

Fehringer Ranch Land Use Guidelines - DRAFT

The library site at Fehringer Ranch (approximately 6.75 acres at the NW corner of Kipling and West Nassau Ave in Lakewood) may be available for use by not-for-profit entities upon compliance with the following:

- 1) A request should be submitted in writing to the library's Executive Director at least 30 days in advance of the proposed event.
- 2) Valid Insurance Certificate meeting County requirements (attached) must be provided, listing the Jefferson County Public Library as an additional insured, at least 10 days prior to the event. The certificate must remain valid for a period of 30 days following the event



General 1-25-10
sm.pdf

- 3) A waiver of liability form (attached) must be completed by a person legally authorized to sign on behalf of each participating entity in the event. As an alternative, if the event sponsor has included a Waiver of Liability in its terms & conditions, all participants are required to accept those terms in writing prior to the event. Jefferson County Public Library is to be listed as an entity indemnified by such waiver.



WAIVER OF
LIABILITY.pdf

- 4) The requesting organization must arrange for mowing of the property in advance of the event if equipment that could potentially generate heat or a spark (any motorized equipment) will be used on the site or if mowing is required for specific use.
- 5) The site must be protected from damage and cleaned of all debris generated by the event and left in the original condition. The Library requests that any hazardous conditions discovered in the use of the land be reported to the library's Executive Director as soon as possible.
- 6) Any advertisements for the event must not imply sponsorship by the Library.

	INSURANCE REQUIREMENTS –	GENERAL
I	Prior to the commencement of any work the vendor shall forward certificates of insurance to the department specified in the award document.	
II	Certificate Holder must be Jefferson County Public Library, Colorado.	Required
II	Jefferson County Public Library must be added as an additional insured to all general liability, auto liability, and any excess liability policies.	Required
III	Insurance - Minimum requirement	
	Workers compensation - statutory limits provided by an insurance carrier that is licensed to do business in Colorado. The policy shall contain a Waiver of Subrogation on behalf of Jefferson County. Employer's liability - \$100,000 each accident \$500,000 disease policy limit \$100,000 disease each employee	Required UNLESS SOLE PROPRIETORSHIP
	Commercial General Liability - on an Occurrence Form The policy must not exclude or reduce coverage for mobile equipment, personal injury; blanket contractual; and death. Personal injury coverage must have the employee exclusion deleted. The policy shall contain a Waiver of Subrogation on behalf of Jefferson County.	Required \$1M ea occurrence \$1M general aggregate
	Commercial automobile liability insurance - including hired and non-owned vehicles, if autos are used in the performance of work under this agreement. Combined single limit for bodily injury and property damage.	Required \$1M CSL per accident
	All deductibles or self-insured retentions (SIRs) in excess of \$5,000 must be listed on the certificate of insurance	Required
	The insurance requirements specified by the county shall remain in effect for the full term of the contract and/or agreement and any extension thereof. Updated Certificates of Insurance shall be sent to the county during the full term of the contract and/or agreement and any extension thereof.	Required
	The county reserves the right to reject any insurer it deems not financially acceptable on insurance industry resources. Property and liability insurance companies shall be licensed or approved to do business in Colorado and shall have an A.M. Best rating of not less than A-/VII. Additionally the county reserves the right to reject any insurance with relatively large deductibles or self-insured retentions (SIRs), deemed by the county to pose too high a risk based on the size of the contractor, financial status or rating of the contractor, or based on the size or type of the project and the exposure.	Required
	Any deviations below the standards given above must be approved by Jefferson County Risk Management	Required
IV	Any subcontractors must meet the same insurance requirements for the contract or purchase order unless Risk Management has approved a deviation	Required
V		

ASSUMPTION OF RISK, RELEASE, WAIVER, HOLD HARMLESS AND INDEMNIFICATION

The Undersigned Participant ☐ is or ☐ is not a minor (under 18). If the Participant is a minor all the Participant's parent(s) or guardians(s) must also agree to and sign this ASSUMPTION OF RISK, RELEASE, WAIVER, HOLD HARMLESS AND INDEMNIFICATION.

PARTICIPANT'S NAME _____

ACTIVITY _____

DATE OF ACTIVITY _____

In connection with the undersigned's participation in the Activity described above on Jefferson County Public Library property, the Participant may be exposed to hazards and risks, including but not limited to: inclement weather (e.g., lightning, strong winds, rain, extreme temperatures); unimproved topographic hazards such as rough trails, poisonous or other dangerous insects, reptiles or plants, wild or uncontrolled animals, fire (including intentionally set fires for biological management) and other hazardous conditions.

In consideration for the opportunity to participate in the Activity on Jefferson County Public Library property, the undersigned (and, if the Participant is a minor, the Participant's parent(s) or guardian(s)), **to the fullest extent allowed by law, assumes all risks of injury, death, loss, or damage in any way resulting from the Participant's involvement in the Activity. This assumption of risk includes any injury, death, loss, damage, or expense resulting from the negligence of the County or its officers, employees and agents.**

The Participant (and, if the Participant is a minor, the Participant's parent(s) or guardian(s)) also, **to the fullest extent allowed by law, releases, waives, holds harmless and indemnifies the County and its officers, employees and agents, from and against all liability, claims and demands on account of any injury, death, loss, damage or expense, including costs and attorney's fees, in any way resulting from the Participant's involvement in the Activity. This release, waiver, hold harmless and indemnification includes any injury, death, loss, damage, or expense resulting from the negligence of the County or its officers, employees, and agents.**

This ASSUMPTION OF RISK, RELEASE, WAIVER, HOLD HARMLESS AND INDEMNIFICATION is intended to be as broad and inclusive as permitted by law. If any portion of this document is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect. Nothing contained herein shall be construed to limit any protections, immunities, or limits on liability provided Jefferson County under the State's constitution or statutes, including, without limitation, the Colorado Governmental Immunity Act, §24-10-101, *et seq.*, Colorado Revised Statutes.

BY SIGNING BELOW, I ACKNOWLEDGE READING, UNDERSTANDING, AND AGREEING TO THIS ASSUMPTION OF RISK, RELEASE, WAIVE, HOLD HARMLESS AND INDEMNIFICATION.

(Signature of Participant)

(Date)

(Signature of Parent/Guardian if Participant is under 18)

(Date)

(Signature of Parent/Guardian if Participant is under 18)

(Date)



Jefferson County
PUBLIC LIBRARY

memorandum

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

- Contract
- 5 Year Plans
- 2017 Budget Update
- Draft Financial Policies

date: April 14, 2016

A. Carpet & Upholstery Cleaning Contract

In early March, Porter Industries, the company that has held the carpet & upholstery maintenance contract since 2012, gave notification that the company is going out of business as of March 31, 2016. These services are critical to ongoing maintenance of our facilities and cannot be deferred. A Request For Proposals (RFP) was published on Rocky Mountain Bidnet and the Library is currently considering bids for this service.

Proposals are due on Monday April 11, 2016. Staff expects to be able to report on the number of qualified bids received and the range of contract values at the Study Session. A selection team will be conducting interviews with vendors on April 19th and 20th. A recommendation to contract with the vendor that offers the best value for the Library will be brought forward to the Board of Trustees at the April 21st Board Meeting.

B. 5 Year Strategic Plan and Financial Projections

Attached are the draft documents summarizing the 5 year financial projections, and the draft of the 5 year strategic plans.

The 5 year financial projections include the current year 2016 budget, and the subsequent 5 years, 2017 to 2021. Several assumptions were made in the development of the model as follows:

- 4.5000 mills for the years 2017 to 2021
- Modest increases to Assessed Valuations
- No Fines for Children's Materials – reduction of \$80k per year 2017-2021
- Salaries & Benefits increase 2.6% each year
- Vacancy savings 7.50% (2016 5%)
- Library Books & Materials – increases to move items per capita

C. 2017 Budget Update

Listed below is a summary of the upcoming budget tasks in preparation for the 2017 budget submittal. Staff will keep the Board updated at Study Sessions and Board Meetings of the progress towards the completion of the budget. Please note that some due dates may be changed as we receive instructions from the County as to due dates.

memorandum

Budget Calendar:

- April - July
 - Cost Allocation meetings with County
 - April 15 – Budget submittals due to Finance
 - April 28 – Executive Director review of decision packages
 - May 3 – SMT review of decision packages
 - May 4 – May 18 Business Unit Budget meetings
 - May 10 – SMT Budget review
 - May 17 – SMT Budget review
 - June 9 Study Session – Preliminary Budget
 - June 16 Board Meeting – Trustees review County Budget Guidelines
 - July 14 Study Session – Proposed 2017 Budget presentation to Board
 - July 21 Board Meeting – Trustees authorize Executive Director to submit proposed 2017 Budget, including cover letter requesting mills, to County Commissioners

D. Draft Financial Policies

Staff has been developing several financial policies for the Board's input and consideration. The three policies that are currently in draft form are:

- Budget Cover Letter to the County Commissioners
- Library Books and Materials Budget Policy
- Fixed and Controlled Asset Management Policy

Senior Management Team has reviewed the draft policies and is in agreement with the policies. The next step in the process is to present the policies to the Board – informally. The purpose is to:

- Link policies to public approval of the board's performance
- Relate the financial policies to goals, objectives and End Statements the Board is committed to
- Engage the Board about how the policy will alter future decision making
- Discuss whether policies are consistent with accepted best practices

Copies of the draft policies are attached for the Boards review and input. Once the Board has approved the final drafts, the policies will be brought back to the Board for the official adoption.



Board of Trustees Budget Cover Letter to Board of County Commissioners

Purpose: The Board of Trustees supports and acknowledges their responsibility to present the budget necessary to provide residents of Jefferson County with quality library services. In order to ensure the proposed budget meets that responsibility the Board will submit a budget cover letter with the budget submittal. The cover letter will ensure the submitted budget meets the following goals:

1. The submitted budget generally meets the Board of County Commissioners annual guidelines, and any deviations from the guidelines will be explained, justified and validated in the budget cover letter.
2. The submitted budget meets the Library Board of Trustees fiduciary responsibilities with respect to:
 - a. State of Colorado Library Law, 24-90-109 Powers and Duties of Board of Trustees:
 - i. Submit annually a budget as required by law and certify to the legislative body of the governmental unit or units that the library serves the amount of the mill necessary to maintain and operate the library during the ensuing year.
3. The Board of Trustees will submit to the Board of County Commissioners the required mill levy needed to fund the proposed budget. The mill levy required will not exceed the voter approved maximum of 4.5000 mills.

Capital and Controlled Asset Management Policy

Purpose: To comply with the Board of Trustees Governing Policy 2.4, Asset Protection:

The Library's Executive Director shall not allow the Library's assets to be unprotected, inadequately maintained or unnecessarily risked.

Item #7 under this governing policy states: "I shall not fail to maintain a system for the management of fixed and controlled assets that provides sufficient information for the preparation of financial statements, ensures proper use, and provides for their maintenance, replacement and disposal."

In order to comply with this policy the Library shall follow the guidelines stated below:

1. Every five years the Library shall contract with an asset management firm to conduct a complete and thorough physical inventory of all Library fixed assets over \$5,000 and controlled assets as defined during the year of the audit.
2. Every year the controlled tagged items will be inventoried by Library staff. These items include: Desktop PC's, laptops, tablets, monitors, laser printers, supporting network hardware, LCD projectors, televisions, and any other controlled/tagged assets in this asset class.
3. The remainder of the fixed assets, whether tagged or not, will be inventoried on a schedule to be determined by the Finance Director, but within the 5 year time period between the complete asset audit.
4. The valuation, assigning fair market value and replacement costs for inventoried items shall be reviewed, updated and maintained by the Finance office on a yearly basis.
5. The results of the above steps will be reported to the Board of Trustees to ensure the Library is in compliance with Governing Policy 2.4, Asset Protection.

Library Books and Materials Budget Policy

Purpose: The Library desires to maintain a responsible level of books and materials for Jefferson County residents, as defined by holdings per capita, a benchmark measure reported by the National Public Library Database. The ultimate goal is to perform in a range between the 50th and 75th percentile in this measure, when compared to national public library peers. The annual budget for books and materials will be based on projections developed by the Finance office and Public Services to ensure continual progress toward this goal. The budget for books and materials will ensure that the amount budgeted will move the Library closer to the yearly goal.

The internal guideline for the budget for Library Books and Materials has been adopted by the Library Board of Trustees to recognize the importance of maintaining the investment in Library Books and Materials.

This guideline serves to ensure that the Library Board of Trustee's Ends Statement #1 is met each year.

"All Jefferson County residents have equal opportunity to access information, resources, ideas and technology, and they are supported in using these resources."

The Library Board of Trustees reserves the right to modify or adjust the policy each year during the budget process as the Board believes to be in the best interest of the Library.

JEFFERSON COUNTY PUBLIC LIBRARY
4.5 MILLS
2016- 2021

Year 1 Year 2 Year 3 Year 4 Year 5

	BUDGET	PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED
	2016	2017	2018	2019	2020	2021
Property Tax						
County Assessed Valuation	8,196,489,703	8,196,489,703	8,606,314,188	8,606,314,188	8,864,503,614	8,864,503,614
Property Tax	\$ 33,777,734	\$ 36,884,204	\$ 38,728,414	\$ 38,728,414	\$ 39,890,266	\$ 39,890,266
Add'l Property Tax Revenue	-	-	-	-	-	-
Property Tax Adjustments	(699,713)	(729,274)	(751,153)	(751,153)	(773,687)	(773,687)
Subtotal Taxes	33,078,021	36,154,929	37,977,261	37,977,261	39,116,579	39,116,579
Intergovernmental	126,734	130,000	130,000	130,000	130,000	130,000
Charges for Services	149,000	153,470	158,074	162,816	167,701	172,732
Fines & Forfeitures	650,000	589,500	609,585	630,273	651,581	673,528
Investment Income	149,021	200,000	205,600	211,357	217,275	223,358
Contributions & Donations	200,000	200,000	200,000	200,000	200,000	200,000
Miscellaneous	101,000	104,030	107,151	110,365	113,676	117,087
Subtotal Revenues	34,453,776	37,531,929	39,387,671	39,422,072	40,596,812	40,633,284
Transfer from Fund Balance - Previous Year	-	2,057,647				
Transfer from Fund Balance	-	942,353				
TOTAL SOURCES	\$ 34,453,776	\$ 40,531,929	\$ 39,387,671	\$ 39,422,072	\$ 40,596,812	\$ 40,633,284
Salaries & Benefits	\$ 16,470,024	\$ 17,484,121	\$ 17,522,857	\$ 18,013,585	\$ 18,517,848	\$ 19,036,306
Supplies	1,015,154	1,042,289	1,071,473	1,101,474	1,132,315	1,164,020
Library Books and Materials	5,878,276	7,799,253	8,235,600	9,102,917	9,538,196	9,827,482
Operating Capital	60,000	-	-	-	-	-
Other Services & Charges	3,580,914	3,817,384	3,915,271	4,078,750	4,047,775	4,047,261
Strategic Priorities	-	320,000	528,900	300,000	170,000	290,000
Interdepartmental	1,450,848	1,556,994	1,591,777	1,599,097	1,624,049	1,652,768
Subtotal Operating	\$ 28,455,216	\$ 32,020,041	\$ 32,865,878	\$ 34,195,823	\$ 35,030,184	\$ 36,017,837
Debt Service	1,584,388	1,548,404	1,514,769	1,475,337	1,436,104	621,367
Capital Projects and Equipment	2,356,525	6,857,298	3,913,525	2,822,000	2,993,000	2,997,000
TOTAL USES	\$ 32,396,129	\$ 40,425,743	\$ 38,294,172	\$ 38,493,160	\$ 39,459,288	\$ 39,636,204
NET SOURCE (USE) OF FUNDS	\$ 2,057,647	\$ 106,186	\$ 1,093,499	\$ 928,913	\$ 1,137,524	\$ 997,080
BEGINNING FUND BALANCE	\$ 12,245,645	\$ 14,303,292	\$ 11,409,478	\$ 12,502,977	\$ 13,431,890	\$ 14,569,414
Total Sources	34,453,776	37,531,929	39,387,671	39,422,072	40,596,812	40,633,284
Total Uses	32,396,129	40,425,743	38,294,172	38,493,160	39,459,288	39,636,204
ENDING FUND BALANCE	\$ 14,303,292	\$ 11,409,478	\$ 12,502,977	\$ 13,431,890	\$ 14,569,414	\$ 15,566,494
MINIMUM FUND BALANCE	\$ 8,613,444	\$ 9,382,982	\$ 9,846,918	\$ 9,855,518	\$ 10,149,203	\$ 10,158,321
MAXIMUM FUND BALANCE	\$ 17,226,888	\$ 18,765,965	\$ 19,693,836	\$ 19,711,036	\$ 20,298,406	\$ 20,316,642
AVAILABLE FUND BALANCE	\$ 5,689,848	\$ 2,026,496	\$ 2,656,059	\$ 3,576,372	\$ 4,420,211	\$ 5,408,173

Assumptions

4.5000 Mills every year
2018 Assessed Valuation increase 5%
2020 Assessed Valuation increase 3%
All Other Revenues increase 3% each year
No Fines for Childrens Books -\$80k removed

Salaries increase 2.6% each year
Benefits increase 2017 - 2.6%
Benefits increase 2018 & beyond - 2.8%
Vacancy Savings 7.50%
Other Expenditures increase 2.6% to 2.8%
Based on Co Legislative Council Economic & Revenue forecast 12-12-15

Some Contracts increase 5%

COP Debt paid off in 2020

Library Books and Materials:

Larger increase from 2016 to 2017 to bring items per capita up to a level consistent with policy
2018-2021 budget increases leveling out as items per capita stabilizes

2017

Use \$3m of fund balance to fund Columbine Remodel Project
Addition of 5.5 FTE's Core Services