

**Jefferson County Public Library Board of Trustees**  
**Study Session**  
**July 14, 2016 – 5:30 p.m.**  
**Administration Conference Room**

**TOPICS:**

- 2017 Budget Presentation
- Five Year Plan
- Value Added Services for Media

**Call to Order**

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

**Trustees present:** Julia Hill-Nichols (Vice-Chair), John Bodnar (Secretary), Ben Davis and Charles Naumer.

**Trustees not present:** Deborah Deal

**Guest(s):** None

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

**Introduction:** Pam introduced Richard Sosa, new Director of Budget & Finance. Prior to joining JCPL, Richard served as controller and fiscal partner with the State of Colorado's Governor's Office of Information Technology. He served as a division finance director with Boulder County and has held positions as director of finance and planning at Denver Public Library (DPL). The Trustees welcomed Richard to JCPL.

**2017 Budget Presentation: Fulfilling our Promises**

Gloria Overholt opened the discussion and advised the Board that each director will be presenting budget information on key items in their departments and items that reflect strategic priorities in support of the Library Board's Ends Statements.

Addressing the Community Needs and Priorities for Jefferson County Public Library

1. Restoring Library Hours

2. Restoring Investments in Books and Materials
3. Providing Access to Updated Technology
4. Repairing and Refurbishing Existing Facilities

### Property Tax Revenue for 2017

Based on a 4.500 mill levy calculation property tax revenue and information in the November 2015 Certification of Value Letter the Library's property tax revenue for 2017 is estimated to be \$36,073,018.

### 2017 Proposed Budget Summary

Summary	2017 Proposed Budget
<b>Revenues</b>	
Revenues	\$37,593,009
Use of Fund Balance	1,575,000
<b>Total Revenues</b>	<b>\$39,168,009</b>
<b>Expenditures</b>	
Operating	\$29,676,107
Debt Service	1,548,404
Capital	6,361,500
Interdepartmental	1,581,998
<b>Total Expenditures</b>	<b>\$39,168,009</b>
Full-Time Equivalent (FTEs)	215

The Trustees reviewed the 2017 operating budget including salaries, employee benefits, vacancy savings, supplies, library books and materials, services and charges and operating capital. The review of the 2017 annual capital projects replacement and maintenance budget included capital maintenance, capital replacement/furniture and equipment, 5-year computer replacement plan, book sorter sinking fund and information technology infrastructure replacement. The Trustees were provided with information on the Library's 2017 Capital Projects budget.

Richard Sosa, Director of Budget & Finance, provided information on the cost allocation budget including direct charges (\$150,588), indirect charges (\$755,366), and intra-county charges (\$675,944). The Board was advised that the Library will continue to closely watch and analyze vacancy savings.

Sandie Coutts, Director of Employee Relations and Development provided information on her department's 2017 budget items including training (\$37,100), leadership development (cost allocation), on-boarding and recruitment (\$10,000).

Rebecca Winning, Director of Communications provided information on her departments strategic priorities including the resident survey (\$30,000), formal brand guidelines project (\$50,000), and early literacy communication efforts (\$10,000).

Pat Klein, Director of Information Technology reviewed his departments 2017 budget items including network upgrades (\$250,000), records management (\$50,000) and security cameras (\$82,000). In response to a question, Pat Klein advised the Trustees that many of the Library's security cameras are part of an aging analog system and the plan is to replace the analog cameras with digital cameras. Placement of the cameras is determined in large part by the recommendations provided by law enforcement during the Library's security initiative implemented in 2014. At that time the Library did not have the funds to replace all of the analog cameras. The security camera placement and system is not designed or intended for any purpose other than patron and staff safety and security.

Steve Chestnut, Director of Facilities and Construction Projects reviewed information on facilities annual maintenance projects (\$250,000) and the Columbine Library remodel project (\$4,250,000).

Donna Walker, Director of Public Services and Julianne Rist, Assistant Director of Public Services provided information on key initiatives including Columbine Library Design and Services (\$4,250,000), Library Books and Materials (\$8,184,313), New Program Model (\$15,000) and planning for the Edgewater Library (\$80,000). In response to a question, Julianne Rist advised the Trustees that there will be naming opportunities for the Columbine Library remodel. The Library is planning on presenting information on the Columbine Library project later in the year. In response to a question, Donna Walker advised the Trustees that planning for the Edgewater Library may include working with an owner's representative for the planning and design of the tenant finish

### **Five Year Capital Plan 2017-2021**

The Trustees reviewed the five year capital plan. In response to a question, Rebecca Winning advised the Board that the large format printer is a replacement for an aging printer. In response to a question regarding the facility master plan the Trustees were advised that the Library anticipates utilizing a consultant with expertise in long range strategic facility planning. The Trustees asked the Library to consider renaming Facility Master Plan and Facility Expansion/Upgrades Planning to clarify these projects. The Library advised the Board that the 2018 Westminster Express Service item has been included in 2018 as a potential planning item.

## **FTE Discussion**

The Trustees and Library staff held some discussion on the current number of authorized full-time equivalent (FTE) positions. The libraries are leanly staffed and expansion of services (Edgewater) will require staffing. As the Board continues to plan for the future, the number of authorized FTE will need to be addressed.

## **Trustees Budget Cover Letter**

The Trustees reviewed the budget cover letter.

## **Next Steps**

- Library Board Meeting July 21st
  - Final Review of Proposed Budget
  - Authorize Executive Director to submit 2017 Budget and 5 Year Capital Plan
  - Sign the Trustee's budget cover letter
- BCC Budget Presentation August 29th
- BCC Adopts Budget November 29th
- Library Board Adopts the 2017 Budget at the Board Meeting December 8th

## **Value Added Services for Media**

Donna Walker advised the Trustees that the Library will be presenting a contract to the Board for value added services for media. The Library issued an RFP and received three responses; two of which met the requirements. The Library has made a selection and is currently in contract negotiations.

Trustee Hill-Nichols asked that the draft component unit document be more educational and user friendly.

## **ADJOURNMENT**

The study session was adjourned at 6:55 p.m.



John Bodnar, Secretary