

BOARD MEETING

JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

November 15, 2018



Jefferson County
PUBLIC LIBRARY

APPROVAL OF AGENDA

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

ITEM# / ACTION	Thursday, November 15, 2018 – LAKEWOOD 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"> October 11, 2018 Study Session Minutes October 18, 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 Facilities & Construction Projects <ul style="list-style-type: none"> Edgewater Update – Paul Wember, Wember, Inc. Belmar Library Renovation – Progress Reporting – NV5 Belmar CM/GC Contract Authorization – Steve Chestnut Call for motion and second STAT Courier Service Contract Authorization – Steve Chestnut Call for motion and second Bear Creek Landscape Snow Removal Contract Authorization – Steve Chestnut Call for motion and second CoCal Landscape Services Snow Removal Contract Authorization – Steve Chestnut Call for motion and second Communications – Rebecca Winning <ul style="list-style-type: none"> Fall Ad Campaign: Take the Library with you!
7. Action as Needed	Consent Agenda (4.3.4) <ul style="list-style-type: none"> Review of Proposed 2019 Governance Process Calendar (for adoption at the December 13, 2018 Board Meeting)

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

8. Emerging Issues Action as Needed	
9. Action as Needed	Ends <ul style="list-style-type: none">• 2020 Strategic Planning
10. Action as Needed	Governing Policies No items
11. Suggest Agenda Items	BOARD SCHEDULE – NEXT MEETINGS <ul style="list-style-type: none">• December 13 – BCC & BOT Quarterly Meeting – 11:30 – Columbine Library Meeting Room• December 13 – Board Meeting – 5:30 pm – Lakewood Library Meeting Room• January 10 – Study Session – 5:30 pm – Pam Nissler Conference Room• January 17 – Board Meeting – 5:30 pm – Lakewood Library Meeting Room• February 14 – Study Session – 5:30 pm – Pam Nissler Conference Room• February 21 – 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

Jefferson County Public Library Board of Trustees
Study Session
October 11, 2018 – 5:30 p.m.
Administration Conference Room

TOPICS:

- Financial Review
- Firewall Contract
- LSC HVAC Contract
- Naming Agreement – Betty Harmon
- CLiC Courier Agreement
- 2020 Strategic Planning – Board

Call to Order

The Study Session was called to order at 5:33 p.m. by Charles Naumer, Chair.

Other Trustees present: Pam Anderson (Secretary), John Bodnar, and Jeanne Lomba.

Trustees not present: Kim Johnson, Deborah Deal and Brian DeLaet

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

Welcome to New Trustee, Jeanne Lomba and Reappointment of John Bodnar

The Trustees welcomed Jeanne Lomba to the Board and congratulated Trustee Bodnar on his reappointment.

All Staff Conference

The Chair advised the Board that he attended part of the All Staff conference and expressed appreciation to the Library for a great event. It was evident that the staff is excited about Donna Walker's leadership. Morale was high and Donna gave a great State of the Library address.

Financial Review

There were no questions from the Trustees.

Firewall Contract

Bernadette Berger, Director of Information Technology, addressed the Board and presented information on the firewall contract that will enhance the Library's security platform including protecting the Library's email and networking from malware and data loss. Sentinel Technologies 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

In response to questions, the Board was advised that:

- This is not new technology but it is new to the Library.
- This protection is more robust than what the Library currently uses and will be an additional level of protection to make sure the Library does not have any compliance issues.

Library Service Center HVAC Contract

Steve Chestnut, Director of Facilities and Construction Projects, presented information on the Library Service Center (LSC) HVAC system replacement and upgrade. The LSC houses the network server room that has environmental air requirements. The current system includes two stand-alone air conditioning systems, both of which are beyond their serviceable life. The Library issued an RFP and the facilities review team concluded that Building Technology Systems was the best fit and provided the most value for the money.

In response to questions, the Board was advised that:

- The current equipment is working; however, the Library would like to move forward in order to replace the systems before they fail.
- In 2014, the Library replaced the LSC air handler; however, the cooling tower and air conditioners were not replaced.

Edgewater Library Naming Agreement - Betty Harmon

Rebecca Winning, Director of Communications, introduced the topic and presented information to the Board. 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. The Library now has the opportunity to fulfill that endowment and recognize the contribution by naming the Edgewater Library Children's Story Time area in honor of Ms. Harmon.

The Board was advised that they will be asked to authorize the Executive Director to move forward with the naming agreement at the October 18, Library Board meeting.

In response to a question, the Board was advised that the endowment was restricted to benefit the Edgewater Library and the “odd” amount most likely reflects the interest earned in that endowment fund since 1997 when the fund was established.

Colorado Library Consortium (CLiC) Courier Agreement

Julianne Rist, Director of Library Programs and Services, addressed the Board and provided information on the CLiC agreement and services. For years, the Library has participated in the statewide courier service, along with over 300 other libraries, to facilitate the movement of library materials. The service is economical and the Library would not be able to replicate or manage the service.

In response to a question, the Board was advised that:

- The increase in cost has averaged between three and five percent per year
- The service level remains the same with deliveries five days per week
- Denver Public Library and Jefferson County Public Library are the largest users of the service

2020 Strategic Planning – Board

The Chair noted that the 2020 Strategic Planning discussion would take place at the October 18, Board meeting to allow more Trustees to participate. The Library Board and the Senior Management Team have been engaged in strategic planning discussions working toward the 2020 Strategic Plan. The next discussion will include metrics, measures and outcomes. Amber Fisher is working on the process for copyright permission to utilize published information related to those topics.

ADJOURNMENT

The study session was adjourned at 5:57 p.m.

Pam Anderson, Secretary

Minutes of the Meeting of the
JEFFERSON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
October 18, 2018

CALL TO ORDER – REGULAR MEETING

The regular meeting of the Jefferson County Public Library Board of Trustees was held in the Lakewood Library meeting room on October 18, 2018. Library Board of Trustees Chair, Charles Naumer, called the meeting to order at 5:30 p.m. Other Trustees present: Kim Johnson (Vice-Chair), Pam Anderson (Secretary), Deborah Deal, Brian DeLaet and Jeanne Lomba

Trustees not present: John Bodnar

Guests: Paul Wember, President, Wember Inc.

Staff present: Donna Walker, Executive Director; Julianne Rist, Director of Library Programs and Services; Rebecca Winning, Director of Communications; 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: Deborah Deal moved that the Library Board of Trustees approve the agenda as presented. Seconded by Brian DeLaet the motion passed by unanimous vote of all Trustees present.

APPROVAL OF MINUTES

MOTION: Brian DeLaet moved approval of the minutes of the September 13, 2018 Special Board Meeting. Seconded by Kim Johnson the minutes were approved by all Trustees present.

MOTION: Pam Anderson moved approval of the minutes of the September 20, 2018 Board meeting. Seconded by Brian DeLaet the minutes were approved by unanimous vote of all Trustees present.

Belmar Community Meeting and JCPL All Staff Conference

The Chair advised the Board that he attended the community meeting at the Belmar Library on Friday (October 12). He noted that it was a very well run, impressive process. There were a number of tables set up with groups of 6-8 people discussing what they would like to see in the Belmar Library renovation. Approximately 30-40 people attended the community meeting. The Chair also noted that he attended the All Staff Conference on October 8, and that it was a great

event to experience. The morale of the staff and their excitement about Donna Walker's leadership was evident.

PUBLIC COMMENT

There was no public comment.

FOUNDATION REPORT

Trustee Deal advised the Board that the Foundation's book sale starts tonight with the Friend's preview night. The book sale starts in full Friday, October 19 and runs through Sunday, October 21. Donna Walker, JCPL Executive Director, noted that Sharon Morris, with the Colorado State Library, presented information and training at the Foundation Board meeting on board responsibilities.

SENIOR MANAGEMENT TEAM (SMT) OPERATIONAL UPDATES

Executive Director Update

Donna Walker, Executive Director, provided an update to the Board. The Executive Director is starting work on a strategy for the community/stakeholder meetings and capturing impacts and outcomes of the meetings she is attending. The Board expressed appreciation for the new format of the Executive Director's report and noted it is very informative.

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 September financial report. As well as providing year-to-date actuals, the report this month includes some projections for expenses (Table 3) and projected savings on capital projects (Table 5). The report included highlights on savings in salaries related to the delay in the Edgewater Library project and delays in hiring some positions. In supplies and other services there will be some large expenses, approximately \$200,000, related to the Edgewater Library. Savings in capital projects include some projects that the Library will be continuing into the new fiscal year (2019). A draft outline of those projects are included in the report.

Transfer Request

The Library requested 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.

In response to questions, the Board was advised that:

- The bookmobile sinking fund is projected in its full amount to indicate that it will be carried over.

- There will be additional expenses in supplies and other services over and above expenditures related to the Edgewater Library

The Chair expressed appreciation for the carry-over information. Trustees Johnson and Anderson noted that the percentage carryover is certainly reasonable.

MOTION: Kim Johnson moved that the Library Board of Trustees authorize the Executive Director to transfer \$120,000 from the Lakewood Public Restroom Expansion Project to ARM-01, Capital maintenance. Seconded by Deborah Deal the motion passed by unanimous vote of all Trustees present.

Public Services

CLiC Courier Agreement

Julianne Rist, Director of Library Programs and Services introduced the topic and provided a brief summary of the information that was presented at the October Study Session. JCPL signs a yearly agreement to participate that renews on October 1. JCPL has participated for 30+ years with the Colorado Library Consortium (CLiC) Courier. The cost of \$0.29 per item is far less than purchasing items that JCPL typically does not select for its collection, which is an excellent return on investment and provides those materials to our residents.

MOTION: Pam Anderson moved that the Library Board of Trustees authorize the Executive Director to sign the Agreement with Colorado Library Consortium for statewide courier services for October 2018 through September 2019 within the approved 2018 and 2019 budgeted amounts. Seconded by Brain DeLaet the motion passed by unanimous vote of all Trustees present.

Standley Lake Outdoor Adventure Space

Julianne Rist, Director of Library Programs and Services, presented information on the Standley Lake Outdoor Adventure Space. On September 22, the Library held a very exciting ground breaking for the space. From an early age, play is important to a child's learning. It is not just physical. Play can involve cognitive, imaginative, creative, emotional and social aspects of development. It is the main way that most kids express their impulse to explore experiment and understand the world.

A priority for the Library is to get young kids ready to read and learn and, as they grow, support their learning. We fold literacy skills and activities into our story times, programming and spaces. Now we have the opportunity to encourage these skills within an outdoor environment.

Unstructured play is vital for kids to gain numerous skills, including:

- Social: making friends, learning to take turns, sharing, handling conflict, relating to others
- Fine motor skills: hand and wrist strength, grabbing and gripping

- Gross motor skills: gaining strength, coordinating large body movement
- Creativity: exploring the world, discovering passions, practicing problem solving and building self-confidence

Some of the highlights include:

- Willow dome
- Fairy Stumps
- Benches
- Sensory Garden
- Loose Parts (wood, pine cones, other tactile items)
- Log Steppers
- Insect Hotel and Nests

The project is possible through generous donations from Warren Roeske and his daughter Allison Brigham in memory of Warren's wife Shirley and an anonymous donor. Donations now total \$50,200.00. \$5000.00 is allowing us to add outdoor musical instruments.

In summary, the Library has the funding to design and build Phase One, which will allow kids to move, socialize and pretend in a raw, natural setting. Next spring when Phase 1 is finished the Library will have a ribbon cutting ceremony.

In response to questions, the Board was advised that:

- The door will be monitored by staff during programming and locked otherwise.
- The space is located far enough away from the street that the Library is not concerned with traffic safety.
- The Library will provide information on whether or not there is Wi-Fi coverage in the outdoor space.

Facilities and Construction Projects

Edgewater Library Project Update

Paul Wember, President of Wember, Inc. addressed the Board and provided an update. Lighting installation is underway, including fun lights in the children's' area. Completed the pre-punch walkthrough with the contractor and identified miscellaneous items with nothing major identified. Work with the city on firing up the mechanical systems is continuing. Everything is in place for water; the system was pressurized and there were no leaks. The schedule for the Library is on track and shelving has been delivered. The temporary ceiling is up at the contractor's cost. The wood for the permanent ceiling is on order and when it is received installation can be done during closed hours so there will be not be an impact on library services.

Rebecca Winning, Director of Communications, advised the Board that the Library is working on opening plans for the VIP Reception on Friday, November 16, a staff sneak peak event on Saturday, November 17, and a grand opening celebration for Sunday, November 18. Invitations and more information will be provided to the Board as plans are finalized.

LSC HVAC Contract Authorization

Steve Chestnut, Director of Facilities and Construction Projects, advised the Board that information on the HVAC contract and work to be performed was presented at the October Study Session. The Board did not have any additional questions.

MOTION: Brian DeLaet moved that the Library Board of Trustees 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. Seconded by Kim Johnson the motion passed by unanimous vote of all Trustees present.

Information Technology

Bernadette Berger, Director of Information Technology, introduced the topic and addressed the Board. Information on the contract and services was provided at the October Study Session. There were no further questions from the Board.

Firewall Contract Authorization

MOTION: Deborah Deal moved that the Library Board of Trustees authorize the Executive Director to sign the contract with Sentinel Technologies, Inc. for the firewall upgrade within the approved 2018-budgeted amount. Seconded by Brian DeLaet the motion passed by unanimous vote of all Trustees present.

Communications Department

Rebecca Winning, Director of Communications, introduced the topic and addressed the Board. The endowment was established in 1997 and restricted for use at the Edgewater Library. The Library is asking that the Edgewater Library Story Time area be named in honor of Betty Harmon. In response to a question, the Board was advised that the Library did try to find Ms. Harmon's surviving family members but was unsuccessful.

Naming Agreement – Edgewater Library

MOTION: Kim Johnson moved that the Library Board of Trustees authorize the Executive Director to sign the agreement recognizing Betty Harmon For her generous support by naming the Edgewater Library Story Time area in her honor. Seconded by Pam Anderson the motion passed by unanimous vote of all Trustees present.

Ends

2020 Strategic Planning - Metrics

Charles Naumer, Chair, introduced the topic and provided a summary of the Board's previous strategic planning discussions to provide some context for new Trustee Jeanne Lomba.

In 2016, the Board modified its Bylaws to include a provision where the Board is more involved in strategic planning with the Senior Management Team. This decision was not based in dissatisfaction and was based on the great work that has been done and continues to be done. In 2016, the Board started looking into strategic planning including how the Library measured things and worked with Pam Nissler on a way to work together on strategic planning. The Board engaged in a number of conversations over the last several months preparing to do 2020 strategic planning. The Board reviewed the ends statements that drive what the Library does and next month the Board is going to evaluate the ends statements. In June, the Board came up with topics to discuss. The targeted audience was a key point from the discussion in August; individuals, patrons, citizens and stakeholders. Interest was expressed in stakeholders who play a big part in community goals, workforce development, and civic engagement. In September, the Board talked about the Aspen Institute report on libraries. Part of the discussion included the amount of data that is available and trying to understand that data. The Library's role in data literacy and turning information into knowledge. The Board also touched in infrastructure and having sustainable resources. The Library as the third place concept was also a topic of discussion. The Library is thought of as a trusted neutral place and addresses all citizens' not just taxpayers and JCPL having more of a suburban focus.

This month the Board is discussing metrics and measures. In November, the Board will look at the ends statements and in December, the Board will finalize the ends statements.

The Board's comments on metrics and measures follow:

- At high level – three main areas of metrics – community impact – financial impact and business impact. Important to incorporate all three of those things. When started business someone from the library came and talked about business resources – resource tools, meeting space. Looking at businesses who pay inordinate property tax – look at business impacts – primarily small businesses. How do we measure that. Business users in book a librarian – business related programming – number of partnerships the County business resource center. For community – measure lots of stuff – collecting the data – you can always go back and reevaluate it. Program numbers – attendees – variety of programs – classification system – tagging system – this program is a business related program – somehow to track all of those – and then the financial impact of what we're doing. Pleased that we are a lean organization – know we need to add staff as we add libraries – look at financial aspects.
- We know what but not how. Impressed with how lean we are – love to have a way to demonstrate that but don't know how.
- Return on investment – there is a section that talks about ROI – if you went out into the market and purchased these items – it is an appealing metric. Also opens you up to skewering. Reading through the – struck by all the things you are measuring – don't know if

it would be helpful to do an overview of what we already do - Orange Boy – etc. Not convinced we need to make changes in the ways we are measuring – just connecting the dots – how that applies to our ends. Don't want to measure things just to say we do. When we're using some of these metrics what role do they play in strategic planning.

- Peer measurements – I understand from the macro perspective – maybe learning more about those peers may provide some context for validating that basket of peers – maybe more context around that.
- Have problems with some of the benchmarks – don't really tell us community outcome. Like square footage – where I am coming from – value based indicators – create that alignment between ends and metrics – make it clear how we are measuring that. Addressing how are we doing – are we doing the right things – are we allocating resources to maximize the value. To make that alignment with the ends – here's how we are creating value – better outcome for the community.
- Value – going back to staff levels – increasing a lot without increasing square footage. I don't go to the libraries – I go on line. Comes back to the value rather than the square footage.
- My thinking has shifted – see the value of space – here is the value of space – not just identifying as a way to distribute materials.
- Goes back to what a library can be in a community – last bastion of community coming together – people going to church – not as prevalent. We have to realize the library is going to be forced to stepping up and fulfilling that role as a community center.
- Interesting square footage – one of the things I was trying to think about – what percentage is dedicated to the different services we provide – children's, computers – e books. Let's make sure we are placing our values on truly where we need that square footage where it needs to be. Having conversation about alternative service delivery method – teen area – have to have the metrics to justify those decisions. Think outside the box need numbers to back that up.
- The measurements – who does that work for you – is it done in house vs. tools.
- Went from having part time data specialist – now have full time – and our data manager position is open. Years ago, nobody had data analyst – now everyone does. I feel it's our job to gather the data – there are so many methods – we try to only collect what we need – but wide enough – it has become the new part of librarianship. Feel confident that we can measure what you want us to measure. How do we demonstrate value to the stakeholders who are not necessarily the people using the library. The master facility plan – the organizational analysis – on top of all the data we gather – we have expectations with our staff to know their numbers – and when they do this thing – this is the impact.
- Benchmarking is important internally and externally – provides context – when policy makers are looking at how you are doing – there is a natural tendency for ranking – do not want to go in a ranking direction – but having data. Important to be – excited about being a trend setter – interested in data and measurements – the trends are very exciting – but it's also important to be responsible – using that trend data – pilots that have been very successful – finding out from your peers – looking at the national level. Using metrics and data through collaborations. Being very deliberate in what you are measuring and how.

- Think that we might want to look at making sure we are going to the different conferences. We do budget for us to go to those – it takes time for us to go – but maybe if we just went to those. Maybe if we were going to those we would be more tuned in.
- Important to define what the benchmark is – give us the context – we are not going to increase the space just to increase space – what is the purpose for that data – are we achieving what we trying to achieve and some are more context based.
- The November Study Session is when we review the benchmarking report – hearing what you want out of it is helpful.
- The other value – is it makes us think about things – when we see the data – those numbers force us to challenge ourselves – and think about ways we can serve our community better. I agree we do a good job – this is not its broken lets fix it – but let's take advantage of this information.
- Agreed – the staff has been saying – it is not getting on the cover of *Library Journal* – our staff is talking about value to the community.

The Chair expressed appreciation to the Trustees for their input.

BOARD SCHEDULE – NEXT MEETINGS

- 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
- January 10 – Study Session – 5:30 pm – Pam Nissler Conference Room
- January 17 – Board Meeting – 5:30 pm – Lakewood Library Meeting Room

ADJOURNMENT

The Board meeting was adjourned at 6:49 p.m.

Pam Anderson, Secretary

FOUNDATION REPORT

JEFFERSON COUNTY LIBRARY FOUNDATION
EXECUTIVE DIRECTOR REPORT
NOVEMBER 2018 (October 19 – November 15)
By Jo Schantz

1. Upcoming Events

- **Holiday Book Sales –**
 - ✓ Friday/Saturday, November 30-December 1, 9 a.m. to 4 p.m. at the Columbine Library
 - ✓ Friday/Saturday, December 7-8, 9 a.m. to 4 p.m. at the Lakewood Library
- **Colorado Gives Day –** Tuesday, December 4, 2018
- **Annual Appeal –** December 2018
- **Friends Annual Meeting –** Friday, January 25, 2019 – 11:30 a.m. to 1:00 p.m. at the Wheat Ridge Rec Center. Our featured author is **Margaret Coel**.
- **2019 Board Retreat –** Friday, February 22, 2019 – 8:30 a.m. to 4:00 p.m. at Community First Foundation.
- **March Madness Book Sale –** Friday/Saturday, March 22-23 at Columbine Library.



Award-winning author **Margaret Coel**

2. Grants Update

Grants received:

- Theda and Tamblin Clark Smith Family Foundation -- \$3,500 for Early Childhood Literacy programs
- Frederick G. Fish Foundation -- \$500 for general operating support
- The Foundation at Rolling Hills -- \$3,200 for general operating support

Grants pending:

- 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
- 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)
- Golden Civic Foundation -- \$4,750 for Golden Library's Summer Reading program
- Junior League of Denver -- \$5,000 for Babies First Books
- Melvin & Elaine Wolf Foundation – a menu of requests totaling \$16,902 (per their advice) for Summer Reading, Teen/Tween Coding Camps and 1,000 Books Before Kindergarten

Grants denied:

- ✓ 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

3. News, meetings, activities and networking

I was glad to participate in the community forum (October 16) at the Belmar Library to discuss ideas for the 2019 remodel of this library. I also had a follow up meeting on November 9 with JCPL staff members Lizzie Gall and Tricia Lee to further discuss the building renovation and what this will mean for the Belmar Gift & Book Shop.



WHALE OF A USED Book Sale

I'm pleased to tell you that our **fall Whale of a Used Book Sale** was very successful, in that **we raised just over \$65,000** (and our budget was \$60,000). Our attendance was also high -- **3,700 book buyers visited the sale**, along with more than **200 volunteers** who worked hard to produce this 3-day sales event. Our Friends Preview Night (on October 18) hosted a record crowd of 260 Friends members.

On Saturday, October 20, Board President Sally Reed and I attended the day-long **Rocky Mountain Literary Festival** at Mount Vernon Canyon Club. At the event, we heard from noted authors such as Margaret Coel, Charlie Quimby, Finn Murphy, Hampton Sides and Golden resident Eric Weihenmayer. As a result, I was able to connect with **Margaret Coel** and invite her to be our keynote speaker at the Friends Annual Meeting, slated for January 25, 2019.



On October 23rd, I visited with our major contributors **Warren Roeske and Allison Brigham** to deliver two photographs that the Library had framed for them (mementos from the recent groundbreaking ceremony for the Outdoor Adventure Space at Standley Lake Library). Allison informed me that she is adding another \$10,000 to help fund Phase II of Outdoor Adventure Space, which brings their latest contributions to \$15,000. The daughter/father duo has contributed a total of \$30,000 toward the project, gifts that are given in memory of Shirley M. Roeske (Warren's wife and Allison's mother).



I attended a fundraiser for JCLF (titled **Goldilocks and the Little Bear**) at the Little Bear Inn in Evergreen on Thursday evening, October 25. This annual benefit is sponsored by the Mountain Metro Realtors Association.

I continue to participate as a member of the 2018 class of

Leadership Golden, and our October 23rd session focused on the city's wide array of public services. Donna Walker and I met for our first Executive Director 1-1 meeting on October 25, and I attended the **South Lakewood Business Association** breakfast meeting at White Fence Farm on November 6. JCLF's bookkeeper, Allison Lausten, and I met with Rebecca Barker from Community First Foundation (CFF) on October 30 to discuss guidelines for our new Legacy Chapter and Giving Circles – funds that will help build our main endowment held at CFF.

In my efforts to grow memberships in our new Legacy Chapter, I had a lunch meeting with major donors **Don and Beth Kalstein (Frederick G. Fish Foundation)** on October 31, and I met with major donor **Rachelle Naishtut** on November 7. Board member Tim Rogers is facilitating a meeting with representatives from the **Green Mountain Foundation** to discuss how they can support JCPL programs. We are scheduled to meet on November 16.

On November 12, Board members Sally Reed, TJ Bowen and Ron Benson met with me, Donna Walker, Chic Naumer and Deb Deal as part of a working committee to discuss JCLF's financial reporting, ROI and in-kind contributions. I attended the **Good News Breakfast Steering Committee** meeting on November 14 and the **Library Development Directors meeting** that same day at the Southglenn Branch of Arapahoe Library District.



My November **Leadership Golden** class (held the evening of November 13) focused on the city's growth and development issues.

Operational Updates

Executive Director Update

November 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 – all but one completed
- Onboard new IT director Bernadette Berger – completed
- Relationship Building with Foundation – in progress; “working group” meeting scheduled
- Meetings with community leaders and other stakeholders – list developed; new idea for process
- Executive Team Teambuilding – change in plan: reengaged GPS for Organizational Analysis refresh
- Priority Strategic Projects – Work In Progress (WIP) check – reset pace of 2018 projects
- Strategic Planning – 2018 close out; 2019 priorities, milestones and scorecard; 2020 -2025 planning – 2018 check completed; 2019 milestones under review; 2020-2025 plan under development

Executive Director Community Engagement Activities - November

Action	Purpose	Impact/Outcome
Joint authorship in: PLA Leadership Development Programs Offer Lessons for a Lifetime. (2018, September/October). <i>Public Libraries</i> , 57(5), 23-30.	Promote PLA’s Leadership Academy and the accomplishments of former Fellows.	Visibility for JCPL in a national industry publication.
JCPL + JCLF Working Group meeting <i>Scheduled for 11/12</i>	Create understanding of each Board’s expectations about financial reporting and fiduciary responsibility.	TBD
Edgewater Grand Opening Events <i>Scheduled for 11/14-11/18</i>	Celebrate organizational milestone.	TBD
University of Denver Library School Outreach Class taught by JCPL Padma Polepeddi, Ph.D. <i>Scheduled for 11/14</i>	Provide an audience for students for their final presentations. Support future library professionals.	TBD
Front Range Public Libraries Director Meeting <i>Scheduled for 11/16</i>	Learn about services and issues in nearby libraries. Build relationships with other library executives.	TBD
West Metro Chamber of Commerce Board meeting <i>Scheduled for 11/28</i>	Participate as a board member with the business community on economic success initiatives.	TBD
West Metro Chamber of Commerce Board retreat <i>Scheduled for 11/29</i>	Strategic Planning.	TBD
InWorks Workshop delivered by University of Colorado for Resilient Jeffco Project <i>Scheduled for 11/29-11/30</i>	Workshop on Creative Collaboration and Human-Centered Design to further the work on innovation-building at Jeffco.	TBD

JCPL Service Highlights for November:

Fandomonium! About 450 kids, teens, and adults assembled at the county fairgrounds to celebrate everything pop culture. Many attendees showed up in costume with over 65 people competing in the costume contest. We piloted an event-specific App in order to enhance the event with over 150 unique users logged in and using the app during the evening.

Impact Story: A grandma told staff that her son and his friend accompanied her under duress, but once they arrived were completely engaged and loved it. It was a very successful event and a true multi-generational, family friendly evening. Patrons and staff got to experience new technologies and experience the “fandom” culture firsthand.



Book a librarian October: Of the 215 appointment requests in October, 178 turned into completed appointments. The total number of hours spent on Book a Librarian appointments in October 2018 (71 hours) is 73% greater than time spend in October 2017 (41 hours).

Impact Story: A 92-year-old patron attended a few Book a Librarian appointments to learn how to use his new iPhone 10. As he left, he commented, “It’s wonderful the library does this. I thank you so much. You’re making my life better.”

BAL October stats by type

Business	30
Jobs	13
Nonprofit	3
Research	12
Technology	154

JCPL Community Engagement Highlights for November

Sheena Freve, interim Budget and Finance Manager, will be attending the Colorado Government Finance Officer's Annual Conference to keep up-to-date on governmental accounting issues in Colorado.

Paola Vilaxa, Diversity and Inclusion Outreach Librarian, will be attending Feria Internacional del Libro de Guadalajara the largest gathering of Spanish language publishing in the world. This Book Expo is an opportunity for JCPL to buy popular, hard-to-find-in-America titles in Spanish.

Arra Katona, Teen Services Coordinator, and **Melissa Taylor**, Teen Services Outreach Librarian, will be attending Young Adult Library Services Association (YALSA) to present *Hello is an Open Door: Using Readers' Advisory to Create Welcoming Libraries for Teens*.

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

Edgewater Library Closing Party (at the current Edgewater Library) – Wednesday, 11/14 from 2-6 p.m.

Edgewater Library VIP Reception - Friday, 11/16 from 5:30-7 p.m.

Edgewater Library Staff Event – Saturday, 11/17 from 5:30-7 p.m.

Edgewater Library Grand Opening – Sunday, 11/18 from 2-6 p.m. Ribbon Cutting just before opening

Happy Thanksgiving!



Operational Updates

Finance Department

memorandum

to: Donna Walker, Executive Director
from: Barbara Long, Interim Director of Finance & Budget
re: October Financial Tables
Date: November 6, 2018

A. Budget to Actual Tables

The Budget to Actual Tables for October 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: November 14, 2018

A. Budget to Actual Tables

The Budget to Actual Tables for October are attached.

Library Foundation support (including \$4,500 for summer reading prizes) of \$177,752 was received through the end of October. 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 October is valued at \$65,153 (Ratio of 2.7:1).

The financial tables for October do not include property tax or interest revenue for the month of October as these transactions have not posted yet. These receipts will be reflected in the November statements. The projected year-end fund balance is now linked to Tables 3 and 5 which include projections of year-end operating and capital expenses. These projections will be updated one more time before year-end with the November statements. The capital tables now show the impact of the budget transfer of \$120,000 from the Lakewood Public Restroom Expansion project to ARM-01, Capital Maintenance which was approved by the Board at the October meeting.

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 10/31/2018	\$ 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	\$ 35,064,110	\$ (549,729)	-2%
Property Tax - Capital	1,664,831	1,668,527	1,673,653	1,649,733	(23,920)	-1%
Total Taxes	\$ 36,392,968	\$ 36,299,870	\$ 37,287,492	\$ 36,713,843	\$ (573,649)	-2%
Federal & State Grants	\$ 130,000	\$ 131,272	\$ 133,000	\$ 130,042	\$ (2,958)	-2%
Fines & Fees	792,970	692,908	530,850	410,517	(120,333)	-23%
Other Revenue	546,220	705,809	329,400	783,576	454,176	138%
Total Other Revenues	\$ 1,469,190	\$ 1,529,989	\$ 993,250	\$ 1,324,135	\$ 330,885	33%
Sub Total Revenues	\$ 37,862,158	\$ 37,829,859	\$ 38,280,742	\$ 38,037,978	\$ (242,764)	-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	-	9,982,095		NA
Total Sources of Funds	\$ 40,035,183	\$ 37,157,592	\$ 42,226,786	\$ 28,055,883	\$ (14,170,903)	-34%
Uses of Funds						
Operating Expenditures						
Salaries & Employee Benefits						
Salaries	\$ 12,592,392	\$ 12,430,918	\$ 13,566,138	\$ 10,879,034	\$ (2,687,104)	-20%
Benefits	3,793,380	3,640,853	4,213,500	3,205,562	(1,007,938)	-24%
Total Salaries & Benefits	\$ 16,385,772	\$ 16,071,770	\$ 17,779,638	\$ 14,084,597	\$ (3,695,042)	-21%
Library Books & Materials	\$ 8,349,727	\$ 8,296,242	\$ 8,273,586	\$ 6,579,493	\$ (1,694,093)	-20%
Supplies	1,287,301	1,105,821	1,469,809	847,023	(622,786)	-42%
Vehicles	12,000	-	120,000	-	(120,000)	-100%
Other Services & Charges	3,784,203	3,197,461	4,860,782	2,725,549	(2,135,233)	-44%
Internal Transactions /Cost Allocation	1,599,551	1,599,493	1,748,514	1,548,200	(200,315)	-11%
Total Operating Expenditures	\$ 31,418,554	\$ 30,270,788	\$ 34,252,329	\$ 25,784,861	\$ (8,467,468)	-25%
Financing & Debt Service	\$ 1,548,403	\$ 1,519,238	\$ 1,486,667	\$ 103,880	\$ (1,382,787)	-93%
Capital Projects	\$ 7,068,226	\$ 5,367,566	\$ 6,487,790	\$ 2,167,142	\$ (4,320,648)	-67%
Total Uses of Funds	\$ 40,035,183	\$ 37,157,592	\$ 42,226,786	\$ 28,055,883	\$ (14,170,903)	-34%

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

	2017 Budget	2017 Actual	2018 Budget	YTD Actual 10/31/2018	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	\$ 36,388,245	\$ 36,806,307
Capital Funding	1,664,831	1,668,527	1,673,653	1,649,733	1,673,653
Total Revenues	\$ 37,862,158	\$ 37,829,859	\$ 38,280,742	\$ 38,037,978	\$ 38,479,960
Expenditures					
Operating Expenditures	\$ 31,418,554	\$ 30,270,788	\$ 34,252,329	\$ 25,784,860	\$ 33,323,569
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	2,167,142	4,686,619
Total Expenditures	\$ 40,035,183	\$ 37,157,592	\$ 42,226,786	\$ 28,055,882	\$ 39,496,855
Increase/(Decrease) in Fund Balance	\$ (2,173,025)	\$ 672,267	\$ (3,946,044)	\$ 9,982,096	\$ (1,016,895)
Ending Fund Balance	\$ 11,606,006	\$ 18,164,234	\$ 9,832,987	\$ 28,146,330	\$ 17,147,339

Fund Balance Policy Calculation

	2017 Budget		2018 Budget		
16% - Current Year Budgeted Revenues	\$ 6,057,945		\$ 6,124,919		
9% - Current Year Budgeted Revenues - Uncertainty	3,407,594		3,445,267		
Total Minimum F/B Reserve Requirements (FLOOR)	\$ 9,465,539		\$ 9,570,186		
50% of Current Year Budgeted Revenues	\$ 18,931,079		\$ 19,140,371		
Total Maximum F/B Reserve Requirements (CEILING)	\$ 18,931,079		\$ 19,140,371		
Above/(Below) Minimum (FLOOR)	\$ 2,140,467		\$ 262,802		
Above/(Below) Maximum (CEILING)	\$ (7,325,073)		\$ (9,307,384)		

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 10/31/2018	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	\$ 35,010,995	\$ 35,268,639	\$ (250,000)
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	12,177	26,668	-
Total Taxes	\$ 34,728,137	\$ 34,631,343	\$ 35,613,839	\$ 35,064,110	\$ 35,363,839	\$ (250,000)
Federal & State Grants	\$ 130,000	\$ 131,272	\$ 133,000	\$ 130,042	\$ 130,042	\$ (2,958)
Library Fines	639,500	567,005	395,800	306,041	365,800	(30,000)
Charges for Services	153,470	125,903	135,050	104,476	126,050	(9,000)
Investment Income	149,200	345,733	241,400	477,895	497,895	256,495
Library Foundation	200,000	103,653	30,000	173,252	180,252	150,252
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
Total Revenues	\$ 36,197,327	\$ 36,161,332	\$ 36,607,089	\$ 36,388,245	\$ 36,806,307	\$ 199,218
<i>Uses of Funds</i>						
Operating Expenditures						
Salaries & Employee Benefits						
Salaries	\$ 11,398,213	\$ 10,691,940	\$ 12,268,624	\$ 9,233,954	\$ 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	1,505,258	2,063,934	-
Overtime	13,900	1,246	14,130	1,148	14,130	-
Vacancy Savings	(865,966)	-	(900,550)	-	(1,150,550)	(250,000)
Benefits	3,793,380	3,640,853	4,213,500	3,205,562	4,213,500	-
Total Salaries & Benefits	\$ 16,385,772	\$ 16,071,771	\$ 17,779,638	\$ 14,084,597	\$ 17,529,638	\$ (250,000)
Library Books & Materials	\$ 6,900,603	\$ 6,307,632	\$ 6,907,000	\$ 5,595,146	\$ 6,907,000	\$ -
Library Computer Materials	1,317,744	1,860,275	1,234,706	851,674	1,234,706	-
Library Periodicals	131,380	128,335	131,880	132,673	133,120	1,240
Sub-Total Library Collections	8,349,727	8,296,242	8,273,586	6,579,493	8,274,826	1,240
Supplies	\$ 1,287,301	\$ 1,105,821	\$ 1,469,809	\$ 847,023	\$ 1,369,809	\$ (100,000)
Other Services & Charges	3,784,203	3,197,461	4,860,782	2,725,549	4,260,782	(600,000)
Vehicles	12,000	-	120,000	-	140,000	20,000
Direct Internal Charges	178,688	175,573	140,762	122,602	140,762	-
Indirect Cost Allocation	758,653	758,653	929,085	774,238	929,085	-
Intra County Transactions	662,210	665,267	678,667	651,360	678,667	-
Total Supplies and Other	\$ 15,032,782	\$ 14,199,017	\$ 16,472,691	\$ 11,700,265	\$ 15,793,931	\$ (678,760)
Total Uses of Funds	\$ 31,418,554	\$ 30,270,788	\$ 34,252,329	\$ 25,784,861	\$ 33,323,569	\$ (928,760)

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 10/31/2018	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 10/31/2018	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	\$ 1,649,733	\$ 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	\$ 5,595,777	\$ 5,619,697	\$ -
Uses of Funds							
Annual Replacement & Maintenance Program (ARM)							
ARM-01 Capital Maintenance	\$ 250,000	\$ 124,470	\$ 250,000	\$ 370,000	\$ 196,875	\$ 370,000	\$ -
ARM-02 Furniture & Equipment	56,000	42,644	36,000	36,000	17,724	36,000	-
ARM-03 Computer Replacement Plan	151,000	154,776	250,000	250,000	79,238	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	-
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	41,620	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
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	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
2018 Projects							
18-02 Lakewood Fence Replacement	\$ -	\$ -	\$ 55,000	\$ 55,000	\$ -	\$ -	\$ 55,000
18-03 Lakewood Public Restroom Expansion	-	-	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	1,379,357	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	\$ 2,167,142	\$ 4,686,619	\$ 1,801,171

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 10/31/2018	YTD Encumbrances 10/31/2018	YTD Total Actual + Enc	Remaining Budget
ARM-01 Capital Maintenance	\$ 370,000	\$ 196,875	\$ 78,662	\$ 275,537	\$ 94,463
ARM-02 Furniture & Equipment	36,000	17,724	-	17,724	18,276
ARM-03 Computer Replacement Plan	250,000	79,238	82,200	161,438	88,562
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	41,620	6,300	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	-	-	-	-	-
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	1,379,357	613,047	1,992,404	691,816
18-01 Belmar Library Remodel	350,000	-	62,000	62,000	288,000
Total Capital Projects	\$ 6,487,790	\$ 2,167,142	\$ 943,881	\$ 3,111,024	\$ 3,376,766

Edgewater Library Remodel Project to Date - Budget to Actual

October 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
1,379,357 2018 Actual Expenses
\$ 1,304,863 Remaining 2018 Budget

Operational Updates

Facilities & Construction Projects

Project Monthly Update Report

Project Name:**Edgewater Public Library**

Wember Inc. Project Number:

EPL (2017.08)

Issue Date:

November 5, 2018

Purpose:

Project Update thru November 5, 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 efforts continue to shift from construction to owner move in and close-out.

- Project Successes
 - Signage has been installed.
 - The team has generated a punch list of misc. items to be completed, the majority of the items are smaller items related to patch and repair.
 - Book drop grading construction is underway.
 - Shelving has been installed and end panels and canopy tops are ongoing.
 - Book installation is nearly complete.
 - IT and computers is moving through the final phases.
 - The site has water and power at this time
 - The mechanical unit is now operational
 - The book sorter is installed and being tested.
- Project Challenges
 - The project has a few lights on back order. This will not delay the opening, final lights will be installed upon completion.
 - The sitework is ongoing and appears to be on target for the opening.
 - The wood ceiling delivery in the quiet reading room was delayed. A temp ceiling is installed by the general contractor. The quiet reading room will see final wood finishes after hours after the project grand opening.

Schedule

- The Edgewater library officially closes at 6 p.m on Wednesday, November 14
- Grand Opening: Sunday, November 18, 2018 from 2:00 – 6:00 p.m. at 1800 Harlan Street, Edgewater, CO 80214
- The library officially opens on November 19, 2018

Design

- No design updates or changes at this time.

Financial**Budget**

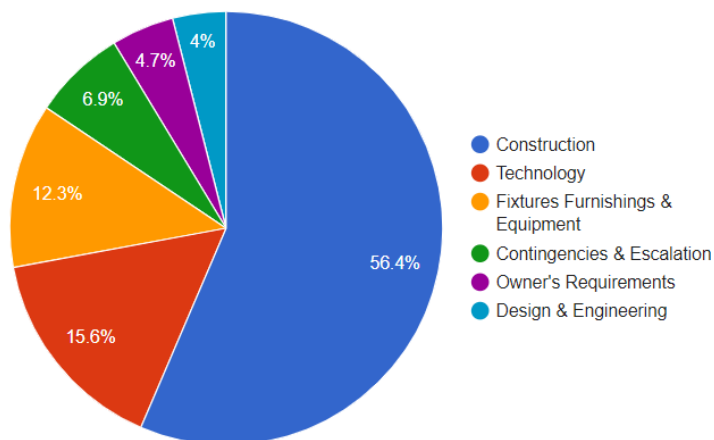
- The comprehensive project estimate has been generated and is currently showing a total project cost of \$2.6 Million to complete the project.
- The October invoice for Humphries Poli is complete.
- Wember and Fransen Pittman are anticipated this week.
- Ongoing invoices related to shelving, IT and 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

- None at this time

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

- Complete move in
- Complete close out procedures
- Throw a party

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

Paul D. Wember, President, Wember

Belmar Library Renovation – Progress Reporting

DATE: **November 2018**

I. PROJECT TEAM:

Jefferson County Public Library
JCPL Steering Committee
NV5
HDR
Fransen Pittman

Owner
Advisory Group
Owner's Representative
Architect/Design Team
General Contractor (Proposed)

II. PROJECT PROGRESS / STATUS:

- A. JCPL Steering Committee and NV5 have completed procurement/hiring of Architectural Design Team.
- B. JCPL Steering Committee and NV5 have completed procurement efforts (RFQ & Interviews) for CM/GC Team; currently processing contract.
- C. HDR Architecture lead two Community Input Sessions at Belmar Library in mid-October. HDR is compiling the information as they develop options for the renovation layout and program.
 - a. Renovation Layout and Library Program/adjacencies within the Renovation are two separate items being analyzed.
 - b. Goal is to have the concept design & layout on Nov 16th; which will kick off a pricing exercise with the CM/GC.

III. CURRENT PROJECT RISKS &/OR OPPORTUNITIES:

- A. Consideration of Belmar remaining open or closed during construction will be carefully considered.
- B. Property boundaries could limit any potential expansion/additions to Belmar.
- C. Parking lot has considerable opportunity for increasing safety & efficiency through design modifications.

IV. UPCOMING KEY DECISIONS:

- A. Concept design direction.

V. MEETINGS:

- A. Weekly, Thursdays @ 1:00pm: Design meetings are being held and attended by JCPL Steering Committee, NV5, HDR and Fransen Pittman.

VI. MILESTONES PROJECTED FOR NEXT PERIOD:

- A. Finalize concept design.

memorandum

To: Donna Walker, Executive Director JCPL
From: Steve Chestnut, Director of Facilities and Construction
Re: CM/GC Selection for Belmar Renovation
Date: November 6, 2018

Background

As you are aware, we developed an RFP to solicit a General Contractor to perform construction services for us on the upcoming Belmar renovation. The solicitation drew 9 proposals from GC's of which 3 were chosen for interview.

The interviews were conducted by personnel from JCPL, NV5 and HDR Architecture and the team unanimously recommended moving forward with Fransen Pittman Construction. FP was the least expensive in fee structure, the most experienced at library construction and the best fit for the Library.

Action Request

I would like to ask the Board of Trustees to authorize you to enter into a two-phase contract with Fransen Pittman Construction. Phase 1 will be the pre-construction phase that will assist us with schematic design constructability, cost modeling, scheduling and value engineering of the project. The cost for this phase will be \$13,200.

Phase 2 will be the actual construction costs which will be determine by the design that is yet to be developed by HDR. Once that cost has been determined it will be brought back to the Board for approval to proceed with Phase 2.

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



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TO: Donna Walker, Executive Director

FROM: Steve Chestnut, Director of Facilities and Construction

DATE: November 5, 2018

RE: 2018 JCPL Courier Service, Contract Authorization

At the November 8, 2018 Study Session of the Library Board, I will have presented information on the JCPL Courier Service RFP. The RFP drew two responses from vendors but only one of the RFP responses was complete. That response was from our current courier service STAT Courier.

I would like to request the Board of Trustees to authorize the Executive Director to enter into a contract with STAT Courier for the amount of \$245,000 with the option to reauthorize the contract for an additional 4 years as approved by the BOT on a yearly basis. The annual escalation rate is 2% per year.

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TO: Donna Walker, Executive Director

FROM: Kurt Jungwirth, Facilities Operations Manager

DATE: November 6, 2018

RE: 2018 Evergreen Library Snow Removal Service Contract Extension Authorization

At the November 08, 2018 Study Session of the Library Board, information was presented on the 2018 Evergreen Library Snow Removal Service Contract Extension. The Board was advised that the contract had expired on September 30, 2018 and that an amendment to extend the contract was being made by a mutual written agreement between Bear Creek Landscape snow removal service and JCPL.

Action Requested:

The Director of Facilities is recommending Bear Creek Landscape for snow removal services at the Evergreen Library and requests that the Library Board authorize the Executive Director to sign the contract with Bear Creek Landscape in the amount of \$55,000.

ADMINISTRATION
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Lakewood, CO 80215
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TO: Donna Walker, Executive Director

FROM: Kurt Jungwirth, Facilities Operations Manager

DATE: November 6, 2018

RE: 2018 JCPL Snow Removal Contract Extension Authorization

At the November 08, 2018 Study Session of the Library Board, information was presented on the 2018 JCPL Snow Removal Service Contract Extension. The Board was advised that the contract had expired on September 30, 2018, which 2018 is the final year of the 4-year contract, and that a final extension was being made by a mutual written agreement between CoCal Landscape snow removal service and JCPL.

Action Requested:

The Director of Facilities is recommending CoCal Landscape for snow removal services and requests that the Library Board authorize the Executive Director to sign the contract with CoCal Landscape in the amount of \$79,753.

Operational Updates

Communications

Fall Ad Campaign: Take the Library with you!

Members of the Communications Team will provide a brief overview of this exciting campaign. Highlights outlined below.



Starts: Week of Nov. 4

Ends: February 2019

Goal: Raise awareness and use of digital resources, especially their portability.

External Marketing

- Billboard – 6th and Sheridan
- Bus tails
- Light rail domination
- Web
- E-marketing
- Social Media

Internal Marketing

- Digital signage, posters, Intranet, Public Services support

Featured Resources:

- E-books & Audiobooks (Hoopla, Axis 360, RBDigital, Overdrive, Tumblebooks, Bookflix)
- Comics & Graphic Novels (Hoopla, RBDigital)
- Magazines & Newspapers (RBDigital, New York Times Online, Flipster, Consumer Reports Online)
- Movies & TV (Hoopla, Kanopy)
- Music (Hoopla,
- Genealogy (Ancestry.com, Heritage Quest)
- Mango
- BrainHQ
- Classes (Lynda.com, Learning Express)
- Investing (ValueLine)

Giveaways: Dec 1 – Feb. 28

Try a resource, fill out a form, and be entered to win an iPad and several Kindle Fire 7 with Alexa tablets donated by providers.



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Learn a language with Mango — for kids and adults.

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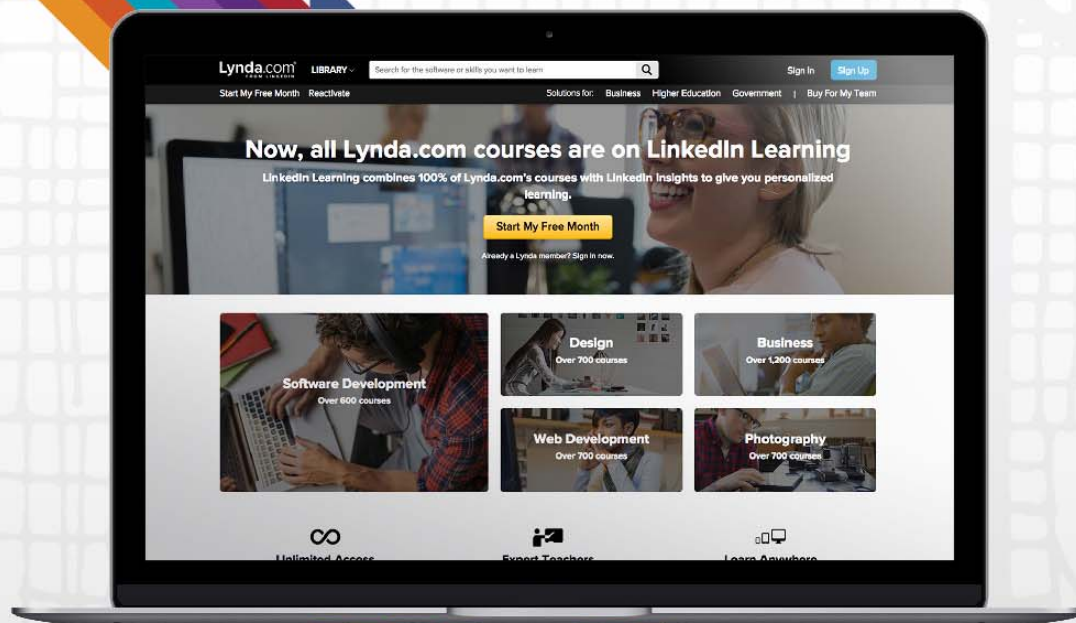


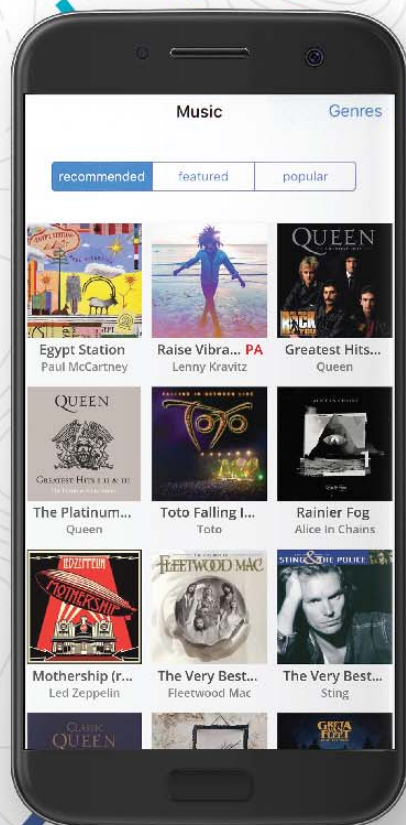
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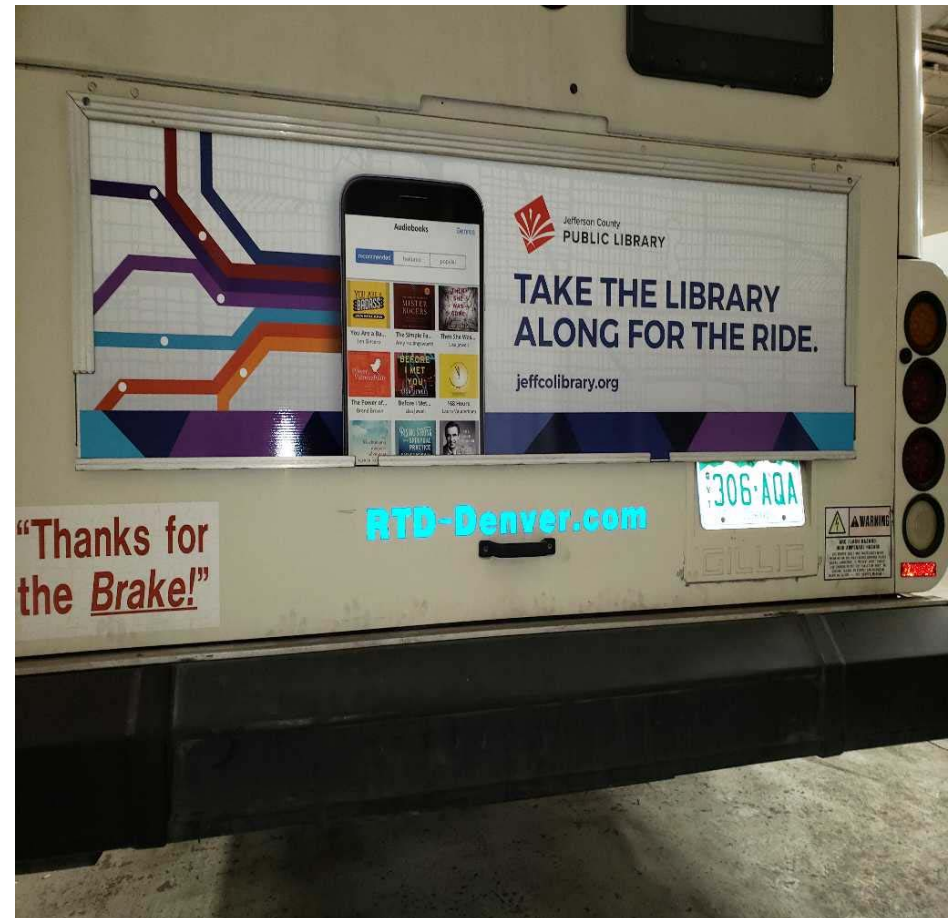
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LAMAR





Consent Agenda

PROPOSED 11-15-18

2019 GOVERNANCE PROCESS CALENDAR

JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

Month	Governance Process	Monitoring & Ends	Board Action
January	Begin Trustees planning cycle (4.3.2) Chair presents tentative agenda plan (4.3.2.B) Chair appoints committee to review Board Bylaws (4.4.2D) Chair appoints nominating committee for Board officers (4.4.2D)	<ul style="list-style-type: none"> Trustees review Global Ends Statements 1.0 - 1.4 Review of Final 2018 Strategic Priorities Review of 2019 Strategic Priorities 	Trustees approve the "Sunshine Resolution" Trustees approve budget transfer requests from the previous calendar year Chair appoints Trustee representative to Foundation Board
February		2.0 General Management Constraints 2.1 Treatment of Patrons 2.2 Treatment of Staff 2.3 Financial Condition and Activities 2.4 Asset Protection	Trustees review, amend as needed and approve Board Bylaws. Nominating Committee Reports to Board
March			Trustees elect Board officers
April			
May	Trustees enlist external audit, as needed Trustees set Governance Budget for next year (4.8.2)		
June	Executive Director presents the annual budget to the Trustees (4.2.5.A). May be rescheduled based on the budget development schedule provided by the County.		
July	Trustees authorize the Executive Director to submit the annual budget request to the BCC (4.2.5.C). May be rescheduled based on the budget development schedule provided by the County.	Mid-Year Statistics & Strategic Priority Review	
August		2.5 Financial Planning, Budgeting 2.6 Compensation and Benefits 2.7 Emergency Executive Director Succession 2.8 Board Awareness and Support 2.9 Materials Selection	
September	Trustees review Executive Director's performance and compensation (4.3.6)		
October			
November	Trustees review 2020 governance process calendar		
December	Trustees adopt 2020 governance process calendar (4.3.2 and 4.3.2.B) Trustees adopt the annual budget (4.2.5.A) End Trustees planning cycle (4.3.1)		

Ongoing Board Decisions

Adopt and amend the Board Governance policies
Adopt and amend Ends policies
Approve all supplemental appropriations
Approve fund transfers above the policy limitation
Approve all property changes

Directs the Executive Director to sign certain contracts and agreements
Make determinations regarding naming and recognition requests
Adopt resolutions of support for local election issues
Approve mill levy proposals
Approve annual request from the Pine Library

ADMINISTRATION

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