports and the statement they would work with the firm again. They acknowledge that completing the plan by the end of the year is an aggressive timeline but think it is doable as long as work can start right away. Staff finalized the scope of work and pricing from September 12-18.

Listed below are the services by phases of the contract:

### **Jefferson County Public Library Long-Range Facilities Plan - Group 4 Best and Final Offer**

#### **Core Services by Phase and Task**

*inclusive of travel and project expenses*

#### **CORE SERVICES OPTIONAL (EXCLUDED) VALUE-ADDED TASKS**

##### **1. Analysis \$ 19,300**

Project initiation

Review available information *Customer mapping/geographic use analysis*

Tour JCPL sites + facilities *Technology/technical assessments*

Assess JCPL facilities *Detailed A/E assessments*

##### **2. Strategies \$ 33,600**

Space planning targets

Facility improvement options *Financial capacity analysis*

Implementation framework *Detailed cost estimates/construction schedules*

##### **3. Recommendations \$ 19,200**

Confirm recommended projects *Site selection/planning/design studies*

Draft report *Systemwide CX, FFE, branding services*

Final report - 5 print copies + reproducible PDF *Design/engineering services*

#### **Engagement - core included in above included**

Included in Core Services

Core Team meetings/webconferences (up to 8)

Library Staff Team meetings (3) *Jurisdiction meetings*

Library Board of Trustees meetings (2)

3 trips to Jefferson County @ \$1,200 *Additional trips to Jefferson County*

##### **4. System Design \$ 6,500**

Service delivery strategies

System options

**administration**

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

[jeffcolibrary.org](http://jeffcolibrary.org)



**Core Services - Fees NTE \$ 78,600**

**Total Cost:**

The full project cost of the project is \$78,600.

**Budget:**

2017 Capital Plan; Business Unity number 770098.433090 project ID 17-11. The project was approved in the 2017 budget in the amount of \$75,000. Additional funds in the amount of \$3,600 will be transferred from contingency to cover the total cost of the contract which is \$78,600.

**Action Requested:**

The selection team is recommending **Group 4 Architecture Research + Planning Inc.** to assist with the completion of this project/initiative/strategic priority. We are asking the Library Board of Trustees to authorize the Executive Director to sign a contract with the recommended vendor within the approved 2017 budgeted amount.

## memorandum

To: Pam Nissler, Executive Director JCPL  
From: Steve Chestnut, Director of Facilities  
Re: Exterior LED Lighting  
Date: September 5, 2017

### **Background:**

As part of our efforts to be good environmental stewards, reduce our carbon footprint and reduce our energy cost, Facilities had planned on retrofitting the exterior lighting at our facilities with LED lighting. Most of our facilities have been modified on the interior and the exterior portion will finalize those energy saving modifications. In addition to retrofitting the lights, we will also repaint the existing poles to extend their life. The RFQ was issued and we will be evaluating those so we can make a recommendation to the BOT at the Sept. Board meeting about the best value proposed.

The cost of the upgrade was estimated at \$35,000 and was part of the Capital Maintenance line item in the 2017 approved budget.

### **REQUESTED OUTCOME**

I am planning on having the evaluations for the RFQ completed and will recommend a vendor based upon their qualifications and pricing. I will be asking the BOT to authorize Pam to enter into contract in an amount not to exceed the budget with that vendor.

**Operational Updates**  
**Communications Department**



**JEFFERSON COUNTY PUBLIC LIBRARY  
DONATION AND NAME RECOGNITION AGREEMENT**

This Donation and Name Recognition Agreement (“Agreement”), dated for reference purposes only 8<sup>th</sup> day of August 2017, is between Julia Hill-Nichols (the “Donor”), the **Jefferson County Library Foundation, Inc.**, a Colorado non-profit corporation (the “Library Foundation”), and the **Jefferson County Public Library** (the “Library”). The Donor, Library Foundation, and Library are collectively referred to herein as the “parties”, and hereby agree as follows:

**RECITALS**

- A. The Donor desires to make a donation in the amount of \$5,000 (the “Donation”) in support of the 2017 Columbine Remodel Project (the “Project”); and
- B. The Library Foundation and the Library are proud to recognize the Donation by providing name recognition rights to the Donor at the Project, as more fully set forth herein.

**AGREEMENT**

NOW, THEREFORE, the parties hereto agree as follows:

- 1. The Donor pledges to make a Donation to the Library Foundation of \$ 5,000, payable in one lump sum on or before October 1, 2017, to aid funding of the Project.
- 2. Donation payments are to be payable to the Jefferson County Library Foundation, Inc., and mailed or hand delivered to the following address:

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

- 3. The Donor, Library Foundation, and Library agree that the Donation will be used for the Project to name the Columbine Library Art Wall, and as an expression of appreciation the name Van Nichols (“Donor Name”) shall be displayed at the remodeled Columbine Public Library.
- 4. The Donation may be invested, commingled, or merged with and become part of the general endowment funds and investment assets of the Library Foundation. Guidelines established by the Library Foundation Board of Trustees from time to time determine the investment, allocation of return on investment, and distribution of endowment funds and the allocation of income, loss, fees and expenses associated with endowment funds and securing and administering endowment funds. The Donation and all accounting of the Donation will be subject to these guidelines.

5. This Agreement is governed by Jefferson County Library's Guidelines for Naming and Name Recognition, which are incorporated herein. By entering into this Agreement, the Donor agrees to all of the terms and conditions contained therein, including the following:
  - a. Signage. The sign recognizing the donation will be placed in an appropriate location, and its design shall be consistent with the Library's image and building design requirements. The wording of the sign shall be mutually agreed upon by the Donor and the Executive Director of the Library.
  - b. Duration. These name recognition rights will last through December 31, 2027. Donor shall have a right of renewal at the end of the naming period to extend the naming rights for an additional donation and an additional period to be mutually determined by the parties.
  - c. Approvals.
    - (i) All naming acknowledgements will be approved by the Library Board of Trustees.
    - (ii) A re-approval process with input by the Donor shall be necessary in the following situations:
      - (a) Major renovation of the space;
      - (b) Sale, destruction, removal or abandonment of the facility; or
      - (c) A change in the name, business focus or viability of the Donor entity.
  - d. Standards of Conduct. Should the Donor violate acceptable standards of integrity and civic leadership, the Library, in its sole discretion, may elect to remove the Donor's name from the Library.
6. No items recognizing the Donation will be ordered until the full amount of the Donation has been received by the Library Foundation.
7. The Donation shall be nonrefundable unless the Library Board of Trustees does not approve the acknowledgement or the Library or Library Foundation are unable to fulfill their obligations due to some unforeseen circumstances.
8. If, in the opinion of the Library Board of Trustees or the Executive Director of the Library, all or part of the Donation cannot, in the future, be applied usefully to the purposes provided in this Agreement, it may be used for any related purpose which, in the opinion of the Executive Director of the Library will most nearly accomplish the wishes of the Donor as expressed herein.
9. No donations will be refunded for any reason unless the Library or Library Foundation is unable to fulfill its obligations due to unforeseen circumstances.
10. Miscellaneous Provisions.
  - a. Tax Consequences. Donor, and not the Library Foundation nor the Library, is solely responsible for determining the tax consequences to Donor of the within transaction

including, without limitation, any monetary value assigned to the naming right. No tax receipt will be provided for the Donation.

- b. Venue and Governing Law. Venue for any and all legal actions regarding this Agreement shall lie in the District Court in and for the County of Jefferson, State of Colorado, and this transaction shall be governed by the laws of the State of Colorado.
- c. Invalid Provisions. If any provision of this Agreement is held to be illegal, invalid or unenforceable under present or future laws, such provisions shall be fully severable; this Agreement shall be construed and enforced as if such illegal, invalid or unenforceable provision had never comprised a part of this Agreement; and the remaining provisions of this Agreement shall remain in full force and effect and shall not be affected by the illegal, invalid or unenforceable provision or by its severance from this Agreement. Furthermore, in lieu of such illegal, invalid or unenforceable provision, there shall be added automatically as a part of this Agreement a legal, valid, and enforceable provision as similar in terms to such illegal, invalid or unenforceable provision as may be possible.
- d. Amendments to Agreement. This written Agreement constitutes the entire Agreement of the parties. No representations, promises, terms, conditions or obligations regarding the subject matter of this Agreement, other than those expressly set forth herein, shall be of any force and effect. No modification, change or alteration of this Agreement shall be of any force or effect, unless in writing, signed by both parties.
- e. Further Acts. The parties agree to perform or cause to be performed such further acts as may be reasonably necessary to consummate the transaction contemplated hereby.
- f. Counterparts. This Agreement may be executed in two or more counterparts, each of which shall be deemed to be an original, and all of which counterparts together shall constitute but one and the same instrument.
- g. No Presumption Regarding Drafter. The parties acknowledge that they have each been advised by counsel in the drafting of this Agreement, and accordingly hereby agree neither party shall be deemed to be the drafter of this Agreement, and therefore no presumption for or against the drafter shall be applicable in interpreting or enforcing this Agreement.

*[SIGNATURES FOLLOW ON NEXT PAGE]*

**IN WITNESS WHEREOF**, the parties have executed this agreement this \_\_\_\_ day of \_\_\_\_\_, 2017.

**Donor:**

By: \_\_\_\_\_

\_\_\_\_\_  
(Print Donor's Name)

Date: \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_

Assistant County Attorney

*[SIGNATURES CONTINUED NEXT PAGE]*

**Jefferson County Library Foundation**

\_\_\_\_\_  
By: Jo Schantz, Executive Director

Date: \_\_\_\_\_

**Jefferson County Public Library**

\_\_\_\_\_  
By: Pamela Nissler, Executive Director

Date: \_\_\_\_\_

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

This Donation and Naming Agreement ("Agreement"), dated for reference purposes only this 8<sup>th</sup> day of August, 2017, is between Buell Foundation (the "Donor"), the **Jefferson County Library Foundation, Inc.**, a Colorado non-profit corporation (the "Library Foundation"), and **Jefferson County Public Library** (the "Library"). The Donor, Library Foundation, and Library are collectively referred to herein as the "parties", and hereby agree as follows:

**WHEREAS**, the Donor desires to make a donation in the amount of \$12,500 (the "Donation") for the 2017 Columbine Remodel Project ("Project"); and

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

**NOW, THEREFORE**, the parties hereto agree as follows:

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

The Donor pledges to make a Donation to the Library Foundation of \$12,500, payable in one lump sum on or before Nov. 1, 2017, to aid funding of the Project.

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

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

3. The Donor, Library Foundation, and Library agree that the Donation will be used for the Project to name a portion of the Children's Discover Together Center (as noted below) and as an expression of appreciation the name Buell Foundation ("Donor Name") shall be displayed at the remodeled Columbine Public Library.

☒ Crawl and Explore Area (ages 0-3)

☐ Play and Learn Area (Ages 3-6)

4. No items recognizing the Donation will be ordered until the full amount of the Donation has been received by the Library Foundation.
5. The parties agree that this naming is contingent on and subject to prior approval by the Library Board of Trustees. In the event that the Board does not approve, the full Donation will be returned to Donor within 14 business days

6. If, in the opinion of the Library Board of Trustees or the Executive Director of the Library, all or part of the Donation cannot, in the future, be applied usefully to the above purposes, it may be used for any related purpose which, in the opinion of the Executive Director of the Library will most nearly accomplish the wishes of the Donor as expressed herein.
7. This Agreement is governed by Jefferson County Public Library's Naming Policy and Guidelines, which are incorporated herein. By entering into this Agreement, the Donor agrees to all of the conditions contained therein, including the following:
  - a. **Signage:**

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

These naming rights will last through December 31, 2027. Donor will be given first right of renewal at the end of the naming period to extend the naming rights for an additional donation to be mutually determined by the parties.
  - c. **Approvals:**
    - (i) All naming acknowledgements will be approved by the Library Board of Trustees.
    - (ii) A re-approval process with input by the Donor shall be necessary in the following situations:
      - (a) Major renovation of the space;
      - (b) Sale, destruction, removal or abandonment of the facility; or
      - (c) A change in the name, business focus or viability of the Donor entity.
  - d. **Payment:** No donations will be refunded for any reason unless the Library is unable to fulfill their obligations due to unforeseen circumstances.
8. **Tax Consequences.** Donor, and not the Library Foundation or the Library, is solely responsible for determining the tax consequences to Donor of the within transaction including, without limitation, any monetary value assigned to the naming right.
9. **Venue and Governing Law.** Venue for any and all legal actions regarding this Agreement shall lie in the District Court in and for the County of Jefferson, State of Colorado, and this transaction shall be governed by the laws of the State of Colorado.
10. **Invalid Provisions.** If any provision of this Agreement is held to be illegal, invalid or unenforceable under present or future laws, such provisions shall be fully severable; this Agreement shall be construed and enforced as if such illegal, invalid or unenforceable

provision had never comprised a part of this Agreement; and the remaining provisions of this Agreement shall remain in full force and effect and shall not be affected by the illegal, invalid or unenforceable provision or by its severance from this Agreement. Furthermore, in lieu of such illegal, invalid or unenforceable provision, there shall be added automatically as a part of this Agreement a legal, valid, and enforceable provision as similar in terms to such illegal, invalid or unenforceable provision as may be possible.

11. Amendments to Agreement. This written Agreement constitutes the entire Agreement of the parties. No representations, promises, terms, conditions or obligations regarding the subject matter of this Agreement, other than those expressly set forth herein, shall be of any force and effect. No modification, change or alteration of this Agreement shall be of any force or effect, unless in writing, signed by both parties.
12. Further Acts. Donor, the Library Foundation, and the Library agree to perform or cause to be performed such further acts as may be reasonably necessary to consummate the transaction contemplated hereby.
13. This Agreement may be executed in two or more counterparts, each of which shall be deemed to be an original, and all of which counterparts together shall constitute but one and the same instrument.
14. Donor, the Library Foundation, and the Library have each been advised by counsel in the drafting of this Agreement, and accordingly hereby agree that in the event a dispute arises between them, the terms of this Agreement shall not be construed against or in favor of either party as draftsman.

*[SIGNATURES FOLLOW ON NEXT PAGE]*



IN WITNESS WHEREOF, the parties have executed this agreement this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

Donor:

By: Susan J. Steele  
Susan J. Steele  
(Print Donor's Name)

Date: 9-12-17

STATE OF COLORADO )  
 ) ss.  
COUNTY OF Denver )

The foregoing instrument was acknowledged before me this 12<sup>th</sup> day of September, 2017 by \_\_\_\_\_, an individual.

WITNESS my hand and official seal.

My Commission expires: 3/17/20

Kelly Costello  
Notary Public

KELLY COSTELLO  
NOTARY PUBLIC - STATE OF COLORADO  
Notary Identification #20164010916  
My Commission Expires 3/17/2020

APPROVED AS TO FORM:

\_\_\_\_\_  
Kurtis D. Behn  
Assistant County Attorney

[SIGNATURES CONTINUED NEXT PAGE]

**administration**

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