

BOARD MEETING

JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

September 20, 2018



Jefferson County
PUBLIC LIBRARY

APPROVAL OF AGENDA

JOINT BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

Jefferson County Library Foundation Board

ITEM# / ACTION	Thursday, September 20, 2018 – JOINT MEETING -BELMAR LIBRARY MEETING ROOM – 4:45PM to 5:30PM
1. Action	Call to order – Julia Hill-Nichols
2.	Pledge of Allegiance
3.	Welcome and Introductions – Julia Hill-Nichols, Chair, Library Board of Trustees
4. Library & Foundation	
5.	Closing remarks - Sally Reed, Chair, Jefferson County Library Foundation
6. Action	Adjourn Joint Meeting

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

ITEM# / ACTION	Thursday, September 20, 2018 – BELMAR LIBRARY MEETING ROOM
1.	Call to order & attendance (4.5.8)
2. Action	Approve Agenda Call for motion and second
3. Action	Approval of Minutes Call for motion and second <ul style="list-style-type: none"> • August 9, 2018 Special Board Meeting Minutes • August 16, 2018 Board Meeting Minutes
4.	Public Comment
5. Information	<ul style="list-style-type: none"> • Foundation Report – Jo Schantz
6. Operational Updates Action as Needed	<ul style="list-style-type: none"> • Executive Director Update • Finance Department – Barbara Long, Interim Director of Budget & Finance <ul style="list-style-type: none"> ▪ Financial Report ▪ Authorization for Amendment to Print Services Contract with Lewan Call for motion and second • Facilities & Construction Projects <ul style="list-style-type: none"> ▪ Edgewater Update – Paul Wember, Wember, Inc. ▪ Belmar Library Renovation – Architect Process and Selection – Steve Chestnut Call for motion and second ▪ Foothills Recreation – Library Intergovernmental Agreement Authorization – Steve Chestnut Call for motion and second • Information Technology – Bernadette Berger <ul style="list-style-type: none"> ▪ Intranet – The Buzz demonstration
7. Action as Needed	Consent Agenda (4.3.4) Call for motion and second <ul style="list-style-type: none"> • Trustees elect Board officer(s)
8. Emerging Issues Action as Needed	

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

9. Action as Needed	Ends <ul style="list-style-type: none">• 2020 Strategic Planning
10. Action as Needed	Governing Policies No items
11. Suggest Agenda Items	BOARD SCHEDULE – NEXT MEETINGS <ul style="list-style-type: none">• October 11 – Study Session – 5:30 pm – Pam Nissler Conference Room• October 18 – Board Meeting – 5:30 pm – Lakewood Library Meeting Room• November 8 – Study Session – 5:30 pm – Pam Nissler Conference Room• November 15 – Board Meeting – 5:30 pm – Lakewood Library Meeting Room• December 13 – BCC & BOT Quarterly Meeting – 11:30 – BCC Board Room• December 13 – Board Meeting – 5:30 pm – Lakewood 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. Adjournment	

APPROVAL OF MINUTES

Minutes of the Special Meeting of the
JEFFERSON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
August 9, 2018

CALL TO ORDER – REGULAR MEETING

The special meeting of the Jefferson County Public Library Board of Trustees was held in the Library Administration meeting room on August 9, 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), Pam Anderson, John Bodnar, Deborah Deal and Brian DeLaet.

Trustees not present: All Trustees were present.

Guests: Ellen Wakeman, County Attorney and Tom Swart, Stratagem Certified Public Accountants.

Staff present: Pam Nissler, Executive Director; Donna Walker, Director of Public Services; Rebecca Winning, Director of Communications; Barbara Long, Interim Director of Finance and Budget; 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 Pam Anderson the motion passed by unanimous vote of all Trustees present.

CALL FOR EXECUTIVE SESSION

MOTION: At 5:33 pm Brian DeLaet moved to adjourn the special 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. Seconded by Kim Johnson the motion passed by unanimous vote of all Trustees present.

The Chair called the Executive Session to order with the following Trustees present: Charles Naumer, Kim Johnson, Pam Anderson, John Bodnar, Brian DeLaet and Deborah Deal. Also present: Pam Nissler, Donna Walker, Rebecca Winning, Barbara Long, Amber Fisher, Ellen Wakeman and Tom Swart.

The Chair noted that the session would be recorded and that the recording would be retained for the required 90 days.

CALL FOR ADJOURNMENT OF EXECUTIVE SESSION AND RECONVENE THE SPECIAL MEETING

MOTION: At 7:15 pm, Brian DeLaet moved to adjourn the Executive Session and reconvene the special meeting. Seconded by Charles Naumer the motion was approved by unanimous vote of all Trustees present.

The Chair provided the following Executive Session Summary as required by Colorado Statute:

The Library Board of Trustees met in Executive Session pursuant to CRS 24-6-402(4) (e) (I) to discuss positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators. The Trustees held that discussion and this summary is provided as required by Colorado Statute.

ADJOURNMENT

The Board meeting was adjourned at 7:18 pm.

Kim Johnson, Secretary

Minutes of the Meeting of the
JEFFERSON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
August 16, 2018

CALL TO ORDER – REGULAR MEETING

The regular meeting of the Jefferson County Public Library Board of Trustees was held in the Standley Lake Library meeting room on August 16, 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), Pam Anderson, John Bodnar and Brian DeLaet.

Trustees not present: Deborah Deal, Pam Anderson. (Please note Trustee Anderson joined the Board at 5:44 pm as noted below during the Edgewater Library Project Update).

Guests: Nick Taylor, Paul Wember

Staff present: Pam Nissler, Executive Director; Donna Walker, Director of Public Services; Rebecca Winning, Director of Communications; Sandie Coutts, Director of Employee Relations & Development; Steve Chestnut, Director of Facilities and Construction Projects; Julianne Rist, Director of Public Services; Barbara Long, Interim Director of Finance and Budget; and Amber Fisher, Executive Assistant, Office of the Executive Director.

APPROVAL OF AGENDA

MOTION: Brian DeLaet moved that the Library Board of Trustees approve the agenda as amended to include the board nominating committee item under emerging issues. Seconded by John Bodnar the motion passed by unanimous vote of all Trustees present.

APPROVAL OF MINUTES

MOTION: John Bodnar moved approval of the minutes of the July 2, 2018 Special Board Meeting. Seconded by Charles Naumer the minutes were approved by all Trustees present.

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

PUBLIC COMMENT

Alice Atkins, a Golden resident, addressed the Board. Ms. Atkins noted that she was recently at the Jeffco Action Center assisting with the distribution of donated school

materials and had a conversation with a mother who was picking up supplies for her children. The woman described how the decision to do away with late fees for children's materials was having a positive impact in her life. The woman had been concerned that she could not afford to use the Library as she was having a difficult time getting books back to the Library. She was so pleased to hear of the new policy. Ms. Atkins stated that this is an example of how the Board's decisions have a positive impact on peoples' lives.

FOUNDATION REPORT

Julia Hill-Nichols reported on the Foundation activities on behalf of Jo Shantz who was unable to attend the meeting. Highlights of the report included the volunteer appreciation picnic that was well received by the volunteers. The Foundation is excited about the plans for a groundbreaking ceremony for the Standley Lake Library outdoor learning space. The Stouts and Stories kick-off event is scheduled for September 27, at the Lamar Street Station.

SENIOR MANAGEMENT TEAM (SMT) OPERATIONAL UPDATES

Executive Director Update

Pam Nissler, Executive Director, provided an update to the Board. There were no questions from the Board about the report. The Executive Director expressed appreciation for the wonderful farewell reception the previous evening.

Budget and Finance Department

Financial Report

Barbara Long, Interim Director of the Finance and Budget Department, addressed the board and presented information related to the July financial report. Almost all property tax revenue has been received and other revenue is projected to exceed the amount budgeted. Increases on other revenue are expected to offset the reduction in revenue from fines and fees. The amount in the fund balance is indicative of revenues received and does not reflect anticipated expenses. The fund balance will decrease over the remaining months of 2018. In-kind operating expenses related to the Foundation are on track or under budget. The Library has a high degree of confidence in meeting or exceeding the vacancy savings requirements. The report reflects large encumbrances for the Edgewater Library project and planning costs for the Belmar Library project.

Next Tuesday (August 21) the Library's 2019 budget will be presented to the Board of County Commissioners. The County budget staff will make the presentation and Donna Walker and Barbara Long will attend. It is anticipated that the presentation will last for 5-7 minutes and consist of a one-page highlight of total revenue, total expenses and staffing. The Chair asked that the Board receive an update on the presentation at the next meeting.

Facilities and Construction Projects

Edgewater Library Project Update

Paul Wember, President of Wember, Inc. addressed the Board and shared several photographs and a video showing the progress on the Edgewater Library project. He stated that everything is going very, very well and that is a testament to the Library's team including the IT staff and Steve Chestnuts' electrical knowledge. Paul attended the civic center construction meeting. Appreciation was expressed to Pat Klein, for continuing to provide video coverage of the project.

Trustee Pam Anderson joined the meeting at 5:44 pm.

Additional information included installation of the windows, plans for white boards in the study room, chair rails and technology (power and data stations). There were some changes in costs that were mostly addressed in the original budget.

In response to a question, the Board was advised that the windows are in and as indicated in the report, the project team came up with some creative solutions that minimized the impact.

Steve Chestnut, Director of Facilities and Construction Projects, advised the Board that the delays related to fireproofing and foundation issues may cause the Library to extend our contracts and may increase costs. Paul Wember is driving the work on the inside to minimize impact; however, there will probably be some changes to the contract with Wember, Inc. and Fransen Pittman.

Edgewater Library – Furniture and Family Place Presentation

Julianne introduced Nick Taylor, Manager of the Edgewater Library. Nick addressed the Board and presented information on the furniture and fabric selections. The Edgewater project team worked closely with designer Mary Goulash throughout the process and included input from the community and Edgewater staff.

Nick Taylor introduced Robyn Lupa, Public Services Coordinator for Kids and Families, and Melissa Mendes, Kids and Families Librarian. Robyn and Melissa presented information on the Family Place Library Initiative. Edgewater will be JCPL's first Family Place Library, joining a network of over 400 libraries in 29 states. The Family Place initiative builds on what the Library already does for young kids and families to help ensure that each child gets the best start in life.

There are several core components in the Family Place initiative including, Collaborations and Partnerships, Outreach, Dedicated Family-friendly spaces, Collections, Staff Training, and Programs and Workshops. The mission of Family Place is to build foundations for early learning, with a model for family-centered library service. Family Place creates a library culture in which all staff are on board to actively and intentionally support young

kids and their families. It involves the design of physical space, services, and collections specifically for young kids and parents while integrating play within the library environment and nurturing parent-child and parent-parent interactions. It connects families with the services and resources of other family and early childhood agencies to help build a strong fabric of community support. By creating a family-centered environment, Family Place will transform Edgewater into a community hub for families with very young kids – a welcoming, free place for early literacy and learning, socialization, parent education and family support.

In response to questions, the Board was advised that:

- Family Place is a dedicated space in the library
- Programs and workshops will be held in the meeting room or community room
- The age range is birth to three years
- The Library has been in contact with Jeffco Schools and already does a number of outreach programs with the schools
- The Family Place initiative has been around for 20 years and has approximately 450 participating libraries across the country
- Staff training includes the commitment to keep up with JCPL's accreditation in the program

Communications Department

Rebecca Winning, Director of Communications, introduced the topic and addressed the Board.

MOTION: Charles Naumer moved that the Library Board of Trustees recognize Pam Nissler for her sustained and distinguished service to Jefferson County Public Library and the community by naming the Lakewood Administration Conference Room in her honor and that the name remain in perpetuity as long as the conference room remains at that location. Seconded by Brian DeLaet the vote was delayed for further discussion.

Trustee Bodnar noted that the naming of the conference room should be in perpetuity and suggested that the motion be amended to strike "as long as the conference room remains at that location".

MOTION: Charles Naumer moved that the Library Board of Trustees recognize Pam Nissler for her sustained and distinguished service to Jefferson County Public Library and the community by naming the Lakewood Administration Conference Room in her honor and that the name remain in perpetuity. Seconded by John Bodnar the motion passed by unanimous vote of all Trustees present.

Emerging Issues

Nominating Committee Appointments

The Chair announced the appointments of Pam Anderson and Brian DeLaet to serve on the committee to nominate board officers. The Chair noted that with her resignation from the Board, Charles Naumer, current Vice-Chair would fill the office of Chair for the unexpired term in accordance with the Bylaws. The nominating committee will report to the Board on September 13, 2018 and the Board will vote on officer(s) at the September 20, 2018 Board meeting. In response to a question, the Board was advised that Trustees may self-nominate. Trustee DeLaet asked that all nominations be submitted to the nominating committee by September 7, 2018. Officers elected at the September 20, meeting will serve from October 2018 to March 2019. All officer positions are up for election in March 2019.

Ends

2020 Strategic Planning

Charles Naumer, Vice-Chair, introduced the topic and provided a brief recap of the topic. The purpose of the discussions is to create a foundation of understanding for the Board and its work with the Senior Management Team on the 2020 strategic plan. The discussion today will focus on our target audience. Next month the Board will discuss the Aspen Institute report and in October, the topic will be measuring what matters. Trustee Naumer asked each Trustee to share their thoughts on who they feel is the target audience. A summary of those statements follows:

- In terms of who our audience is, there is a difference between looking at individual patrons and the stakeholders – are we focusing on the individual needs of library cardholders, or are we looking at community stakeholders as a whole. For example – partnerships, collaborations and engaging the community.
- I struggled with the metrics –those numbers are important – ground yourself to know if you are doing what you need to do. How can we determine if we are meeting those community connections – need to connect with large groups and stakeholders – are we fulfilling the needs of the community as a whole. The Library does a great job of that but I do not know how to measure those things and I do not want to get rid of the metrics.
- Struggling with finding the balance, serving who you need to serve and not losing sight in the meantime of the value for all citizens whether they use the library or not. I have heard people say that in 20 years, libraries will not be around, but if libraries are framed as active partners like with workforce – that could be the biggest impact in the community and all the citizen of Jeffco.
- The numbers speak volumes and it is important to measure when we can.
- As we become more engaged in a broader way as a driver and leader of the community the numbers are part of that and will come through. I'm not suggesting that we give up metrics – individual numbers – but we focus our energies and are very thoughtful about

it – do a little collaboration – we do that with the schools and workforce – it will drive our numbers – we’ll see it in the numbers.

- Stakeholders are inclusive of patrons. I like the measurements how we serve patrons – for programs there are qualitative measures that do exist – when measuring we should pay attention to the metric side and consider capacity for the organization. We can talk a lot about some awesome program but what is our capacity for it. The ability to partner with a group and stating this is what the Library will do for you is fine, but capacity needs to be considered. Also assessments change, climates change, and demographics change.
- I never did like the measure of cardholders – staff did a great job of doing that – but it did not change the numbers. Something like Family Place, that is where the numbers come. When I came on we were weeding – Evergreen had books that only circulated once a century. It can be such an intangible benefit that we provide to the community – I could not qualify it.
- I would rather see parents sitting down at Family Place playing with their kids than measuring that. Remember those folks have to come through the door.
- The Jeffco business center used to buy database access – they realized the library has that – so when businesses need help they pull up the library website. Now the business center can put more of their resources into what they are doing.
- I love the data and the metrics. It can be valuable and informative and I think it helps the Board and hope it helps staff too. I would support further conversation maintaining that.
- Alternative library services - remember that the walls don’t define our capacity and there are other ways to deliver service.

The Vice-Chair expressed appreciation to the Trustees for their input and noted that the qualitative and quantitative discussion in October can also address the capacity issues.

GOVERNING POLICIES: MANAGEMENT LIMITATIONS (Monitoring Reports)

Policy 2.5: Financial Planning, Budgeting

MOTION: Brian DeLaet moved that the Library Board of Trustees accept the Library Director’s interpretation of Policy 2.5: Financial Planning, Budgeting as presented. Seconded by Kim Johnson the motion passed by unanimous vote of all Trustees present.

Policy 2.6: Compensation and Benefits

MOTION: Kim Johnson moved that the Library Board of Trustees accept the Library Director’s interpretation of Policy 2.6: Compensation and Benefits as presented. Seconded by Charles Naumer the motion passed by unanimous vote of all Trustees present.

Policy 2.7: Executive Director Succession

MOTION: Charles Naumer moved that the Library Board of Trustees accept the Library Director's interpretation of Policy 2.7: Emergency Executive Director Succession as presented. Seconded by John Bodnar the motion passed by unanimous vote of all Trustees present.

Policy 2.8: Board Awareness and Support

MOTION: Pam Anderson moved that the Library Board of Trustees accept the Library Director's interpretation of Policy 2.8: Board Awareness and Support as presented. Seconded by Brian DeLaet the motion passed by unanimous vote of all Trustees present.

Policy 2.9: Materials Selection

MOTION: John Bodnar moved that the Library Board of Trustees accept the Library Director's interpretation of Policy 2.9: Materials Selection as presented. Seconded by Pam Anderson the motion passed by unanimous vote of all Trustees present.

BOARD SCHEDULE – NEXT MEETINGS

- September 13 – BCC & BOT Quarterly Meeting – 11:30 – BCC Board Room
- September 13 – Study Session – 5:30 pm – PAM NISSLER Administration Conference Room
- September 20 – Joint Library & Foundation Board Meeting – 4:45 -5:30 pm –Regular Library Board Meeting 5:45pm- Belmar Library Meeting Room
- October 11 – Study Session – 5:30 pm – Administration Conference Room
- October 18 – Board Meeting – 5:30 pm – Lakewood Library Meeting Room
- November 8 – Study Session – 5:30 pm – Administration Conference Room
- November 15 – Board Meeting – 5:30 pm – Lakewood Library Meeting Room
- December 13 – BCC & BOT Quarterly Meeting – 11:30 – BCC Board Room
- December 13 – Board Meeting – 5:30 pm – Lakewood Library Meeting Room

ANNOUNCEMENTS / GENERAL INFORMATION

Pam Nissler, Executive Director, addressed the Board and thanked the Trustees for their dedication and the support they provide to the Library. She noted that it has been an honor to work with them.

CALL FOR EXECUTIVE SESSION

MOTION: John Bodnar moved to adjourn the regular meeting of the Library Board of Trustees at 6:55 pm and reconvene in Executive Session pursuant to CRS 24-6-

402(f) Personnel Matters. Seconded by Kim Johnson the motion passed by unanimous vote of all Trustees present.

The Chair called the Executive Session to order at 7:00 p.m. with the following Trustees present: Charles Naumer, Kim Johnson, Pam Anderson, Brian DeLaet and John Bodnar. Also present, Amber Fisher, Executive Assistant. The Chair noted that the session would be recorded and that the recording would be retained for the required 90 days.

At 7:24 pm, at the request of the Trustees, Sandie Coutts joined the board in Executive Session. At 7:32 pm, Sandie Coutts left the executive session.

CALL FOR ADJOURNMENT OF EXECUTIVE SESSION AND TO RECONVENE THE REGULAR MEETING

MOTION: At 7:42 pm, John Bodnar moved to adjourn the Executive Session and reconvene the regular meeting. Seconded by Kim Johnson the motion passed by unanimous vote of all Trustees present.

The Chair provided the following Executive Session Summary as required by Colorado Statute:

The Library Board of Trustees met in Executive Session pursuant to CRS 24-6-402(f) Personnel Matters. The Trustees held that discussion and this summary is provided as required by Colorado Statute.

MOTION: Charles Naumer moved that the Library Board of Trustees authorize an exit payment to the Executive Director in the amount of \$35,000. Seconded by Pam Anderson the motion passed by unanimous vote of all Trustees present.

ADJOURNMENT

The Board meeting was adjourned at 7:48 p.m.

Kim Johnson, Secretary

FOUNDATION REPORT

JEFFERSON COUNTY LIBRARY FOUNDATION
EXECUTIVE DIRECTOR REPORT
SEPTEMBER 2018 (August 17 – September 20)
By Jo Schantz

1. Upcoming Events

- **Discover Together: Outdoor Adventure Space ground breaking ceremony** – Sept. 22, 11:30 a.m. at Standley Lake Library



- **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.

- **Rocky Mountain Literary Festival** – October 20, Mt. Vernon Country Club (JCLF is a sponsor of this event)

- **Fall Whale of a Used Book Sale** – October 19-21, Jeffco Fairgrounds. Friends Preview Night, Oct. 18, 6 to 8 p.m.

- **Holiday Book Sales** – Friday/Saturday, November 30-December 1, 9 a.m. to 5 p.m. at Columbine Library;

Friday/Saturday, December 7-8, 9 a.m. to 5 p.m. at Lakewood Library

- **Colorado Gives Day** – Tuesday, December 4, 2018



2) Grants and Sponsorships

Grants approved this month:

- Rose Community Foundation -- \$5,000 for **1,000 Books Before Kindergarten** program
- Buell Foundation -- \$16,600 (\$4,100 for **1,000 Books Before Kindergarten** program and \$12,500 for structures and the playscape in Edgewater's Family Place Library™)

Grants pending:

- Theda and Tamblin Clark Smith Family Foundation -- \$5,000 (educational toys/manipulatives, Edgewater)
- AJL Charitable Foundation -- \$5,000 (a Letter of Inquiry for **1,000 Books Before Kindergarten**)
- The Denver Foundation -- \$26,587 in support of 2019 Teen/Tween Coding Camp (includes the hiring of 4 temporary staff and the purchase of 20 laptop computers)
- Ball Foundation -- \$7,902 to hire temporary instructors for JCPL's 2019 Teen/Tween Coding Camps

Grants denied this month:

- **Best Buy Foundation** -- \$7,902 to hire temporary instructors for JCPL's 2019 Teen/Tween Coding Camps

Stouts & Stories/Ales & Tales Event Sponsorships confirmed:

- ✓ **Broadcast Media Sponsor** – KOOL 105
- ✓ **Print Media Sponsor** – Colorado Community Media

Cash Sponsors

- | | |
|---|----------------------------|
| • Westerra Credit Union @ \$5,000 | • AMI Mechanical @ \$250 |
| • High Point Financial Group, LLC @ \$500 | • Sally Reed @ \$250 |
| • Cat Care Society @ \$500 | • Taurus Fund @ \$250 |
| • Picocyl @ \$500 | • Guaranty Bank @ \$250 |
| • West and Main Homes @ \$500 | • Nocturnal Tattoo @ \$250 |

2. News, meetings, activities and networking

I am pleased to tell you that I have been selected as one of 25 class members to participate in **Leadership Golden**, a 9-month educational and networking program that encourages community engagement, activism and leadership in the city of Golden and its surrounding communities. The program series began on Saturday, Sept. 8, with a day-long training that featured tours of the Golden Police Department, Golden Fire Department and the city's water treatment facility. Upcoming programs will focus on Golden's history, the arts, justice, higher education and city governance. In addition, Ali Egbers, our office coordinator, was chosen to participate in the 2018-19 class of **Leadership Jeffco**, which is sponsored by the West Metro Chamber.

We were sad to learn that our event coordinator, Kirstin Kraig, was suddenly unable to help us organize our fall fundraising events due to family issues. However, we have hired **Kim Hightower as our new event coordinator**, and Kim bravely stepped into this key role three weeks ago. Kim has a career history in public relations, marketing and special event planning, and she was formerly with Natural Grocers as their marketing manager. She now owns her own consulting business, Hightower Communications, and she will be overseeing both the Stouts & Stories/Ales & Tales kick-off and county-wide craft beer tour plus the fall Whale of a Used Book Sale.

Our new eTapestry database is now up and running! Our office coordinator has been training on the program via online webinars. JCLF staff members and volunteers will continue with similar training in the months to come.

On August 22 and 23, I attended the annual **Colorado Planned Giving Roundtable Summer Symposium** at the Hilton Inverness Hotel in Englewood. The two-day seminar focused on planned giving marketing strategies, tips for successful conversations with planned giving prospects and overviews of various donation vehicles, including charitable remainder trusts, charitable lead trusts and gift annuities. The seminar also contributed to my Continuing Education credits needed to renew my Certified Fund Raising Executive (CFRE) certification.

With that in mind, the **Legacy Chapter** – the title of our new planned giving initiative – is moving along rapidly. To date, we have five dedicated supporters who are designating the Foundation in their estate plans (wills). These charter members include: **Jeannie Mann, Tami Bandimere, Tom and Alice Atkins, Bill Knott and an anonymous donor**. Some of these key contributors will be highlighted in our upcoming fall *Footnotes* newsletter, and I'm working with JCPL communications staff members on the production of added print marketing materials. Charter memberships for the **Legacy Chapter** will be available from September 2018 through December 2019.

We are also launching **two new Giving Circles** to encourage contributions for our JCLF endowment. The **Director's Circle** is for donors who give a lump sum, cash gift between \$5,000 and \$9,999. The **President's Circle** is for donors who contribute \$10,000 or more. Donors will be recognized in our print and online marketing materials.

On Tuesday, August 21, I met with our planned giving contract worker, **Virgil Scott**, to discuss JCLF's continuing planned giving strategies. Board member and Trustee liaison **Deb Deal** and I attended the Foothills Art Center's annual fundraiser, Glitter in the Garden, on Friday evening, August 24. Board member **Tim Rogers** met with me on August 27 to discuss a business plan (including proposed organizational growth and the potential for increased revenues) that we will present at the JCLF Board retreat in early 2019. During this past month, I also had meetings with these current and former JCLF Board members: **Jamie Tafoya, Jeannie Mann, Kay Pride and Keith Grebe**.

The JCLF Finance Committee met on Sept. 7 to review the Library's list of funding opportunities for 2019, and to further discuss the proposed gift acceptance policy on non-cash contributions. I participated in two of my regular community engagement meetings this past month: the **Good News Breakfast Steering Committee** on Sept. 13, and the **Jeffco Community Services Advisory Board** on Sept. 18. I also met on Monday, Sept. 10, with Chelsea Jensen from the **Employers Council** to discuss revisions and updates for JCLF's employee resource handbook.

Operational Updates

Executive Director Update

September 2018 Executive Director Report

Plan for first 120 Days:

- Listening Tour – conversation with all staff groups - scheduled
- Initial meetings with each Board Trustee - scheduled
- Onboard new IT director Bernadette Berger – in process
- Relationship Building with Foundation – in process
- Meetings with community leaders and other stakeholders – list developed
- Executive Team Teambuilding – in process
- Priority Strategic Projects – Work In Progress (WIP) check
- Strategic Planning – 2018 close out; 2019 milestones and scorecard, 2020 schedule

Executive Director Community Engagement Activities - September

Action	Purpose	Impact/Outcome
• Belmar Library Renovation Architect Interviews	Select architect for schematic design	Decision made
• Meeting of the Resilient Jeffco Advisory Council	Working across county departments to help our culture be more innovative, collaborative and efficient.	Relationship building
• Urban Libraries Council Annual Forum	Learning opportunity presented by the Center for Creative Leadership for ULC members across the US and Canada	Professional Development; Gathered ideas for messaging, service planning and library org charts
• Association for Strategic Planning - "Data Analytics in Strategy Planning and Execution"	Learn more about using data in strategic planning from local businesses and organizations outside libraries	Learned about causal and predictive analytics and some ideas to explore with OrangeBoy, our data analytics vendor
• BCC/BOT Quarterly meeting	Information sharing	Relationship building
• BCC Library Board Trustee Selection, <i>scheduled for 9/19</i>	Advocate for replacement to fill Julia's vacant position	TBD
• Standley Lake Discover Together Groundbreaking, <i>scheduled for 9/22</i>	Kick off project	Acknowledge project donors; engage community stakeholders
• West Metro Chamber Board meeting, <i>scheduled for 9/26</i>	Participate as a board member with the business community on economic success initiatives	TBD
• Senior Resource Center Annual Fundraiser, <i>scheduled for 9/27</i>	Maintain relationship with community stakeholder	TBD
• Jefferson Success Pathway Biannual Meeting, <i>scheduled for 9/28</i>	Maintain relationship with community partner; evaluate impact	TBD

JCPL Service Highlights for September:

Summer Reading Rock the Books



Nearly 45,000 residents read more than 49 million minutes. 2018's participants were up 2% and up from 37 million minutes read in 2017.

Impact: *Project Outcome* survey results show that 90% of caregivers reported that their child maintained or increased their reading skills. 77% of kids and teens said they learned something new, 75% said they enjoy reading more, and 75% say they want to use the library more often. 88% of adults said they learned something new and 83% say they want to use the library more often.

A few Quotes from the *Project Outcome* survey for Summer Reading:

"At first, the Elitches and Lakeside passes were the biggest draw. But as summer progressed, my 7 year old gained the awareness that books about this summer's favorite subject, baseball, were available by ordering and not just by accident. He found this very cool! In the case of my kids, they have never been to either amusement park and were thrilled at the opportunity in Jeffco, to earn tickets."

"Kept me connected and up to date on news from library. I've been more active this summer with the library than I had in years and have really enjoyed reading. I had thought this was a program for children until I got an info packet at a seniors fair. Thanks!"

“It encouraged me to explore more of the resources at the library. This summer I checked out an audiobook instead of signing up for an Audible account. This was the first time I had ever listened to an audiobook before. Mostly I liked how it brought me into the library more frequently. I love my library!”

Read Along Books

JCPL implemented a new format – VOX Books – a hybrid book with an attached and easy to use rechargeable digital audio player. No disc to be damaged or lost – the digital audio player is permanently attached to the book. We are the 2nd library in Colorado to offer VOX Books.

Impact: We purchased 900 items, put them on the shelves in late August, and in 3 weeks they’ve already circulated 1027 times.

“My kids already checked out almost all of them (Read Alongs) and they are a true delight. Thanks for the great addition!”

Laptops in the Library: As of September, these locations each have 12 laptops for in-library use.

- Arvada
- Belmar
- Columbine
- Golden
- Lakewood

Impact: The laptops give patrons more flexibility and options for accessing computers in library spaces. A group of elementary school teachers availed themselves of the laptops during a retreat in the Lakewood meeting room the first day they were available!

JCPL Community Engagement Highlights for September

Julianne Rist attended ULC, September 5-7.

Nine JCPL staff attended the Colorado Association of Libraries Conference, September 13-15.

Paola Vilaxa, Diversity and Inclusion Librarian, will attend the Joint Conference of Librarians of Color, September 26-30.

Debra Walsh, Social Work Coordinator, attended the inaugural Library Social Work Ideas Exchange. Hosted and funded by PLA. Participants will serve as a task force to formulate a philosophical approach to guide library social work.

Save the Dates – We’d love to see you here:

Standley Lake Discover Together Outdoor Adventure Space – September 22

All Staff Conference – October 8th

Belmar Library Community meetings – October 12th and 13th

Operational Updates

Finance Department

memorandum

to: Donna Walker, Executive Director
from: Barbara Long, Interim Director of Finance & Budget
re: August Financial Tables
Date: September 11, 2018

A. Budget to Actual Tables

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

memorandum

to: Donna Walker, Executive Director
from: Barbara Long, Interim Director of Finance & Budget
re: Finance Monthly Report - Budget to Actual Tables
date: September 17, 2018

A. Budget to Actual Tables

The Budget to Actual Tables for August are attached. The bulk of property tax revenue has now been received, although smaller amounts will continue to trickle in through the end of the year. Other revenue has already exceeded the amount budgeted due to increases in investment income, contributions from the Library Foundation and E Rate revenue.

\$109,980 in revenue was received from the Library Foundation as of the end of August. In addition, the Foundation wrote checks totaling \$4,500 for summer reading prizes for a total of \$114,480 in support to the Library through the end of August. In-kind support provided to the Foundation by the Library through August is valued at \$48,177 (Ratio of 2.4:1).

Operating expenses are on track for this time of year and under budget in some areas. The projection of vacancy savings is now being updated monthly. The Library is on track to meet and exceed the vacancy savings requirement of \$900,550 (5% of total salary and benefit costs).

Expenses and encumbrances for capital projects increased in August, mostly due to the Edgewater project. Actual capital expenses to date are now over \$1M as are encumbrances.

B. Financial Reporting

Jefferson County's 2017 Comprehensive Annual Financial Report (CAFR) has been approved and published. The Library is included in the County's reporting as a component unit. The Library participates in the County's annual audit and the Library fund balance from the CAFR ties together the Library and County's financial statements. The Library fund balance sheet from the CAFR is shown below with the end of year (2017) fund balance highlighted. The 2017 ending fund balance is in Table 2 of the Library's financial tables.

memorandum



Jefferson County, Colorado

Comprehensive Annual Financial Report

BALANCE SHEET COMPONENT UNITS December 31, 2017

	Public Library	Public Health
Assets		
Cash, pooled cash and investments	\$ 19,530,761	\$ 1,400,045
Taxes receivable	36,069,110	-
Other receivables	1,094,019	167,081
Due from other governments	-	1,492,702
Other current assets	249,407	210,636
Total Assets	\$ 56,943,297	\$ 3,270,464
Liabilities		
Accounts payable	\$ 488,843	\$ 209,276
Accrued salaries	988,644	727,111
Other accrued liabilities	584	-
Unearned revenue	140,042	601,526
Total Liabilities	1,618,113	1,537,913
Deferred Inflows of Resources		
Unavailable property tax revenue	37,160,950	-
Total Deferred Inflows of Resources	37,160,950	-
Fund Balances		
Nonspendable	249,407	210,636
Assigned	17,914,827	1,521,915
Total Fund Balances	18,164,234	1,732,551
Total Liabilities and Fund Balances	\$ 56,943,297	\$ 3,270,464

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 08/31/2018	\$ 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	\$ 35,033,922	\$ (579,917)	-2%
Property Tax - Capital	1,664,831	1,668,527	1,673,653	1,648,357	(25,296)	-2%
Total Taxes	\$ 36,392,968	\$ 36,299,870	\$ 37,287,492	\$ 36,682,279	\$ (605,213)	-2%
Federal & State Grants	\$ 130,000	\$ 131,272	\$ 133,000	\$ 130,042	\$ (2,958)	-2%
Fines & Fees	792,970	692,908	530,850	333,655	(197,195)	-37%
Other Revenue	546,220	705,809	329,400	590,499	261,099	79%
Total Other Revenues	\$ 1,469,190	\$ 1,529,989	\$ 993,250	\$ 1,054,196	\$ 60,946	6%
Sub Total Revenues	\$ 37,862,158	\$ 37,829,859	\$ 38,280,742	\$ 37,736,475	\$ (544,267)	-1%
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	-	15,535,982		NA
Total Sources of Funds	\$ 40,035,183	\$ 37,157,592	\$ 42,226,786	\$ 22,200,493	\$ (20,026,293)	-47%
Uses of Funds						
Operating Expenditures						
Salaries & Employee Benefits						
Salaries	\$ 12,592,392	\$ 12,430,918	\$ 13,566,138	\$ 8,814,506	\$ (4,751,632)	-35%
Benefits	3,793,380	3,640,853	4,213,500	2,558,589	(1,654,911)	-39%
Total Salaries & Benefits	\$ 16,385,772	\$ 16,071,770	\$ 17,779,638	\$ 11,373,095	\$ (6,406,543)	-36%
Library Books & Materials	\$ 8,349,727	\$ 8,296,242	\$ 8,273,586	\$ 5,019,247	\$ (3,254,339)	-39%
Supplies	1,287,301	1,105,821	1,469,809	632,184	(837,625)	-57%
Operating Capital	12,000	-	120,000	-	(120,000)	-100%
Other Services & Charges	3,784,203	3,197,461	4,860,782	2,265,041	(2,595,741)	-53%
Internal Transactions /Cost Allocation	1,599,551	1,599,493	1,748,514	1,345,390	(403,124)	-23%
Total Operating Expenditures	\$ 31,418,554	\$ 30,270,788	\$ 34,252,329	\$ 20,634,956	\$ (13,617,373)	-40%
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	\$ 6,487,790	\$ 1,461,658	\$ (5,026,132)	-77%
Total Uses of Funds	\$ 40,035,183	\$ 37,157,592	\$ 42,226,786	\$ 22,200,493	\$ (20,026,293)	-47%

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

	2017 Budget	2017 Actual	2018 Budget	YTD Actual 08/31/2018	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	\$ 36,088,118	\$ 36,607,089
Capital Funding	1,664,831	1,668,527	4,558,946	1,648,357	4,558,946
Total Revenues	\$ 37,862,158	\$ 37,829,859	\$ 41,166,035	\$ 37,736,475	\$ 41,166,035
Expenditures					
Operating Expenditures	\$ 31,418,554	\$ 30,270,788	\$ 34,252,329	\$ 20,634,955	\$ 34,252,329
Debt Service	1,548,403	1,519,238	1,486,667	103,880	1,486,667
Capital Projects	7,068,226	5,367,566	6,487,790	1,461,658	6,487,790
Total Expenditures	\$ 40,035,183	\$ 37,157,592	\$ 42,226,786	\$ 22,200,493	\$ 42,226,786
Increase/(Decrease) in Fund Balance	\$ (2,173,025)	\$ 672,267	\$ (1,060,751)	\$ 15,535,982	\$ (1,060,751)
Ending Fund Balance	\$ 11,606,006	\$ 18,164,234	\$ 12,718,280	\$ 33,700,216	\$ 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 08/31/2018	Projected Year-End 2018	Variance 2018 Budget
<i>Sources of Funds</i>						
Revenues						
Taxes						
Property Taxes	\$ 35,331,413	\$ 35,409,860	\$ 35,518,639	\$ 34,981,800	\$ 35,518,639	\$ -
Delinquent Taxes	50,124	43,327	96,167	40,938	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	11,184	26,668	-
Total Taxes	\$ 34,728,137	\$ 34,631,343	\$ 35,613,839	\$ 35,033,922	\$ 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	248,991	365,800	(30,000)
Charges for Services	153,470	125,903	135,050	84,664	126,050	(9,000)
Investment Income	149,200	345,733	241,400	357,290	377,290	135,890
Library Foundation	200,000	103,653	30,000	109,980	115,000	85,000
E Rate Revenue	197,020	237,343	58,000	107,068	117,068	59,068
Other Revenue	-	19,080	-	16,161	16,161	16,161
Total Revenues	\$ 36,197,327	\$ 36,161,332	\$ 36,607,089	\$ 36,088,118	\$ 36,861,250	\$ 254,161
<i>Uses of Funds</i>						
Operating Expenditures						
Salaries & Employee Benefits						
Salaries	\$ 11,398,213	\$ 10,691,940	\$ 12,268,624	\$ 7,448,973	\$ 12,131,931	\$ (136,693)
Awards & Bonuses	100,000	-	120,000	-	120,000	-
Termination Pay	-	42,066	-	136,693	136,693	136,693
Temporary Salaries	1,946,245	1,695,666	2,063,934	1,227,733	2,063,934	-
Overtime	13,900	1,246	14,130	1,107	14,130	-
Vacancy Savings	(865,966)	-	(900,550)	-	(900,550)	-
Benefits	3,793,380	3,640,853	4,213,500	2,558,589	4,213,500	-
Total Salaries & Benefits	\$ 16,385,772	\$ 16,071,771	\$ 17,779,638	\$ 11,373,095	\$ 17,779,638	\$ -
Library Books & Materials	\$ 6,900,603	\$ 6,307,632	\$ 6,907,000	\$ 4,071,548	\$ 6,907,000	\$ -
Library Computer Materials	1,317,744	1,860,275	1,234,706	815,145	1,234,706	-
Library Periodicals	131,380	128,335	131,880	132,553	131,880	-
Sub-Total Library Collections	8,349,727	8,296,242	8,273,586	5,019,247	8,273,586	-
Supplies	\$ 1,287,301	\$ 1,105,821	\$ 1,469,809	\$ 632,184	\$ 1,469,809	\$ -
Other Services & Charges	3,784,203	3,197,461	4,860,782	2,265,041	4,860,782	-
Vehicles	12,000	-	120,000	-	120,000	-
Direct Internal Charges	178,688	175,573	140,762	98,262	140,762	-
Indirect Cost Allocation	758,653	758,653	929,085	619,390	929,085	-
Intra County Transactions	662,210	665,267	678,667	627,737	678,667	-
Total Supplies and Other	\$ 15,032,782	\$ 14,199,017	\$ 16,472,691	\$ 9,261,861	\$ 16,472,691	\$ -
Total Uses of Funds	\$ 31,418,554	\$ 30,270,788	\$ 34,252,329	\$ 20,634,956	\$ 34,252,329	\$ -

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 08/31/2018	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 08/31/2018	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	\$ 1,648,357	\$ 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	\$ 5,594,401	\$ 5,619,697	\$ -
Uses of Funds							
Annual Replacement & Maintenance Program (ARM)							
ARM-01 Capital Maintenance	\$ 250,000	\$ 124,470	\$ 250,000	\$ 250,000	\$ 194,941	\$ 250,000	\$ -
ARM-02 Furniture & Equipment	56,000	42,644	36,000	36,000	16,320	36,000	-
ARM-03 Computer Replacement Plan	151,000	154,776	250,000	250,000	73,420	250,000	-
ARM-04 Book Sorter Replacement	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	130,995	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	25,700	171,282	-
16-12 IT Software Projects	11,809	11,809	-	-	-	-	-
16-13 ILL 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	-	45,200	1,260	45,200	-
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	\$ 93,173	\$ 146,581	\$ 636,286
17-07 Edgewater Library	160,000	89,281	2,600,000	2,684,220	717,682	2,684,220	-
18-01 Belmar Library Remodel	-	-	350,000	350,000	-	350,000	-
Total Capital Projects	\$ 7,039,226	\$ 5,367,566	\$ 5,390,250	\$ 6,487,790	\$ 1,461,658	\$ 5,149,594	\$ 1,338,196

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 08/31/2018	YTD Encumbrances 08/31/2018	YTD Total Actual + Enc	Remaining Budget
ARM-01 Capital Maintenance	\$ 250,000	\$ 194,941	\$ 60,607	\$ 255,547	\$ (5,547)
ARM-02 Furniture & Equipment	36,000	16,320	-	16,320	19,680
ARM-03 Computer Replacement Plan	250,000	73,420	-	73,420	176,580
ARM-04 Book Sorter Replacement	350,000	84,507	4,448	88,954	261,046
ARM-05 IT Infrastructure Replacement	351,650	130,995	22,304	153,300	198,350
16-10 Intranet/Document Management	171,282	25,700	22,220	47,920	123,362
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.	45,200	1,260	-	1,260	43,941
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	93,173	35,598	128,770	669,572
17-07 Edgewater Library	2,684,220	717,682	1,190,284	1,907,966	776,254
18-01 Belmar Library Remodel	350,000	-	62,000	62,000	288,000
Total Capital Projects	\$ 6,487,790	\$ 1,461,658	\$ 1,397,460	\$ 2,859,119	\$ 3,628,671

Edgewater Library Remodel Project to Date - Budget to Actual

August 31, 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

\$212,553

\$160,000 2017 Budget
\$89,280 2017 Actual
\$70,720 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) May Budget adjustment: project carryover did not include 2017 accrued expenses
\$13,500 May Budget adjustment: Edgewater Family Place

\$ 2,684,220 2018 Project Budget
717,682 2018 Actual Expenses
\$ 1,966,538 Remaining 2018 Budget

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

jeffcolibrary.org



To: Donna Walker, Executive Director
From: Barbara Long, Interim Director of Budget & Finance
Date: Sept 1, 2018
RE: Amendment to Print Services Contract with Lewan

History of Contract:

The library owns printers and copiers which are used both for the public and for library staff. Lewan has been providing print services (maintenance and consumables for copiers and printers) since 2011. As part of the 2019 budget process, print services were identified as an area where cost savings should be pursued. This contract is the result of negotiations with Lewan and replaces three separate contracts. This contract is being submitted for Board approval because the annual expense for this consolidated contract is likely to exceed \$50,000.

Cost Impact:

The updated contract will result in cost savings including an immediate credit of \$12,000 to the library.

Printer/Copier Type	Per Print Old Cost	Per Print New Cost	Price Difference
B/W Xerox	0.012	\$0.011	-0.001
Color Xerox	0.086	\$0.070	-0.016
B/W Sharps	0.027	\$0.028	0.001
B/W Printers	0.019	\$0.018	-0.001
Color Printers	0.160	\$0.140	-0.020

Other Features:

The updated contract provides flexibility for the library with a one year term and no monthly minimum charge for prints.

Next Steps:

Request Board authorization at the September 20th meeting for the Executive Director to sign the amended contract with Lewan for print services for one year.

Operational Updates

Facilities & Construction Projects Department

Project Monthly Update Report

Project Name: Edgewater Public Library
Wember Inc. Project Number: EPL (2017.08)
Issue Date: September 10, 2018
Purpose: Project Update thru September 10, 2018

Dear Executive Director Donna Walker
The purpose of this update is to report on the current status of the Edgewater Public Library.

Summary

Since the following report issued the project team continues to make progress on the construction of the facility with no major issues related to the progress of the library team. Coordination with the Civic Center Schedule is ongoing.

- Project Successes
 - Signage RFP has been issued for bidding.
 - Weekly meetings on the construction site in place
 - Finish work (millwork, paint and ceilings) has progressed per schedule.
 - Book drop grading finalized to meet the needs of the library
- Project Challenges
 - The civic center schedule continues to be modified. The schedule modifications have not impacted the library progress. It will, however, have an impact on the opening date which is being reviewed by the City.
 - The concrete slab has a high moisture content. The team is monitoring the solution to ensure proper carpet adhesion.

Schedule

- Project Progress
 - Ductwork install on schedule and nearly complete
 - Ceiling work ongoing
 - Millwork ongoing
 - Civic Center fire detection system progressing

Design

- Final millwork details are being completed.

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 Humphries Poli and Fransen Pittman are anticipated this week.

Change Order Requests

- There have been a few change order requests that are being finalized. Many of the items were anticipated in the design and have allowances to cover the costs now that the designs have been finalized.

Project Accounting		Budget		
		A Initial Budget	B Budget Changes	C Current Budget A+B
▶ A	Design & Engineering	\$130,900.00	(\$27,077.00)	\$103,823.00
▶ B	Owner's Requirements	\$121,803.00	\$0.00	\$121,803.00
▶ C	Construction	\$1,589,900.00	(\$122,325.97)	\$1,467,574.03
▶ 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	\$149,402.97	\$180,487.97
	Total	\$2,600,000.00	\$0.00	\$2,600,000.00

Next Steps

- Complete signage procurement
- Continue coordination with the inspection agencies, fire department and Civic Center team

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

A handwritten signature in blue ink, appearing to read "P D Wember", with a stylized, cursive script.

Paul D. Wember, President, Wember

memorandum



To: Donna Walker, Executive Director
From: Steve Chestnut, Director of Facilities and Construction & Julianne Rist Director of Libraries
Re: Belmar Library Renovation Architect Contract
Date: September 7, 2018

On September 13th we provided our recommendation to the Board of Trustees to move forward with contracting architectural and engineering services for the Belmar Library Renovation Project. The recommendation from the selection team, including NV5, was to move forward with HDR Architecture Inc. for Phase 1 Schematic Design.

While all four firms were deemed to be pre-qualified, the JCPL Facilities team felt strongly that HDR would be the best fit for this project. The Principal in charge for this project will have a high amount of dedicated hours through the entire project and is a resident of Lakewood and Belmar serves as her home library. HDR also had excellent references and has completed projects similar in size and scope to ours. NV5 is fully supportive of the JCPL Facilities team's recommendation.

As a reminder this RFP and subsequent contract was broken down into two phases. Those phases are as follows;

Phase 1

- Schematic design process proceeds with input from the Belmar community, input from our building program of services, and input from staff.
- Firm provides both a schematic design and preliminary budget figures associated with that design.
- Board has an opportunity for decision-making.

Phase 2

- Architecture and engineering fees for Design Development and Construction are based upon the actual design.
- Design and Construction Documents developed
- Again Board will have the opportunity for decision-making.

For Phase 1 I would ask that the Board authorize you to enter into a contract with HDR Architecture Inc. for the sum of \$49,400 to complete the Schematic Design Phase of the project.

memorandum



For additional information on the selection process and cost comparisons please see the attached memorandum from NV5.

JEFFERSON COUNTY PUBLIC LIBRARY COMMITTEE REPORT

TO: JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF DIRECTORS
FROM: JCPL FACILITIES TEAM
SUBJECT: BELMAR LIBRARY REMODEL – RECOMMENDATION FOR ARCHITECTURE AND ENGINEERING FIRM
DATE: SEPTEMBER 7, 2018

Background:

The Belmar Library will be undergoing a renovation and remodel. Work is anticipated to include interior renovation, upgrade to mechanical and electrical systems, new shelving and furniture, and a new parking lot. Construction is anticipated to begin Summer 2019 and be completed by Spring 2020 and the total project budget is \$6M.

The Decision to Pursue an Architecture and Engineering Firm (A/E) Contract:

- During the months of July and August, the NV5 and the JCPL Facilities team prepared and distributed an RFQ for Architecture and Engineering services on the proposed renovation project.
- The JCPL Facilities team chose to pursue a contract for the Programming / Conceptual Design and Community Input phase (Phase 1) of this renovation, with the intent to continue to the Schematic Design through Construction Drawings, Construction Administration, Closeout and Warranty (Phase 2) with the selected A/E team.

Approach to Hiring an A/E Firm:

- August 9, 2018 - a Request for Qualifications was posted.
- July 31, 2018 - thirty (30) firms participated in a walk-through of the buildings and a project scope discussion with the Facilities team.
- August 15, 2018 - proposals were received from ten (10) firms that attended the on-site meeting.
- August 28, 2018 - interviews were conducted with the four (4) firms determined to be the most qualified for the project.

Recommendation:

While all four firms were deemed to be pre-qualified, the JCPL Facilities team felt strongly that HDR would be the best fit for this project. HDR has passion for libraries, significant library experience, an experienced and dynamic team that will bring a collaborative approach to our project, and a highly detailed approach to community engagement and the design process. The Principal in charge for this project will have a high amount of dedicated hours through the entire project and is a resident of Lakewood and Belmar serves as her home library. HDR also had excellent references and has completed projects similar in size and scope to ours. NV5 is fully supportive of the JCPL Facilities team's recommendation.

Proposal Cost Info

HDR proposed a Phase 1 fee of \$49,400; and a Phase 2 estimate of fee of 6-8% for Architectural Design Services and 1.5-3% for Sub-Consultant/Engineering Design Services. Hollis + Miller / Holzman proposed \$112,000 for phase 1 services and 7.5-8% Arch fees/3.5-4% Sub-Consultant fees; and Page / Group 4 proposed a fee of \$48,000 for phase 1 services and 4.5-8% Arch fees/3.5-6% Sub-Consultant fees. Studiotrope proposed a fee of \$33,800 for phase 1 services and 5-7% Arch fees/3-5% Sub-Consultant fees.

memorandum



To: Donna Walker, Executive Director JCPL
From: Steve Chestnut, Director of Facilities and Construction
Re: Foothills Recreation - Library IGA
Date: September 10, 2018

As discussed at the BOT special meeting on September 13th, County Open Space has been working on deeding the land that is Clement Park to Foothills Recreational District.

The intent of the IGA is to update an older water agreement and assure access to the library since the library property is basically an island surrounded by Clement Park property. In summary the agreement says;

- Foothills will give us an easement for access into Columbine
- Foothills will continue to give us irrigation water at no cost to the Library
- Foothills will maintain the access road that enters the park and provides access to the Columbine Library property
- The Library will share 50% of the cost for maintaining the access road to the first intersection where the Library is accessed. The cost of that yearly maintenance shall not exceed \$2000 per year without the Library's written consent in advance.
- In 2018, the Library will pay \$6000, 50% of the total cost, for slurry coating the access road
- The Foothills and the Library will meet annually to discuss the access road maintenance needs so that appropriate budgets can be requested.
- The Library is responsible for their own sign at the point of entry.

At this time the County Attorney's office would like to proceed with the attached draft. Since all Intergovernmental Agreements require authorization by the BOT I would ask that you seek their authorization for you to proceed with this version and to bring an executed copy back for their review/authorization prior to execution.

ACCESS AND UTILITY EASEMENT

FOOTHILLS PARK AND RECREATION DISTRICT, a quasi-municipal corporation and political subdivision of the State of Colorado, ~~the~~ “Foothills”, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, grants unto the **JEFFERSON COUNTY PUBLIC LIBRARY**, ~~the~~ “Library”, whose legal address is 10200 W. 20th Avenue, Lakewood, CO 80215, a permanent, nonexclusive easement “Easement” over and within the property described and depicted in **Exhibit A** attached hereto and incorporated by reference (the “Easement Property”) for (1) access between the property described in **Exhibit B** attached hereto and incorporated by reference (the “Library Property”) and West Bowles Avenue ~~any public right of way~~; and (2) utilities now or hereafter located within the Easement Property that serve the Library Property.

Foothills reserves the right to relocate the Easement provided the new Easement location, in the reasonable opinion of the Library, provides equivalent public access for the Library and its licensees and invitees, and the relocation is at no cost to the Library. If the Easement is relocated, the parties shall execute and record an amendment to this Access and Utility Easement that replaces the legal description in **Exhibit A** with the relocated legal description.

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**FOOTHILLS PARK AND RECREATION
DISTRICT, a quasi-municipal corporation and
political subdivision of the State of Colorado**

By: _____
Ronald Hopp, Executive Director

STATE OF COLORADO)
) ss.
COUNTY OF JEFFERSON)

Subscribed and sworn to me this _____ day of _____, 2018, by Ronald Hopp as Executive Director of the Foothills Park & Recreation District, a quasi-municipal corporation and political subdivision of the State of Colorado.

WITNESS my hand and official seal.

My Commission expires: _____

Notary Public

JEFFERSON COUNTY PUBLIC LIBRARY

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By: _____

Donna Walker, Executive Director

STATE OF COLORADO)

) ss.

COUNTY OF JEFFERSON)

Subscribed and sworn to me this _____ day of _____, 2018, by Donna Walker as Executive Director of the Jefferson County Public Library, State of Colorado.

WITNESS my hand and official seal.

My Commission Expires: _____

Notary Public

APPROVED AS TO FORM:

Assistant County Attorney

ROAD MAINTENANCE AND WATER SERVICE INTERGOVERNMENTAL AGREEMENT

THIS ROAD MAINTENANCE AND WATER SERVICE INTERGOVERNMENTAL AGREEMENT ("IGA"), dated for reference purposes only this _____ day of _____, 2018, is between the **JEFFERSON COUNTY PUBLIC LIBRARY** (the "Library") and the **FOOTHILLS PARK AND RECREATION DISTRICT, a quasi-municipal corporation and political subdivision of the State of Colorado** ("Foothills")(collectively the "Parties" and individually a "Party").

RECITALS

- A. The Library is the fee owner of the property described in **Exhibit A** attached hereto and incorporated by reference, on which the Columbine Library is located ("Library Property").
- B. The Library operates and manages the Columbine Library and the Library Property.
- C. By the Commissioner's Deed recorded at Reception No. 2018 _____ in the Jefferson County Clerk & Recorder's Office, the County of Jefferson, State of Colorado ("County") conveyed to Foothills the Clement Park property ("Clement Park") described in **Exhibit B** attached hereto and incorporated by reference.
- D. By the Access and Utility Easement recorded at Reception No. 2018 _____ in the Jefferson County Clerk & Recorder's Office, Foothills conveyed to the Library an access and utility easement for the property legally described in **Exhibit C** and depicted, for illustrative purposes only, in **Exhibit D**, both of which are attached hereto and incorporated by reference ("Easement Property").
- E. As depicted in **Exhibit D**, a road and appurtenances (collectively, "Access Road") exist within the Easement Property that provides access from W. Bowles Avenue to the Library Property and Clement Park. Foothills has historically managed, maintained and repaired the Access Road.
- F. The Parties and the County previously entered into the Agreement dated July 19, 1994 ("Water Use Agreement") under which Foothills provided raw water ("Raw Water") for the Library's outside irrigation of the Library Property. By its terms the Water Use Agreement automatically terminated upon termination of the February 12, 1988 Agreement and Lease for Clement Park, which occurred upon recordation of the Termination of Agreement and Lease at Reception No. 2018 _____ in the Jefferson County Clerk & Recorder's Office.
- G. The Parties desire to (1) replace the Water Use Agreement with this IGA to enable the continuing delivery of the Raw Water to the Library Property; and (2) address the maintenance, repair, and replacement of the Access Road.

NOW, THEREFORE, in consideration of the mutual agreements, conditions and provisions contained herein, the Parties agree as follows:

1. RAW WATER DELIVERY.

- a. **Raw Water Delivery.** Upon the request of the Library and subject to availability, Foothills shall deliver Raw Water to the Library Property, at no cost to the Library.
- b. **Clement Park Raw Water Facilities.** Foothills shall maintain ~~in functioning condition~~ the Raw Water facilities located within Clement Park to the extent required that are used to supply Raw Water to the Library Property.
- c. **Library Property Water Facilities.** The Library shall be responsible for maintaining in functioning condition the Raw Water facilities located within the Library Property that are used to supply Raw Water to the Library Property.

2. ACCESS ROAD MAINTENANCE, REPAIR AND REPLACEMENT.

- a. **Road Duties.** As reasonably necessary, Foothills shall be responsible for the maintenance, repair, and replacement of the Access Road (collectively, “Road Duties”) including, without limitation:
 - i. Maintaining the surfaces of the Access Road in a smooth, clean, and good condition in a manner consistent with its surface maintenance of other roads within Clement Park;
 - ii. Plowing snow and removing debris; and
 - iii. Maintaining, repairing and replacing any paving, concrete curbs, pans, storm drains, culverts, gutters, landscaping and landscape islands, signage, and lighting located within the Easement Property, in a manner consistent with its maintenance, repair, and replacement of similar improvements in Clement Park. The District and the Library shall meet annually, in advance of their annual budget processes, to inspect and evaluate the condition of the Access Road (“Road Evaluation Meeting”).
- b. **Road Costs.** The reasonable out-of-pocket costs and expenses incurred by Foothills for the maintenance, repair, and replacement of the Access Road (the “Road Costs”) shall be allocated 50% to the Library and 50% to Foothills; provided, however, the Library’s annual portion of the Road Costs shall not exceed \$2,000.00 without the Library’s prior written consent, which shall not be unreasonably denied, conditioned, or delayed. ~~The Library’s maximum annual Road Cost shall increase annually from the Effective Date in proportion with the United States Bureau of Labor Statistics Consumer Price Index for the Denver-Aurora-Lakewood metropolitan area. Any Foothills request for the Library to exceed its maximum annual obligation of \$2,000.00 shall be discussed at a Road Evaluation Meeting.~~

- c. **Reimbursement of Road Costs.** The Library shall reimburse Foothills for its annual share of the Road Costs within sixty (60) days after receipt of a written invoice specifying the amount of the Library's share of the Road Costs and describing the completed the work in reasonably sufficient detail to enable the Library to assess the appropriateness of the Road Costs.
 - d. **2018 Slurry Seal.** Notwithstanding any provision of this IGA to the contrary, the Library shall reimburse Foothills a not-to-exceed amount of \$6,000.00 for a slurry seal treatment of the Access Road Foothills has scheduled for 2018, subject to the reimbursement provisions of this IGA.
 - e. **Library Road Duties.** If the Library reasonably determines ~~in its discretion~~ that Foothills is not ~~fulfilling-completing~~ all or a portion of its Road Duties in a manner consistent with Foothills' maintenance, repair, and replacement of similar improvements in Clement Park, it has the right, but not the obligation, to complete ~~the unfulfilled these~~ Road Duties. The Library shall provide Foothills ~~three at~~ least thirty (30) days prior written notice ~~of its intent to before~~ undertaking the unfulfilled these Road Duties. Notwithstanding the foregoing, unless if an emergency exists, ~~in which case~~ the Library shall promptly notify Foothills after completing the Road Duties. Any Road Costs incurred by the Library for its performance of Road Duties shall be allocated and reimbursed in accordance with Paragraphs 2.b. and 2.c. above.
3. **LIBRARY SIGNAGE.** As of the Effective Date of this IGA, the Access Road entry sign includes a panel for Columbine Library. Foothills authorizes the continued display of this panel and shall, under mutually agreeable specifications, permit a modified or replacement sign for Columbine Library within the Access Road. The Library shall be responsible for the cost to modify or replace the Columbine Library sign panel.
4. **IGA TERM.** This IGA shall commence upon its full execution by the Parties (the "Effective Date") and shall remain in effect until terminated by a written document executed by all Parties.
5. **MISCELLANEOUS PROVISIONS.**
- a. **IGA Amendment.** This IGA may not be modified or amended except by a written agreement signed by all Parties.
 - b. **Waiver.** No term or provision of this IGA shall be deemed waived unless the waiver shall be in writing and signed by all Parties. Any failure by one Party to insist upon another Party's strict performance of any of the terms of this IGA shall not constitute a waiver of those or any other terms. Any delay in exercising or enforcing any rights with respect to one Party's alleged breach of this IGA shall not preclude another Party from exercising any rights herein, at law or in equity.

- c. **Governing Law.** This IGA and the rights and duties of the Parties shall be interpreted in accordance with the laws of the State of Colorado and the courts of such state shall have sole and exclusive jurisdiction of any disputes or litigation arising herein. Venue for any and all legal actions arising from this IGA shall lie in the District or County Court in and for the County of Jefferson, State of Colorado.
- d. **Colorado Governmental Immunity Act.** Notwithstanding any provision of this IGA to the contrary, the Parties expressly reserve the right to assert all defenses and limitations on liability provided by law including, without limitation, the Colorado Governmental Immunity Act, §24-10-101, *et seq.*, C.R.S., or any successor acts or provisions.
- e. **IGA Enforcement.** The enforcement of this IGA and all rights of action relating to such enforcement, shall be strictly reserved to the Parties. Nothing contained in this IGA shall give or allow any claim or right of action whatsoever by any other third person or entity. It is the express intention of the Parties that any such third person or entity receiving services or benefits under this IGA shall be deemed an incidental beneficiary only.
- f. **Non-Appropriation.** The payment of a Party's obligations herein in fiscal years subsequent to the current year are contingent upon funds being appropriated and budgeted. If funds for this IGA are not appropriated and budgeted by a Party in any subsequent year, that Party may terminate this IGA, effective at the end of the last fiscal year for which funds were appropriated and budgeted.
- g. **No Employment Relationship.** By entering into and performing under this IGA, no Party is acting as an agent, servant, or employee of another Party. **Each Party is solely responsible for necessary workers' compensation insurance, unemployment insurance and withholding and paying all federal and state taxes pertaining to its employees.**
- h. **No Assumption of Liabilities.** By entering into and performing under this IGA, no Party is assuming any liability for the acts or omissions of another Party.
- i. **Execution by Counterparts; Electronic Signatures.** This IGA may be executed in counterparts, each of which shall be deemed an original and shall constitute one and the same instrument. The Parties approve the use of electronic signatures for execution of this IGA. All use of electronic signatures shall be governed by the Uniform Electronic Transactions Act, C.R.S. §24-71.3-101 through §24-71.3-121.
- j. **Notices.** "Key Notices" under this IGA are notices regarding any IGA default, contractual dispute, or termination. Key Notices shall be given in writing and shall be deemed received if given by: (i) confirmed electronic transmission (as defined below) when transmitted, if transmitted on a business day and during normal business hours of the recipient, and otherwise on the next business day

following transmission; (ii) certified mail, return receipt requested, postage prepaid, three (3) business days after being deposited in the United States mail; or (iii) overnight carrier service or personal delivery, when received. For Key Notices, the Parties will follow up any electronic transmission with a hard copy of the communication by the means described in subsection j.(ii) or j.(iii) above. All other daily communications or notices between the Parties that are not Key Notices may be done via electronic transmission. Unless a Party provides written notification to the other Parties of a change to its contact information, notices shall be given to the Parties as follows:

The Library:

[Executive](#) Director of Library
10200 W. 20th Ave.
Lakewood, CO 80215
Email: pam.nissler@jeffcolibrary.orgdonna.walker@jeffcolibrary.org
Phone: 303-235-5275

with a copy to:

Jefferson County Attorney’s Office
100 Jefferson County Parkway
Golden, CO 80419-5500
Email: CAOContracts@jeffco.us

Foothills:

with a copy to:

IN WITNESS WHEREOF, the Parties have executed this IGA.

Director

WITNESS my hand and official seal.
My Commission Expires: _____

APPROVED AS TO FORM:

- 6 -

**FOOTHILLS PARK AND RECREATION
DISTRICT, a quasi-municipal corporation and
political subdivision of the State of Colorado**

By: _____
Ronald Hopp, Executive Director

STATE OF COLORADO)
) ss.
COUNTY OF JEFFERSON)

Subscribed and sworn to me this _____ day of _____, 2018, by Ronald Hopp as
Executive Director of the Foothills Park & Recreation District, a quasi-municipal corporation and
political subdivision of the State of Colorado.

WITNESS my hand and official seal.

My Commission expires: _____

Notary Public

ADMINISTRATION

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

jeffcolibrary.org



Jefferson County

PUBLIC LIBRARY