



Jefferson County
PUBLIC LIBRARY

BOARD STUDY SESSION

DATE: June 14, 2018

TIME: 5:30 P.M.

PLACE: Administration Conference Room
10200 W. 20th Avenue
Lakewood, CO 80215

Topics:

- Operating, 5 Year CIP & County Budget Guidelines
 - 5 & 10 Year Financial Plan
- Executive Director Recruitment Update
- South County Alternative Services
- Roof Assessment AD/LK, BL, LSC – Information
- Edgewater Naming Agreements Information
- Serial RFP Information
- Midwest Tape Renewal Information
- Financial Review
- 2020 Strategic Planning – Board

NEXT BOARD STUDY SESSION

JEFFERSON COUNTY PUBLIC LIBRARY
FINANCIAL MODEL
2017-2026

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
	ACTUAL 2017	PROJECTED ACTUALS 2018	PROJECTED BUDGET 2019	PROJECTED BUDGET 2020	PROJECTED BUDGET 2021	PROJECTED BUDGET 2022	PROJECTED BUDGET 2023	PROJECTED BUDGET 2024	PROJECTED BUDGET 2025	PROJECTED BUDGET 2026
Property Tax			4.5000 Mills	4.5000 Mills	4.5000 Mills	4.5000 Mills	4.5000 Mills	4.5000 Mills	4.5000 Mills	4.5000 Mills
County Assessed Valuation	8,178,084,329	9,580,442,913	9,406,666,287	10,347,332,916	10,347,332,916	11,382,066,207	11,382,066,207	12,520,272,828	12,520,272,828	13,772,300,111
Property Tax	\$ 36,299,870	\$ 37,287,492	\$ 42,401,730	\$ 46,562,998	\$ 46,562,998	\$ 51,219,298	\$ 51,219,298	\$ 56,341,228	\$ 56,341,228	\$ 61,975,350
Property Tax Adjustments	-	-	-	74,728	74,728	74,728	74,728	74,728	74,728	74,728
Subtotal Taxes	36,299,870	37,287,492	42,401,730	46,637,726	46,637,726	51,294,026	51,294,026	56,415,956	56,415,956	62,050,078
Intergovernmental	131,272	133,000	130,000	130,000	137,917	142,055	146,316	150,706	155,227	159,884
Charges for Services	125,903	135,050	127,731	131,563	135,510	139,576	143,763	148,076	152,518	157,093
Fines & Forfeitures	567,005	395,800	365,000	375,950	387,229	398,845	410,811	423,135	435,829	448,904
Investment Income	345,733	241,400	250,000	257,500	265,225	273,182	281,377	289,819	298,513	307,468
Contributions & Donations	103,781	30,000	85,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000
E Rate Reimbursement	-	50,000	80,000	82,400	84,872	87,418	90,041	92,742	95,524	98,390
Miscellaneous	256,295	8,000	8,000	8,240	8,487	8,742	9,004	9,274	9,552	9,839
Subtotal Revenues	37,829,859	38,280,742	43,447,461	47,653,379	47,686,966	52,373,843	52,405,338	57,559,707	57,593,119	63,261,657
Use of Fund Balance						-	-	-	-	-
TOTAL SOURCES	\$ 37,829,859	\$ 38,280,742	\$ 43,447,461	\$ 47,653,379	\$ 47,686,966	\$ 52,373,843	\$ 52,405,338	\$ 57,559,707	\$ 57,593,119	\$ 63,261,657
Salaries & Benefits	\$ 16,071,771	\$ 17,775,508	\$ 19,804,669	\$ 21,742,422	\$ 21,872,641	\$ 22,476,354	\$ 23,744,831	\$ 24,457,711	\$ 25,186,415	\$ 25,942,343
Supplies	1,105,819	1,460,319	1,587,418	1,629,875	1,675,511	1,722,425	1,770,653	1,820,232	1,871,198	1,923,592
Library Books and Materials	8,296,243	8,268,586	8,314,325	8,353,215	8,393,271	8,434,529	8,477,025	8,545,522	8,617,310	8,692,550
Operating Capital	-	120,000	-	-	-	-	-	-	-	-
Other Services & Charges	3,197,461	4,406,076	4,572,299	4,667,280	4,784,964	4,905,973	5,030,401	5,111,628	5,193,855	5,325,098
Operating Costs -So County	-	-	-	-	-	1,500,000	1,545,000	1,591,350	1,639,091	1,688,263
Interdepartmental	1,599,493	1,748,514	2,001,315	1,903,927	1,937,680	1,972,379	2,077,894	2,191,391	2,229,087	2,352,350
Subtotal Operating	\$ 30,270,787	\$ 33,779,003	\$ 36,280,026	\$ 38,296,718	\$ 38,664,067	\$ 41,011,661	\$ 42,645,804	\$ 43,717,834	\$ 44,736,955	\$ 45,924,196
Debt Service	1,519,238	1,486,667	1,448,432	1,410,421	621,818	621,944	621,744	623,700	-	-
Capital Projects and Equipment	5,367,567	3,258,590	481,000	-	-	-	-	-	-	-
ARMs		1,237,650	936,000	986,000	986,000	986,000	761,000	761,000	761,000	761,000
Facility Master Plan Projects		350,000	6,773,500	4,000,000	12,300,000	3,470,000	6,100,000	16,250,000	300,000	300,000
TOTAL USES	\$ 37,157,592	\$ 40,111,910	\$ 45,918,958	\$ 44,693,139	\$ 52,571,885	\$ 46,089,605	\$ 50,128,548	\$ 61,352,534	\$ 45,797,955	\$ 46,985,196
NET SOURCE (USE) OF FUNDS	\$ 672,267	\$ (1,831,168)	\$ (2,471,496)	\$ 2,960,240	\$ (4,884,919)	\$ 6,284,238	\$ 2,276,789	\$ (3,792,828)	\$ 11,795,164	\$ 16,276,461
BEGINNING FUND BALANCE	\$ 17,491,968	\$ 18,164,235	\$ 16,333,067	\$ 13,861,570	\$ 16,821,811	\$ 11,936,892	\$ 18,221,130	\$ 20,497,919	\$ 16,705,091	\$ 28,500,255
Total Sources	37,829,859	38,280,742	43,447,461	47,653,379	47,686,966	52,373,843	52,405,338	57,559,707	57,593,119	63,261,657
Total Uses	37,157,592	40,111,910	45,918,958	44,693,139	52,571,885	46,089,605	50,128,548	61,352,534	45,797,955	46,985,196
ENDING FUND BALANCE	\$ 18,164,235	\$ 16,333,067	\$ 13,861,570	\$ 16,821,811	\$ 11,936,892	\$ 18,221,130	\$ 20,497,919	\$ 16,705,091	\$ 28,500,255	\$ 44,776,716
MINIMUM FUND BALANCE	\$ 9,457,465	\$ 9,570,186	\$ 10,861,865	\$ 11,913,345	\$ 11,921,742	\$ 13,093,461	\$ 13,101,334	\$ 14,389,927	\$ 14,398,280	\$ 15,815,414
MAXIMUM FUND BALANCE	\$ 18,914,930	\$ 19,140,371	\$ 21,723,731	\$ 23,826,690	\$ 23,843,483	\$ 26,186,922	\$ 26,202,669	\$ 28,779,853	\$ 28,796,560	\$ 31,630,828
AVAILABLE FUND BALANCE	\$ 8,706,770	\$ 6,762,881	\$ 2,999,705	\$ 4,908,466	\$ 15,150	\$ 5,127,669	\$ 7,396,585	\$ 2,315,165	\$ 14,101,975	\$ 28,961,302

TABLE 1
JEFFERSON COUNTY PUBLIC LIBRARY
TOTAL FUND SUMMARY
2019 Draft Budget

Sources and Uses of Funds	2017 Actual	2018 Amended Budget	2019 Budget	\$ Incr(Decr) 2018 to 2019 Budget	% Incr(Decr) 2018 to 2019 Budget
Sources of Funds					
Revenues					
Property Tax (net of adjustments)	\$ 36,299,870	\$ 37,287,492	\$ 42,401,730	\$ 5,114,238	14%
Total Taxes	\$ 36,299,870	\$ 37,287,492	\$ 42,401,730	\$ 5,114,238	14%
Federal & State Grants	\$ 131,272	\$ 133,000	\$ 130,000	\$ (3,000)	-2%
Fines & Fees	692,908	530,850	492,731	(38,119)	-7%
Other Revenue	705,809	329,400	423,000	93,600	28%
Total Other Revenues	\$ 1,529,989	\$ 993,250	\$ 1,045,731	\$ 52,481	5%
Sub Total Revenues	\$ 37,829,859	\$ 38,280,742	\$ 43,447,461	\$ 5,166,719	13%
Transfer from Fund Balance	\$ -	\$ 3,946,044	\$ 2,471,497	\$ (1,474,547)	-37%
Transfer to Fund Balance	672,267	-	-	-	
Total Sources of Funds	\$ 37,157,592	\$ 42,226,786	\$ 45,918,958	\$ 3,692,172	9%
Uses of Funds					
Operating Expenditures					
Salaries & Employee Benefits					
Salaries	\$ 12,430,918	\$ 13,566,138	\$ 14,751,433	\$ 1,185,295	9%
Benefits	3,640,853	4,213,500	5,053,236	839,736	20%
Total Salaries & Benefits	\$ 16,071,771	\$ 17,779,638	\$ 19,804,669	\$ 2,025,031	11%
Library Books & Materials	\$ 8,296,242	\$ 8,297,386	\$ 8,314,325	\$ 16,939	0%
Supplies	1,105,821	1,460,309	1,582,318	122,009	8%
Operating Capital	-	120,000	-	(120,000)	-100%
Other Services & Charges	3,197,461	4,883,271	4,563,899	(319,372)	-7%
Internal Transactions /Cost Allocation	1,599,493	1,748,514	2,001,315	252,801	14%
Total Operating Expenditures	\$ 30,270,788	\$ 34,289,118	\$ 36,280,026	\$ 1,990,908	6%
Financing & Debt Service	\$ 1,519,238	\$ 1,486,667	\$ 1,448,432	\$ (38,235)	-3%
Capital Development Fund	\$ 5,367,567	\$ 6,451,001	\$ 8,190,500	\$ 1,739,499	27%
Total Uses of Funds	\$ 37,157,593	\$ 42,226,786	\$ 45,918,958	\$ 3,692,172	9%



TABLE 2A
JEFFERSON COUNTY PUBLIC LIBRARY
FUND BALANCE SUMMARY
2019 Draft Budget

	2017 Actual	2018 Budget	2019 Budget
Beginning Fund Balance	\$ 17,491,968	\$ 17,491,968	\$ 18,164,234
Revenues	\$ 36,161,332	\$ 36,607,089	\$ 41,497,768
Capital Funding	1,668,527	1,673,653	1,949,693
Total Revenues	\$ 37,829,859	\$ 38,280,742	\$ 43,447,461
Expenditures			
Operating Expenditures	\$ 30,270,788	\$ 34,289,118	\$ 36,280,026
Debt Service	1,519,238	1,486,667	1,448,432
Capital Projects	5,367,567	6,451,001	8,190,500
Total Expenditures	\$ 37,157,593	\$ 42,226,786	\$ 45,918,958
Ending Fund Balance	\$ 18,164,234	\$ 13,545,924	\$ 15,692,737
Increase/(Decrease) in Fund Balance	\$ 672,266	\$ (3,946,044)	\$ (2,471,497)
Fund Balance Policy Calculation			
	2017 Actual	2018 Budget	2019 Budget 4.5 Mills
16% - Current Year Budgeted Revenues	\$ 6,052,777	\$ 6,124,919	\$ 6,951,594
9% - Current Year Budgeted Revenues - Uncertainty	3,404,687	3,445,267	3,910,271
Total Minimum F/B Reserve Requirements (FLOOR)	\$ 9,457,465	\$ 9,570,186	\$ 10,861,865
50% of Current Year Budgeted Revenues	\$ 18,914,930	\$ 19,140,371	\$ 21,723,731
Total Maximum F/B Reserve Requirements (CEILING)	\$ 18,914,930	\$ 19,140,371	\$ 21,723,731
Above/(Below) Minimum (FLOOR)	\$ 8,706,769	\$ 3,975,738	\$ 4,830,871
Above/(Below) Maximum (CEILING)	\$ (750,696)	\$ (5,594,447)	\$ (6,030,993)



TABLE 3
JEFFERSON COUNTY PUBLIC LIBRARY
OPERATING EXPENDITURES
2019 Draft Budget

Sources and Uses of Funds	2017 Actual	2018 Budget	2018 Amended Budget	2019 Budget	\$ Incr(Decr) 2018 to 2019 Budget	% Incr(Decr) 2018 to 2019 Budget
Sources of Funds						
Revenues						
Taxes						
Property Taxes	\$ 35,409,860	\$ 35,518,639	\$ 35,518,639	\$ 41,376,815	\$ 5,858,176	16%
Delinquent Taxes	43,327	96,167	96,167	105,503	9,336	10%
Prior Year Cancellations	(141,745)	(27,635)	(27,635)	(57,024)	(29,389)	106%
Urban Renewal	(700,288)	-	-	(996,510)	(996,510)	
Penalties & Interest	20,189	26,668	26,668	23,253	(3,415)	-13%
Total Taxes	\$ 34,631,343	\$ 35,613,839	\$ 35,613,839	\$ 40,452,037	\$ 4,838,198	14%
Federal & State Grants	\$ 131,272	\$ 133,000	\$ 133,000	\$ 130,000	\$ (3,000)	-2%
Library Fines	567,005	395,800	395,800	365,000	(30,800)	-8%
Other Fees	125,903	135,050	135,050	127,731	(7,319)	-5%
Investment Income	345,733	241,400	241,400	250,000	8,600	4%
Contributions from Private Sources	103,781	30,000	30,000	85,000	55,000	183%
E-Rate & Other	256,295	58,000	58,000	88,000	30,000	52%
Total Revenues	\$ 36,161,332	\$ 36,607,089	\$ 36,607,089	\$ 41,497,768	\$ 4,890,679	13%
Uses of Funds						
Operating Expenditures						
Salaries & Employee Benefits						
Salaries	\$ 10,691,940	\$ 11,712,233	\$ 12,268,624	\$ 13,856,997	\$ 1,588,373	13%
Awards & Bonuses	-	120,000	120,000	125,000	5,000	4%
Termination Pay	42,066	-	-	-	-	
Temporary Salaries	1,695,666	2,060,789	2,063,934	2,080,360	16,426	1%
Overtime	1,246	14,130	14,130	7,130	(7,000)	-50%
Vacancy Savings	-	(900,550)	(900,550)	(1,318,054)	(417,504)	46%
Benefits	3,640,853	4,037,798	4,213,500	5,053,236	839,736	20%
Total Salaries & Benefits	\$ 16,071,771	\$ 17,044,400	\$ 17,779,638	\$ 19,804,669	\$ 2,025,031	11%
Library Books & Materials	\$ 6,307,632	\$ 8,102,000	\$ 6,902,000	\$ 7,018,000	\$ 116,000	2%
Library Computer Materials	1,860,275	1,259,239	1,263,506	1,098,445	(165,061)	-13%
Library Periodicals	128,335	131,880	131,880	197,880	66,000	50%
Sub-Total Library Collections	\$ 8,296,242	\$ 9,493,119	\$ 8,297,386	\$ 8,314,325	\$ 16,939	0%
Supplies	\$ 1,105,821	\$ 1,460,309	\$ 1,460,309	\$ 1,587,418	\$ 127,109	9%
Other Services & Charges	3,197,461	4,422,776	4,883,271	4,572,299	(310,972)	-6%
Operating Capital	-	120,000	120,000	-	(120,000)	-100%
Direct Internal Charges	175,573	140,762	140,762	168,260	27,498	20%
Indirect Cost Allocation	758,653	929,085	929,085	1,060,544	131,459	14%
Intra County Transactions	665,267	678,667	678,667	772,511	93,844	14%
Total Supplies and Other	\$ 5,902,775	\$ 7,751,599	\$ 8,212,094	\$ 8,161,032	\$ (51,062)	-1%
Total Uses of Funds	\$ 30,270,788	\$ 34,289,118	\$ 34,289,118	\$ 36,280,026	\$ 1,990,908	6%

Authorized Positions	2017 Actual	2018 Budget	2018 Amended Budget	2019 Budget	Change 2018 to 2019
FTE Positions - Active	208.0	214.0	229.5	253.0	23.5
FTE Positions - Reserved	7.0	1.0	-	-	-
Total Authorized Positions	215.0	215.0	229.5	253.0	23.5



TABLE 4
JEFFERSON COUNTY PUBLIC LIBRARY
DEBT SERVICE DETAIL
2019 Draft Budget

Sources and Uses of Funds	2017 Actual	2018 Budget	2019 Budget	\$ Change 2018 to 2019 Budget
Debt Service				
Principal - Arvada (2005-2024)	\$ 516,095	\$ 528,501	\$ 539,667	\$ 11,166
Interest - Arvada (2005-2024)	107,157	94,823	82,192	(12,631)
Principal - Refunding Series 2013	632,740	608,264	608,264	-
Interest - Refunding Series 2013	116,772	91,544	61,695	(29,849)
Principal - COP - Capital Projects	142,143	142,143	142,143	-
Interest - COP - Capital Projects	4,331	21,392	14,472	(6,920)
Total Debt Service	\$ 1,519,238	\$ 1,486,667	\$ 1,448,432	\$ (32,571)

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
2019 Draft Budget

Sources and Uses of Funds	2017 Actual	2018 Amended Budget	2019 Budget	\$ Incr (Decr) 2018 to 2019 Budget
Sources of Funds				
Property Tax - Capital - 4.5%	\$ 1,668,527	\$ 1,673,653	\$ 1,949,693	\$ 276,040
Transfer from FB - Edgewater Library Project	-	2,600,000	-	(2,600,000)
Transfer from FB - Capital Expenses	-	1,346,044	-	(1,346,044)
Transfer from FB - Belmar Remodel	-	-	2,400,000	2,400,000
Total Sources of Funds	\$ 1,668,527	\$ 5,619,697	\$ 4,349,693	\$ (1,270,004)
Uses of Funds				
Annual Replacement & Maintenance Program (ARM)				
ARM-01 Capital Maintenance	\$ 124,470	\$ 250,000	\$ 200,000	\$ (50,000)
ARM-02 Furniture & Equipment	42,644	36,000	36,000	-
ARM-03 Computer Replacement Plan	154,776	250,000	250,000	-
ARM-04 Book Sorter Replacement	159,837	350,000	250,000	(100,000)
ARM-05 IT Infrastructure Replacement	551,075	321,650	200,000	(121,650)
2016 Projects				
16-01 Lakewood Parking Lot	\$ 7,355	\$ -	\$ -	\$ -
16-03 Evergreen HVAC Rebuild	31,848	-	-	-
16-04 Wheat Ridge HVAC Replacement	41,599	-	-	-
16-09 Implement Wireless Upgrade	539	-	-	-
16-10 Intranet/Document Management	27,178	171,282	-	(171,282)
16-12 IT Software Projects	11,809	-	-	-
16-13 III Database Server	5,560	-	-	-
16-14 High Availability Internet Redundancy	-	36,000	36,000	-
2017 Projects				
17-01 Evergreen HVAC Rebuild	\$ -	\$ 57,536	\$ -	\$ (57,536)
17-02 Entry Door Replacement	-	18,600	-	(18,600)
17-03 Virtual Servers upgrades	20,899	-	-	-
17-05 Implement RFID/Self Check	264,736	-	-	-
17-08 Large Format Printer	4,477	-	-	-
17-10 Mobility Solution	1,300	-	-	-
17-11 Long-Range Facility Master Plan	47,640	30,960	-	(30,960)
17-13 Standley Lake Outdoor Learning Environment	7,592	-	-	-
2018 Projects				
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	-	500,000	-	(500,000)
18-07 LSC Garage & Loading Dock Planning	-	10,000	150,000	140,000
18-08 Bookmobile Replacement	-	200,000	200,000	-
2019 Projects				
19-01 Standley Lake Clerestory Roof Replacement	\$ -	\$ -	\$ 35,000	35,000
19-02 Document Management System	-	-	60,000	60,000
Multi-Year Construction Projects				
16-16 Columbine Remodel	\$ 3,772,952	\$ 798,342	\$ -	\$ (798,342)
17-07 Edgewater Library	89,281	2,722,631	-	(2,722,631)
18-01 Belmar Remodel	-	350,000	6,773,500	6,423,500
Total Capital Projects	\$ 5,367,567	\$ 6,451,001	\$ 8,190,500	\$ 1,739,499



TABLE 5
JEFFERSON COUNTY PUBLIC LIBRARY
CAPITAL IMPROVEMENT PROJECTS
2019 Draft Budget

Sources and Uses of Funds	2017 Actual	2018 Amended Budget	2019 Budget	\$ Incr (Decr) 2018 to 2019 Budget
Bookmobile Sinking Fund Reserve				
Beginning Balance	\$ -	\$ -	\$ 200,000	
Source	-	200,000	200,000	
Use	-	-	400,000	
Balance	\$ -	\$ 200,000	\$ -	



TABLE 6
JEFFERSON COUNTY PUBLIC LIBRARY
5 -Year Capital Improvement Plan
2019-2023

Project	2018 Amended Budget	2019	2020	2021	2022	2023	Total 2019 -2023
Annual Replacement Plan							
ARM-01 Capital Maintenance	\$ 250,000	\$ 200,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 1,200,000
ARM-02 Furniture & Equipment	36,000	36,000	36,000	36,000	36,000	36,000	180,000
ARM-03 Computer 5-year Replacement Plan	250,000	250,000	250,000	250,000	250,000	250,000	1,250,000
ARM-04 Book Sorter Replacement	350,000	250,000	250,000	250,000	250,000	250,000	1,250,000
ARM-05 IT Infrastructure Replacement (2018 - Hardware: \$195,300; Software: \$126,350)	321,650	200,000	200,000	200,000	200,000	200,000	1,000,000
Total ARM	\$ 1,207,650	\$ 936,000	\$ 986,000	\$ 986,000	\$ 986,000	\$ 986,000	\$ 4,880,000
5-Year Capital Improvement Plan							
16-10 Intranet/Document Management	\$ 171,282	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
16-14 High Availability Internet Redundancy	36,000	36,000	-	-	-	-	36,000
16-16 Columbine Remodel	798,342	-	-	-	-	-	-
17-01 Evergreen HVAC Rebuild	57,536	-	-	-	-	-	-
17-02 Entry Door Replacement	18,600	-	-	-	-	-	-
17-07 Edgewater Library Tenant Finish	2,722,631	-	-	-	-	-	-
17-11 Long-Range Facility Master Plan	30,960	-	-	-	-	-	-
17-13 Standley Lake Outdoor Learning Environment	-	-	-	-	-	-	-
18-01 Belmar Library Remodel	350,000	6,773,500	-	-	-	-	6,773,500
18-02 Lakewood Fence Replacement	55,000	-	-	-	-	-	-
18-03 Lakewood Public Restroom Expansion	120,000	-	-	-	-	-	-
18-04 Lakewood Admin Restroom Remodel	48,000	-	-	-	-	-	-
18-05 Evergreen Parking Lot	125,000	-	-	-	-	-	-
18-06 Sorter Replacement	500,000	-	-	-	-	-	-
18-07 LSC Garage & Loading Dock	10,000	150,000	-	-	-	-	150,000
18-08 Bookmobile Replacement	200,000	200,000	-	-	-	-	200,000
19-01 Standley Lake Clerestory Roof Replacement	-	35,000	-	-	-	-	35,000
19-02 Document Management System	-	60,000	-	-	-	-	60,000
20-02 South County Library Construction	-	-	4,000,000	12,000,000	-	-	16,000,000
21-01 Evergreen Library Remodel	-	-	-	300,000	3,170,000	-	3,470,000
22-01 Standley Lake Library Remodel	-	-	-	-	300,000	8,300,000	8,600,000
23-01 Admin Construction	-	-	-	-	-	300,000	300,000
Total CIP	\$ 5,243,351	\$ 7,254,500	\$ 4,000,000	\$ 12,300,000	\$ 3,470,000	\$ 8,600,000	\$ 35,624,500
Total 5-Year Capital Plan	\$ 6,451,001	\$ 8,190,500	\$ 4,986,000	\$ 13,286,000	\$ 4,456,000	\$ 9,586,000	\$ 40,504,500





Jefferson County
PUBLIC LIBRARY

JCPL 2019 Draft Budget

6-14-2018

Jefferson County 2019 Budget Guidelines



- County budget guidelines will be received on 6/15/18.
- Updated information from the County on 2019 assessed value has been used to determine 2019 property tax revenue.
- Increase in salary cost is estimated at 3%.
- Health insurance cost increase is estimated at 10%.



The Big Picture – 5 & 10 Year Financial Model



- Financial Outlook for 5 & 10 years out
- Property Tax Revenue based on 4.5 Mills; 10% Valuation Increase
- Expenditures Include Phased Implementation of Staffing Plan and Facility Master Plan
- Fund Balance Policy Monitoring Tool



The Big Picture – 5 & 10 Year Financial Model

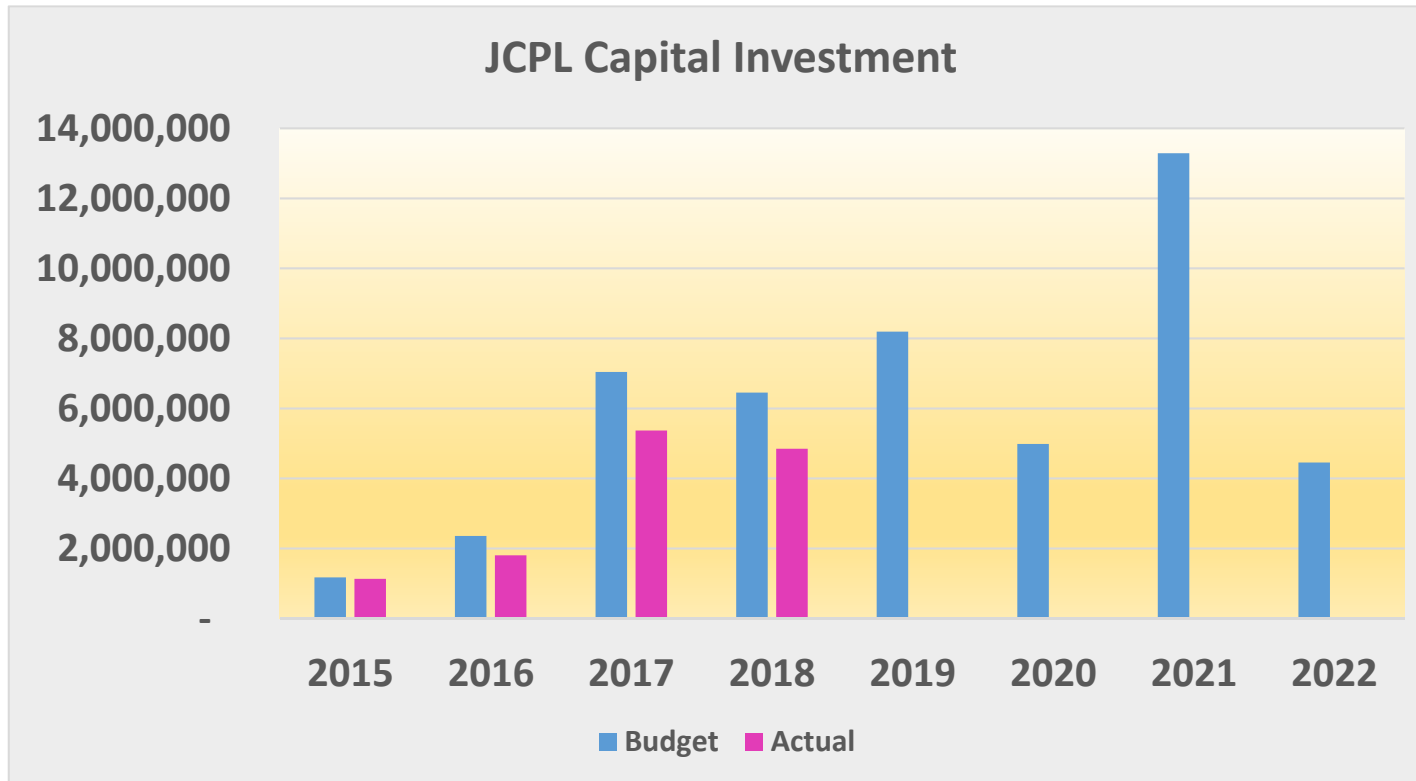
5 & 10 Year Plan Summary	Actual 2017	Projected Actuals 2018	Proposed Budget 2019	Projected Budget 2020	Projected Budget 2021	Projected Budget 2022
Revenue	37,829,859	38,280,742	43,447,461	47,653,379	47,686,966	52,373,843
Operating Expense	30,270,787	33,779,003	36,280,026	38,296,718	38,664,067	41,011,661
Debt Service	1,519,238	1,486,667	1,448,432	1,410,421	621,818	621,944
Capital Investment	5,367,567	4,846,240	8,190,500	4,986,000	13,286,000	4,456,000
Total Uses of Funds	37,157,592	40,111,910	45,918,958	44,693,139	52,571,885	46,089,605
Change to Fund Balance	672,267	(1,831,168)	(2,471,497)	2,960,240	(4,884,919)	6,284,238

The Big Picture – 5 & 10 Year Financial Model

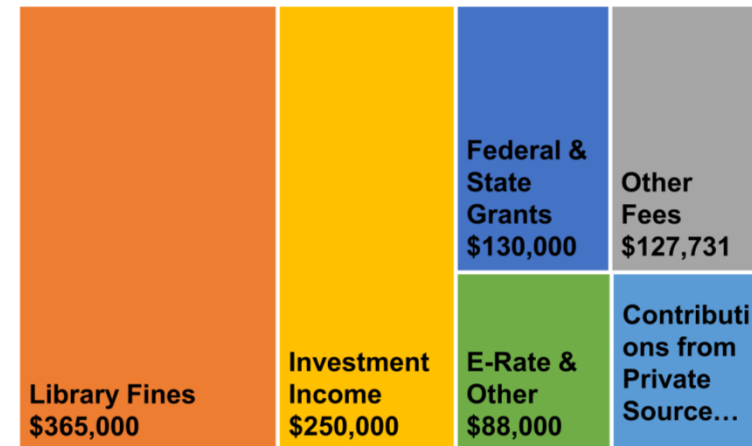
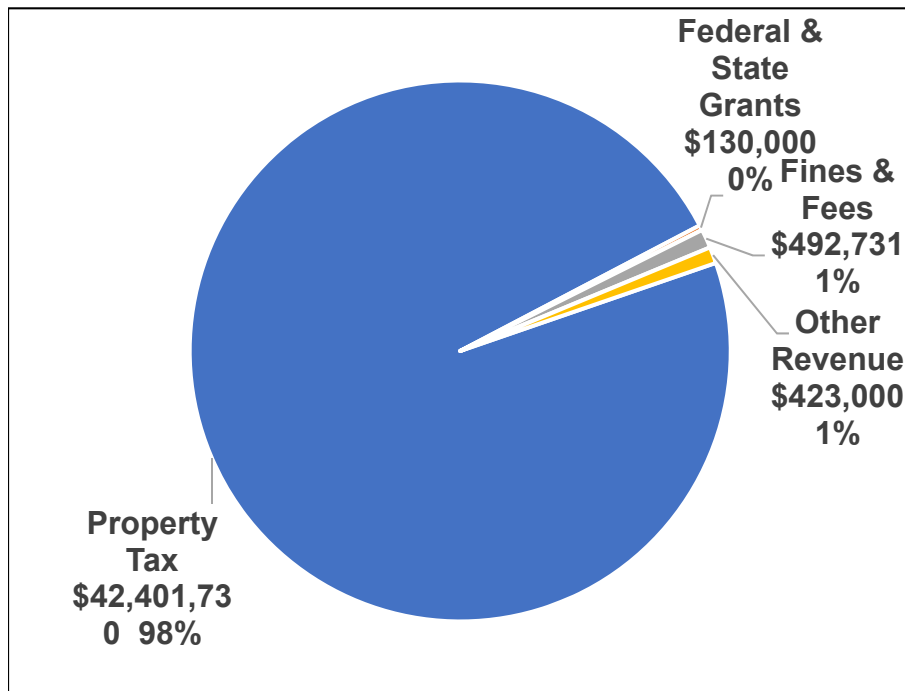
5 & 10 Year Plan Summary	Actual 2017	Projected Actuals 2018	Proposed Budget 2019	Projected Budget 2020	Projected Budget 2021	Projected Budget 2022
Beginning Fund Balance	17,491,968	18,164,235	16,333,067	13,861,570	16,821,810	11,936,891
Total Sources	37,829,859	38,280,742	43,447,461	47,653,379	47,686,966	52,373,843
Total Uses	37,157,592	40,111,910	45,918,958	44,693,139	52,571,885	46,089,605
Ending Fund Balance	18,164,235	16,333,067	13,861,570	16,821,810	11,936,891	18,221,129
Minimum Fund Balance	9,457,465	9,570,186	10,861,865	11,913,345	11,921,742	13,093,461
Maximum Fund Balance	18,914,930	19,140,371	21,723,731	23,826,690	23,843,483	26,186,922
Available Fund Balance	8,706,770	6,762,881	2,999,705	4,908,466	15,150	5,127,668



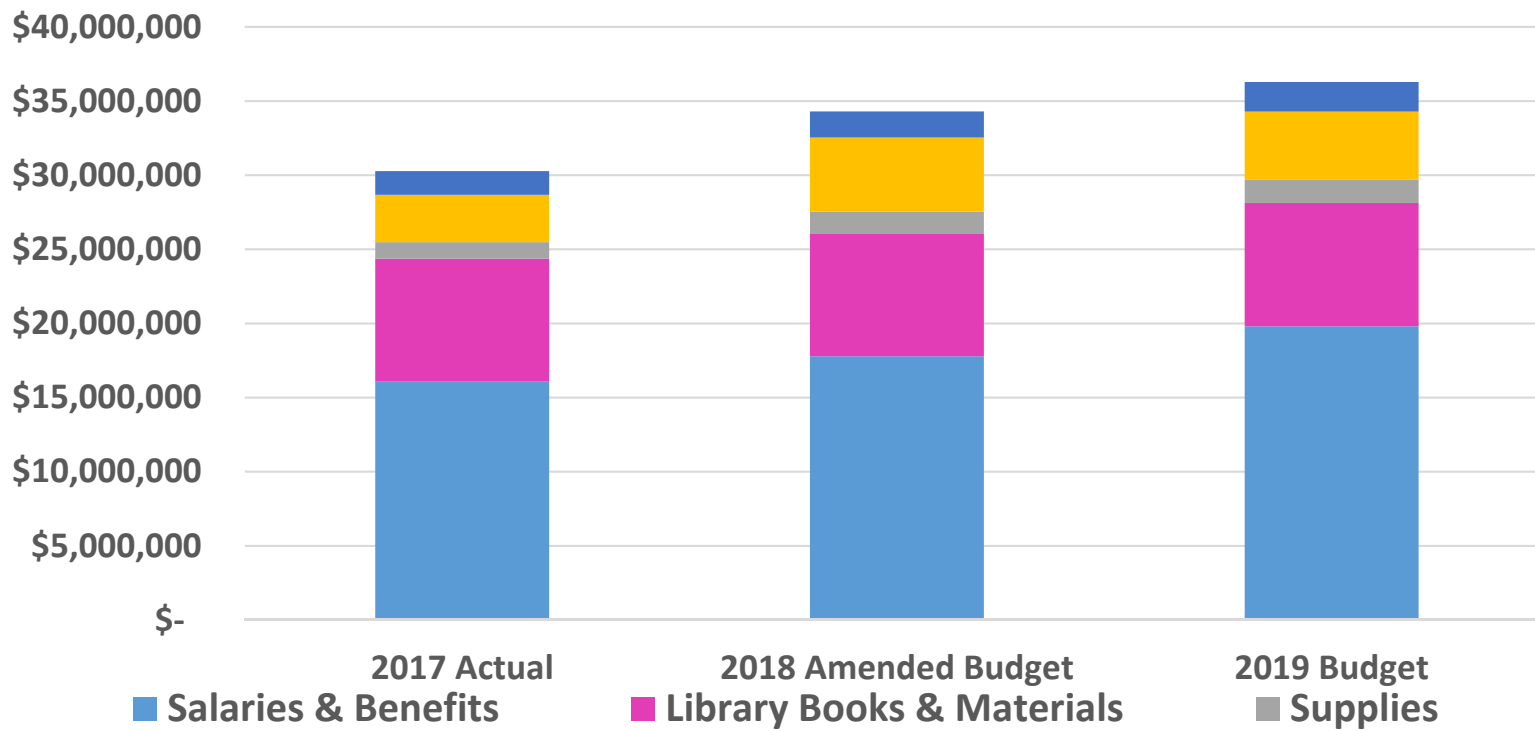
Focus on Capital Investment



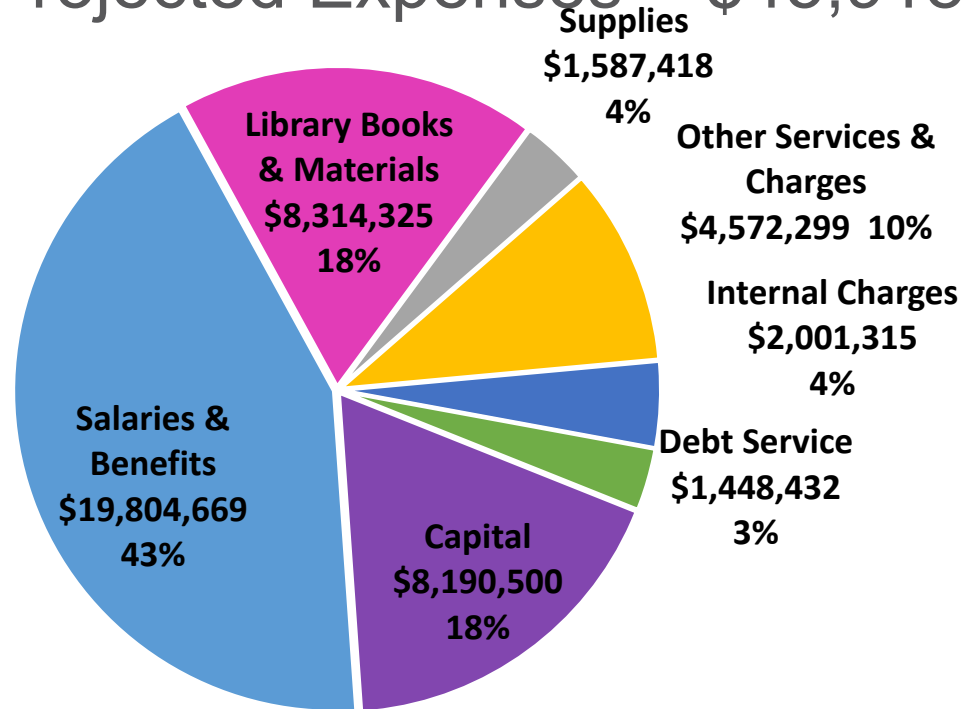
2019 Budget: Total Projected Revenue = \$43,447,461



JCPL Projected Operating Expenses



2019 Total Projected Expenses = \$45,918,958



2019 Capital Investments

Annual Replacement Plan	
ARM-01 Capital Maintenance	\$ 200,000
ARM-02 Furniture & Equipment	36,000
ARM-03 Computer 5-year Replacement Plan	250,000
ARM-04 Book Sorter Replacement – Golden	250,000
ARM-05 IT Infrastructure Replacement	200,000
Total ARM	\$ 936,000
5-Year Capital Improvement Plan	
16-14 High Availability Internet Redundancy	36,000
18-01 Belmar Library Remodel	6,773,500
18-07 LSC Garage & Loading Dock	150,000
18-08 Bookmobile Replacement	200,000
19-05 Standley Lake Clerestory Roof Replacement	35,000
19-06 Document Management System	60,000
Total CIP	\$7,254,500
Total 5-Year Capital Plan	\$8,190,500

Belmar Remodel Costs

Belmar Remodel	
Construction	\$4,400,000
Architect/ Engineering/ Prof Services	1,400,000
Parking Lot	390,000
Sorter	250,000
Chiller	150,000
AHU	85,000
Boiler	85,000
Family Place - Playscape, Seating	13,500
Total CIP	\$6,773,500



Jefferson County
PUBLIC LIBRARY

Do you have questions or
concerns about the
proposed 2019 Budget?

Barbara.Long@JeffCoLibrary.org



Next Steps:

Board Meeting June 21, 2018

- Authorize Executive Director to submit budget
- Sign the Trustee's budget cover letter

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

jeffcolibrary.org



To: Honorable Jefferson County Commissioners

From: Library Board of Trustees

Re: 2019 Proposed Budget

Date: June 21, 2018

Honorable County Commissioners,

Working collaboratively with the County staff and the Library staff, the Library Board of Trustees' has submitted a proposed budget for the year 2019. The budget development process is governed by the Board of County Commissioners annual guidelines, and the Library Board of Trustees fiduciary responsibilities.

State of Colorado Library Law, 24-90-109 Powers and duties of board of trustees instruct the Board of Trustees to:

III (d) "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.

The Board of Trustees', in submitting this budget, support and acknowledge our responsibility to present the budget necessary to provide citizens of Jefferson County with a high quality library, which continues to fulfil our promises and supports the community's needs.

- Continue 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 amount that the Board of Trustees has determined necessary to deliver on our promises, operate the library and provide the residents of Jefferson County with a responsible level of library services in 2019 is a mill levy of 4.500. This mill levy will provide an estimated net property tax revenue of \$42.40 million dollars.

As Library Trustees, we take our fiduciary responsibility seriously and we believe the 2019 proposed budget represents a responsible level of spending to support Library services.

Julia Hill-Nichols, Chair

Library Board of Trustees

administration

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

jeffcolibrary.org



To: Pam Nissler, Executive Director
From: Sandie Coutts, Director of Employee Relations & Development
Date: June 6, 2018
RE: Executive Director Recruitment

We are making excellent progress with the Executive Director recruitment and have completed all activities to date on schedule. I wanted to point out some important milestones in the process:

1. We can release the names of the four finalists at the Board Study Session on June 14, the same date that reference reports and candidate application data will be provided to the Board from our executive search firm, Bradbury Miller.
2. The schedule for the final interview activities on June 18 and 19 has been finalized and is attached.
3. We will need to announce the hiring decision at a public meeting, and do not expect that negotiations will be completed in time to announce our new executive Director by the Board meeting on June 21. There will be significant public and staff interest in knowing the Board's hiring decision.

Action Requested:

I recommend that the Library Board of Trustees schedule a special meeting on or before July 12 to make the new Executive Director hiring announcement.

Jefferson County Public Library Final Interviews
June 18 & 19 2018

				Dan Bradbury cell: 816-803-7853				
				Jobeth Bradbury cell: 816-803-7087		Jefferson County Public Library - Lakewood/Admin location		
				Karen Miller cell: 330-224-9177		10200 W. 20th Ave. Lakewood CO 80215 303-235-5275		
Monday, June 18								
	Candidate A		Candidate B		Candidate C		Candidate D	
8:45am	Arrive at main entrance	9:20am	Arrive at main entrance	9:55am	Arrive at main entrance	10:30am	Arrive at main entrance	
9:00am-9:30am	Meet with Pam - EXD Office	9:35am-10:05am	Meet with Pam - EXD Office	10:10am-10:40am	Meet with Pam - EXD Office	10:45am-11:15am	Meet with Pam - EXD Office	
9:30am-10:30am	Travel to Columbine Library	10:05am-11:00am	Travel to Columbine Library	10:40am-noon	Travel to Columbine Library	11:15am-12:30pm	Travel to Columbine Library	
10:30am-11:00am	Columbine Library tour	11:00am-11:30am	Columbine Library tour	noon-12:30pm	Columbine branch tour	12:30pm-1:00pm	Columbine Library tour	
11:00am-12:55pm	lunch and arrive at Arvada branch	11:30am-1:00pm	lunch and arrive at Belmar Library	12:30pm-1:35pm	lunch and arrive at Arvada Library	1:00pm-1:35pm	Travel to Belmar Library	
1:00pm-1:30pm	Tour Arvada Library	1:00pm-1:30pm	Tour Belmar Library	1:35pm-2:05pm	Arvada Library tour	1:35pm-2:05pm	Tour Belmar Library	
1:30pm-2:05pm	Travel to Belmar Library	1:30pm-2:05pm	Travel to Arvada Library	2:05pm-2:45pm	Travel to Belmar Library	2:05pm-2:45pm	Travel to Arvada Library	
2:10pm-2:40pm	Tour Belmar Library	2:10pm-2:40pm	Tour Arvada Library	2:45pm-3:15pm	Tour Belmar Library	2:45pm-3:15pm	Tour Arvada Library	
2:40pm-6:15pm	Free time/dinner	2:40pm-6:15pm	Free time/dinner	3:15pm-6:15pm	Free time/dinner	3:15pm-6:15pm	Free time/dinner	
6:15pm-8:00pm	Arrive at Lakewood Cultural Center- Public Forum	6:15pm-8:00pm	Arrive at Lakewood Cultural Center- Public Forum	6:15pm-8:00pm	Arrive at Lakewood Cultural Center- Public Forum	6:15pm-8:00pm	Arrive at Lakewood Cultural Center- Public Forum	
Columbine Library: 7706 W Bowles Ave, Littleton, CO 80123 Tour Guide = Julianne Rist 720- 398-7409				Belmar Library: 555 S Allison Pkwy, Lakewood, CO 80226 Tour Guide = Rebecca Winnng 720- 233-1053		Arvada Library: 7525 W 57th Ave, Arvada, CO 80002 Tour Guide = Steve Chestnut 303- 588-8899		Lakewood Cultural Center: 470 S Allison Pkwy, Lakewood, CO 80226 303 -987-7845

Tuesday, June 19							
	Candidate D		Candidate C		Candidate B		Candidate A
8:15am	Arrive at Main Entrance	8:25am	Arrive at Main Entrance	10:30am	Arrive at Main Entrance	10:45am	Arrive at Main Entrance
8:30am-9:25am	Meet & Greet with SMT - Directors Conf Rm	9:30am-10:25am	Meet & Greet with SMT - Directors Conf Rm	10:45am-11:40am	Meet & Greet with SMT - Directors Conf Rm	11:50am-12:45pm	Meet & Greet with SMT - Directors Conf Rm
9:30am-10:15am	Benefits Review and Tour of Lakewood - ERD Office	8:40am-9:25am	Benefits Review and Tour of Lakewood - ERD Office	11:45am-12:30pm	Benefits Review and Tour of Lakewood - ERD Office	11:00am-11:45am	Benefits Review and Tour of Lakewood - ERD Office
10:30am-11:30am	Interview with Board - Admin Conf Rm	11:45am-12:45pm	Interview with Board - Admin Conf Rm	1:15pm-2:15pm	Interview with Board - Admin Conf Rm	2:30pm-3:30pm	Interview with Board - Admin Conf Rm

jeffcolibrary.org

TO: Pam Nissler, Executive Director

FROM: Donna Walker, director of Public Services, and Padma Polepeddi, manager of Library To You

DATE: 6/5/18

RE: Recommendation for Expanded Alternative Services in South County

Recommendation:

As per the board request, a full white paper on the types, trends, opportunities, and costs of Alternative Services is being developed. In order to meet timelines and requirements for the 2019 budget, we are bringing forward a recommendation for expanded alternative services to South County on an accelerated timeline. We recommend an approach as a stop-gap measure that will double the number of people currently served with a small investment of resources.

JCPL currently offers these alternative services in South County

- Weekly Bookmobile service
- Kids and Families programs during Bookmobile hours
- Book-A-Librarian appointments
- Community Story times at Ken Caryl Ranch
- Summer Reading
- Home Delivery Services (for patrons with a medical condition)
- Mail Delivery Services (for patrons with a medical condition)

Through these services, we offer convenient physical access to materials, material requests, materials returns, holds pick-up, professional consultation, early childhood literacy and programming to approximately 300 patrons per month in South County.

Our recommended expansion of alternative services in South County are these (additions noted in bold):

- **Expanded** Bookmobile hours
- **Free Mail Delivery** (expanding criteria to include geographic distance as a barrier)
- **24/7 Library Book Drop**
- **Community Computer classes**
- Book-A-Librarian appointments
- Kids and Families programs during Bookmobile hours
- Community Story times at Ken Caryl Ranch
- Summer Reading
- Home Services (for patrons with a medical condition)

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



jeffcolibrary.org

Through these expanded alternative services, we can offer convenient, expanded physical access to materials, material requests, holds pick-up, materials delivery options, and 24/7 materials returns through expanded bookmobile hours. This expansion also will offer professional instruction through community computer classes, professional consultation, and programming to approximately 600 patrons each month in South County.

Total Cost:

Costs for these expanded services are included in the 2019 detail budget, including an additional book drop, pilot of mail delivery with expanded criteria to include geographic distance as a barrier, and staff time to increase bookmobile hours in South County.

Next Actions:

No further Board action is needed. Staff will review current South County bookmobile hours, determine new schedule, determine best placement for book drop, and determine criteria for mail delivery pilot.

memorandum



To: Pam Nissler, Executive Director JCPL
From: Steve Chestnut, Director of Facilities and Construction
Re: Update on status of hail damage to roofing
Date: May 21, 2018

Hi Pam,

I wanted to update you on the hail damage to Lakewood, LSC and Belmar from the hail storm last May. There have been two different adjusters working with County Risk over the last year to evaluate what needed to be replaced or repaired. There's been some back and forth between the adjusters, the roof experts and County RISK as to the extent of the damage that requires replacement/repair. Here's where we are to date;

LAKEWOOD

There is significant disbonding of the EPDM membrane from the rigid insulation underneath. The structural integrity of the insulation seems to be intact but with damage to the bond of the membrane we could end up with a separation in high winds. You may recall this was exactly what happened to Standley Lake when the roof membrane started separating from the wind and we developed leaks. There is some discussion about adding a new hard deck on the old membrane and installing a new membrane on top of that. I've asked for an engineering analysis from our roofing consultant to determine if that is 1) feasible from a weight perspective and 2) effective/desirable from a practicality perspective. Some of the flashing and surface items will also need to be replaced.

LSC

The sheet metal roof at LSC will require replacement but at this point we're not sure what the dollar value is from insurance. Therefore, I would recommend that we delay any decision about that since the structural integrity remains intact.

Belmar,

The small amount of EPDM (mostly over the staff area on the S/E side) on the building will likely need replacement. The big question is the copper flashing that was damaged. It has yet to be determined if and how much insurance will cover on that because of the expense of the product.



Jefferson County
PUBLIC LIBRARY

memorandum

As of today we are still awaiting a final report from the insurance carrier. In addition, since the County will receive one lump sum for the storm, it is not known what the Libraries portion of that distribution will be.

I'll advise further when the final report comes out and when we know the amount that we have to work with for repairs.

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

JEFFERSON COUNTY PUBLIC LIBRARY DONATION AND NAMING AGREEMENT

This Donation and Naming Agreement ("Agreement"), dated for reference purposes only this 21st day of May, 2018, is between Margaret Mariola ("the donor"), the **Jefferson County Library Foundation, Inc.**, a Colorado non-profit corporation (the "Library Foundation"), and the **Jefferson County Public Library** (the "Library"). The Donor, Library Foundation, and Library are collectively referred to herein as the "parties", and hereby agree as follows:

WHEREAS, the Donor desires to make a donation in the amount of \$5,000 (the "Donation") for a small study room in the new Edgewater Library; and

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

NOW, THEREFORE, the parties hereto agree as follows:

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

The Donor pledges to make a Donation to the Library Foundation of \$5,000, payable in one lump sum on or before June 30, to support funding of the Project.

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

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

3. The Donor, Library Foundation, and Library agree that the Donation will be used for the Project to name one of the small study rooms at the new Edgewater Library and as an expression of appreciation the name ~~Roger and Marge Mariola Study Room~~ ("Donor Name") shall be displayed at the project site. *Roger Mariola Family Study Room
(Edgewater Mayor 1993-1997)*
4. The Donation may be invested, commingled, or merged with and become part of the general endowment funds and investment assets of the Library Foundation. Guidelines established by the Library Foundation Board of Trustees from time to time determine the investment, allocation of return on investment, and distribution of endowment funds and the allocation of income, loss, fees and expenses associated with endowment funds and securing and administering endowment funds. The Donation and all accounting of the Donation will be subject to these guidelines.
5. No items recognizing the Donation will be ordered until the full amount of the Donation has been received by the Library Foundation.

6. The parties agree that this naming is contingent on and subject to prior approval by the Library Board of Trustees. In the event that the Board does not approve, the full Donation will be returned to Donor within 14 business days.
7. If, in the opinion of the Library Board of Trustees or the Executive Director of the Library, all or part of the Donation cannot, in the future, be applied usefully to the above purposes, it may be used for any related purpose which, in the opinion of the Executive Director of the Library will most nearly accomplish the wishes of the Donor as expressed herein.
8. This Agreement is governed by Jefferson County Public Library's Naming Policy and Guidelines, which are incorporated herein. By entering into this Agreement, the Donor agrees to all of the conditions contained therein, including the following:
 - a. Signage:

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

These naming rights are will last through December 31, 2028. Donor will be given first right of renewal at the end of the naming period to extend the naming rights for an additional donation to be mutually determined by the parties.
 - c. Approvals:
 - (i) All naming acknowledgements will be approved by the Library Board of Trustees.
 - (ii) A re-approval process with input by the Donor shall be necessary in the following situations:
 - (a) Major renovation of the space;
 - (b) Sale, destruction, removal or abandonment of the facility; or
 - (c) A change in the name, business focus or viability of the Donor entity.

Should the Donor for which the space is named violate acceptable standards of integrity and civic leadership, the Library, in its sole discretion, may elect to remove the Donor's name from the Library.
- d. Payment: No donations will be refunded for any reason unless the Library is unable to fulfill their obligations due to unforeseen circumstances.
9. Tax Consequences. Donor, and not the Library Foundation or the Library, is solely responsible for determining the tax consequences to Donor of the within transaction including, without limitation, any monetary value assigned to the naming right.
10. Venue and Governing Law. Venue for any and all legal actions regarding this Agreement shall lie in the District Court in and for the County of Jefferson, State of Colorado, and this transaction shall be governed by the laws of the State of Colorado.

11. Invalid Provisions. If any provision of this Agreement is held to be illegal, invalid or unenforceable under present or future laws, such provisions shall be fully severable; this Agreement shall be construed and enforced as if such illegal, invalid or unenforceable provision had never comprised a part of this Agreement; and the remaining provisions of this Agreement shall remain in full force and effect and shall not be affected by the illegal, invalid or unenforceable provision or by its severance from this Agreement. Furthermore, in lieu of such illegal, invalid or unenforceable provision, there shall be added automatically as a part of this Agreement a legal, valid, and enforceable provision as similar in terms to such illegal, invalid or unenforceable provision as may be possible.
12. Amendments to Agreement. This written Agreement constitutes the entire Agreement of the parties. No representations, promises, terms, conditions or obligations regarding the subject matter of this Agreement, other than those expressly set forth herein, shall be of any force and effect. No modification, change or alteration of this Agreement shall be of any force or effect, unless in writing, signed by both parties.
13. Further Acts. Donor, the Library Foundation, and the Library agree to perform or cause to be performed such further acts as may be reasonably necessary to consummate the transaction contemplated hereby.
14. This Agreement may be executed in two or more counterparts, each of which shall be deemed to be an original, and all of which counterparts together shall constitute but one and the same instrument.
15. Donor, the Library Foundation, and the Library have each been advised by counsel in the drafting of this Agreement, and accordingly hereby agree that in the event a dispute arises between them, the terms of this Agreement shall not be construed against or in favor of either party as draftsman.

[SIGNATURES FOLLOW ON NEXT PAGE]

JEFFERSON COUNTY PUBLIC LIBRARY DONATION AND NAMING AGREEMENT

This Donation and Naming Agreement (“Agreement”), dated for reference purposes only this **21st day of June, 2018**, is between **_(anonymous)_** (“the donor”), the **Jefferson County Library Foundation, Inc.**, a Colorado non-profit corporation (the “Library Foundation”), and the **Jefferson County Public Library** (the “Library”). The Donor, Library Foundation, and Library are collectively referred to herein as the “parties”, and hereby agree as follows:

WHEREAS, the Donor desires to make a donation in the amount of **\$7,500** (the “Donation”) for **the large study room** in the new Edgewater Library; and

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

NOW, THEREFORE, the parties hereto agree as follows:

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

The Donor pledges to make a Donation to the Library Foundation of **\$7,500**, payable in one lump sum on or before **date TBD**, to support funding of the Project.

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

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

3. The Donor, Library Foundation, and Library agree that the Donation will be used for the Project to name **the large study room at the new Edgewater Library** and as an expression of appreciation the name **Rebecca Winning Study Room** (“Donor Name”) shall be displayed at the project site.
4. The Donation may be invested, commingled, or merged with and become part of the general endowment funds and investment assets of the Library Foundation. Guidelines established by the Library Foundation Board of Trustees from time to time determine the investment, allocation of return on investment, and distribution of endowment funds and the allocation of income, loss, fees and expenses associated with endowment funds and securing and administering endowment funds. The Donation and all accounting of the Donation will be subject to these guidelines.
5. No items recognizing the Donation will be ordered until the full amount of the Donation has been received by the Library Foundation.

6. The parties agree that this naming is contingent on and subject to prior approval by the Library Board of Trustees. In the event that the Board does not approve, the full Donation will be returned to Donor within 14 business days.
7. If, in the opinion of the Library Board of Trustees or the Executive Director of the Library, all or part of the Donation cannot, in the future, be applied usefully to the above purposes, it may be used for any related purpose which, in the opinion of the Executive Director of the Library will most nearly accomplish the wishes of the Donor as expressed herein.
8. This Agreement is governed by Jefferson County Public Library's Naming Policy and Guidelines, which are incorporated herein. By entering into this Agreement, the Donor agrees to all of the conditions contained therein, including the following:
 - a. Signage:

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

These naming rights are will last through **December 31, 2028**. Donor will be given first right of renewal at the end of the naming period to extend the naming rights for an additional donation to be mutually determined by the parties.
 - c. Approvals:
 - (i) All naming acknowledgements will be approved by the Library Board of Trustees.
 - (ii) A re-approval process with input by the Donor shall be necessary in the following situations:
 - (a) Major renovation of the space;
 - (b) Sale, destruction, removal or abandonment of the facility; or
 - (c) A change in the name, business focus or viability of the Donor entity.
- Should the Donor for which the space is named violate acceptable standards of integrity and civic leadership, the Library, in its sole discretion, may elect to remove the Donor's name from the Library.
- d. Payment: No donations will be refunded for any reason unless the Library is unable to fulfill their obligations due to unforeseen circumstances.
9. Tax Consequences. Donor, and not the Library Foundation or the Library, is solely responsible for determining the tax consequences to Donor of the within transaction including, without limitation, any monetary value assigned to the naming right.
10. Venue and Governing Law. Venue for any and all legal actions regarding this Agreement shall lie in the District Court in and for the County of Jefferson, State of Colorado, and this transaction shall be governed by the laws of the State of Colorado.

11. Invalid Provisions. If any provision of this Agreement is held to be illegal, invalid or unenforceable under present or future laws, such provisions shall be fully severable; this Agreement shall be construed and enforced as if such illegal, invalid or unenforceable provision had never comprised a part of this Agreement; and the remaining provisions of this Agreement shall remain in full force and effect and shall not be affected by the illegal, invalid or unenforceable provision or by its severance from this Agreement. Furthermore, in lieu of such illegal, invalid or unenforceable provision, there shall be added automatically as a part of this Agreement a legal, valid, and enforceable provision as similar in terms to such illegal, invalid or unenforceable provision as may be possible.
12. Amendments to Agreement. This written Agreement constitutes the entire Agreement of the parties. No representations, promises, terms, conditions or obligations regarding the subject matter of this Agreement, other than those expressly set forth herein, shall be of any force and effect. No modification, change or alteration of this Agreement shall be of any force or effect, unless in writing, signed by both parties.
13. Further Acts. Donor, the Library Foundation, and the Library agree to perform or cause to be performed such further acts as may be reasonably necessary to consummate the transaction contemplated hereby.
14. This Agreement may be executed in two or more counterparts, each of which shall be deemed to be an original, and all of which counterparts together shall constitute but one and the same instrument.
15. Donor, the Library Foundation, and the Library have each been advised by counsel in the drafting of this Agreement, and accordingly hereby agree that in the event a dispute arises between them, the terms of this Agreement shall not be construed against or in favor of either party as draftsman.

[SIGNATURES FOLLOW ON NEXT PAGE]

IN WITNESS WHEREOF, the parties have executed this agreement this ____ day of May, 2018.

Donor:

By: _____

Print Name: _____

Date: June ___, 2018

Jefferson County Library Foundation:

By: Jo Schantz, Executive Director

Date: _____

Jefferson County Public Library:

By: Pamela Nissler, Executive Director

Date: _____

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



jeffcolibrary.org

TO: Pam Nissler, Executive Director

FROM: Debbi Mikash

DATE: May 18, 2018

RE: Subscription Services Vendor

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 qualified 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 Periodicals and 70082.426490 Periodicals

Next Actions:

I will recommending that at the Board Of Trustees on their meeting on June 21st to authorize JCPL to enter into a contract with EBSCO for the purchase of periodicals and subscription services with up to 5 annual renewals.

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: May 22, 2018

RE: MidWest Tape Contract Renewal

History of Contract: Name of Vendor – Name of Project

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 the contract.

Total Cost:

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

Budget:

70082.426430 Books and Materials

Next Actions:

I am here to ask for the Board of Trustees approval to renew this contract for an additional year.