

BOARD MEETING

JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

June 21, 2018



Jefferson County
PUBLIC LIBRARY

APPROVAL OF AGENDA

BOARD MEETING AGENDA - **AMENDED**

Jefferson County Public Library Board of Trustees

ITEM# / ACTION	Thursday, June 21, 2018 – EVERGREEN LIBRARY MEETING ROOM
1.	Call to order & attendance (4.5.8)
2.	Pledge of Allegiance
3. Action	Approve Agenda Call for motion and second
4. Action	Approval of Minutes Call for motion and second <ul style="list-style-type: none"> • May 10, 2018 Board Study Session Minutes • May 17, 2018 Board Meeting Minutes
5.	Public Comment
6. Operational Updates Action as Needed	<ul style="list-style-type: none"> • Executive Director Update • Finance Department – Barbara Long, Interim Director of Budget & Finance <u>2019 Budget</u> <ul style="list-style-type: none"> ▪ 2019 5-Year Capital Plan – Call for motion and second ▪ 2019 Proposed Budget Plan – Call for motion and second ▪ Financial Reports • Employee Relations & Development – Sandie Coutts <ul style="list-style-type: none"> ▪ Executive Director Recruitment - Bradbury Miller • Public Services <ul style="list-style-type: none"> ▪ Serial Contract Authorization - Call for motion and second ▪ Midwest Tape Renewal Authorization - Call for motion and second • Facilities & Construction Projects <ul style="list-style-type: none"> ▪ Edgewater Sorter – PV-Supa Contract Authorization - Call for motion and second ▪ Belmar Library – Owner’s Representative Authorization for Phase II- Call for motion and second • Communications <ul style="list-style-type: none"> ▪ Edgewater Naming Agreements Authorization - Call for motion and second
7. Action as Needed	Consent Agenda (4.3.4) No items

BOARD MEETING AGENDA - AMENDED

Jefferson County Public Library Board of Trustees

8. Emerging Issues Action as Needed	
9. Action as Needed	Ends <ul style="list-style-type: none">• 2020 Strategic Planning
10. Action as Needed	Governing Policies <ul style="list-style-type: none">• No items
11. Suggest Agenda Items	BOARD SCHEDULE – NEXT MEETINGS <ul style="list-style-type: none">• July 12 – Study Session – CANCELLED• July 19 – Board Meeting – 5:30 pm – Golden Library Meeting Room• August 9 – Study Session – 5:30 pm – Administration Conference Room• August 16 – Board Meeting – 5:30 pm – Standley Lake Library Meeting Room• September 13 – BCC & BOT Quarterly Meeting – 11:30 – BCC Board Room• September 13 – Study Session – 5:30 pm - Administration Conference Room• September 20 – Board Meeting – 5:30 pm – Belmar Library Meeting Room
12. Discussion	Board Questions or Comments Related to Items on the Meeting Agenda
13. Discussion	Evaluate Board Meeting (4.1.9)
14. Information	Announcements/General Information Sharing <ul style="list-style-type: none">• Report of the Chair – Correspondence, Other• Other Announcements
15. EXECUTIVE SESSION Action	EXECUTIVE SESSION: Call for Motion: To adjourn the regular meeting of the Library Board of Trustees and reconvene in Executive Session pursuant to CRS 24-6-402(4) (e) (I) Determining positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators
16. Reconvene Regular Meeting	Executive Session Summary
17. Adjournment	

APPROVAL OF MINUTES

Jefferson County Public Library Board of Trustees
Study Session
May 10, 2018 – 5:30 p.m.
Administration Conference Room

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

Call to Order

The Study Session was called to order at 5:31 p.m. by Julia Hill-Nichols, Chair.

Other Trustees present: Kim Johnson (Secretary), Pam Anderson, John Bodnar, Deborah Deal and Brian DeLaet.

Trustees not present: Charles Naumer.

Staff present: Pam Nissler, Executive Director; Donna Walker, Director of Public Services; Steve Chestnut, Director of Facilities and Construction Projects; Gloria Overholt, Consultant; Barbara Long, Interim Director of Finance and Budget; Rebecca Winning, Director of Communications; Sandie Coutts, Director of Employee Relations and Development; Danny Lagage, Information Technology Operations Manager; and Amber Fisher, Executive Assistant, Office of the Executive Director.

National Library Legislative Day (NLLD)

Trustee Bodnar reported on his attendance at National Library Legislative Day in Washington, DC.

Review 5 and 10 Year Financial Plan

The Executive Director advised the Board that Barbara Long has been appointed the Interim Director of Finance and Budget. Gloria Overholt will continue to serve as a consultant and assist with the transition.

Gloria Overholt provided an overview of how the five and ten year financial model is developed.

The financial model is based on the promises made to the residents of Jefferson County to 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. The model is based on 4.5 mills, a conservative assessed valuation increase of 10%, and a modest increase in other revenues and includes the application of the Board's fund balance policy. Expenditure projections in the model include salaries and employee benefits, library books and materials and recommendations from the facility master plan:

- 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

It was noted that the model is a working document and would be adjusted to reflect changes in the assumptions.

In response to a question, the Board was advised that this information is presented as a kick-off to the budget process and more details will be presented during the budget discussions. The Chair noted that putting the Belmar Library as a priority makes sense as the Board has the responsibility to take care of the existing facilities. If there is a revenue shortfall, funds will not be available to take care of the existing facilities. The priority should be the existing facilities before moving on to other things.

Information Technology Staffing

Danny Lagage, Information Technology Operations Manager, addressed the Board and introduced the topic. The Library currently has a temporary employee performing the Project Management role for the development of the intranet. As the Intranet Project has progressed, the Library recognized the need for continuity and continuing support to ensure the success of the project. The Intranet Manager will replace the current temporary employee and will have ownership of the solution, deployment and ongoing management. The new Intranet site will establish new forms of communications and collaboration throughout JCPL and it is imperative the site owner provide input and be knowledgeable of the new communication paths. The second part of the project is the

Document Management System (DMS) that is scheduled to start later in 2018. Based on the magnitude and importance of the Intranet project, the Library is recommending that the Board approve moving forward with the hiring of the Intranet/DMS Manager in 2018, as opposed to waiting for 2019.

In response to questions, the Board was advised that:

- The main concern is about continuity for a successful project.
- The initial cost of \$45,090 is for the rest of 2018.
- The cost includes salary and benefits
- The range is at the high end for the position
- The Library would post the position
- The responsibilities of the position would include content management for the intranet, database management, and workflow, maintenance, developing, and implementing the document management system.
- SharePoint is a web-based, collaborative platform that integrates with Microsoft
- The Library does not believe that the intranet and document management systems would be effective if they were managed outside of the Library.

Exterior Lighting Contract Information

Steve Chestnut, Director of Facilities and Construction Projects, addressed the Board and provided information on the Exterior Lighting Upgrade project. Poor exterior lighting has been an ongoing issue with patrons and staff. 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 further reduce our energy use.

In response to questions, the Board was advised that:

- The project will upgrade nine Library facilities. Xcel owns the light poles at the other sites. The Library may address exterior lighting on the buildings at those sites.

- Some of the anticipated rebate goes back to the contractor and some goes to the owner – then the contractor typically reduces the Library’s cost. Facilities staff will work with the contractor on how the rebate will work.
- The project does not include new poles.
- The LED bulbs should last for 60,000 hours and the Facilities staff should be able to replace the bulbs.
- This energy savings measure is not the same as the one the Library completed through its partnership with McKinstry. It may not be possible to gather similar savings data on kilowatt-hours without spending significant resources (approximately 30-40 hours) to gather that information. The Library will make every effort to see what would be involved in gathering that information before expending the resources, which may negate any savings.
- The return on investment of approximately 1.5 years is an estimate.

Review Draft 2019 Governance Budget

The Chair addressed the Board and provided information on the proposed 2019 Board Governance Budget. The budget largely remains the same as the 2018 budget, with the only adjustment being an increase of \$500 for food and beverages. Trustee Bodnar recommended an increase in the travel budget to allow for all seven Trustees to attend a national conference. The Board will vote to adopt the 2019 budget at the May Board meeting.

Proposed 2019 Board Meeting Schedule

Amber Fisher, Executive Assistant, introduced the topic and advised the Board that the 2019 meeting schedule is coming before the Board earlier in the year than usual. Public Services programming staff have already started booking meeting rooms for Library programs. In order to ensure the Board has meeting rooms for 2019, the Board will be asked to approve the schedule at the May Board meeting so reservations can be confirmed. In response to a question, the Board was advised that the Edgewater does not have its own meeting room. The meeting room is a shared space with the City of Edgewater. The Library will be looking into scheduling a Board meeting in that shared space and will keep the Trustees updated.

2020 Strategic Planning – Board

The Chair noted that there was no specific item for discussion regarding the Board’s strategic planning topic. Trustee Anderson addressed the Board, noted that she had reviewed the Board’s comments on library trends and expressed appreciation for

everyone's observations. In terms of the timing of this work, Trustee Anderson inquired about the scheduling with respect to the role the new Executive Director would have in strategic planning. Trustee Anderson advised the Board that she would send an email with more information about her concerns.

Financial Review

There were no questions from the Board about the March 2018 financial report that was presented at the April 2018 Board meeting.

Executive Director Recruitment

The Board was advised that the consultant will be at the May 17, 2018 Board meeting to provide an update.

ADJOURNMENT

The study session was adjourned at 6:14 p.m.

Kim Johnson, Secretary

Minutes of the Meeting of the
JEFFERSON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
May 17, 2018

CALL TO ORDER – REGULAR MEETING

The regular meeting of the Jefferson County Public Library Board of Trustees was held in the Columbine Library meeting room on May 17, 2018. 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), Deborah Deal and Brian DeLaet.

Trustees not present: Pam Anderson and John Bodnar.

Guests: Dan Spykstra, Wember, Inc.

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

APPROVAL OF AGENDA

MOTION: Kim Johnson moved that the Library Board of Trustees approve the agenda as presented. Seconded by Charles Naumer the motion passed by unanimous vote of all Trustees present.

APPROVAL OF MINUTES

MOTION: Deborah Deal moved approval of the minutes of the April 12, 2018 Study Session. Seconded by Kim Johnson the minutes were approved by unanimous vote of all Trustees present.

MOTION: Kim Johnson moved approval of the minutes of the April 19, 2018 Board meeting. Seconded by Charles Naumer the minutes were approved by unanimous vote of all Trustees present.

PUBLIC COMMENT

There was no public comment.

FOUNDATION REPORT

Jo Schantz, Executive Director of the Foundation, provided an update on the activities of the Foundation. The Murder She Writes event was held on April 27. The event was low-key and did not raise a lot of money, but made some new friends. The Spring Whale Sale Friends preview night is May 31, with the sale from June 1 to June 3. Volunteers are still needed for the sale. Grants and sponsorships for 2018 Summer Reading include Kinder Morgan Foundation, \$3,000; FirstBank, \$2,000; and Madigan Foundation, \$5,000.

SENIOR MANAGEMENT TEAM (SMT) OPERATIONAL UPDATES

Executive Director Update

Pam Nissler, Executive Director, provided an update to the Board. Pat Klein has submitted his retirement notice, effective June 30. The Trustees expressed their appreciation for the many contributions Pat Klein has made to JCPL. The Executive Director advised the Board that the Library received a letter from AARP thanking the Library for their support of the AARP Tax Help program. The program served 1,859 people.

The Chair and Executive Director acknowledged two guests, Bob Pasicznyuk Executive Library Director of Douglas County Libraries and Janiece Murphy, President of the Douglas County Libraries Board.

Information Technology Staffing

The Board was presented with a brief overview of the information that was provided at the May 10, 2018 Study Session regarding the Intranet/DMS Manager position.

MOTION: Charles Naumer moved that the Library Board of Trustees authorize the Executive Director to move forward with the hiring of the Intranet/DMS Manager in 2018. Seconded by Kim Johnson the motion passed by unanimous vote of all Trustees present.

Employee Relations and Development

Executive Director Recruitment

Charles Naumer, introduced the topic and provided an update to the Board on the Executive Director recruitment. There were 29 applicants and the Search Committee met earlier in the day to review the applications. The Committee narrowed the applications down to eight candidates. The Committee will interview the eight candidates via Skype on Monday, May 21 and Tuesday, May 22. The Committee was very pleased with the strong candidate pool and national representation. The Board will receive information on finalists on June 14, for in-person interviews, which are scheduled for June 18, and 19. There will be a public forum on June 18, from 6:00 pm to 8:30 pm including a panel discussion facilitated by Bradbury Miller. There will be an opportunity for public input through a survey after

the panel discussion. Trustees Johnson and Naumer noted that Bradbury Miller Associates brought a lot of value to the process. The Committee is confident that they have the best possible national candidates and that might not have happened without the expertise of Bradbury Miller Associates.

Budget and Finance Department

Barbara Long, Interim Director of the Finance and Budget Department presented information on the activities of the Budget and Finance Department.

Financial Report

Barbara Long reported that operating expenses are on track. Revenue is showing the same amount as last month, the Library expects additional revenue to be posted, and it will be included in next month's financial report. The receipt of significant property tax funds in past months led to an increase in investment income. Staff is updating vacancy savings on a monthly basis and projections indicate will meet or exceed the target. Capital expenditures will start to pick up in the next few months with Edgewater construction and work on the security camera installations. There are projected savings in capital projects that were planned for 2018 but will not be moving forward this year.

The Chair reminded the Board that there would be another opportunity to discuss the financial report at the June Study Session. This is a standing study session topic to allow the Board more time to review the financials.

Update on 2019 Budget Development

Barbara Long addressed the Board and provided an update on development of the 2019 budget. June is big budget month for Library staff. The Library will be presenting 2019 budget information at the June Study Session with the Library's recommended budget presented for Board approval at the June Board meeting.

Facilities and Construction Projects

Edgewater Library Project Update

Pat Kline, Director of Information Technology, shared a drone video of the progress at the Edgewater Library site.

Julianne Rist, Director of Public Services, provided an update on the Edgewater Library project. The library portion of the project is moving into construction. The project team will have a final walk through before the concrete floor is poured next Thursday. Community meetings have been scheduled for June 7 and June 17. Dan Spykstra, with Wember, Inc., addressed the Board and reported that the project is following the timeline and going well.

Exterior Lighting Contract Authorization

Kurt Jungwirth, Facilities Operations Manager, introduced the topic and provided a brief summary of the information that was presented at the May 10, 2018 Study Session.

MOTION: Deborah Deal moved that the Library Board of Trustees authorize the Executive Director to sign a contract with Next Step Energy Solutions in the amount of \$73,044 for the exterior lighting upgrade project. Seconded by Charles Naumer the motion passed by unanimous vote of all Trustees present.

CONSENT AGENDA

Trustees Adopt the 2019 Governance Budget

The Chair advised the Trustees that Amber Fisher provided information on the Board's 2015-2018 travel/conference budget in response to a recommendation to increase that budget. Given that information, the Chair recommended that the Board stay within the current proposed budget. Trustee DeLaet noted that the Board should encourage each other to be more engaged in attending conferences.

MOTION: Deborah Deal moved that the Library Board of Trustees adopt the proposed 2019 Governance Budget as presented. Seconded by Brian DeLaet the motion passed by unanimous vote of all Trustees present.

2019 Board Meeting Schedule – Board Consensus

CONSENSUS: The Library Board of Trustees approved the 2019 Board Meeting Schedule.

July Study Session

After some discussion, the Board reached consensus and asked Amber Fisher to issue a notice of cancellation for the July 12, 2018 Library Board Study Session.

2020 Strategic Planning

Charles Naumer advised the group that he would review the comments on the survey and send out an email with a process for the next discussion on strategic planning. Trustee DeLaet asked if there could be more structure and further map out the process to include where the Board is going with these discussions.

BOARD SCHEDULE – NEXT MEETINGS

- June 14 – BCC & BOT Quarterly Meeting – 11:30-12:30
- June 14 – Study Session – 5:30 pm – Administration Conference Room
- June 18 & 19 – Executive Director Recruitment – Final Interviews
- June 21 – Board Meeting – 5:30 pm – Evergreen Library Meeting Room
- July 12 – Study Session – CANCELLED – Administration Conference Room

- July 19 – Board Meeting – 5:30 pm – Golden Library Meeting Room

ANNOUNCEMENTS / GENERAL INFORMATION

Trustee Johnson advised the Board that her family attended the Star Wars event at the Columbine Library last week and thoroughly enjoyed the program. Trustee Johnson expressed appreciation to the Teen Services Manager for putting on a wonderful event.

ADJOURNMENT

The Board meeting was adjourned at 6:03 p.m.

Kim Johnson, Secretary

FOUNDATION REPORT

JEFFERSON COUNTY LIBRARY FOUNDATION
EXECUTIVE DIRECTOR REPORT
June 2018 (May 17 – June 21)
By Jo Schantz

1. Recent events

Spring Whale of a Used Book Sale –

June 1-3, Jeffco Fairgrounds; Friends Preview Night, May 31, 6 to 8 p.m.
Attendance: 4,200
Gross revenues: \$75,317
Budgeted revenue: \$65,000
Variance: +\$10,317

International Public Library Fundraising Conference

June 3-5, Denver Public Library in Denver

I was pleased to participate in this 3-day conference focused on fundraising strategies in support of public libraries. Guest speakers included: Jonna Ward, CEO, Seattle Public Library Foundation; Lauren Arana, Director of Individual Giving, Brooklyn Public Library; Stu Wilson, Director, Library Strategies; Greg Giles, VP Development and Community Engagement, The Friends of the Saint Paul Public Library; Marcellus Turner, Chief Librarian and Executive Director, Seattle Public Library; David Leonard, President, Boston Public Library; and Michelle Jeske, City Librarian, Denver Public Library.

Here were some of the conference topics: New Approaches to Corporate Sponsorships; Create a Winning Legacy Giving Marketing Plan with Minimal Resources; Holiday Online Giving Success / Take Your Year-End Fundraising Program to the Branches; Denver Public Library Academy: Turning Customers into Advocates; and Annual Fund / Acquisition Success with Library Cardholders. I'm hopeful that JCLF will be able to take some of these great ideas and put them to work in 2018/2019!

2. Meetings, activities and networking

Throughout the past month, our entire staff was busy preparing for the spring Whale of a Used Book Sale. We had several staff meetings and we also met with Fairgrounds staff prior to the sale to ensure that the event would run smoothly. **Our event planner, Kirstin Kraig**, did a fantastic job in securing inkind donations from a roster of local businesses. These contributions helped us keep down costs through the provision of free food and drinks for our event volunteers, plus free refreshments for our Friends Preview Night. **These supporters included:**

Starbucks
Home Depot
Woody's Pizza
Olive Garden
Panera Bread
Einstein Bagels
Great Harvest Bread Company
Snarf's
D'Deli
King Soopers

Safeway
Natural Grocers
Sprouts
Target
Santiago's
Chick-fil-A
Coca-Cola
Pepsi Bottling Co.
Mahnke Auto Body

Board member TJ Bowen has led the Foundation's efforts in seeking a new database. Ali Egbers and I have been researching various databases, and we hope to switch to a more user-friendly and upgraded database in July. TJ also met with me and our planned giving consultant, Virgil Scott, on Friday, June 15, to further discuss timelines and preparations for the launch of JCLF's Legacy Society and Charter membership. Board VP Jeannie Mann has agreed to be a featured Charter member in this new fundraising campaign, which we plan to launch in August. On June 6, Board VP Jeannie Mann and I met in Evergreen to discuss her role in the new planned giving program.

I participated in the monthly Senior Management Team meeting with key JCPL staff members on June 7 to discuss updates on the Outdoor Learning Environment at Standley Lake Library, upcoming grant proposals and the Stouts & Stories/Ales & Tales kickoff benefit that the Foundation will be hosting in late September. That same afternoon, JCPL staff members Rebecca Winning and Barbara Yeutter Roig joined me in a meeting with Rupal Shah, who is our new contact person at the Buell Foundation. We currently have a proposal pending to the Buell Foundation in the amount of \$22,500 -- \$10,000 toward the **1,000 Books Before Kindergarten** program, and \$12,500 to help fund the structures, playscape and educational toys/manipulatives at the new Edgewater Library. At the meeting, we also discussed a possible separate proposal to the Buell Foundation (for capital funding) which would include a naming opportunity for the Family Place Library™ at the Edgewater Library. Later that same day, I volunteered at the West Metro Chamber's Taste of the West event held at the Jeffco Fairgrounds.

I recently met with our organization's insurance representative, Jim Bell, to reinstate JCLF's insurance policies regarding long- and short-term disability and life insurance. Our Finance Committee met on Friday, June 8, to discuss JCLF's in-kind return-on-investment to the Library, to finalize the policy on distribution of unrestricted dollars back to JCPL and to look at a draft gift acceptance policy for non-cash donations. We also reviewed the 2017 audit with Jill Korenek, CPA, and prepared to present the audit at the June Board of Directors meeting.

I attended the JCPL event at the Lakewood Cultural Center on June 18 to meet finalists for the Library's Executive Director role. I also participated in the Jefferson County Community Services Advisory Board meeting on June 19.

3. Upcoming events

- ✓ **Foundation Volunteer Picnic** –
Friday, July 27, 11:30 a.m. to 1:30 p.m.; Fruitdale Park in Wheat Ridge
- ✓ **JCLF/JCPL Joint Meeting** – Sept. 20, 5 p.m., Belmar Library Meeting Room
- ✓ **Stouts & Stories/Ales & Tales Kickoff event** – Thursday, September 27, 5:00 to 9:00 p.m., Lamar Street Center in Arvada. Tickets: \$15 general admission; VIP tickets and private tour of the Cool Car Collection, \$25.
- ✓ **Fall Whale of a Used Book Sale** – October 19-21, Jeffco Fairgrounds. Friends Preview, Oct. 18, 6 to 8 p.m.

4) Grants and Sponsorships

Grants recently submitted and pending – May/June:

- City of Wheat Ridge -- \$1,310 (for 2019 teen programming at the Wheat Ridge Library)
- Rose Community Foundation -- \$5,000 (educational toys/manipulatives for new Edgewater Library)
- Buell Foundation -- \$22,500 (\$10,000 for **1,000 Books Before Kindergarten** program and \$12,500 for structures and the playscape in Edgewater's Family Place Library™)
- Theda and Tamblin Clark Smith Family Foundation -- \$5,000 (educational toys/manipulatives for new Edgewater Library)
- Best Buy Foundation, and BAE Systems – two proposals @ \$7,902 each to hire four temporary instructors who will assist in producing JCPL's 2019 Teen/Tween Coding Camps
- Verizon Foundation – \$10,000 for two Library programs serving Jeffco girls in grades 6-9: STEM Kids/Girls in STEM and Girls Who Code

Sponsorship secured for Stouts & Stories/Ales & Tales beer tasting and kickoff event:

- Westerra Credit Union -- \$5,000

Operational Updates

Executive Director Update

MEMORANDUM



TO: Library Board of Trustees
FROM: Pam Nissler, Executive Director
RE: June 2018 Board Report

This past month, I participated in the following meetings and activities:

Hosted the Metro Directors' lunch

Breakfast meeting with Julia and Chic

Joint meeting with the Foundation and SMT

Met with School Superintendent, Dr. Glass

Elected Officials Personnel Board Meeting

Attended the Edgewater City Council meeting where Dennis Humphries presented the floorplans, the conceptual drawings and current photographs of the building (taken that day when the concrete floor of the library was poured). They loved it.

Participated in interviews for the IT Director

Participated in my assigned interviews with the Executive Director candidates

I thought you would be interested in seeing how the Summer Reading Program is progressing

	June 8, 2017	June 8, 2018
Total registered	20,132	27,050
Ages 0-3	716	2,850
4-11	4,197	11,247
12-18	2,607	4,467
19+	390	921
Minutes read	1,016,032	2,933,729

Operational Updates

Finance Department



Jefferson County
PUBLIC LIBRARY

memorandum

to: Pam Nissler, Executive Director
from: Barbara Long, Interim Director of Finance & Budget
re: May Financial Tables
Date: June 12, 2018

A. **Budget to Actual Tables**

The Budget to Actual Tables for May 2018 will be forwarded before the meeting, and will include the analysis discussion.



Jefferson County
PUBLIC LIBRARY

memorandum

to: Pam Nissler, Executive Director
from: Barbara Long, Interim Director of Finance & Budget
re: Finance Monthly Report - Budget to Actual Tables
date: June 18, 2018

A. **Budget to Actual Tables**

The Budget to Actual Tables for May are attached. Property tax receipts for both April and May are included in these tables, bringing total property tax revenue received to over \$26 million year to date. Investment income is on track to exceed the amount budgeted for the year and is likely to come in closer to the 2017 actual amount while library fines will probably be slightly under budget for the year based on current trends.

Operating expenses are on track for this time of year. Expenses for summer reading supplies and programming will be reflected in the June and July financial statements. The projection of vacancy savings is now being updated monthly and the Library is on track to meet the vacancy savings requirement of \$900,550 (5% of total salary and benefit costs) which is included in the 2018 budget. Because staffing in 2018 includes a greater element of uncertainty than in previous years due to the addition of new positions, financial staff will be supplementing the usual projection methods with a closer look at salary costs by functional area. The first, interest only, debt service payment of 2018 is included in May's tables and the next debt service payment of principal and interest will be paid at the end of the year.

Capital projects are underway, including Edgewater construction, security camera installation, exterior lighting upgrades and planning for the Belmar remodel. Projected savings are reflected in Table 5 for projects which were planned in 2018 but will not be moving forward.

TABLE 1
JEFFERSON COUNTY PUBLIC LIBRARY
TOTAL FUND SUMMARY
2018 ACTUAL TO BUDGET

Sources and Uses of Funds	2017 Amended Budget	2017 Actual	2018 Amended Budget	YTD Actual 05/31/2018	\$ Variance 2018 Budget	Budget to Actual %
Sources of Funds	4.500		4.000			
Revenues						
Taxes						
Property Tax - Operating	\$ 34,728,137	\$ 34,631,343	\$ 35,613,839	\$ 25,061,999	\$ (10,551,840)	-30%
Property Tax - Capital	1,664,831	1,668,527	1,673,653	1,181,096	(492,557)	-29%
Total Taxes	\$ 36,392,968	\$ 36,299,870	\$ 37,287,492	\$ 26,243,095	\$ (11,044,397)	-30%
Federal & State Grants	\$ 130,000	\$ 131,272	\$ 133,000	\$ 130,042	\$ (2,958)	-2%
Fines & Fees	792,970	692,908	530,850	211,283	(319,567)	-60%
Other Revenue	546,220	705,809	329,400	402,515	73,115	22%
Total Other Revenues	\$ 1,469,190	\$ 1,529,989	\$ 993,250	\$ 743,840	\$ (249,410)	-25%
Sub Total Revenues	\$ 37,862,158	\$ 37,829,859	\$ 38,280,742	\$ 26,986,935	\$ (11,293,807)	-30%
Fund Balance Activity						
Transfer from FB - Operating	\$ -	\$ -	\$ -		\$ -	NA
Transfer from FB - Capital Projects	2,173,025		3,946,044	-		NA
Transfer to Fund Balance		672,267	-	13,415,074		NA
Total Sources of Funds	\$ 40,035,183	\$ 37,157,592	\$ 42,226,786	\$ 13,571,860	\$ (28,654,926)	-68%
Uses of Funds						
Operating Expenditures						
Salaries & Employee Benefits						
Salaries	\$ 12,592,392	\$ 12,430,918	\$ 13,566,138	\$ 5,227,240	\$ (8,338,898)	-61%
Benefits	3,793,380	3,640,853	4,213,500	1,537,335	(2,676,165)	-64%
Total Salaries & Benefits	\$ 16,385,772	\$ 16,071,770	\$ 17,779,638	\$ 6,764,575	\$ (11,015,063)	-62%
Library Books & Materials	\$ 8,349,727	\$ 8,296,242	\$ 8,273,586	\$ 3,267,251	\$ (5,006,335)	-61%
Supplies	1,287,301	1,105,821	1,468,909	398,336	(1,070,573)	-73%
Operating Capital	12,000	-	120,000	-	(120,000)	-100%
Other Services & Charges	3,784,203	3,197,461	4,854,971	1,484,194	(3,370,777)	-69%
Internal Transactions /Cost Allocation	1,599,551	1,599,493	1,748,514	891,430	(857,084)	-49%
Total Operating Expenditures	\$ 31,418,554	\$ 30,270,788	\$ 34,245,618	\$ 12,805,787	\$ (21,439,831)	-63%
Financing & Debt Service	\$ 1,548,403	\$ 1,519,238	\$ 1,486,667	\$ 103,880	\$ (1,382,787)	-93%
Capital Development Fund	\$ 7,068,226	\$ 5,367,566	\$ 6,494,501	\$ 662,195	\$ (5,832,306)	-90%
Total Uses of Funds	\$ 40,035,183	\$ 37,157,592	\$ 42,226,786	\$ 13,571,860	\$ (28,654,926)	-68%

TABLE 2A
JEFFERSON COUNTY PUBLIC LIBRARY
FUND BALANCE SUMMARY
2018 ACTUAL TO BUDGET

	2017 Budget	2017 Actual	2018 Budget	YTD Actual 05/31/2018	Year End Projected Fund Balance
Beginning Fund Balance	\$ 13,779,031	\$ 17,491,968	\$ 13,779,031	\$ 18,164,234	\$ 18,164,234
Revenues	\$ 36,197,327	\$ 36,161,332	\$ 36,607,089	\$ 25,805,839	\$ 36,607,089
Capital Funding	1,664,831	1,668,527	4,558,946	1,181,096	4,558,946
Total Revenues	\$ 37,862,158	\$ 37,829,859	\$ 41,166,035	\$ 26,986,935	\$ 41,166,035
Expenditures					
Operating Expenditures	\$ 31,418,554	\$ 30,270,788	\$ 34,245,618	\$ 12,805,786	\$ 34,245,618
Debt Service	1,548,403	1,519,238	1,486,667	103,880	1,486,667
Capital Projects	7,068,226	5,367,566	6,494,501	662,195	6,494,501
Total Expenditures	\$ 40,035,183	\$ 37,157,592	\$ 42,226,786	\$ 13,571,860	\$ 42,226,786
Increase/(Decrease) in Fund Balance	\$ (2,173,025)	\$ 672,267	\$ (1,060,751)	\$ 13,415,074	\$ (1,060,751)
Ending Fund Balance	\$ 11,606,006	\$ 18,164,234	\$ 12,718,280	\$ 31,579,308	\$ 17,103,483

Fund Balance Policy Calculation

	2017 Budget		2018 Budget		
16% - Current Year Budgeted Revenues	\$ 6,057,945		\$ 6,586,566		
9% - Current Year Budgeted Revenues - Uncertainty	3,407,594		3,704,943		
Total Minimum F/B Reserve Requirements (FLOOR)	\$ 9,465,539		\$ 10,291,509		
50% of Current Year Budgeted Revenues	\$ 18,931,079		\$ 20,583,018		
Total Maximum F/B Reserve Requirements (CEILING)	\$ 18,931,079		\$ 20,583,018		
Above/(Below) Minimum (FLOOR)	\$ 2,140,467		\$ 2,426,771		
Above/(Below) Maximum (CEILING)	\$ (7,325,073)		\$ (7,864,738)		

TABLE 3
JEFFERSON COUNTY PUBLIC LIBRARY
OPERATING EXPENDITURES
2018 ACTUAL TO BUDGET

Sources and Uses of Funds	2017 Amended Budget	2017 Actual	2018 Amended Budget	YTD Actual 05/31/2018	Projected Year-End 2018	Variance 2018 Budget
Sources of Funds						
Revenues						
Taxes						
Property Taxes	\$ 35,331,413	\$ 35,409,860	\$ 35,518,639	\$ 25,065,479	\$ 35,518,639	\$ -
Delinquent Taxes	50,124	43,327	96,167	-	96,167	-
Prior Year Cancellations	(76,556)	(141,745)	(27,635)	-	(27,635)	-
Urban Renewal	(606,610)	(700,288)	-	-	-	-
Penalties & Interest	29,766	20,189	26,668	(3,480)	26,668	-
Total Taxes	\$ 34,728,137	\$ 34,631,343	\$ 35,613,839	\$ 25,061,999	\$ 35,613,839	\$ -
Federal & State Grants	\$ 130,000	\$ 131,272	\$ 133,000	\$ 130,042	\$ 130,042	\$ (2,958)
Library Fines	639,500	567,005	395,800	157,710	395,800	-
Charges for Services	153,470	125,903	135,050	53,573	135,050	-
Investment Income	149,200	345,733	241,400	240,986	280,000	38,600
Library Foundation	200,000	103,653	30,000	81,668	85,000	55,000
E Rate Revenue	197,020	237,343	58,000	63,698	75,000	17,000
Other Revenue	-	19,080	-	16,163	16,163	16,163
Total Revenues	\$ 36,197,327	\$ 36,161,332	\$ 36,607,089	\$ 25,805,839	\$ 36,730,894	\$ 123,805
Uses of Funds						
Operating Expenditures						
Salaries & Employee Benefits						
Salaries	\$ 11,398,213	\$ 10,691,940	\$ 12,268,624	\$ 4,442,770	\$ 12,215,215	\$ (53,409)
Awards & Bonuses	100,000	-	120,000	-	120,000	-
Termination Pay	-	42,066	-	53,409	53,409	53,409
Temporary Salaries	1,946,245	1,695,666	2,063,934	731,040	2,063,934	-
Overtime	13,900	1,246	14,130	21	14,130	-
Vacancy Savings	(865,966)	-	(900,550)	-	(900,550)	-
Benefits	3,793,380	3,640,853	4,213,500	1,537,335	4,213,500	-
Total Salaries & Benefits	\$ 16,385,772	\$ 16,071,771	\$ 17,779,638	\$ 6,764,575	\$ 17,779,638	\$ -
Library Books & Materials	\$ 6,900,603	\$ 6,307,632	\$ 6,907,000	\$ 2,376,684	\$ 6,907,000	\$ -
Library Computer Materials	1,317,744	1,860,275	1,234,706	763,918	1,234,706	-
Library Periodicals	131,380	128,335	131,880	126,649	131,880	-
Sub-Total Library Collections	8,349,727	8,296,242	8,273,586	3,267,251	8,273,586	-
Supplies	\$ 1,287,301	\$ 1,105,821	\$ 1,468,909	\$ 398,336	\$ 1,468,909	\$ -
Other Services & Charges	3,784,203	3,197,461	4,854,971	1,484,194	4,854,971	-
Operating Capital	12,000	-	120,000	-	120,000	-
Direct Internal Charges	178,688	175,573	140,762	60,339	140,762	-
Indirect Cost Allocation	758,653	758,653	929,085	387,119	929,085	-
Intra County Transactions	662,210	665,267	678,667	443,973	678,667	-
Total Supplies and Other	\$ 15,032,782	\$ 14,199,017	\$ 16,465,980	\$ 6,041,212	\$ 16,465,980	\$ -
Total Uses of Funds	\$ 31,418,554	\$ 30,270,788	\$ 34,245,618	\$ 12,805,787	\$ 34,245,618	\$ -

TABLE 4
JEFFERSON COUNTY PUBLIC LIBRARY
DEBT SERVICE DETAIL
2018 ACTUAL TO BUDGET

Sources and Uses of Funds	2017 Budget	2017 Actual	2018 Budget	YTD Actual 05/31/2018	Projected Year End 2018	Variance 2018 Budget
Debt Service						
Principal - Arvada (2005-2024)	\$ 516,095	\$ 516,095	\$ 528,501	\$ -	\$ 528,501	\$ -
Interest - Arvada (2005-2024)	107,157	107,157	94,823	47,411	94,823	-
Principal - Refunding Series 2013	632,740	632,740	608,264	-	608,264	-
Interest - Refunding Series 2013	116,772	116,772	91,544	56,468	91,544	-
Principal - COP - Capital Projects	142,143	142,143	142,143	-	142,143	-
Interest - COP - Capital Projects	33,496	4,331	21,392	-	21,392	-
Total Debt Service	\$ 1,548,403	\$ 1,519,238	\$ 1,486,667	\$ 103,880	\$ 1,486,667	\$ -

Arvada

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

Build America Bonds

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

Certificates of Participation (COP)

Total Issue \$995,000
Term 2014-2020
Use - Belmar Roof Replacement
Columbine HVAC
Columbine Parking Lot
Standley Lake Parking Lot

TABLE 5
JEFFERSON COUNTY PUBLIC LIBRARY
CAPITAL IMPROVEMENT PROJECTS
2018 ACTUAL TO BUDGET

Sources and Uses of Funds	2017 Amended Budget	2017 Actual	2018 Budget	2018 Amended Budget	YTD Actual 05/31/2018	Projected Year End 2018	Variance 2018 Budget
Sources of Funds							
Property Tax - Capital - 4.5%	\$ 1,664,831	\$ 1,668,527	\$ 1,673,653	\$ 1,673,653	\$ 1,181,096	\$ 1,673,653	\$ -
Transfer from FB - Edgewater Library Project	-	-	2,600,000	2,600,000	2,600,000	2,600,000	-
Transfer from FB - Capital Expenses	-	3,699,039	285,293	1,346,044	1,346,044	1,346,044	-
Total Sources of Funds	\$ 1,664,831	\$ 5,367,566	\$ 4,558,946	\$ 5,619,697	\$ 5,127,140	\$ 5,619,697	\$ -
Uses of Funds							
Annual Replacement & Maintenance Program (ARM)							
ARM-01 Capital Maintenance	\$ 250,000	\$ 124,470	\$ 250,000	\$ 250,000	\$ 43,142	\$ 250,000	\$ -
ARM-02 Furniture & Equipment	56,000	42,644	36,000	36,000	7,159	36,000	-
ARM-03 Computer Replacement Plan	151,000	154,776	250,000	250,000	51,258	250,000	-
ARM-04 Book Sorter Sinking Fund	400,000	159,837	350,000	350,000	84,507	350,000	-
ARM-05 IT Infrastructure Replacement	596,665	551,075	321,650	351,650	9,579	351,650	-
2016 Projects							
16-01 Lakewood Parking Lot	\$ -	\$ 7,355	\$ -	\$ -	\$ -	\$ -	\$ -
16-03 Evergreen AHU Rebuild	42,979	31,848	-	-	-	-	-
16-04 Wheat Ridge HVAC Replacement	41,600	41,599	-	-	-	-	-
16-09 Implement Wireless Upgrade	-	539	-	-	-	-	-
16-10 Intranet/Records Management	79,000	27,178	120,000	171,282	22,200	171,282	-
16-12 IT Software Projects	11,809	11,809	-	-	-	-	-
16-13 III Database Server	5,560	5,560	-	-	5,560	5,560	(5,560)
16-14 High Availability Internet Redundancy	-	-	36,000	36,000	-	36,000	-
2017 Projects							
17-01 Evergreen HVAC Rebuild	\$ 135,000	\$ -	\$ -	\$ 57,536	\$ 57,536	\$ 57,536	\$ -
17-02 Entry Door Replacement	36,800	-	18,600	18,600	29,605	49,605	(31,005)
17-03 Virtual Servers upgrades	91,000	20,899	-	-	-	-	-
17-05 Implement RFID/Self Check	315,740	264,736	-	-	-	-	-
17-08 Large Format Printer	10,000	4,477	-	-	-	-	-
17-09 JCPL Mobile Experience	15,700	-	-	-	-	-	-
17-10 Mobility Solution	25,000	1,300	-	-	-	-	-
17-11 Long-Range Facility Master Plan	78,600	47,640	-	30,960	30,960	30,960	-
17-13 Standley Lake Outdoor Learning Env.	-	7,592	-	-	1,260	-	-
2018 Projects							
18-02 Lakewood Fence Replacement	\$ -	\$ -	\$ 55,000	\$ 55,000	\$ -	\$ -	\$ 55,000
18-03 Lakewood Public Restroom Expansion	-	-	120,000	120,000	-	-	120,000
18-04 Lakewood Admin Restroom Remodel	-	-	48,000	48,000	-	-	48,000
18-05 Evergreen Parking Lot	-	-	125,000	125,000	-	125,000	-
18-06 Sorter Replacement - 2 sites	-	-	500,000	500,000	-	500,000	-
18-07 LSC Garage & Loading Dock Planning	-	-	10,000	10,000	-	10,000	-
18-08 Bookmobile Replacement Sinking Fund	-	-	200,000	200,000	-	200,000	-
Multi-Year Construction Projects							
16-16 Columbine Library Remodel	\$ 4,536,773	\$ 3,772,952	\$ -	\$ 798,342	\$ 36,945	\$ 146,581	\$ 636,286
17-07 Edgewater Library	160,000	89,281	2,600,000	2,736,131	282,485	2,736,131	-
18-01 Belmar Library Remodel	-	-	350,000	350,000	-	350,000	-
Total Capital Projects	\$ 7,039,226	\$ 5,367,566	\$ 5,390,250	\$ 6,494,501	\$ 662,195	\$ 5,656,305	\$ 838,196
Book Sorter Sinking Fund Reserve							
Beginning Balance	\$ 200,000	\$ 200,000	\$ 440,163	\$ 440,163	\$ 790,163	\$ 790,163	
Source	400,000	400,000	350,000	350,000	-	-	
Use	-	(159,837)	-	-	(84,507)	(350,000)	
Balance	\$ 600,000	\$ 440,163	\$ 790,163	\$ 790,163	\$ 705,656	\$ 440,163	
Bookmobile Sinking Fund Reserve							
Beginning Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Source	-	-	200,000	200,000	200,000	200,000	
Use	-	-	-	-	-	-	
Balance	\$ -	\$ -	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	

TABLE 6
JEFFERSON COUNTY PUBLIC LIBRARY
CAPITAL IMPROVEMENT PROJECTS
2018 BUDGET TO ACTUAL

Project	2018 Amended Budget	YTD Actual 05/31/2018	YTD Encumbrances 05/31/2018	YTD Total Actual + Enc	Remaining Budget
ARM-01 Capital Maintenance	\$ 250,000	\$ 43,142	\$ 128,488	\$ 171,630	\$ 78,370
ARM-02 Furniture & Equipment	36,000	7,159	-	7,159	28,841
ARM-03 Computer Replacement Plan	250,000	51,258	-	51,258	198,742
ARM-04 Book Sorter Sinking Fund	350,000	84,507	4,448	88,954	261,046
ARM-05 IT Infrastructure Replacement	351,650	9,579	128,732	138,312	213,338
16-10 Intranet/Document Management	171,282	22,200	18,720	40,920	130,362
16-13 III Database Server	-	5,560	-	5,560	(5,560)
16-14 High Availability Internet Redundancy	36,000	-	-	-	36,000
17-01 Evergreen HVAC Rebuild	57,536	57,536	-	57,536	-
17-02 Entry Door Replacement	18,600	29,605	-	29,605	(11,005)
17-11 Long-Range Facilities Master Plan	30,960	30,960	-	30,960	-
17-13 Standley Lake Outdoor Learning Envir.	-	1,260	-	1,260	(1,260)
18-02 Lakewood Fence Replacement	55,000	-	-	-	55,000
18-03 Lakewood Public Restroom Expansion	120,000	-	-	-	120,000
18-04 Lakewood Admin Restroom Remodel	48,000	-	-	-	48,000
18-05 Evergreen Parking Lot	125,000	-	-	-	125,000
18-06 Sorter Replacement - 2 sites	500,000	-	-	-	500,000
18-07 LSC Garage & Loading Dock Planning	10,000	-	-	-	10,000
18-08 Bookmobile Replacement Sinking Fund	200,000	-	-	-	200,000
Multi-Year Projects Construction Projects					
16-16 Columbine Remodel	798,342	36,945	86,441	123,385	674,957
17-07 Edgewater Library	2,736,131	282,485	77,163	359,647	2,376,484
18-01 Belmar Library Remodel	350,000	-	-	-	350,000
Total Capital Projects	\$ 6,494,501	\$ 662,195	\$ 443,991	\$ 1,106,186	\$ 5,038,315

Edgewater Library Remodel Project to Date - Budget to Actual

April 30, 2018

Project Description

In collaboration with the City of Edgewater, JCPL will provide a new 10,000 sq ft library. The City of Edgewater will pay for the land and the construction of their new Civic Center. JCPL will provide the tenant finishes of the Library space and operate the new Library. This library will align with JCPL's vision of a 21st Century Library.

Project Budget

	2017 Phase I Planning Budget - Board approved transfer of \$80k from Project 17-12 Current
\$160,000	Year Facility Expansion to Edgewater Project - Sept 21, 2017
2,600,000	2018 Tenant Finish Budget
<u>\$2,760,000</u>	<u>Total Project Budget</u>

2017 Timeline

Contracts

\$117,803	Wember - Owners Rep 04/10/2017
94,750	Humpries Poli - Architect 07/27/2017
	Frans & Pitman Construction
<u>\$212,553</u>	

\$160,000	2017 Budget
<u>\$89,280</u>	2017 Actual
<u>\$70,720</u>	Remaining 2017 Budget

2018 Timeline

\$ 2,600,000	Board of Trustee approved the 2018 Proposed Budget at the June 15, 2017 Board Mtg.
\$122,631	Board of Trustees approved \$122,631 in project carryover at the Feb 15, 2018 Board Mtg.
(\$51,911)	Pending budget adjustment: project carryover did not include 2017 accrued expenses
\$ 2,670,720	2018 Project Budget
<u>282,485</u>	2018 Actual Expenses
<u>\$ 2,388,235</u>	Remaining 2018 Budget

**Edgewater Library Project
Project - Budget to Actual
Inception-to-Date
April 30, 2018**

	Design & Engineering	Owner's Requirements (Rep)	Construction	Permits, Utility Fees, Impact Fees & Resource Rights	FFE	Technology	Contingencies & Escalation	Total
Budget	\$ 210,900	\$ 205,403	\$ 1,343,500	\$ 23,693	\$ 319,500	\$ 387,703	\$ 269,301	\$ 2,760,000
Revised Budget	\$ 210,900	\$ 205,403	\$ 1,343,500	\$ 23,693	\$ 319,500	\$ 387,703	\$ 269,301	\$ 2,760,000
2017 Actual								
May	\$ -	\$ 4,480	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,480
June		2,953						2,953
July		1,316						1,316
Aug		978						978
Sept	5,104	6,881						11,985
Oct	4,965	5,498			3,368			13,830
Nov					1,346			1,346
Dec	34,116	17,795					480	52,391
Total 2017	44,185	39,902	-	-	4,714	-	480	89,280
2018 Actual								
Jan	-	-	-	-	-	-	-	-
Feb	4,361	576	204,000					208,937
March	32,540	8,351						40,891
April		7,079				11,840		18,919
May	5,034	3,761	4,943					13,738
Total 2018	36,901	19,767	204,000	-	-	11,840	-	282,485
Total Expenditures	81,086	59,669	204,000	-	4,714	11,840	480	371,765
Remaining Budget	\$ 129,814	\$ 145,734	\$ 1,139,500	\$ 23,693	\$ 314,786	\$ 375,863	\$ 268,821	\$ 2,388,235

Operational Updates

Public Services

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



jeffcolibrary.org

TO: Pam Nissler, Executive Director

FROM: Debbi Mikash, Collections Services Manager

DATE: June 1, 2018

RE: Subscription Services Contract

History of Contract: EBSCO – Subscription Services

Jefferson County Public Library (JCPL) sought a qualified vendor to provide periodicals and subscription services. An RFP for subscription services was published on April 18th and proposals were due May 7th. Only one vendor responded, EBSCO, who is JCPL's current vendor for subscription services. EBSCO will provide periodical subscriptions published in the U.S. and abroad, including local magazines, and newspapers. Subscriptions services will include basic subscription order, renewal and related administrative services which include placing new and renewal orders for periodical subscriptions to publishers, and claiming missing or damaged issues. This five year contract will be fully executed for fiscal year 2019, with preparation and ordering to begin in 2018. The proposal was reviewed by Ryan Case, Acquisition Associate responsible for periodicals, Franca Rosen, Inter Library Loans and Collection Services Supervisor and myself.

Total Cost:

The cost of this contract will not exceed \$200,000 annually.

Budget:

70080.426440 Professional Publications and 70082.426490 Periodicals

Action Requested:

The selection team is recommending EBSCO to provide periodical subscriptions and related services. We are asking the Library Board of Trustees to authorize the Executive Director to sign a contract with the recommended vendor within the approved 2019 budgeted amount.

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



jeffcolibrary.org

TO: Pam Nissler, Executive Director

FROM: Debbi Mikash, Collection Services Manager

DATE: June 1, 2018

RE: Renewal of MidWest Tape Contract

History of Contract: MidWest Tape, Contract Renewal

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 July of 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 first renewal of this contract was in 2017. MidWest Tape continues to provide us with a quality product and the services outlined in our original RFP.

Total Cost:

State the full project cost.

This contract has a "not to exceed" amount of \$3,000,000

Budget:

70082.426430 Books and Materials

Action Requested:

I am recommending that we continue to use MidWest Tape for as our primary vendor for media. I am asking the Library Board of Trustees to authorize the Executive Director to sign a renewal of the contract with MidWest Tape within the approved 2018/2019 budgeted amount.

Operational Updates

Facilities Department

Project Monthly Update Report

Project Name: Edgewater Public Library
Wember Inc. Project Number: EPL (2017.08)
Issue Date: June 5, 2018
Purpose: Project Update thru June 5, 2018

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 May the project team has been focused on preparing shop drawings for the key design elements, progressing on the signage design and working through the first phase of construction; electrical and plumbing underground installation.

- Project Successes
 - Signage design progress
 - Bi-Weekly meetings on the construction site in place
 - Civic Center Structure progressing
 - Electrical and plumbing underground install
 - Furniture bidding progress
- Project Challenges
 - Coordination of the underground electrical did not align with the expectations of the City and their Design/Build team. Outlets were reworked to and the slab pour was set back. The pour will not impact our critical path of opening along with the civic center.
 - The Civic Center was required to add fire proofing to the steel structure. This will limit access for our construction team but is being coordinated.

Schedule

- Major Milestones
 - Underground electrical work installed and reviewed by the owners team - Complete
 - Slab pour - June 5, 2018

Design

- Exterior canopy designs have been simplified and are being coordinated with the Civic Center.
- The design team has received bids for the furniture layouts.
- The design team has progressed on the signage and is working on an updated plan

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.
- Invoices for consultant work has been received and processed
- There will be an added cost related to the conduit modifications that will be managed within the projects main budget.

Project Accounting		Budget		
		A Initial Budget	B Budget Changes	C Current Budget A+B
▶ A	Design & Engineering	\$130,900.00	(\$29,250.00)	\$101,650.00
▶ B	Owner's Requirements	\$121,803.00	\$0.00	\$121,803.00
▶ C	Construction	\$1,589,900.00	(\$131,589.50)	\$1,458,310.50
▶ D	Permits, Utility Fees, Impact Fees & Resource Rights	\$0.00	\$0.00	\$0.00
▶ E	Fixtures Furnishings & Equipment	\$319,500.00	\$0.00	\$319,500.00
▶ F	Technology	\$406,812.00	\$0.00	\$406,812.00
▶ G	Contingencies & Escalation	\$31,085.00	\$160,839.50	\$191,924.50
	Total	\$2,600,000.00	\$0.00	\$2,600,000.00

Next Steps

- Floor slab, fire proofing and construction of interior framing

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

A handwritten signature in blue ink, appearing to read "P D Wember".

Paul D. Wember, President, Wember

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



jeffcolibrary.org

TO: Pam Nissler, Executive Director
FROM: Patrick Klein, IT Director
DATE: June 11, 2018
RE: PV-Supa Sorter - Edgewater Contract

History of Contract: PV-Supa Sorter Purchase and Support Contract for Edgewater Library

Description of service/ project: PV-Supa will provide book sorter installation and maintenance for the Edgewater library.

Short history of RFP – In 2016 JCPL went through the RFP process and selected PV-Supa to install and maintain the Columbine sorter. To maintain consistency, JCPL prefers to stay with the same vendor and equipment. PV-Supa has been very responsive to our needs.

The County Attorney is reviewing the contract for final form.

Total Cost:

The initial cost of the contract will be to complete installation in 2018 and is included in the construction budget. The cost of the sorter is \$225,219.00. Ongoing maintenance services will be addressed in the 2019 maintenance services budget with an amount of \$17,041.92.

Budget:

The budget for the installation is included in the Edgewater building budget.

Next Actions:

The next step is for the Board of Trustees to approve the Executive Director to agree to and sign the contract with PV-Supa.

administration

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

jeffcolibrary.org



To: Pam Nissler, Executive Director
From: Steve Chestnut
Date: June 11, 2018
RE: Information Item for Belmar Owners Rep

History of Contract: NV5 Owners Rep Services

On August 8th, 2016 JCPL entered into a contractual agreement with NV5 for Owners Representative Services. The agreement outlined a description of services in two Phases. Phase 1 was to provide services for the Columbine remodel which has been completed. Phase 2 was for an additional project that NV5 would give us a proposal for labor rates based upon the project SOW. The contract stipulates that if the conditions are acceptable to the Library, the Library will issue a notice to proceed with Phase 2 Services.

As the Library Representative I was satisfied with the services received from NV5 on the Columbine project. NV5 has provided us with the proposed schedule and labor rates and I find the cost proposal/labor rates that they have submitted for Phase 2 (Belmar) to be customary and acceptable.

Total Cost:

This will be a multi-year budget as follows;

2018 - \$62,000

2019 – Estimated costs (estimated because schedule has not be solidified) are \$150,000.

These costs are included in the Belmar project budget for 2018 and 2019.

Budget:

2018 Capital Projects Budget, Belmar Remodel 18-01: \$350,000 in 2018 for soft costs to initiate design, engineering, owner services and consulting.

Action Requested:

I would ask that you request authorization from the Board of Trustees to execute the Notice to Proceed to NV5 as stipulated in the August 2016 contract between JCPL and NV5. This will allow us to move forward with planning and design of the Belmar remodel slated for 2019.

Operational Updates

Communications Department

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



jeffcolibrary.org

TO: Pam Nissler, Executive Director

FROM: Rebecca Winning, Communications Director

CC: Jo Schantz, Executive Director, Jefferson County Library Foundation

DATE: June 21, 2018

RE: Edgewater Naming Agreements

I am pleased to present the following naming agreements for your review:

- Small Study Room (\$5,000) – Roger and Marge Mariola
- Large Study Room (\$7,500) - Anonymous

Action Requested:

We are seeking your approval on these agreements.

Attachments:

- Mariola Agreement
- Anonymous Agreement

ADMINISTRATION

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