



Jefferson County  
**PUBLIC LIBRARY**

## **BOARD STUDY SESSION**

**DATE:** May 10, 2018

**TIME:** 5:30 P.M.

**PLACE:** Administration Conference Room  
10200 W. 20<sup>th</sup> Avenue  
Lakewood, CO 80215

### **Topics:**

- Review 5 and 10 Year Financial Plan
- Information Technology Staffing
- Exterior Lighting Contract Information
- Review Draft 2019 Governance Budget
- Proposed 2019 Board Meeting Schedule
- 2020 Strategic Planning – Board
- Financial Review

**NEXT BOARD STUDY SESSION**



Jefferson County  
**PUBLIC LIBRARY**

# 5 & 10 Year Financial Model

May 10, 2018

# What is the 5 & 10 Year Financial Model?



- Financial Outlook for 5 & 10 years out
- Based on Promises Made
  - Invest in books and materials;
  - Provide access to updated technology;
  - Repair and refurbish existing facilities;
  - Improve service in underserved areas; and
  - Stabilize long-term finances.
- Fund Balance Policy Monitoring Tool

# Property Tax Revenues



- Model Based on 4.5000 Mills
- Assessed Valuation increase 10%
- Other Revenues – modest increase

# Expenditure Projections



- Salaries and Employee Benefits
- Library Books and Materials
- Facility Master Plan Recommendations

• 2019 - Belmar	\$6.7 Million
• 2020-21 – South County	\$10-16 Million
• 2022 - Evergreen	\$3.17 Million
• 2023 - Standley Lake	\$5.8-8.3 Million
• 2024 - Admin Building	\$16 Million

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



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

TO: Pam Nissler, Executive Director

FROM: Patrick Klein, IT Director

DATE: May 1, 2018

RE: Proposal to Allocate the Intranet/DMS Admin to 2018 FTE vs 2019

**History: The JCPL Intranet project was begun in December 2017 and continues through 2018.**

Description of service/ project: Intranet/DMS Manager

We currently have a temporary employee performing the Project Management role as we develop the Intranet solution. As we delve deeper into the Intranet Project, we have become overwhelmingly aware of the need for continuity by hiring the full time Intranet/DMS manager prior to the deployment of the solution. It is crucial that the person managing the Intranet be involved with its creation to ensure successful ongoing support. Upon auditing the content that will populate the new Intranet site, we have identified areas that will need constant overview and management.

Once the project is deployed and turned over to the Intranet manager, we have the potential for a severe loss of knowledge and skillset. The Intranet Manager will replace the current temporary employee so he/she will have ownership of the solution, deployment and ongoing management. The new Intranet site will establish new forms of communications and collaboration throughout JCPL, so it is imperative the site owner provide input and be knowledgeable of our new communication paths.

Based on the magnitude and importance of the Intranet project, we will be asking the Board to provide Pam approval to move forward with the hiring of the Intranet/DMS Manager in 2018, as opposed to waiting for 2019.

**Total Cost:**

The initial cost of the FTE will be \$45,090. The cost for 2019 is projected to be \$90,180 and is included in the 2019 budget request. There would be an offset of approximately \$25,000 from the temporary project manager position.

**Budget:**

The budget for the position in 2018 will come from the IT Project budget of 2018.

**Next Actions:**

The next step is for the Board of Trustees to approve the Executive Director to move forward with the hiring of the Intranet/DMS Manager in 2018.

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TO: Pam Nissler, Executive Director

FROM: Kurt Jungwirth, Facilities Operations Manager

DATE: May 10, 2018

RE: 2018 JCPL Exterior Lighting Upgrade, Study Session Memo

**History of Contract:** JCPL Exterior Lighting Upgrade RFP

As part of JCPL's strategic goal of upgrading the Exterior Lighting systems at its nine library locations to LEDs, JCPL went out for bid on April 09, 2018. The Library received four responses to the RFP and is recommending Next Step Energy Solutions for the exterior lighting project. The project is expected to start in June 2018, with a completion date around July 2018. The recommendation from the team working on this project is for the Director of Facilities and Construction to request Board authorization for the Executive Director to enter into a contract with Next Step Energy Solutions.

This contract will be for the upgrade of the Exterior Lighting systems to LEDs to help us meet safety and security requirements and also further reduce our energy use.

**Total Cost:**

A project cost in the amount of \$73,044.00 is requested, with a projected rebate of approximately \$20,582.00. It is estimated that the project will have a return on investment of approximately 1.5 years.

**Budget:**

\$70,000 was budgeted in the proposed 2018 Annual Replacement & Maintenance budget for the project.

**Next Actions:**

I anticipate bringing the contract authorization request to the Board at the May 17<sup>th</sup> board meeting. We will be asking the Library Board of Trustees to authorize the Executive Director to sign a contract with Next Step Energy Solutions, for the amount of \$73,044.

administration

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TO: LIBRARY BOARD OF TRUSTEES  
FROM: JULIA HILL-NICHOLS, CHAIR  
DATE: May 10, 2018  
RE: **PROPOSED 2019** GOVERNANCE BUDGET - POLICY 4.8.2

The Library Board will consciously invest in its ability to govern competently and wisely. Accordingly, costs will be prudently incurred, but sufficient to ensure the development and maintenance of superior governance, including funds sufficient for:

- A. Library Board training, including publications and dues.
- B. Library Board member travel/reimbursements to annually attend the Colorado Association of Libraries (CAL) annual conference, national conferences, and non-conference travel, as appropriate <sup>(1)</sup>.
- C. Auditing and other third party monitoring of organizational performance.
- D. Surveys focus groups and opinion analysis (included in Communications budget).
- E. Library Board-hosted ownership linkage/outreach events.
- F. Library Board meeting and retreat costs.

Account Category	Account Number	Account Description	<b>2019 Proposed 05-10-18</b>
426000 - Supplies	426137	Office Supplies	100
	426183	Recognition/Appreciation	300
	426190	General Supplies	100
	426390	Food Supplies	50
433090– Professional Services	433090	Professional Services	1000
435600 – Dues, Meetings, Training	435625	Food/Beverages	6500
	435630	Professional Dues	750
	435635	Business Meals	1000
	435640	Training and Education	4000
	435660	Conferences and Trade Shows	15,200
435800 – Travel	435850	Mileage	1,500
		<b>TOTAL</b>	<b>\$30,500</b>

State Conference: 7 @\$350.00 – CAL, = \$2,450; National Conference(s): 5 @\$2560.00 (NLLD, Washington DC, ALA Midwinter, ALA Annual Conference = \$12,800)

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



**JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES**  
**PROPOSED 2019 STUDY SESSIONS AND BOARD MEETINGS**

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

<b>Board Meetings - 5:30 p.m.</b>	
<u>Date</u>	<u>Location</u>
January 17	Lakewood Library Meeting Room
February 21	Lakewood Library Meeting Room
March 21	Lakewood Library Meeting Room
April 18	Arvada Library Meeting Room
May 16	Columbine Library Meeting Room
June 20	Evergreen Library Meeting Room
July 18	Golden Library Meeting Room
August 15	Standley Lake Library Meeting Room
September 19	Belmar Library Meeting Room
October 17	Lakewood Library Meeting Room
November 21	Lakewood Library Meeting Room
December 12	Combined Study Session & Board Meeting Lakewood Library Meeting Room

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