

# BOARD MEETING

## JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

October 18, 2018



Jefferson County  
**PUBLIC LIBRARY**

## **APPROVAL OF AGENDA**

# BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

ITEM# / ACTION	Thursday, October 18, 2018 – LAKEWOOD LIBRARY MEETING ROOM
1.	<b>Call to order &amp; attendance (4.5.8)</b>
2. Action	<b>Approve Agenda</b> <b>Call for motion and second</b>
3. Action	<b>Approval of Minutes</b> <b>Call for motion and second</b> <ul style="list-style-type: none"> <li>September 13, 2018 Special Board Meeting Minutes</li> <li>September 20, 2018 Board Meeting Minutes</li> </ul>
4.	<b>Public Comment</b>
5. Information	<ul style="list-style-type: none"> <li>Foundation Report – Jo Schantz</li> </ul>
6. Operational Updates Action as Needed	<ul style="list-style-type: none"> <li><b>Executive Director Update</b></li> <li><b>Finance Department</b> – Barbara Long, Interim Director of Budget &amp; Finance <ul style="list-style-type: none"> <li>Financial Report</li> </ul> </li> <li><b>Public Services</b> – Julianne Rist <ul style="list-style-type: none"> <li>CLiC Courier Agreement Authorization <b>Call for motion and second</b></li> <li>Standley Lake Outdoor Adventure Space</li> </ul> </li> <li><b>Facilities &amp; Construction Projects</b> <ul style="list-style-type: none"> <li>Edgewater Update – Paul Wember, Wember, Inc.</li> <li>LSC HVAC Contract Authorization – Steve Chestnut <b>Call for motion and second</b></li> </ul> </li> <li><b>Information Technology</b> – Bernadette Berger <ul style="list-style-type: none"> <li>Firewall Contract Authorization <b>Call for motion and second</b></li> </ul> </li> <li><b>Communications</b> – Rebecca Winning <ul style="list-style-type: none"> <li>Naming Agreement Authorization <b>Call for motion and second</b></li> </ul> </li> </ul>
7. Action as Needed	<b>Consent Agenda (4.3.4)</b> <ul style="list-style-type: none"> <li>No items</li> </ul>

# BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

8. Emerging Issues Action as Needed	
9. Action as Needed	<b>Ends</b> <ul style="list-style-type: none"><li>• 2020 Strategic Planning - Metrics</li></ul>
10. Action as Needed	<b>Governing Policies</b> No items
11. Suggest Agenda Items	<b>BOARD SCHEDULE – NEXT MEETINGS</b> <ul style="list-style-type: none"><li>• November 8 – Study Session – 5:30 pm – Pam Nissler Conference Room</li><li>• November 15 – Board Meeting – 5:30 pm – Lakewood Library Meeting Room</li><li>• December 13 – BCC &amp; BOT Quarterly Meeting – 11:30 – BCC Board Room</li><li>• December 13 – Board Meeting – 5:30 pm – Lakewood Library Meeting Room</li><li>• January 10 – Study Session – 5:30 pm – Pam Nissler Conference Room</li><li>• January 17 – Board Meeting – 5:30 pm – Lakewood Library Meeting Room</li></ul>
12. Discussion	<b>Board Questions or Comments Related to Items on the Meeting Agenda</b>
13. Discussion	<b>Evaluate Board Meeting (4.1.9)</b>
14. Information	<b>Announcements/General Information Sharing</b> <ul style="list-style-type: none"><li>• Report of the Chair – Correspondence, Other</li><li>• Other Announcements</li></ul>
15. Adjournment	

## **APPROVAL OF MINUTES**

**Minutes of the Special Meeting of the**  
**JEFFERSON COUNTY PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
September 13, 2018

**CALL TO ORDER – REGULAR MEETING**

The special meeting of the Jefferson County Public Library Board of Trustees was held in the Pam Nissler Conference Room at Library Administration on September 13, 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: Tom Swart, Stratagem Certified Public Accountants.

**Staff present:** Donna Walker, Executive Director; Rebecca Winning, Director of Communications; Julianne Rist, Director of Public Services; Barbara Long, Interim Director of Finance and Budget; Bernadette Berger, Director of Information Technology; Steve Chestnut, Director of Facilities and Construction Projects; Sandie Coutts, Director of Employee Relations and Development; 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 presented. Seconded by Kim Johnson the motion passed by unanimous vote of all Trustees present.

**Finance and Budget Department**

Financial Review

There were no questions from the Trustees regarding the financial report presented at the August 16, 2018 Library Board Meeting.

Amendment to Print Services Contract with Lewan

Barbara Long, Interim Director of Finance and Budget introduced the topic and addressed the Board. The Library identified additional cost savings in bundling three contracts into one contract. The agreement would reduce print costs for almost every print done on all of the Library's machines. In addition to ongoing lower prices, there will be an immediate credit of just over \$12,000 upon signing the contract.

In response to questions, the Board was advised that:

- The Library owns the copy equipment and the print services agreement covers over 50 machines.
- The Library did investigate leasing equipment; however, the current equipment has a lot of useful life. Additionally the costs to lease were prohibitive and not included in the budget.
- Currently, and continuing with this agreement, the Library only pays per print and for the consumables.

The Library will ask the Board to authorize the Executive Director to sign the contract at the September 20, 2018 Library Board meeting.

## **Facilities and Construction Projects**

### **Belmar Library Renovation – Architect Process and Selection**

Steve Chestnut, Director of Facilities and Construction Projects introduced the topic and provided an update to the Board. The Library received ten responses to the Belmar Architect RFP. After evaluation, four firms were selected for the interview process. This particular RFP outlined two phases: Phase 1 is schematic design and Phase 2 is determining architecture and engineering fees based on the actual design. This phased process will give the Library a better opportunity to move forward with negotiating costs based on the design. The Library will ask the Board to authorize the Executive Director to sign a contract for Phase 1, which is to complete the schematic design.

In response to questions, the Board was advised that:

- This phased approach does provide the Library with the opportunity to change vendors if the Library is not satisfied.
- As part of the lessons learned from the Columbine Project, this phased approach held the potential for cost savings and a better understanding of costs from architects and engineers
- The schematic design includes the placement of areas (i.e., here is where the Children's area will be) and would indicate if there are walls or entrances that need to be moved. It also allows associated cost estimates to be determined.
- The Library will engage the community utilizing the same process that was used for Columbine, including community surveys and community feedback meetings
- The Library can provide the Board with the list of vendors who responded to the RFP.
- The Library selected HDR Architecture Inc.

## **Foothills Recreation - Library IGA**

County Open Space is moving forward with deeding Clement Park to Foothills Park and Recreation District. The Library is working with the County Attorney to protect the Library's interests and access by drafting an Intergovernmental Agreement between the

Foothills Park and Recreation District and the Library. The IGA would update an older water agreement and guarantee access to the Columbine Library through Clement Park property. The Board was advised that additional information is included in the memorandum and draft agreement that are included in their Board report. The Library will ask the Board to authorize the Executive Director to move forward with the draft agreement at the September 20, 2018 Library Board Meeting. The final intergovernmental agreement will be brought before the Board for authorization when it is completed.

#### **Consent Agenda (4.3.4)**

##### Nominating Committee Reports to Board

Trustee Brian DeLaet, member of the Nominating Committee, advised the Trustees that the nominations for Board Officers are Kim Johnson for Vice-Chair and Pam Anderson for Secretary. The Trustees indicated acceptance of the nominations for officers as presented. The Board will elect Board officers at the September 20, 2018 Board Meeting.

#### **Ends**

##### 2020 Strategic Planning

Charles Naumer, Vice-Chair, noted that the Board would discuss the Aspen Report as part of their 2020 strategic planning work at the September 20, Board meeting.

#### **CALL FOR EXECUTIVE SESSION**

**MOTION:** At 5:50 pm Charles Naumer 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 Brian DeLaet 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: Donna Walker, Rebecca Winning, Barbara Long, Amber Fisher 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 7:06pm, Brian DeLaet moved to adjourn the Executive Session and reconvene the special meeting. Seconded by Pam Anderson 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 7:09 pm.

Kim Johnson, Secretary

Minutes of the **Joint** Meeting of the  
JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES and THE JEFFERSON  
COUNTY LIBRARY FOUNDATION BOARD and the **Regular** Meeting of the JEFFERSON  
COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES  
September 20, 2018

**CALL TO ORDER – JOINT MEETING**

The joint meeting of the Jefferson County Public Library Board of Trustees and the Jefferson County Library Foundation Board was held in the Belmar Library meeting room on September 20, 2018. Library Board of Trustees Chair, Julia Hill-Nichols called the joint meeting to order at 4:47 p.m. Other Trustees present; Charles Naumer (Vice-Chair), Kim Johnson (Secretary), Brian DeLaet and Deborah Deal.

**Trustees not present:** John Bodnar, Pam Anderson

**Jefferson County Library Foundation Board members and staff present:** Sally Reed (President); Jo Schantz (Foundation Executive Director); TJ Bowen (Vice-President); Ron Benson; Neal Browne; and Ron Marquez.

**Staff present:** Donna Walker, Executive Director; Rebecca Winning, Director of Communications; Sandie Coutts, Director of Employee Relations & Development; Steve Chestnut, Director of Facilities and Construction Projects; Bernadette Berger, Director of Information Technology; Barbara Long, Interim Director of Finance and Budget; and Amber Fisher, Executive Assistant, Office of the Executive Director.

**Welcome and Introduction**

Julia Hill-Nichols, Library Board Chair, welcomed the Foundation Board and expressed appreciation for their support of the Library.

**Library & Foundation Board**

The Library and Foundation Board members participated together in an introduction exercise designed to initiate conversations and enhance knowledge of each other. Small groups met together to discuss their responses to this question: “Why did you decide to commit your time and energy to the service of the Jefferson County Public Library/Library Foundation?”

**Closing Remarks**

Sally Reed, President, Jefferson County Library Foundation, expressed appreciation to the Library Board and provided a summary of the Foundation’s accomplishments.

The **Joint** meeting was adjourned at 5:40 p.m.

**REGULAR MEETING OF THE JEFFERSON COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES, September 21, 2017**

**CALL TO ORDER – REGULAR MEETING**

The regular meeting of the Jefferson County Public Library Board of Trustees was held in the Belmar Library meeting room on September 20, 2018. Library Board of Trustees Chair, Julia Hill-Nichols called the meeting to order at 5:45 p.m. Other Trustees present: Charles Naumer (Vice-Chair), Kim Johnson (Secretary), Pam Anderson, and Brian DeLaet.

Trustees not present: John Bodnar

**Staff present:** Donna Walker, Executive Director; Rebecca Winning, Director of Communications; Sandie Coutts, Director of Employee Relations & Development; Steve Chestnut, Director of Facilities and Construction Projects; Bernadette Berger, Director of Information Technology; Barbara Long, Interim Director of Finance and Budget; and Amber Fisher, Executive Assistant, Office of the Executive Director.

**APPROVAL OF AGENDA**

**MOTION:** Charles Naumer 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.

**APPROVAL OF MINUTES**

**MOTION:** Kim Johnson moved approval of the minutes of the August 9, 2018 Special Board Meeting. Seconded by Charles Naumer the minutes were approved by all Trustees present.

**MOTION:** Charles Naumer moved approval of the minutes of the August 16, 2018 Board meeting. Seconded by Brian DeLaet the minutes were approved by unanimous vote of all Trustees present.

**PUBLIC COMMENT**

Tom Atkins, a resident of Golden, addressed the Board. Mr. Atkins noted that he had a statement of appreciation to read into the record. Mr. Atkins expressed his admiration and gratitude to Pam Nissler for her leadership through the most trying times that JCPL had experienced in the 25 years he has been a library advocate. Because of that leadership, and with the dedication and commitment of her amazing staff, to whom he also expressed his admiration, Pam Nissler steered the library on a difficult but effective course thru the sometimes competing needs of patrons, staff, the County and the tax-paying community,

resulting in the security and stability to weather future challenges while providing first class library services to Jefferson County. Mr. Atkins also expressed his gratitude to Julia Hill-Nichols for her dedication to the Library through several of those challenging and difficult times.

## **FOUNDATION REPORT**

Jo Schantz, Foundation Executive Director, provided an update on the activities of the Foundation. Highlights of the report included the upcoming Stouts & Stories/Ales & Tales kickoff event on September 27. The fall book sale will be held at the Jeffco Fairgrounds October 19 through the 21. The goal is to raise \$65,000 from the book sale. The Foundation launched a legacy chapter giving opportunity as part of its planned giving program. More information on the giving program will be provided.

## **SENIOR MANAGEMENT TEAM (SMT) OPERATIONAL UPDATES**

### **Executive Director Update**

Donna Walker, Executive Director, provided an update to the Board. In addition to the activities in the report, the Executive Director met with the City Manager of Edgewater and the Executive Director of the Foundation. The Board noted their approval and appreciation of the new format for the Executive Director's monthly report.

### **Budget and Finance Department**

#### **Financial Report**

Barbara Long, Interim Director of the Finance and Budget Department, presented information related to the August 2018 financial report. At this time of the year, the large property tax receipts have been received. Other revenue has already exceeded the amount budgeted due to increases in investment income, contributions from the Library Foundation and E Rate revenue. Operating expenses are on track or under budget. 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.

In response to questions, the Board was advised that:

- The year-to-date balances noted in the supplies and other services and charges line items do not reflect anticipated expenditures for large projects (Edgewater Library opening supplies, telephone replacement project, etc.).
- In Table 1, Operating Capital reflects the two vehicles (cargo van for alternative services and one truck for facilities). The name of this line item will be adjusted for clarity.
- In Table 1, Capital Development is a summary of capital expenses. Those expenses are detailed in Tables 5 and 6. The name of this line item will be adjusted for clarity.

- In reference to the County charges (internal transactions/cost allocations), the Library has been participating in meetings with the County and does not expect those charges to change.
- The Library will adjust the formula used to make projections for the library periodicals line item.
- The Finance department is meeting with managers to confirm the status of projects and expected expenditures.

#### Print Services Contract Authorization

**MOTION:** Brian DeLaet moved that the Library Board of Trustees authorize the Executive Director to sign a one-year contract with Lewan Technology for print services at the cost per print as presented in the September 2018 Board report. Seconded by Pam Anderson the motion was approved by unanimous vote of all Trustees present.

#### **Facilities and Construction Projects**

##### Edgewater Library Project Update

Steve Chestnut, Director of Facilities and Construction Projects, provided an update to the Board. Carpet and tile is ready to be installed and painting is underway. When those finishes are completed, the Library will be able to move in shelving and books. The civic center schedule continues to be modified and the exact opening date has not been determined.

##### Belmar Library Renovation – Architect Process and Selection – Phase 1 Authorization

Steve Chestnut, Director of Facilities and Construction Projects, advised the Board that information was presented at the September 13, Study Session on the architect process and selection. The project teams' decision to move forward with HDR Architecture Inc. was unanimous.

**MOTION:** Deborah Deal moved that the Library Board of Trustees authorize the Executive Director to sign a contract with HDR Architecture Inc. in the amount of \$49,400 to complete the Schematic Design Phase 1 of the Belmar Library Renovation project. Seconded by Kim Johnson the motion was approved by unanimous vote of all Trustees present.

##### Foothills Recreation – Library Intergovernmental Agreement

Steve Chestnut, Director of Facilities and Construction Projects, introduced the topic. There were no questions from the Board.

**MOTION:** Kim Johnson moved that the Library Board of Trustees authorize the Executive Director to proceed with the draft Intergovernmental Agreement between

the Jefferson County Public Library and the Foothills Park and Recreation District as presented. Seconded by Brian DeLaet the motion was approved by unanimous vote of all Trustees present.

### **Information Technology**

Bernadette Berger, Director of Information Technology, addressed the Board and introduced Cheryl Murphy, Systems Administrator, who provided a demonstration of the Library's internal website (the "Buzz"). The project replaces the antiquated intranet and provides the opportunity for staff to work together better, smarter and more efficiently. In response to a question, the Board was advised that in the past the Library's newsletter, (Green Sheets) was provided to the Board in PDF format via email. The IT staff is working on a method to provide the Trustees with links to library news and anticipate having that ready for the Board next month.

### **CONSENT AGENDA**

#### **Trustees Elect Board Officers**

The Chair advised the Trustees of the nominations for Library Board officers: Kim Johnson for Vice Chair and Pam Anderson for Secretary.

**MOTION:** Brian DeLaet moved that the Library Board of Trustees approve the officers as recommended by the Nominating Committee: Kim Johnson for Vice Chair; and Pam Anderson for Secretary, for the term October 2018 to March 2019. Seconded by Deborah Deal the motion was approved by unanimous vote of all Trustees present.

### **Ends**

#### 2020 Strategic Planning

Charles Naumer, Vice-Chair, introduced the topic and noted that the last discussion centered on the audience (who the Library is serving). The discussion for this meeting will be centered on the Aspen report. The Trustees noted their thoughts about that report.

- Phenomenal report – delving into the blockchain issues – reminds me very much of the Aspen report – how do we manage this incredible amount of data that is overwhelming. The takeaway is teaching people how to access data so they can act. The library is in a unique position to really help people get their arms around data so they have better lives – so they learn – and move forward.
- The library can help turn too much information into knowledge. Ability to do that is critical – important to me personally. The library can and should be the center of civil society – instrumental in maintaining democracy and keeping people informed. How important it is to key in on community goals and make sure our community goals are tied into the community's' goals as a whole and continue to evaluate them as everything changes.

- Taking services to where people are – I like that component. Also looking at how technology is interwoven and access points. A big challenge is making sure that our front line, as well as people we serve, are trained and have the skillset and resources. That is a lot of infrastructure – maintaining that balance – what communities are looking for and fiscal responsibility. Continue to look at benchmarking and the tools and be very critical about what programs we take on. Think about infrastructure and sustainability. Change is hard and new tools are challenging – do you have the resources to make people comfortable with those tools. Overall the report was thoughtful and well framed.
- I latched on with the data – there are opportunities for us to do more programming, teaching and demonstrating. Involving people in what data is out there, how it can be used, how to access it and how to understand it. I look at programming every week – think there is a real opportunity there that could help the library’s future and cement it. Being able to demonstrate and instruct on what to do with all that data as the great connector. The library as the center of the community – used to be church. The opportunity to bring that forum together tighter and make it available through the library.
- When I thought about the question who is our audience – I was really excited by what I have read – what the role of libraries are in communities. The Colorado version of the Aspen report talked about the role of libraries as a part of that civic conversation and a place to encourage civic engagement. Recognize how important libraries are – how the libraries should be aligned with the local community. Also recognize that libraries are good leaders in those efforts. Libraries bring so much to those conversations and what libraries can offer. Look at what libraries roles are in our communities – literacy has always been one of the mainstays – and define literacy more broadly.
- In my professional life, there is an assault on institutions and it’s more important that libraries are the place for civil discourse. It is challenging to navigate from communication perspective but it is a challenge worth looking at. People are looking for that safe space – a moderated facilitated safe space – collecting information – or a selection of materials or a forum = a platonic debate. There is a real need out there for that – many conversations about civil discourse. So many challenges in our school systems as well – that partnership may be an opportunity.
- During meetings with every division, something they are hearing every day is about civil conversation. The library is a trusted place where people trust their libraries and librarians. They trust us with their information and that we are providing them with vetted information. They trust us with their secrets and that is an incredible power the library can use for the good of the community and meeting their goals. The library is trusted because it does not take sides.
- In talking about our audience, the de facto place to go is the taxpayers, and yes, it is a fiduciary responsibility for the Trustees, but it is more expansive than that. There are a whole bunch of people who do not own property in Jefferson County and they too are

our audience. It is also the staff, our partners, the media, and where we want to focus in a resource-restricted environment. The audience question is not simple and it is going to be fluid.

- It is also about the future – people talked about the role libraries played in their lives – it is about future generations. Defining our outcomes and how we define our success. While the alternative service delivery models excite me, there is another piece to it. I need to rethink some of the assumptions I have made. There are benefits from alternative services but places are very important to the communities.
- Like the family place – it is more community based conceptually.
- Something to keep in mind is that the suburban branches are facing urban problems.

The Vice-Chair advised the Trustees that the next discussion would be focused on metrics and how to measure success. The Trustees were advised to contact Amber Fisher if they are interested in looking at the book on metrics and library services. 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.

#### **ANNOUNCEMENTS / GENERAL INFORMATION**

The Vice-Chair addressed the Board to acknowledge the service of Julia Hill-Nichols. On behalf of the entire Board, you will be missed, not only for your great leadership, but also for your knowledge, intelligence, thoughtfulness, humor and grace. You have set the bar very high and we appreciate your service to the Library and to this Board.

The Chair thanked the Board for their lovely sentiments and noted that serving on the Library Board has truly been an honor.

#### **BOARD SCHEDULE – NEXT MEETINGS**

- 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

#### **ADJOURNMENT**

The Board meeting was adjourned at 6:48 p.m.

Kim Johnson, Secretary



## **FOUNDATION REPORT**

**JEFFERSON COUNTY LIBRARY FOUNDATION  
EXECUTIVE DIRECTOR REPORT  
OCTOBER 2018 (September 21 – October 18)  
By Jo Schantz**

**1. Recent and 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 Update

### Grants pending:

- Theda and Tamblin Clark Smith Family Foundation -- \$5,000 (educational toys/manipulatives, Edgewater)
- 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)
- The Foundation at Rolling Hills -- \$5,000 for general operating funds
- Walmart Community Grants (3 local stores) -- \$10,000 total for coding camps and 2019 Summer Reading
- Rollie R. Kelley Family Foundation -- \$4,500 for audio/visual equipment at Edgewater Library
- Ball Foundation -- \$7,902 to hire temporary instructors for JCPL's 2019 Teen/Tween Coding Camps
- IMA Foundation -- \$7,902 to hire temporary instructors for JCPL's 2019 Teen/Tween Coding Camps
- El Pomar Foundation -- \$25,000 (naming opportunity for Family Place Library™ at Edgewater Library)

### Grants denied:

- AJL Charitable Foundation -- \$5,000 (a Letter of Inquiry for **1,000 Books Before Kindergarten**)

## 2. News, meetings, activities and networking



Our **Stouts & Stories/Ales & Tales** kick-off party on September 27 at Lamar St. Center was terrific! Nearly 150 guests were in attendance and 12 Jeffco breweries were represented at this beer-tasting get-together. Guests also enjoyed informal brew talks (by local craft brewers), food trucks, and a series of fun games (including giant beer pong, corn hole, and super Jenga).

We also had a photo booth on site where attendees could take amusing pics. Two radio personalities from media sponsor KOOL 105 (Jim Berry and Mel Rutledge) helped us with prize drawings throughout the evening. Our guests enjoyed exhilarating live music by Half Pint

and the Growlers, and Board member Neal Browne served as our stellar emcee, making announcements and thanking our event sponsors.

I received a \$450 scholarship to attend the **Colorado Nonprofit Association Conference (Intrepid)** in Denver on October 8 and 9. The two-day event focused on branding, marketing, human resources, public policy, program evaluations, governance and financial management.

The **Legacy Chapter** – our new planned giving initiative – is continuing to grow in regard to new supporters who are designating the Foundation in their estate plans (wills). Charter members now include: **Allison Brigham, Warren Roeske, Jeannie Mann, Tami Bandimere, Tom and Alice Atkins, Bill Knott and an anonymous donor**. We also welcomed the **Bandimere Family Foundation** to our Director's Giving Circle (for donors who contribute a lump sum, cash gift to our endowment, between \$5,000 and \$9,999). In addition, **Warren Roeske and Allison Brigham** have agreed to donate an **added \$5,000** to the Outdoor Adventure Space at Standley Lake Library.

Former JCLF Executive Director **Jo Bryant** and I met for breakfast on Oct. 3; I had lunch with **Warren Roeske and Allison Brigham** that same day; and I joined members of JCPL Senior Management team (**Donna Walker, Julianne Rist and Rebecca Winning**) for lunch on Oct. 4 with JCLF Board members **Sally Reed, TJ Bowen and Jamie Tafoya**.

As a new member of the **S. Lakewood Business Association**, I was invited to provide a brief presentation on the Foundation at the Oct. 2<sup>nd</sup> breakfast meeting at White Fence Farm, and I continued with my monthly meetings as a member of the **Leadership Golden** class of 2018/19. The Oct. 9 session focused on local city government.

## **Operational Updates**

### **Executive Director Update**

## October 2018 Executive Director Report

### Plan for first 120 Days – September through December, 2018:

- Listening Tour – conversation with all staff groups (18) - completed
- Initial meetings with each Board Trustee - scheduled – all but one completed
- Onboard new IT director Bernadette Berger – completed
- Relationship Building with Foundation – in progress
- Meetings with community leaders and other stakeholders – list developed
- Executive Team Teambuilding – in progress
- Priority Strategic Projects – Work In Progress (WIP) check – in progress
- Strategic Planning – 2018 close out; 2019 milestones and scorecard, 2020 schedule – in progress

### Executive Director Community Engagement Activities - October

Action	Purpose	Impact/Outcome
Child and Youth Leadership Commission (CYLC) Child Welfare subcommittee meeting	Liaise between CYLC and subcommittee	Opportunity to partner on a new initiative with this committee and Public Health
Lunch with Foundation Board officers	Leadership getting to know each other	Relationship Building
Communities that Care Key Leaders meeting <i>Scheduled for 10/10</i>	Give direction and input on Jeffco Public Health initiative that addresses protective factors for youth	TBD
Jeffco Executive Leadership Strategic Planning meeting <i>Scheduled for 10/11</i>	Participate in strategic planning for Jefferson County	TBD
Jeffco EDC Annual Luncheon <i>Scheduled for 10/11</i>	Support Jefferson County business community	TBD
Belmar Library Renovation Community meetings <i>Scheduled for 10/11 and 10/12</i>	Gather input on Belmar Library remodel service priorities	TBD
CYLC Executive meeting <i>Scheduled for 10/12</i>	Give direction to county combined collaborative management initiative	TBD
Golden Civic Foundation Annual Fundraiser <i>Scheduled for 10/20</i>	Demonstrate support for local organization that is a frequent JCLF/JCPL grant funder	TBD
Jeffco Leadership Summit <i>Scheduled for 10/24</i>	Professional development annual event for all county leadership	TBD
West Metro Chamber of Commerce Board meeting <i>Scheduled for 10/24</i>	Participate as a board member with the business community on economic success initiatives	TBD



Meeting of the Resilient Jeffco Advisory Council <i>Scheduled for 10/25</i>	Working across county departments to help our culture be more innovative, collaborative and efficient.	TBD
Colorado Association of Libraries Leadership Institute (CALLI) Mentoring Kickoff <i>Scheduled for 10/26</i>	Give presentation as part of a panel of mentors and mentees from last year's cohort	TBD

### JCPL Service Highlights for October:

**1000 Books Before Kindergarten:** Celebrations were held at all locations. 372 people participated and 14 new children were signed up as participants in this service.

**Impact:** At Golden Library an adult patron approached staff, asking how to donate to the library to say thank you for all of the amazing programs we have. She went up to the performer and thanked her for being at “her library.” She is so proud of all that we do especially for children.



**Summer Reading School Contest Winners:** 5 schools were awarded \$800 each and Foothills Animal Shelter was awarded \$500.

**Impact:** The Bell Middle School digital teacher librarian who accepted the award check and trophy shared that the school district recently examined the ratio of library items to students in the middle schools and found the average to be 15 items for every 1 student - EXCEPT at Bell Middle School where the ratio was 7 items for every 1 student. They plan to buy more books with this year's money helping put the school on par with their peers.



### JCPL Community Engagement Highlights for October

**All Staff Conference:** Total attendance: 317; 13 unique breakout sessions, Wellness Fair

Guest presenters: **Mark Leyba**, Organizational Readiness Manager at Jefferson County, **Dr. Jason Glass**, Superintendent of Jeffco Public Schools; **Heather Trish**, Manager for Trauma, Suicide Prevention and Veteran and Military Family Services at Jefferson Center for Mental Health.

**Shylee Ackman**, Recruitment Coordinator, attended the International Public Management Association for Human Resources Conference (IPMA-HR); a conference for HR professionals who work in the public sector, to learn about industry trends and best practices, network with others and for general professional development.

**Barbara Long**, Interim Director of Finance, attended– Colorado Government Finance Officers Association (CGFOA) to learn about current trends in Financial Policies.

**Karen Walker**, Services to Kids & Families Outreach Librarian, attended the Association for Library Services to Children National Institute; an intensive learning opportunity with a youth services focus designed for front-line youth library staff, children's literature experts, education and library school faculty members.

**9 staff servicing Kids & Families** attended the Colorado Libraries for Early Literacy (CLEL) conference to learn more about trends and best practices in early literacy services in libraries.

**Grayson Stamm**, Library to You Supervisor, attended the Association of Bookmobiles and Outreach Services conference, to learn about current best practices and trends in bookmobile services.

**Jennifer French**, Lakewood Librarian Serving Kids and Families, attended the Zero to Three conference, focused on developing and delivering services to our youngest residents.

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

**Fandomonium** – November 3<sup>rd</sup> at the Fairgrounds

**Belmar Library Community meetings** – October 12<sup>th</sup> and 13<sup>th</sup>

**Edgewater Library Grand Opening** – TBD!



**Operational Updates**

**Finance Department**

## memorandum

to: Donna Walker, Executive Director  
from: Barbara Long, Interim Director of Finance & Budget  
re: September Financial Tables  
Date: October 9, 2018

**A. Budget to Actual Tables**

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



Jefferson County  
PUBLIC LIBRARY

## memorandum

to: Donna Walker, Executive Director  
from: Barbara Long, Interim Director of Finance & Budget  
re: Finance Monthly Report - Budget to Actual Tables  
date: October 18, 2018

### A. **Budget to Actual Tables**

The Budget to Actual Tables for September are attached.

Library Foundation support (including \$4,500 for summer reading prizes) of \$140,504 was received through the end of September. This includes funds of \$26,025 from the Betty Harmon endowment for the Edgewater Library. The Betty Harmon endowment funds and a donation of \$45,200 for the Standley Lake Outdoor Learning Environment were received by the Foundation in prior years and distributed to the Library in 2018. In-kind support provided to the Foundation by the Library through September is valued at \$58,635 (Ratio of 2.4:1).

The financial tables for September now include updated projections of year-end operating and capital expense which are displayed in Tables 3 and 5. Operating savings are expected from vacancy savings in excess of the required vacancy factor (5% of total salaries and benefits), savings in heat and power and unspent contingency funds. The year-end projections displayed in Table 5 for capital projects include funding that the Library would like to request for carryover into 2019 as well as savings from projects that either came in under budget (Columbine Remodel) or have been removed from the capital work plan (Lakewood Fence and Restrooms).

**Budget Transfer Request:** A budget transfer between capital projects is requested because expense projections show that the Capital Maintenance project, ARM-01 will be over budget if work planned for 2018 is completed. The request is to transfer \$120,000 from the Lakewood Public Restroom Expansion project to ARM-01, Capital Maintenance.

A first draft of proposed carryover of Library project funds from 2018 to 2019 is displayed below.

### ***2018 Proposed Capital Project Carryover***

## memorandum



16-10 Intranet/Records Management (DMS)	100,000
16-14 High Availability Internet Redundancy	36,000
17-13 Standley Lake Outdoor Learning Env.	25,200
18-05 Evergreen Parking Lot	125,000
18-01 Belmar Library Remodel	200,000
18-08 Bookmobile Sinking Fund	200,000
<b>Total Proposed Carryover</b>	<b>\$686,200</b>

In 2018, \$1,060,751 was carried over from 2017 unspent capital project funds.

**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 09/30/2018	\$ Variance 2018 Budget	Budget to Actual %
<b>Sources of Funds</b>	<b>4.500</b>		<b>4.000</b>			
<b>Revenues</b>						
<b>Taxes</b>						
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%
<b>Total Taxes</b>	<b>\$ 36,392,968</b>	<b>\$ 36,299,870</b>	<b>\$ 37,287,492</b>	<b>\$ 36,682,279</b>	<b>\$ (605,213)</b>	<b>-2%</b>
<b>Federal &amp; State Grants</b>	\$ 130,000	\$ 131,272	\$ 133,000	\$ 130,042	\$ (2,958)	-2%
<b>Fines &amp; Fees</b>	792,970	692,908	530,850	371,705	(159,145)	-30%
<b>Other Revenue</b>	546,220	705,809	329,400	693,010	363,610	110%
<b>Total Other Revenues</b>	<b>\$ 1,469,190</b>	<b>\$ 1,529,989</b>	<b>\$ 993,250</b>	<b>\$ 1,194,757</b>	<b>\$ 201,507</b>	<b>20%</b>
<b>Sub Total Revenues</b>	<b>\$ 37,862,158</b>	<b>\$ 37,829,859</b>	<b>\$ 38,280,742</b>	<b>\$ 37,877,036</b>	<b>\$ (403,706)</b>	<b>-1%</b>
<b>Fund Balance Activity</b>						
Transfer from FB - Operating	\$ -	\$ -	\$ -	\$ -	\$ -	NA
Transfer from FB - Capital Projects	2,173,025		3,946,044	-		NA
Transfer to Fund Balance		672,267	-	12,937,888		NA
<b>Total Sources of Funds</b>	<b>\$ 40,035,183</b>	<b>\$ 37,157,592</b>	<b>\$ 42,226,786</b>	<b>\$ 24,939,148</b>	<b>\$ (17,287,638)</b>	<b>-41%</b>
<b>Uses of Funds</b>						
<b>Operating Expenditures</b>						
<b>Salaries &amp; Employee Benefits</b>						
Salaries	\$ 12,592,392	\$ 12,430,918	\$ 13,566,138	\$ 9,823,470	\$ (3,742,668)	-28%
Benefits	3,793,380	3,640,853	4,213,500	2,878,135	(1,335,365)	-32%
<b>Total Salaries &amp; Benefits</b>	<b>\$ 16,385,772</b>	<b>\$ 16,071,770</b>	<b>\$ 17,779,638</b>	<b>\$ 12,701,605</b>	<b>\$ (5,078,033)</b>	<b>-29%</b>
Library Books & Materials	\$ 8,349,727	\$ 8,296,242	\$ 8,273,586	\$ 5,627,081	\$ (2,646,505)	-32%
Supplies	1,287,301	1,105,821	1,469,809	717,396	(752,413)	-51%
Vehicles	12,000	-	120,000	-	(120,000)	-100%
Other Services & Charges	3,784,203	3,197,461	4,860,782	2,475,439	(2,385,343)	-49%
Internal Transactions /Cost Allocation	1,599,551	1,599,493	1,748,514	1,445,849	(302,666)	-17%
<b>Total Operating Expenditures</b>	<b>\$ 31,418,554</b>	<b>\$ 30,270,788</b>	<b>\$ 34,252,329</b>	<b>\$ 22,967,368</b>	<b>\$ (11,284,961)</b>	<b>-33%</b>
<b>Financing &amp; Debt Service</b>	<b>\$ 1,548,403</b>	<b>\$ 1,519,238</b>	<b>\$ 1,486,667</b>	<b>\$ 103,880</b>	<b>\$ (1,382,787)</b>	<b>-93%</b>
<b>Capital Projects</b>	<b>\$ 7,068,226</b>	<b>\$ 5,367,566</b>	<b>\$ 6,487,790</b>	<b>\$ 1,867,901</b>	<b>\$ (4,619,889)</b>	<b>-71%</b>
<b>Total Uses of Funds</b>	<b>\$ 40,035,183</b>	<b>\$ 37,157,592</b>	<b>\$ 42,226,786</b>	<b>\$ 24,939,148</b>	<b>\$ (17,287,638)</b>	<b>-41%</b>

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

	2017 Budget	2017 Actual	2018 Budget	YTD Actual 09/30/2018	Year End Projected Fund Balance
<b>Beginning Fund Balance</b>	<b>\$ 13,779,031</b>	<b>\$ 17,491,968</b>	<b>\$ 13,779,031</b>	<b>\$ 18,164,234</b>	<b>\$ 18,164,234</b>
Revenues	\$ 36,197,327	\$ 36,161,332	\$ 36,607,089	\$ 36,228,679	\$ 36,607,089
Capital Funding	1,664,831	1,668,527	4,558,946	1,648,357	4,558,946
<b>Total Revenues</b>	<b>\$ 37,862,158</b>	<b>\$ 37,829,859</b>	<b>\$ 41,166,035</b>	<b>\$ 37,877,036</b>	<b>\$ 41,166,035</b>
<b>Expenditures</b>					
Operating Expenditures	\$ 31,418,554	\$ 30,270,788	\$ 34,252,329	\$ 22,967,367	\$ 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	1,867,901	6,487,790
<b>Total Expenditures</b>	<b>\$ 40,035,183</b>	<b>\$ 37,157,592</b>	<b>\$ 42,226,786</b>	<b>\$ 24,939,148</b>	<b>\$ 42,226,786</b>
<b>Increase/(Decrease) in Fund Balance</b>	<b>\$ (2,173,025)</b>	<b>\$ 672,267</b>	<b>\$ (1,060,751)</b>	<b>\$ 12,937,888</b>	<b>\$ (1,060,751)</b>
<b>Ending Fund Balance</b>	<b>\$ 11,606,006</b>	<b>\$ 18,164,234</b>	<b>\$ 12,718,280</b>	<b>\$ 31,102,122</b>	<b>\$ 17,103,483</b>

**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		
<b>Total Minimum F/B Reserve Requirements (FLOOR)</b>	<b>\$ 9,465,539</b>		<b>\$ 10,291,509</b>		
50% of Current Year Budgeted Revenues	\$ 18,931,079		\$ 20,583,018		
<b>Total Maximum F/B Reserve Requirements (CEILING)</b>	<b>\$ 18,931,079</b>		<b>\$ 20,583,018</b>		
<b>Above/(Below) Minimum (FLOOR)</b>	<b>\$ 2,140,467</b>		<b>\$ 2,426,771</b>		
<b>Above/(Below) Maximum (CEILING)</b>	<b>\$ (7,325,073)</b>		<b>\$ (7,864,738)</b>		

**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 09/30/2018	Projected Year-End 2018	Variance 2018 Budget
<i>Sources of Funds</i>						
<b>Revenues</b>						
<b>Taxes</b>						
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	-
<b>Total Taxes</b>	<b>\$ 34,728,137</b>	<b>\$ 34,631,343</b>	<b>\$ 35,613,839</b>	<b>\$ 35,033,922</b>	<b>\$ 35,613,839</b>	<b>\$ -</b>
Federal & State Grants	\$ 130,000	\$ 131,272	\$ 133,000	\$ 130,042	\$ 130,042	\$ (2,958)
Library Fines	639,500	567,005	395,800	277,422	365,800	(30,000)
Charges for Services	153,470	125,903	135,050	94,283	126,050	(9,000)
Investment Income	149,200	345,733	241,400	424,577	444,577	203,177
Library Foundation	200,000	103,653	30,000	136,004	143,004	113,004
E Rate Revenue	197,020	237,343	58,000	107,068	117,068	59,068
Other Revenue	-	19,080	-	25,361	25,361	25,361
<b>Total Revenues</b>	<b>\$ 36,197,327</b>	<b>\$ 36,161,332</b>	<b>\$ 36,607,089</b>	<b>\$ 36,228,679</b>	<b>\$ 36,965,741</b>	<b>\$ 358,652</b>
<i>Uses of Funds</i>						
<b>Operating Expenditures</b>						
<b>Salaries &amp; Employee Benefits</b>						
Salaries	\$ 11,398,213	\$ 10,691,940	\$ 12,268,624	\$ 8,323,898	\$ 12,129,949	\$ (138,675)
Awards & Bonuses	100,000	-	120,000	-	120,000	-
Termination Pay	-	42,066	-	138,675	138,675	138,675
Temporary Salaries	1,946,245	1,695,666	2,063,934	1,359,790	2,063,934	-
Overtime	13,900	1,246	14,130	1,107	14,130	-
Vacancy Savings	(865,966)	-	(900,550)	-	(1,150,550)	(250,000)
Benefits	3,793,380	3,640,853	4,213,500	2,878,135	4,213,500	-
<b>Total Salaries &amp; Benefits</b>	<b>\$ 16,385,772</b>	<b>\$ 16,071,771</b>	<b>\$ 17,779,638</b>	<b>\$ 12,701,605</b>	<b>\$ 17,529,638</b>	<b>\$ (250,000)</b>
Library Books & Materials	\$ 6,900,603	\$ 6,307,632	\$ 6,907,000	\$ 4,657,776	\$ 6,907,000	\$ -
Library Computer Materials	1,317,744	1,860,275	1,234,706	836,711	1,234,706	-
Library Periodicals	131,380	128,335	131,880	132,593	133,040	1,160
<b>Sub-Total Library Collections</b>	<b>8,349,727</b>	<b>8,296,242</b>	<b>8,273,586</b>	<b>5,627,081</b>	<b>8,274,746</b>	<b>1,160</b>
Supplies	\$ 1,287,301	\$ 1,105,821	\$ 1,469,809	\$ 717,396	\$ 1,369,809	\$ (100,000)
Other Services & Charges	3,784,203	3,197,461	4,860,782	2,475,439	4,260,782	(600,000)
Vehicles	12,000	-	120,000	-	140,000	20,000
Direct Internal Charges	178,688	175,573	140,762	108,213	140,762	-
Indirect Cost Allocation	758,653	758,653	929,085	696,814	929,085	-
Intra County Transactions	662,210	665,267	678,667	640,821	678,667	-
<b>Total Supplies and Other</b>	<b>\$ 15,032,782</b>	<b>\$ 14,199,017</b>	<b>\$ 16,472,691</b>	<b>\$ 10,265,763</b>	<b>\$ 15,793,851</b>	<b>\$ (678,840)</b>
<b>Total Uses of Funds</b>	<b>\$ 31,418,554</b>	<b>\$ 30,270,788</b>	<b>\$ 34,252,329</b>	<b>\$ 22,967,368</b>	<b>\$ 33,323,489</b>	<b>\$ (928,840)</b>

**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 09/30/2018	Projected Year End 2018	Variance 2018 Budget
<b>Debt Service</b>						
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	-
<b>Total Debt Service</b>	<b>\$ 1,548,403</b>	<b>\$ 1,519,238</b>	<b>\$ 1,486,667</b>	<b>\$ 103,880</b>	<b>\$ 1,486,667</b>	<b>\$ -</b>

**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 09/30/2018	Projected Year End 2018	Variance 2018 Budget
<b>Sources of Funds</b>							
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	-
<b>Total Sources of Funds</b>	<b>\$ 1,664,831</b>	<b>\$ 5,367,566</b>	<b>\$ 4,558,946</b>	<b>\$ 5,619,697</b>	<b>\$ 5,594,401</b>	<b>\$ 5,619,697</b>	<b>\$ -</b>
<b>Uses of Funds</b>							
<b>Annual Replacement &amp; Maintenance Program (ARM)</b>							
ARM-01 Capital Maintenance	\$ 250,000	\$ 124,470	\$ 250,000	\$ 250,000	\$ 194,941	\$ 370,000	\$ (120,000)
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	77,232	250,000	-
ARM-04 Book Sorter Replacement	400,000	159,837	350,000	350,000	84,507	84,507	265,493
ARM-05 IT Infrastructure Replacement	596,665	551,075	321,650	351,650	149,728	351,650	-
<b>2016 Projects</b>							
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	70,000	101,282
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
<b>2017 Projects</b>							
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	29,605	(11,005)
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	20,000	(25,200)
<b>2018 Projects</b>							
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	-
<b>Multi-Year Construction Projects</b>							
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	1,101,380	2,684,220	-
18-01 Belmar Library Remodel	-	-	350,000	350,000	-	350,000	-
<b>Total Capital Projects</b>	<b>\$ 7,039,226</b>	<b>\$ 5,367,566</b>	<b>\$ 5,390,250</b>	<b>\$ 6,487,790</b>	<b>\$ 1,867,901</b>	<b>\$ 4,686,619</b>	<b>\$ 1,801,171</b>

<b>Bookmobile Sinking Fund Reserve</b>							
Beginning Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Source	-	-	200,000	200,000	200,000	200,000	
Use	-	-	-	-	-	-	
<b>Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>	

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

Project	2018 Amended Budget	YTD Actual 09/30/2018	YTD Encumbrances 09/30/2018	YTD Total Actual + Enc	Remaining Budget
ARM-01 Capital Maintenance	\$ 250,000	\$ 194,941	\$ 80,595	\$ 275,536	\$ (25,536)
ARM-02 Furniture & Equipment	36,000	16,320	-	16,320	19,680
ARM-03 Computer Replacement Plan	250,000	77,232	82,200	159,432	90,568
ARM-04 Book Sorter Replacement	350,000	84,507	4,448	88,954	261,046
ARM-05 IT Infrastructure Replacement	351,650	149,728	61,626	211,355	140,295
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
<b>Multi-Year Projects Construction Projects</b>					
16-16 Columbine Remodel	798,342	93,173	35,598	128,770	669,572
17-07 Edgewater Library	2,684,220	1,101,380	874,462	1,975,842	708,378
18-01 Belmar Library Remodel	350,000	-	62,000	62,000	288,000
<b>Total Capital Projects</b>	<b>\$ 6,487,790</b>	<b>\$ 1,867,901</b>	<b>\$ 1,223,149</b>	<b>\$ 3,091,050</b>	<b>\$ 3,396,740</b>

## Edgewater Library Remodel Project to Date - Budget to Actual

September 30, 2018

### Project Description

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

### Project Budget

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

### 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
	1,101,380	2018 Actual Expenses
\$	1,582,840	<u>Remaining 2018 Budget</u>

**Operational Updates**

**Public Services**

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

TO: Donna Walker, Executive Director

FROM: Debbi Mikash, Collections Manager  
Franca C. Rosen, Interlibrary Loan & Collection Services Supervisor

DATE: September 17, 2018

RE: Colorado Courier

**History of Contract: Colorado Library Consortium (CLiC) – Colorado Courier**

Jefferson County Public Library participates in the Colorado Statewide Courier to facilitate the movement of library materials between 300+ libraries that support programs such as Interlibrary Loan, Prospector, Mobius and the Colorado Libraries Collaborate program.

- Contract administered and managed by the Colorado Library Consortium
  - JCPL benefits from being part of this courier consortium as the volume and reach of the Colorado Courier could not be replicated or managed on our own.
- JCPL signs a yearly agreement to participate that renews on October 1<sup>st</sup>
  - JCPL has participated for 30+ years
  - The cost of \$0.29 per item is far less than purchasing items that we typically do not select for JCPL's collection. An excellent return on investment.
- In the last agreement year of 2017-2018 JCPL moved over 177,000 items on the Colorado Courier
- The Colorado Courier also connects to state courier systems in Kansas and Missouri at no added cost
- In previous years we have not gone to the Board of Trustees because the contract was under \$50,000.

**Total Cost: \$50,427.96**

CLiC calculates the cost in two parts:

1. Number of service days per week – JCPL has daily deliveries Monday through Friday
2. Volume of materials moved.

**Budget:**

Collections - 70080.435810 – paid across two budget years:

- 2018 Budget (October – December) \$12,606.99
- 2019 Budget (January – September) \$37,820.97

**Action Requested:**

We are asking the Library Board of Trustees to authorize the Executive Director to approve the agreement with the Colorado Library Consortium for statewide courier services for October 2018 through September 2019 within the approved 2018 and 2019 budgeted amounts.

## **Operational Updates**

### **Facilities & Construction Projects**

## **Project Monthly Update Report**

**Project Name:** Edgewater Public Library  
**Wember Inc. Project Number:** EPL (2017.08)  
**Issue Date:** October 10, 2018  
**Purpose:** Project Update thru October 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 moving forward with limited issues.

- Project Successes
  - Signage has been awarded and in fabrication.
  - Weekly meetings on the construction site in place with limited issues and quick response times by the team members
  - Finish work (millwork, paint and ceilings) is ongoing with the fire alarm inspection complete.
  - Book drop grading finalized to meet the needs of the library and site work is progressing.
  - The library is prepared to pull a stocking permit to allow for books to be installed upon the completion of shelving.
  - The library resolved the high moisture content in the concrete with a cost effective adhesion solution.
- Project Challenges
  - The civic center schedule continues to be modified. The schedule modifications have not impacted the library progress.
  - The sitework is ongoing per the civic center design, they are making progress but may be slowed by weather.
  - A few data drops need to be added in the library space.
  - Books are to be delivered 10/22. We are anticipating using the main entry for ease of entry if the site work is complete, the second entry is available at this time.
  - The wood ceiling delivery in the quiet reading room has been delayed. A temp ceiling will be installed by the general contractor. The team is pushing to have it installed by the civic center grand opening.

### **Schedule**

- An updated schedule has been generated including owner move in and close out items.
- Project Progress
  - Ductwork install on schedule and nearly complete
  - Ceiling work ongoing
  - Millwork ongoing
  - Shelving delivery 10/9/2018
  - Book arrival 10/19/2018
  - Furniture delivery 10/29/2018

### **Design**

- No design updates or changes at this time.

### **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.
- The September invoice for Humphries Poli is complete.
- Wember and Fransen Pittman are anticipated this week.
- Ongoing invoices related to shelving, IT and Furniture are being tracked in the online PM software.
- At this time the project contingency is at \$180,000. It is anticipated that some value add items will be billed

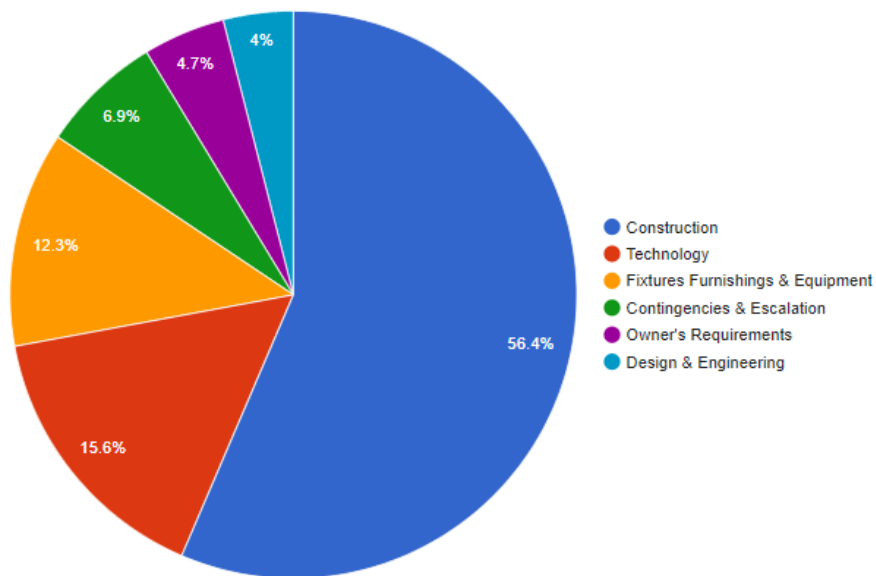
against the contingency as part of close-out.

#### 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

#### Budget Breakdown



#### Next Steps

- Continue coordination with the inspection agencies, fire department and Civic Center team
- Complete move in
- Begin close out procedures

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

Paul D. Wember, President, Wember





Jefferson County  
**PUBLIC LIBRARY**

**COMING SOON!**

**DISCOVER  
TOGETHER:  
OUTDOOR  
ADVENTURE  
SPACE**

PARTIALLY FUNDED  
IN LOVING MEMORY  
OF SHIRLEY M. ROESKE

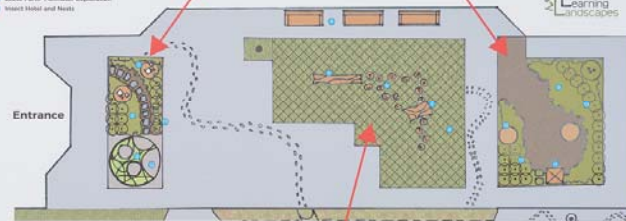


Jefferson County  
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**Plaza**

- Fairy Sculpture
- Sensory Garden
- Willow Grove
- Birch Scouting
- Balance Log
- Log Jumps
- Log Tunnel
- Doublet Mat Over Lawn
- Habitat Garden
- Loose Parts: Pollinator Exploration
- Insect Hotel and Nests

**PHASE 1, SPRING 2019**



**PHASE 2**

WITH OPTIONS FOR FUTURE EXPANSION

# A moving child is a learning child



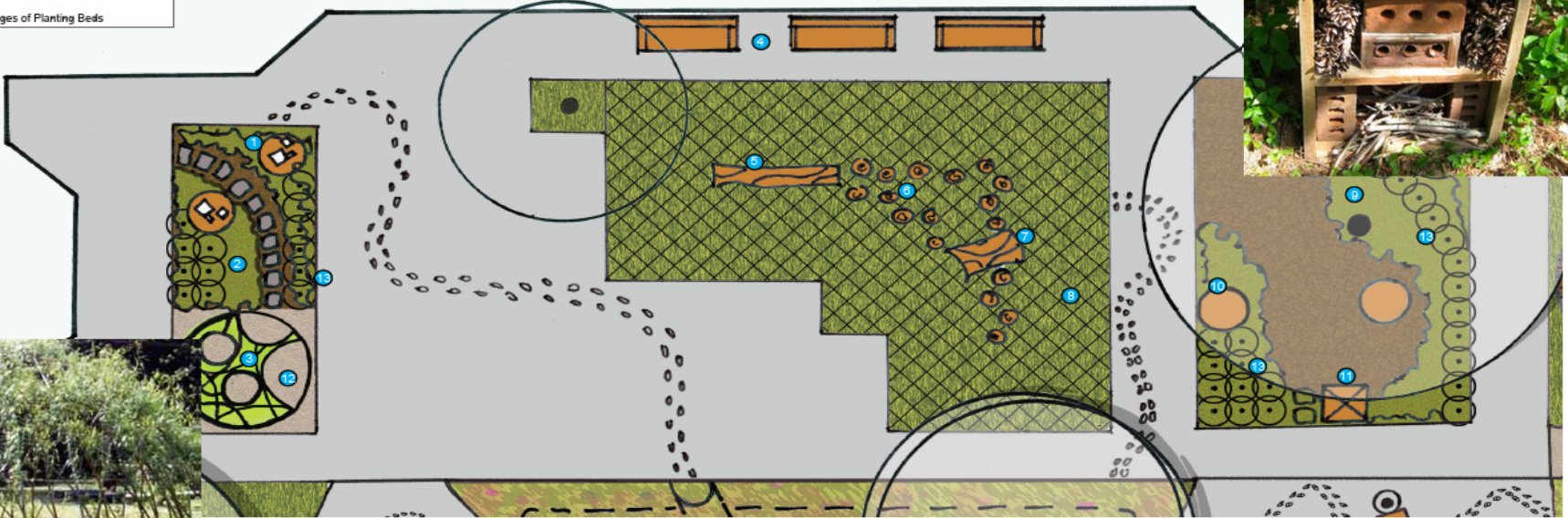
## Plaza

- 1 Fairy Stumps
- 2 Sensory Garden
- 3 Willow Dome
- 4 Bench Seating
- 5 Balance Log
- 6 Log Steppers
- 7 Log Tunnel
- 8 Impact Attenuating Surface
- 9 Habitat Garden
- 10 Loose Parts- Pollinator Exploration
- 11 Insect Hotel and Nests
- 12 Crushed Rock
- 13 Plants Massed at Edges of Planting Beds



## Nature Playscape Concept

Standley Lake Library - Jefferson County







# Groundbreaking September 22, 2018







## memorandum

To: Donna Walker, Executive Director JCPL  
From: Steve Chestnut, Director of Facilities and Construction  
Re: Service Center HVAC Replacement and Upgrade  
Date: October 11, 2018

Background As part of our annual replacement maintenance this year we have identified the need to modify/replace a portion of the HVAC system at the Service Center to allow us to continue to sustain environmental air for our network computer room, reduce energy consumption and replace equipment that has reached the end of serviceable life. In July we published a RFP to solicit bids from contractors and had 4 responses to the RFP with costs ranging from \$65k to \$162k.

Facilities has reviewed those bids and is recommending that we move forward with entering into a contract with Building Technology Systems (BTS) to perform the work. BTS' bid was 2<sup>nd</sup> from lowest at \$100k and they have performed work for us prior to this proposal that we found to be satisfactory.

Requested Action: I would ask that this be brought to the Library Board of Trustees to authorize the Executive Director to sign the contract with Building Technology Systems to perform the HVAC system work at the Library Service Center, in the amount of \$100,490.

**Operational Updates**

**Information Technology**

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



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

TO: Donna Walker, Executive Director

FROM: Bernadette Berger, Director of IT

DATE: October 9, 2018

RE: Sentinel Technologies, Inc. Cisco Firewall Upgrade

**History of Contract: Sentinel Technologies, Inc. – ASA Upgrade and Cloud Email Security**

Jefferson County Public Library needs to upgrade their existing firewalls to increase security management tools. Sentinel was selected for this project because they were chosen to install, configure and maintain network equipment through an RFP in 2016 and through subsequent E-Rate procurement processes. Using Sentinel for this project provides consistency for JCPL's network.

The estimated start date of this contract is November 1, 2018, with a completion date of December 31, 2018.

**Total Cost:**

The full project cost will be \$58,055.00 which includes purchase of professional services, hardware and software. It also includes the initial cost of hardware and software maintenance. Ongoing maintenance services will be incorporated into the existing Sentinel support contract.

**Budget:**

The budget for the contract is included in the IT Capital Projects budget for 2018.

**Action Requested:**

The selection team is recommending Sentinel Technologies, Inc. assist with the completion of this project. We are asking the Library Board of Trustees to authorize the Executive Director to sign a contract with the recommended vendor within the approved 2018 budgeted amount.



**Operational Updates**

**Communications**

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

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



**To:** Donna Walker  
**From:** Rebecca Winning  
**Re:** Naming Opportunity  
**Date:** Oct. 11, 2018

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In 1997, the Betty Harmon Endowment Fund was established with the Jefferson County Library Foundation, with instructions to use the funds to support the Edgewater Library. Recently, the Foundation disbursed funds from the endowment, totaling \$26,024.68, to support the new Edgewater Library. This is more than enough to support a naming opportunity.

The JCPL Senior Management Team – with support from the Library Foundation -- is recommending that we recognize the contribution by naming the Children's Story Time area in honor of Ms. Harmon.

We have attached a naming agreement for your review and approval at the October 18 Board Meeting.

**Action Item:** *Recommend that the Library Board of Trustees recognize Betty Harmon for her generous support for the Edgewater Library by naming the Edgewater Library Story Time area in her honor.*

**ADMINISTRATION**

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

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



Jefferson County

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