



Jefferson County  
**PUBLIC LIBRARY**

## **BOARD STUDY SESSION**

**DATE:** November 8, 2018

**TIME:** 5:30 P.M.

**PLACE:** Pam Nissler Conference Room  
Library Administration  
10200 W. 20<sup>th</sup> Avenue  
Lakewood, CO 80215

### **Topics:**

- Financial Review
- Benchmarking Report
- Belmar Library CM/GC Information
- STAT Courier Service Contract Information
- Foothills IGA Authorization
- Snow Removal Contract Information
- 2020 Strategic Planning – Board

**NEXT BOARD STUDY SESSION**



# **Benchmarking Study 2017**

## Table of Contents

<b>Introduction .....</b>	<b>3</b>
<b>Peer selection .....</b>	<b>3</b>
<b>Peer group .....</b>	<b>4</b>
<b>Executive summary .....</b>	<b>6</b>
<b>Summary data table 2017 .....</b>	<b>8</b>
<b>Benchmarking measures 2017 .....</b>	<b>9</b>
Operating revenue, Operating expenditures .....	9
Material expenditures .....	9
Collection Use .....	10
Staff expenditures .....	11
Program attendance .....	12
Market penetration .....	13
Visits .....	14
Facilities and Public service hours .....	14
<b>Appendix .....</b>	<b>16</b>
Methodology .....	16
<b>Comprehensive data table 2017 .....</b>	<b>17</b>

## Introduction

Jefferson County Public Library (JCPL) conducts an annual benchmarking study as a tool to

- compare and evaluate key operating and performance indicators of library services and their value to the community by key measures of library use
- inform JCPL's strategic planning process
- monitor progress against the overall goal of performing at or above the 50<sup>th</sup> percentile of a pool of comparative public peer libraries in key performance areas
- identify trends, key areas of opportunity and focus in the allocation of future resources

The Benchmarking Study 2017 uses national library data published annually by the Public Library Data Service (PLDS) [www.plametrics.org](http://www.plametrics.org). The data is collected through an annual online survey which is administered by the Center for Informatics Research in Science and Scholarship (CIRSS) at the University of Illinois, and is run on behalf of the Public Library Association (PLA). Participation in the survey is voluntary. In 2017 a total of 4,717 US libraries completed the questionnaire.

JCPL conducted a benchmarking study of a sample of eleven national libraries in 2017, including JCPL. The study compares key data from finances, resources, technology, library services and use, based on 2017 fiscal year data.

## Peer selection

As in previous years, JCPL's peer group was selected based on operating revenue per capita and population size, acknowledging these variables as most significant in extracting a comparative group of benchmarking peers from the PLDS dataset of public libraries.

Revenue per capita as the relative spending power based on population size, determines investment capabilities. Population size is generally important when absolute numbers are benchmarked to establish a certain level of comparability.

In the past we have consistently used a range of +/- 20 percent from JCPL's annual revenue per capita and the population size to select our peer group for benchmarking. This approach facilitates dynamic benchmarking where the peer group changes with the changes JCPL experiences in those selection parameters year over year. For 2017 this method of peer selection rendered only 3 peers. JCPL's operating revenue per capita increase of 4 percent from 2016 to 2017 had pushed a number of peers just outside of our defined range. In order to gain a meaningful number of peers

for benchmarking, JCPL decided to extend the range for 2017 and to allow for a +/- 22 percent range from JCPL's operating revenue per capita. This change resulted in a pool of 11 peers including JCPL.

As in past years JCPL's two most comparative local libraries, Pikes Peak Library District and Denver Public Library, are part of the benchmarking group, which allows for comparison with libraries local to Colorado. It needs to be noted that Pikes Peak had to be specifically added this year because their operating revenue per capita was slightly below the range set for peer selection in 2017.

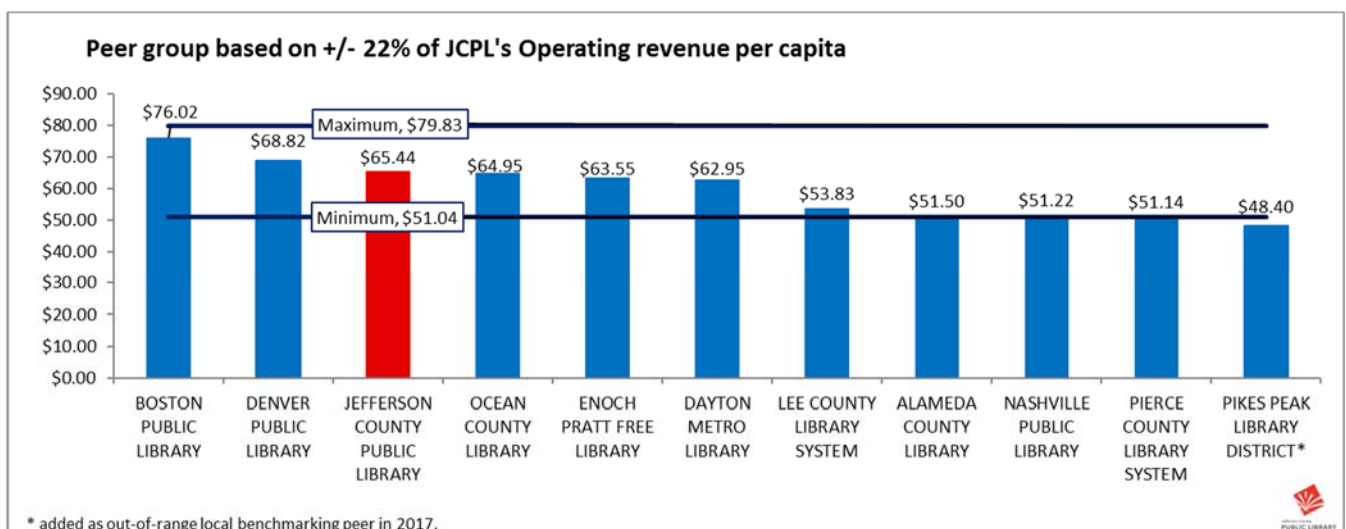
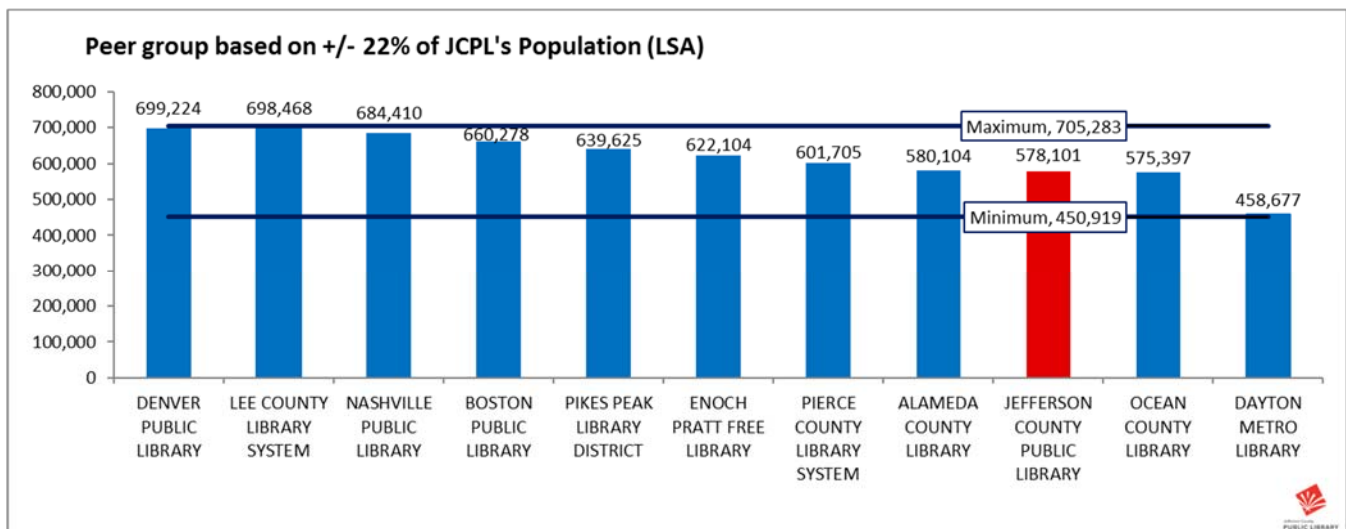
For the purpose of this study the selection criteria "population" is defined as the number of people residing in the Legal Service Area (LSA) of a public library. For JCPL the LSA refers to Jefferson County. The selection criteria "operating revenue per capita" refers to the funds received for operating the libraries, broken down to reflect the available budget per county resident.

## **Peer group**

The benchmarking peers including JCPL were selected based on a defined range of:

- **Population LSA +/- 22 percent of JCPL's**  
(578,101 in 2017, range 450,919 – 705,283)
- **Operating revenue per capita +/-22 percent of JCPL's**  
(\$65.44 in 2017; range \$51.04 - \$79.83)

Eleven public libraries including JCPL were selected as part of the 2017 benchmarking peer group. The following graphs show JCPL's placement in the 2017 peer group in the upper range of operating revenue per capita, and in the lower range of the group in terms of size of population served. There are no new peers to the group in 2017.



The following three 2016 peers are no longer included in the 2017 benchmarking data set due to falling outside the defined range for operating revenue per capita:

- **OK – TULSA CITY COUNTY LIBRARY SYSTEM**
- **WA - FORT VANCOUVER REGIONAL LIBRARY DISTRICT**
- **WA - TIMBERLAND REGIONAL LIBRARY**

As mentioned previously, the following Colorado public library is included specifically in the 2017 peer set, even though slightly outside the defined revenue per capita this year. This library has been an important local benchmarking partner since 2012, which drove the decision for making this exception.

- **CO – PIKES PEAK LIBRARY DISTRICT**

## **Executive summary**

After years of budget constraints, reduced open hours, and cuts in collection and staffing expenditures, 2016 marked the beginning of a higher budget era for JCPL which resulted from the successful passing of the mill levy in November 2015. In April 2016 the expanded public service hour schedule was implemented, and 2017 was the first full year of JCPL operating on extended hours. JCPL also realized its first comprehensive and large-scale remodeling project for Columbine, one of its biggest library branches in 2017.

JCPL's strategic focus for 2017 was to invest in its collection. The extent of these investments was significant. JCPL spent the highest amount of all peers on library materials in 2017, and allocated the highest percentage of operating expenditures towards the collection. Compared to the previous year the collection budget increased by 43 percent, and the collection size was increased by 6 percent. The community response is measured in the use of library materials. The industry has experienced a declining trend in circulations for the past 6 years ([www.plametrics.org](http://www.plametrics.org)), but JCPL was able to increase circulation by 1 percent from 2016. When benchmarked against its peer libraries, JCPL emerged as a clear leader in collection use, with the highest circulation per capita, confirming not only the choices made for the collection, but also their value for the community.

Following JCPL's strategic focus on the collection in 2017, investments on staffing and additional hires remained conservative. JCPL allocated the 2nd lowest percentage of operating expenditures towards salaries and benefits. A third-party organizational analysis was conducted to gain insights on how to structure JCPL in the future, anticipating growth of the organization.

### **Operating revenue and expenditures:**

JCPL recorded the 3rd highest revenue per capita of the 2017 peer group, showing JCPL on the high end in relative spending capacity based on population size. JCPL's operating expenditures per capita were 9<sup>th</sup> lowest in comparison benchmarked against the peer libraries, reflecting more conservative spending which was intentional due to a number of capital investments made in 2017, such as the remodel of Columbine, technology investments and maintenance projects.

JCPL continued to demonstrate a high level of market penetration. JCPL ranked 4<sup>th</sup> highest in active cardholders as percent of the population served when compared to the peer libraries. This speaks to a very engaged relationship between JCPL and its community and explains the successful ranking of JCPL observed in all library use measures.

## Measures of community value:

- **Use of materials**

JCPL ranked **1<sup>st</sup> in circulation per capita** measuring the return on the collection investments made in 2017. The purchased materials included physical and e-materials recognizing increasing demand in these material types. Electronic circulation showed a significant increase, which confirmed the observed industry trend ([www.plametrics.org](http://www.plametrics.org)) towards using digital media, and was facilitated by specific purchases in this segment. JCPL also **ranked 1<sup>st</sup> in total collection use**, which included the databases in addition to physical and electronic materials, and was a clear testimony to the investments and purchasing selections made by JCPL for its 2017 collection.

- **Visits**

JCPL ranked **6th in physical visits per capita**. When related to its capacity of hours, JCPL ranked as 2<sup>nd</sup> **busiest library per public service hour** in comparison to the peer libraries. The high visits-per-hour ratio would hint at imminent limitations with current public service hours per branch. JCPL had the **4<sup>th</sup> highest website visits per capita** in the benchmarking comparison. Both physical and virtual visits speak to the level of awareness and use of the library by the community.

- **Program attendance**

JCPL has always shown a strong commitment to programming as a way to connect, educate, support, and build relationships with its community. **JCPL offered the 7<sup>th</sup> highest number of programs per 1,000 capita**, and had the **6<sup>th</sup> highest number of program attendees per capita** compared to the benchmarking peers in 2017. These results underscore community engagement in programming and speak to the continued success of JCPL programming as an important and integral part of library services.



## Summary data table 2017

	JCPL 2017	JCPL Ranking (descending) 2017	25th Percentile 2017	50th Percentile 2017	75th Percentile 2017	Δ JCPL- Median (2017)	% Δ JCPL- Median (2017)	Δ JCPL (2017-2016)	% Δ JCPL (2017-2016)	JCPL 2017	JCPL 2016	JCPL 2015	JCPL 2014	JCPL 2013
<b>2017 BENCHMARKING PARAMETERS</b>														
Population of legal service area (LSA)	578,101	9	579,103	622,104	672,344	44,003	-7%	6,642	1%	578,101	571,459	565,535	548,557	537,219
Active cardholders	320,551	6	280,339	320,551	362,321	0.00	0%	41,330	-11%	320,551	361,881	350,433	341,446	332,503
Active cardholders as % of population	55%	4	43%	48%	61%	7%	15%	-8%	-12%	55%	63%	62%	62%	62%
Library square footage per capita	0.38	10	0.47	0.67	1.03	0.29	-43%	0.00	-1%	0.38	0.39	0.40	0.41	0.42
Public service yours per 1,000 capita <i>(actual open hours)</i>	53	9	60	74	89	21	-29%	0.22	0%	53	53	43	45	46
Operating revenue per capita	\$65.44	3	\$51.36	\$62.95	\$65.20	\$2.49	4%	\$9.01	16%	\$65.44	\$56.42	\$44.16	\$45.24	\$47.35
Operating expenditures per capita	\$52.36	6	\$49.83	\$52.36	\$65.12	\$0.00	0%	\$6.33	14%	\$52.36	\$46.03	\$42.64	\$38.83	\$43.77
FTE per 1,000 capita	0.44	9	0.45	0.54	0.74	0.09	-17%	0.02	4%	0.44	0.43	0.39	0.40	0.41
Collection size per capita	1.95	9	2.14	2.39	3.13	0.44	-18%	0.09	5%	1.95	1.87	1.74	2.03	2.26
Website visits per capita <i>(including catalog sessions as of 2017)</i>	7.82	4	4.47	5.87	9.91	2	33%	3,051,188	N/A	7.82	5.34	5.04	5.87	N/A
Visits per capita	4.51	6	3.65	4.51	5.38	0.00	0%	0.09	-2%	4.51	4.60	4.35	4.47	4.73
Circulation per capita <i>(physical and electronic)</i>	13.79	1	7.09	10.30	12.24	3.49	34%	0.04	0%	13.79	13.83	12.74	13.49	14.13
Circulation per year <i>(physical and electronic)</i>	7,971,823	2	4,767,388	6,058,728	7,048,577	1,913,095	32%	70,910	1%	7,971,823	7,900,913	7,202,744	7,402,527	7,589,979
Database retrievals	1,340,100	1	401,332	418,225	681,748	921,876	220%	N/A	N/A	1,340,100	N/A	N/A	N/A	N/A
Total collection use	9,311,923	2	5,180,768	6,615,212	7,220,983	2,696,711	41%	N/A	N/A	9,311,923	N/A	N/A	N/A	N/A
Total collection use per capita	16.11	1	7.93	10.92	12.85	5.19	48%	N/A	N/A	16.11	N/A	N/A	N/A	N/A
Programs per 1,000 capita	19	7	15	19	23	0.57	-3%	1.33	8%	19	17	14	13	11
Program attendance per 1,000 capita	423	6	262	423	481	0.00	0%	16.07	4%	423	407	368	366	307

## **Benchmarking measures 2017**

### **Operating revenue, Operating expenditures**

**JCPL had 3<sup>rd</sup> highest operating revenue per capita, but conservative operating expenses at the median (6<sup>th</sup> rank) of the peer group, due to capital investments in 2017.**

For JCPL this was the second year of operating on a higher budget after successfully passing a mill levy at the end of 2015. JCPL spent conservatively at the median of the peer group (6<sup>th</sup> rank). A comparatively big contribution was made towards the library materials budget, while the approach for staff expenditures remained conservative.

- Total operating revenue increased by 17 percent from 2016 to \$37,829,859 in 2017.
- JCPL's had the 3<sup>rd</sup> highest operating revenue per capita of \$65.44.
- Total operating expenditures increased by 15 percent from 2016 to \$30,270,786 in 2017.
- JCPL ranked at the median for operating expenditures per capita of \$52.35.
- \$7,068,226 of operating revenue was dedicated to capital projects.

### **Material expenditures**

**JCPL had highest material expenditures (1<sup>st</sup> rank), reflecting the focus on the collection in 2017, and generating high collection use.**

The 2017 budget focused on the collection. JCPL allocated 27.41 percent of operating expenditures towards materials. The allocation to materials by JCPL was approximately twice as high as the percentage of operating expenses the median of the peer group allocated towards material expenditures. In comparison PLDS studies ([www.plametrics.org](http://www.plametrics.org)) have found 12 percent material expenditures of operating expenditures to be the common general industry average.

- Total material expenditures increased by 43 percent from 2016 to \$8,296,242 in 2017.
- Total collection size increased by 6 percent from 2016 to 1,128,974 items in 2017.

The purchases made for the collection included physical as well as electronic materials and databases. JCPL's collection size marked below the 25<sup>th</sup> percentile in 2017. By making investments in electronic materials and databases JCPL has been able to increase access to materials under the current facility constraints of square footage and branches.

The community response was measured in the use of library materials.

## Collection Use

JCPL ranked 1st in Circulation per capita (measuring physical and electronic materials),  
 JCPL ranked 1st in Total collection use per capita (measuring physical, electronic materials, and  
 databases)

2017 Benchmarking Peers	Material expenses	Collection Size	Circulation per capita	Collection use per capita
JCPL Rank*	1	9	1	1
ALAMEDA COUNTY LIBRARY	\$4,159,919	1,238,782	10.44	10.92
DENVER PUBLIC LIBRARY	\$4,136,774	15,808,507	7.08	7.71
PIERCE COUNTY LIBRARY SYSTEM	\$4,123,054	N/A	12.90	14.44
PIKES PEAK LIBRARY DISTRICT*	\$5,621,441	1,783,820	13.55	14.12
LEE COUNTY LIBRARY SYSTEM	\$2,969,346	2,198,454	1.77	3.20
BOSTON PUBLIC LIBRARY	\$4,322,354	1,827,512	9.58	10.07
ENOCH PRATT FREE LIBRARY	\$5,171,237	2,261,878	7.10	7.70
OCEAN COUNTY LIBRARY	\$3,416,977	1,281,926	7.07	8.14
DAYTON METRO LIBRARY	\$3,818,597	1,292,420	10.30	10.99
NASHVILLE PUBLIC LIBRARY	\$4,393,635	1,046,934	11.58	11.58
<b>JCPL 2017</b>	<b>\$8,296,242</b>	<b>1,128,974</b>	<b>13.79</b>	<b>16.11</b>
<b>JCPL 2016</b>	<b>\$5,816,450</b>	<b>1,067,295</b>	<b>13.83</b>	<b>N/A</b>
<b>25th Percentile 2017</b>	\$3,970,826	1,249,568	7.09	7.93
<b>50th Percentile (MEDIAN) 2017</b>	\$4,159,919	1,538,120	10.30	10.92
<b>75th Percentile 2017</b>	\$4,782,436	2,105,719	12.24	12.85
<b>Δ JCPL- Median (2017)</b>	\$4,136,323	-409,146	3.49	5.19
<b>% Δ JCPL- Median (2017)</b>	99%	-27%	34%	48%
<b>Δ JCPL (2017-2016)</b>	\$2,479,792	61,679	-0.04	N/A
<b>% Δ JCPL (2017-2016)</b>	43%	6%	-0.26%	N/A

*JCPL peers listed in alphabetical order.*

JCPL saw a high return on the collection investments made, recording the highest circulation per capita for physical and electronic items in 2017. PLDS started to measure the number of database retrievals in 2017, which enables us to evaluate total collection use for the first time. Total collection use is adding the number of database retrievals to the circulation numbers of physical and electronic

materials. Database retrievals capture full text retrievals or downloads, record views, full record accessed, videos watched, lessons viewed, and include learning databases like Lynda.com.

- JCPL circulated a total of 7,971,823 physical and electronic items in 2017.
- JCPL's Circulation per capita was 13.79 items.
- Total database use was 1,340,100 retrievals.
- Total collection use per capita was 16.11 items. (including databases)

It needs to be noted that JCPL showed the highest (1<sup>st</sup> rank) circulation per capita in the peer group with the 2<sup>nd</sup> smallest collection size and the smallest square footage of public library space.

JCPL had not only made substantial investments in the collection in 2017, but also set initiatives to connect customers with the collection through staff expertise, better promotion and marketing of the library materials, and by improving navigation support for digital browsing. The frequent collection use confirmed ease of access to the materials, the selection of the materials, and the community's increased awareness of the collection.

## **Staff expenditures**

**JCPL had lowest staff expenditures (10<sup>th</sup> rank) in comparison to the peer libraries, reflecting conservative hiring in 2017.**

JCPL allocated 53.09 percent of operating expenses towards staff salaries and benefits, reflecting JCPL's conservative approach for staff expenditures, while a third-party organizational analysis was under way to provide input to JCPL's organizational development and future structure anticipating growth of the organization. JCPL ranked 10<sup>th</sup> lowest in staff expenditures, remaining below the 25<sup>th</sup> percentile of the peer libraries, and also below the general library average ranging from 60-70 percent of operating expenditures commonly in PLDS studies ([www.plametrics.org](http://www.plametrics.org)).

PLDS counts FTE as the Full Time staff equivalent to actual worked hours, calculated for a 40 hour work week, and annualized over the 52 weeks of the year. The 2017 FTE count for JCPL represented staffing for a first full year of the expanded public service hours schedule.

- JCPL's staff expenditures amounted to \$16,071,770 in 2017.
- JCPL counted 256 FTE in 2017, and
- 0.44 FTE per 1,000 capita.

## **Program attendance**

**JCPL ranked 6<sup>th</sup> in program attendance per 1,000 capita, and offered the 7<sup>th</sup> highest number of programs per 1,000 capita.**

The number of JCPL programs offered increased 9 percent from 2016, which can be partly attributed to 2017 being the first full year operating on expanded hours. Program attendance increased by 5 percent from 2016.

- JCPL offered a total number of 10,759 programs in 2017, and
- 19 programs per 1,000 capita.

JCPL offered the 7<sup>th</sup> highest number of programs per 1,000 capita, and had the 6<sup>th</sup> highest number of program attendance per 1,000 capita.

- 244,503 people attended JCPL programs in 2017, and
- 423 program attendance per 1,000 capita.

These results speak to the continued success of JCPL programming which has always been an important and integral part of JCPL library services.

	Staff expenses	FTE per 1,000 capita	Programs per 1,000 capita	Program Attendance per 1,000 capita
<b>2017 Benchmarking Peers</b>				
JCPL Rank*	10	9	7	6
ALAMEDA COUNTY LIBRARY	\$17,247,719	0.42	16	316
DENVER PUBLIC LIBRARY	\$25,373,158	7.79	19	357
PIERCE COUNTY LIBRARY SYSTEM	\$20,317,793	0.68	24	521
PIKES PEAK LIBRARY DISTRICT*	\$36,469,367	0.91	29	594
LEE COUNTY LIBRARY SYSTEM	\$26,187,133	0.68	13	207
BOSTON PUBLIC LIBRARY	\$12,881,842	0.29	6	120
ENOCH PRATT FREE LIBRARY	\$20,297,252	0.54	21	505
OCEAN COUNTY LIBRARY	\$27,347,154	0.80	23	458
DAYTON METRO LIBRARY	\$21,845,018	0.46	7	127
NASHVILLE PUBLIC LIBRARY	\$17,652,309	0.51	22	430
JCPL 2017	\$16,071,770	0.44	19	423
JCPL 2016	\$15,371,707	0.43	17	407
25th Percentile 2017	\$17,450,014	0.45	15	262
50th Percentile (MEDIAN) 2017	\$20,317,793	0.54	19	423
75th Percentile 2017	\$25,780,146	0.74	23	481
Δ JCPL- Median (2017)	-\$4,246,023	-0.09	-0.57	0.00
% Δ JCPL- Median (2017)	-21%	-17%	-3%	0%
Δ JCPL (2017-2016)	\$700,063	0.02	1	16
% Δ JCPL (2017-2016)	5%	3.73%	7.68%	3.95%

JCPL peers listed in alphabetical order.

## Market penetration

**JCPL recorded 4<sup>th</sup> highest number of active cardholders as a percentage of population after 2017 customer database maintenance.**

In 2017 JCPL counted 320,551 registered cardholders, and marked at the median of the benchmarking peer group with this number. Compared to 2016, JCPL recorded a decrease in cardholders by 11 percent, which can be attributed to the deletion of 72,019 inactive cards for annual customer database maintenance. With a number of cardholders equivalent to 55 percent of Jefferson County residents, JCPL recorded the 4<sup>th</sup> highest number of cardholders in percent of population. This data point shows a high level of market penetration when related to the population and when compared to the peer group. It speaks to the high level of engagement of the community with JCPL and the services offered.

## Visits

**JCPL was the 6th most visited library compared to the peer group, but recorded the highest number of physical visits per square footage.**

Visits are one of the measures of community value (besides collection use, and program attendance) that can be used to profile a library and to evaluate customer satisfaction with library services indirectly.

- JCPL recorded a total of 2,608,238 physical visits in 2017, and
- 4.51 visits per capita.

JCPL ranked 6<sup>th</sup> in visits per capita, but when measuring visits based on square footage of public library space, JCPL ranked 1<sup>st</sup> of the benchmarking group. JCPL had the most visits per square foot, the highest foot traffic.

Website visits have gained increased importance over the last years with readers developing a growing affinity towards digital collection services, online browsing of events and items, and managing their library accounts. The measure of website visits has been changed to include catalog browsing in 2017, when it had been excluded from the count previously.

- JCPL recorded a total of 4,518,931 website visits in 2017, and
- 7.82 visits per capita.

JCPL recorded the 4th highest number of website visits per capita.

## Facilities and Public service hours

**JCPL shows limitations with 10th lowest square footage per capita, and 3rd highest public service hours per square footage.**

Given the growth of the Jefferson County population over the past decades, JCPL continues to fall behind with its existing facilities. No expansions have been made since 1991. In 2017 JCPL began to work on a Facility Master Plan to plan for additional services needed to support population growth.

- JCPL operated the smallest number of branches (10) in 2017, while
- the median of the peers marked at 20 branches.
- JCPL ranked 10th smallest library with 0.38 square feet per capita

JCPL had 220,907 square feet in 2017, and would need to add 167,395 square feet to meet the median square footage.

Square footage is an important parameter when comparing with other libraries as there are many key indicators that are influenced by it, for example size of collection, circulation, service hours, program attendance, and visits.

Based on the current square footage, JCPL showed high utilization of its space.

- JCPL offered the 3<sup>rd</sup> highest number of public service hours per 1,000 square foot, and
- marked above the 75<sup>th</sup> percentile of the peer group.

This shows that JCPL is maximizing hours per outlet compared to the majority of the peer libraries, and again hints at future limitations given population growth.

- JCPL ranked 2<sup>nd</sup> lowest in public service hours offered per 1,000 capita, and
- remained below the 25<sup>th</sup> percentile.



## Appendix

### Methodology

This report presents benchmarking data from a sample of eleven US public libraries, including JCPL, frequently referred to as “peer group” or “benchmarking group” in this document. The benchmarking study is based on library data from the 2017 fiscal year, historic JCPL data is provided additionally when available.

JCPL is using rank within and deviation from the comparison peer group based on the calculated median (50<sup>th</sup> percentile) for benchmarking. JCPL strives to meet or surpass the median value of the peer libraries. The 75<sup>th</sup> percentile is used as a secondary measure of “best library performance” and as such a data point JCPL aspires to reach over time with capital projects and investments that are realized or take effect gradually over time.

For the purpose of obtaining a quick benchmarking point, JCPL is ranked within the peer group for every benchmarking parameter. The table below references relation to the median for all ranks.

JCPL Ranking against peers	1	2	3	4	5	6	7	8	9	10	11
	Above 50th Percentile					Median (50 <sup>th</sup> Percentile)	Below 50th Percentile				

Within the peer group of eleven, when ranked 1-5, JCPL would mark above the 50<sup>th</sup> percentile, when ranked 7-11, JCPL would mark below the 50<sup>th</sup> percentile. The 6<sup>th</sup> rank represents the median. The median is referred to as the 50<sup>th</sup> percentile interchangeably in this document, and marks the midpoint in the data where 50% of the data fall below this point, and 50% fall above it.

In this report JCPL is benchmarked primarily against the median, while aiming to meet or surpass it. The difference to the median is illustrated in the tables provided throughout the report, with green color coding for “at or above the median” and red color coding for “below the median”. This allows for a quick reference as to JCPL’s relative position to the median. The Summary data table focuses on per capita ratios of which many are also part of the Strategic Scorecard.

A Comprehensive data table displays the peer libraries’ individual data, and provides annual counts in addition to the corresponding per capita ratios. Per capita ratios measure a library’s capability of serving its population or community, as they help put absolute values into perspective to population size. Per capita ratios also measure whether the annual counts of any given parameter can sustain population growth over time.

Comprehensive data table 2017

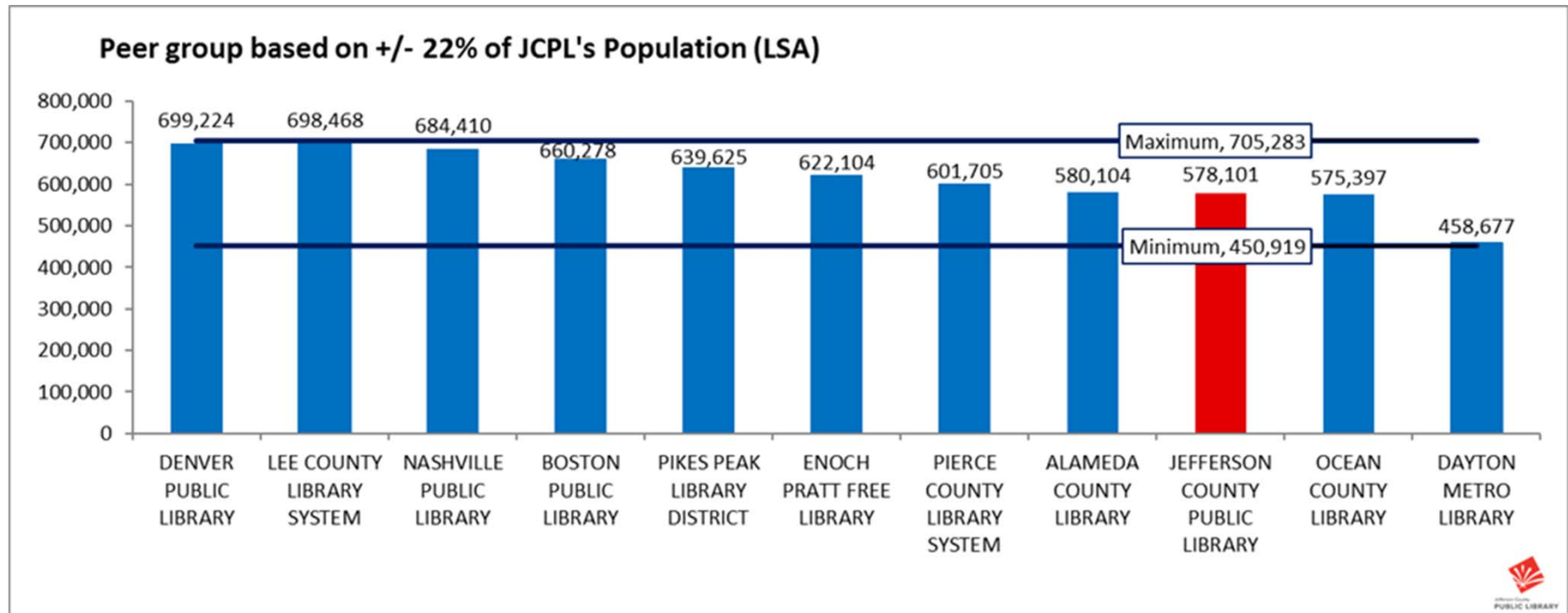
	ALAMEDA COUNTY LIBRARY	BOSTON PUBLIC LIBRARY	DAYTON METRO LIBRARY	DENVER PUBLIC LIBRARY	ENOCH PRATT FREE LIBRARY	LEE COUNTY LIBRARY SYSTEM	NASHVILLE PUBLIC LIBRARY	OCEAN COUNTY LIBRARY	PIERCE COUNTY LIBRARY SYSTEM	PIKES PEAK LIBRARY DISTRICT	JCPL 2017	JCPL Ranking (descending) 2017	25th Percentile 2017	50th Percentile 2017	75th Percentile 2017	Δ JCPL- Median (2017)	% Δ JCPL- Median (2017)	Δ JCPL (2017-2016)	% Δ JCPL (2017-2016)	JCPL 2017	JCPL 2016	JCPL 2015	JCPL 2014	JCPL 2013
2017 BENCHMARKING PARAMETERS																								
Population of legal service area (LSA)	580,104	660,278	458,677	699,224	622,104	698,468	684,410	575,397	601,705	639,625	578,101	9	579,103	622,104	672,344	44,003	-7%	6,642	1%	578,101	571,459	565,535	548,557	537,219
Cardholders per year	395,120	277,742	401,356	465,262	286,948	282,935	329,521	257,402	322,744	258,129	320,551	6	280,339	320,551	362,321	0.00	0%	41,330	-11%	320,551	361,881	350,433	341,446	332,503
Cardholders as % of population	68%	42%	88%	67%	46%	41%	48%	45%	54%	40%	55%	4	43%	48%	61%	7%	15%	-8%	-12%	55%	63%	62%	62%	62%
Number of library branches	10	24	20	25	21	14	20	20	20	13	10	10	14	20	21	10	-50%	0	0%	10	10	10	10	10
Library square footage (MAIN and BRANCHES)	345,810	970,000	519,317	844,366	572,278	287,934	552,516	388,302	217,824	340,262	220,907	10	314,098	388,302	562,397	167,395	-43%	0	0%	220,907	220,907	225,569	225,569	225,562
Library square footage per capita	0.60	1.47	1.13	1.21	0.92	0.41	0.81	0.67	0.36	0.53	0.38	10	0.47	0.67	1.03	0.29	-43%	0.00	-1%	0.38	0.39	0.40	0.41	0.42
Public service hours per year (actual open hours)	17,836	53,472	59,694	64,524	42,474	33,620	50,467 *	54,460	51,304	44,819	30,453	10	38,047	50,467	53,966	20,014	-40%	1,601	6%	30,453	28,852	24,192	24,666	24,565
Public service yours per 1,000 capita (actual open hours)	31	81	130	92	68	48	74	95	85	70	53	9	60	74	89	21	-29%	0.22	0%	53	53	43	45	46
Collection size	1,238,782	15,808,507		1,783,820	2,198,454	1,827,512	2,261,878	1,281,926	1,292,420	1,046,934	1,128,974	9	1,249,568	1,538,120	2,105,719	409,146	-27%	61,679	6%	1,128,974	1,067,295	981,733	1,114,621	1,215,004
Collection size per capita	2.14	23.94		2.55	3.53	2.62	3.30	2.23	2.15	1.64	1.95	9	2.14	2.39	3.13	0.44	-18%	0.09	5%	1.95	1.87	1.74	2.03	2.26
Website visits per year (including catalog sessions as of 2017)	2,594,035			6,930,750	2,228,556	12,158,497	12,783,191	1,168,790	3,533,795	2,915,535	4,518,931	4	2,594,035	3,533,795	6,930,750	985,136	28%	1,467,735	N/A	4,518,931	3,051,196	2,848,152	3,217,724	N/A
Website visits per capita (including catalog sessions as of 2017)	4.47			9.91	3.58	17.41	18.68	2.03	5.87	4.56	7.82	4	4.47	5.87	9.91	2	33%	3,051,188	N/A	7.82	5.34	5.04	5.87	N/A
Visits per year	2,241,187	3,818,883	2,508,844	4,379,144	1,542,278	2,424,183	3,615,302	2,193,108	2,097,680	3,292,799	2,608,238	5	2,217,148	2,508,844	3,454,051	99,394	4%	20,496	-1%	2,608,238	2,628,734	2,458,315	2,452,635	2,541,642
Visits per capita	3.86	5.78	5.47	6.26	2.48	3.47	5.28	3.81	3.49	5.15	4.51	6	3.65	4.51	5.38	0.00	0%	0.09	-2%	4.51	4.60	4.35	4.47	4.73
Circulation per capita (physical and electronic)	10.44	7.08	12.90	13.55	1.77	9.58	7.10	7.07	10.30	11.58	13.79	1	7.09	10.30	12.24	3.49	34%	0.04	0%	13.79	13.83	12.74	13.49	14.13
Circulation per year (physical and electronic)	6,058,728	4,672,933	5,917,567	9,471,889	1,100,132	6,688,300	4,861,843	4,068,424	6,199,600	7,408,854	7,971,823	2	4,767,388	6,058,728	7,048,577	1,913,095	32%	70,910	1%	7,971,823	7,900,913	7,202,744	7,402,527	7,589,979
Database retrievals	274,980	420,837	704,740	399,801	891,471	344,812	405,923	612,772	415,612		1,340,100	1	401,332	418,225	681,748	921,876	220%	N/A	N/A	1,340,100	N/A	N/A	N/A	N/A
Collection use (physical, electronic, and databases)	6,333,708	5,093,770	6,622,307	9,871,690	1,991,603	7,033,112	5,267,766	4,681,196	6,615,212	7,408,854	9,311,923	2	5,180,768	6,615,212	7,220,983	2,696,711	41%	N/A	N/A	9,311,923	N/A	N/A	N/A	N/A
Collection use per capita (physical, electronic, and databases)	10.92	7.71	14.44	14.12	3.20	10.07	7.70	8.14	10.99	11.58	16.11	1	7.93	10.92	12.85	5.19	48%	N/A	N/A	16.11	N/A	N/A	N/A	N/A
Programs per year	9,470	12,065	10,882	20,335	8,220	3,982	14,120	13,209	4,424	14,320	10,759	7	8,845	10,882	13,665	123	-1%	882	9%	10,759	9,877	7,788	7,287	5,960
Programs per 1,000 capita	16	19	24	29	13	6	21	23	7	22	19	7	15	19	23	0.57	-3%	1.33	8%	19	17	14	13	11
Program attendance	183,429	235,868	238,917	415,503	128,828	83,703	345,642	263,379	76,470	274,932	244,503	5	156,129	238,917	269,156	5,586	2%	11,991	5%	244,503	232,512	208,354	200,571	164,817
Program attendance per 1,000 capita	316	357	521	594	207	120	505	458	127	430	423	6	262	423	481	0.00	0%	16.07	4%	423	407	368	366	307
FTE (Full-time equivalent) per year	243	5,141	311	637	421	206	368	460	277	323	256	9	267	323	441	67	-21%	12	5%	256	244	221	219	218
FTE per 1,000 capita	0.42	7.79	0.68	0.91	0.68	0.29	0.54	0.80	0.46	0.51	0.44	9	0.45	0.54	0.74	0.09	-17%	0.02	4%	0.44	0.43	0.39	0.40	0.41
Operating revenue per year	\$29,878,083	\$50,193,730	\$28,872,555	\$48,121,332	\$39,532,400	\$37,600,300	\$35,055,322	\$37,373,870	\$30,771,221	\$30,957,937	\$37,829,859	4	\$30,864,579	\$37,373,870	\$38,681,130	\$455,989	1%	\$5,585,347	17%	\$37,829,859	\$32,244,512	\$24,975,800	\$24,815,991	\$24,497,310
Operating revenue per capita	\$51.50	\$76.02	\$62.95	\$68.82	\$63.55	\$53.83	\$51.22	\$64.95	\$51.14	\$48.40	\$65.44	3	\$51.36	\$62.95	\$65.20	\$2.49	4%	\$9.01	16%	\$65.44	\$56.42	\$44.16	\$45.24	\$47.35
Operating expenditures per year	\$28,583,101	\$41,750,784	\$30,881,049	\$47,975,534	\$41,549,101	\$26,245,700	\$34,492,540	\$36,514,397	\$30,769,488	\$29,763,430	\$30,270,786	8	\$30,017,108	\$30,881,049	\$39,031,749	\$610,263	-2%	\$3,963,937	15%	\$30,270,786	\$26,306,849	\$24,112,944	\$21,299,925	\$23,516,718
Operating expenditures per capita	\$49.27	\$63.23	\$67.33	\$68.61	\$66.79	\$37.58	\$50.40	\$63.46	\$51.14	\$46.53	\$52.36	6	\$49.83	\$52.36	\$65.12	\$0.00	0%	\$6.33	14%	\$52.36	\$46.03	\$42.64	\$38.83	\$43.77
Staff expenditures (salaries and benefits) per year	\$17,247,719	\$25,373,158	\$20,317,793	\$36,469,367	\$26,187,133	\$12,881,842	\$20,297,252	\$27,347,154	\$21,845,018	\$17,652,309	\$16,071,770	10	\$17,450,014	\$20,317,793	\$25,780,146	\$4,246,023	-21%	\$700,063	5%	\$16,071,770	\$15,371,707	\$13,442,148	\$13,104,625	\$13,531,330
Material expenditures per year	\$4,159,919	\$4,136,774	\$4,123,054	\$5,621,441	\$2,960,346	\$4,322,354	\$5,171,237	\$3,416,977	\$3,818,597	\$4,393,635	\$8,296,242	1	\$3,970,826	\$4,159,919	\$4,782,436	\$4,136,323	99%	\$2,479,792	43%	\$8,296,242	\$5,816,450	\$3,433,873	\$3,337,282	\$3,171,195
% Staff expenditures of total operating expenditures	60.34%	60.77%	65.79%	76.02%	63.03%	49.08%	58.85%	74.89%	71.00%	59.31%	53.09%	10	59%	61%	68%	-7.68%	-13%	-5.34%	-9%	53.09%	58.43%	56.06%	61.52%	57.54%
% Materials expenditures of total operating expenditures	14.55%	9.91%	13.35%	11.72%	7.15%	16.47%	14.99%	9.36%	12.41%	14.76%	27.41%	1	11%	13%	15%	14%	105%	5%	24%	27.41%	22.11%	14.32%	15.67%	13.48%

# Benchmarking Study 2017

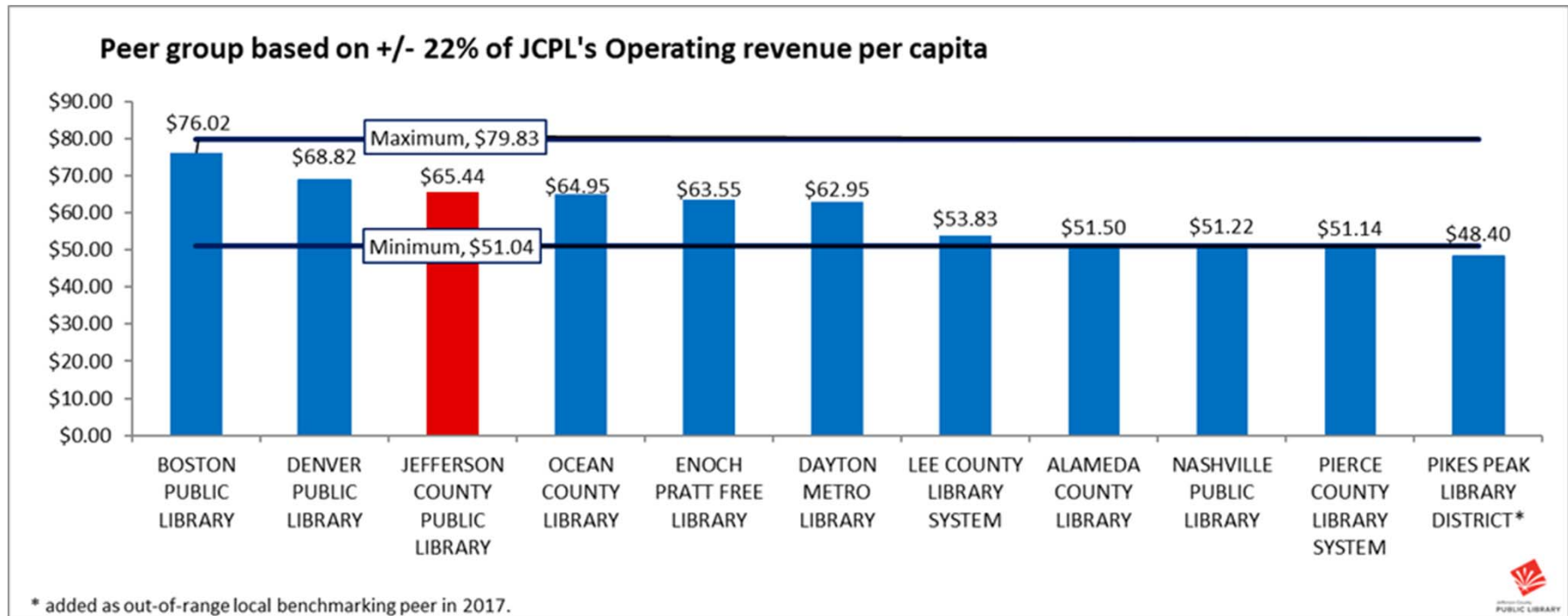
## JCPL conducts an annual benchmarking study as a tool to

- **compare** key operating and performance indicators of library services
- **inform** JCPL's strategic planning process
- **monitor** progress towards the overall goal of performing at or above the median of a pool of comparative public peer libraries in key performance areas
- **identify** industry trends, key areas of opportunity and focus in the allocation of future resources
- **evaluate** community value by key measures of library use

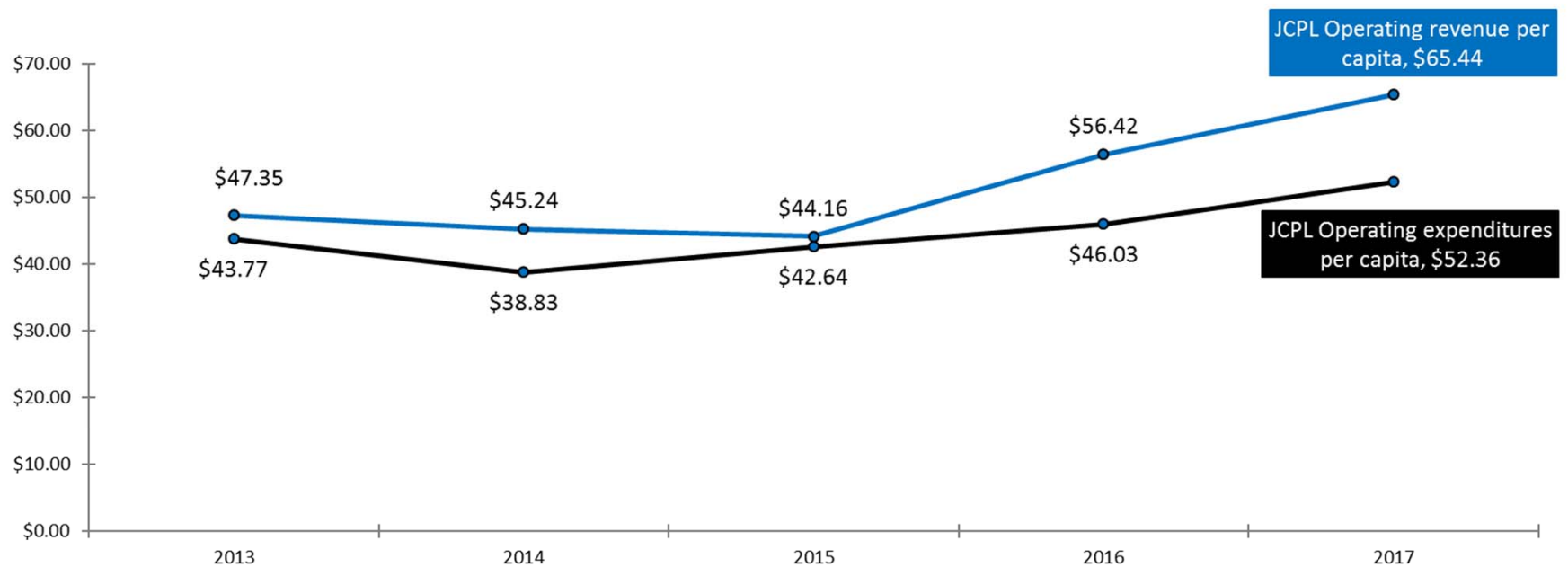
## Peer Selection



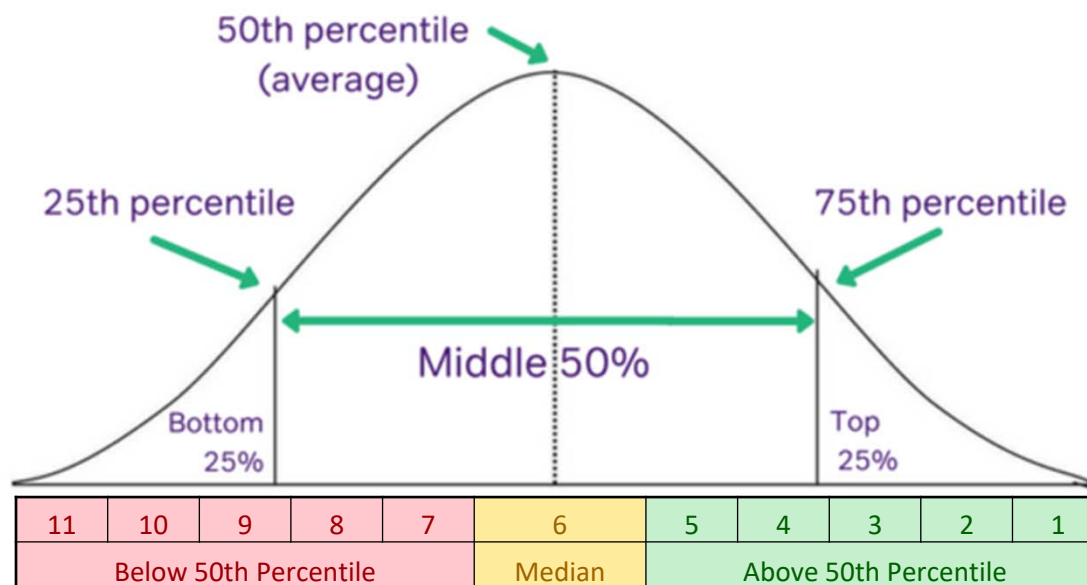
## Peer Selection



### Operating Revenue per capita VS. Operating Expenditures per capita



## Median as measure of central tendency





## **Per capita ratios build the basis of JCPL's benchmarking**

Are my annual counts supporting the size of my population?

Can my annual counts sustain population growth over time?

## **Looking back in time ...**

- 2015**      **passing of the mill levy in November**
- 2016**      **new higher budget for JCPL,  
new extended public service hours in April**
- 2017**      **first full year of JCPL operating on extended hours**

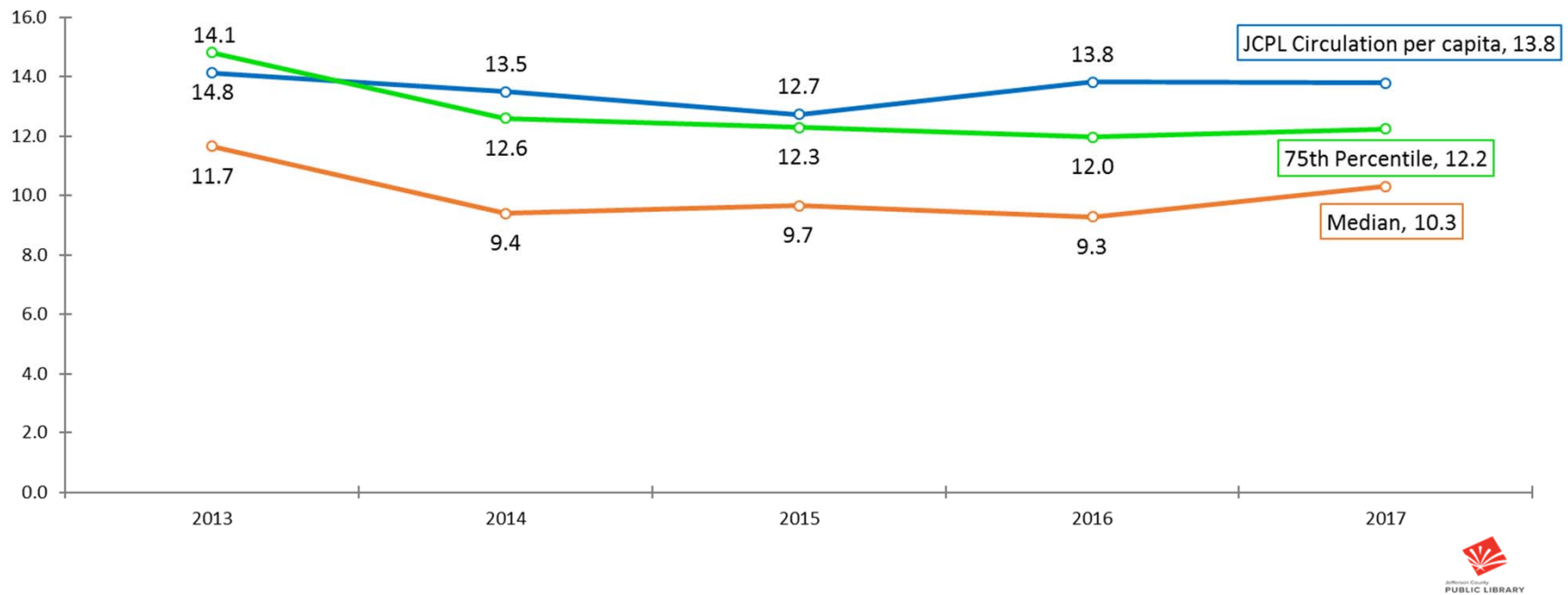
## **2017 Strategic highlights**

- **Strategic focus on collection**
- **Organizational analysis**
- **Facility Master Plan**

## Strategic focus on collection in 2017

2017 Benchmarking Peers	Material expenses	Collection Size	Circulation per capita	Collection use per capita
JCPL Rank*	1	9	1	1
JCPL 2017	\$8,296,242	1,128,974	13.79	16.11
JCPL 2016	\$5,816,450	1,067,295	13.83	N/A
25th Percentile 2017	\$3,970,826	1,249,568	7.09	7.93
50th Percentile (MEDIAN) 2017	\$4,159,919	1,538,120	10.30	10.92
75th Percentile 2017	\$4,782,436	2,105,719	12.24	12.85
Δ JCPL- Median (2017)	\$4,136,323	-409,146	3.49	5.19
% Δ JCPL- Median (2017)	99%	-27%	34%	48%
Δ JCPL (2017-2016)	\$2,479,792	61,679	-0.04	N/A
% Δ JCPL (2017-2016)	43%	6%	-0.26%	N/A

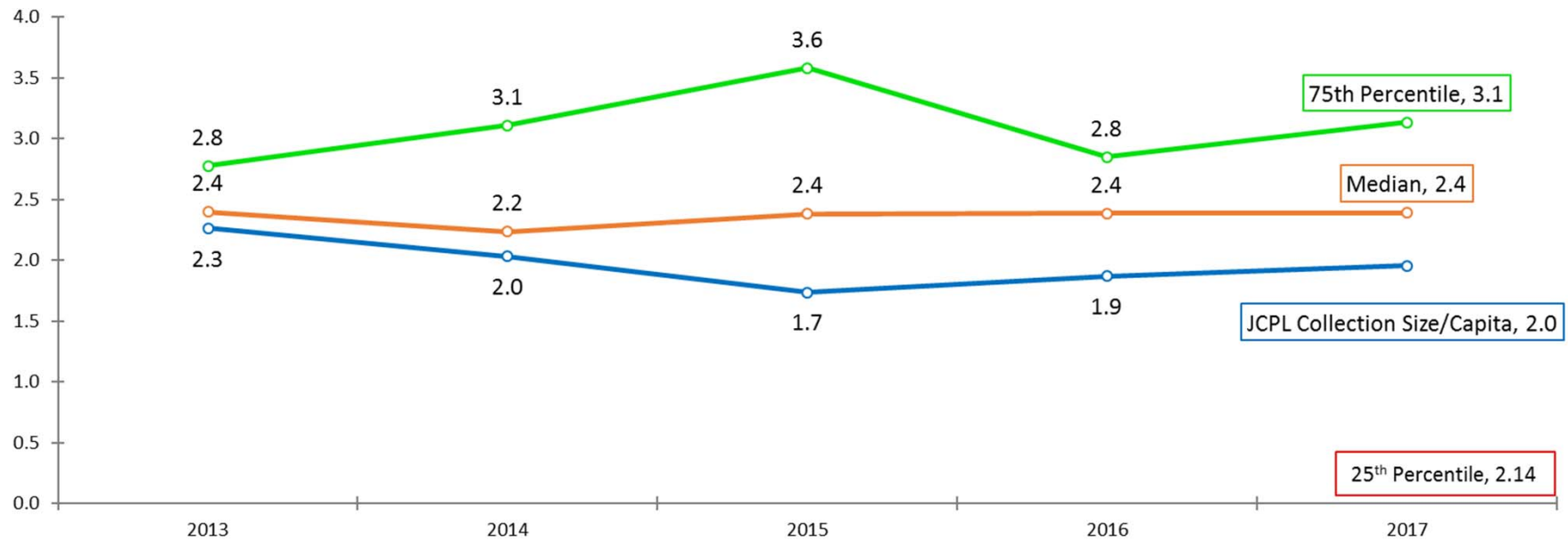
## Circulation per Capita



## Breakdown Circulation and Collection Use

	JCPL 2017	JCPL Ranking (descending) 2017	25th Percentile 2017	50th Percentile 2017	75th Percentile 2017	Δ JCPL- Median (2017)	% Δ JCPL- Median (2017)	Δ JCPL (2017-2016)	% Δ JCPL (2017-2016)
<b>2017 BENCHMARKING PARAMETERS</b>									
<b>Circulation per year</b> ( <i>physical and electronic</i> )	7,971,823	2	4,767,388	6,058,728	7,048,577	1,913,095	32%	70,910	1%
Physical circulation per year	7,223,275	2	3,755,652	5,198,550	5,812,057	2,024,725	39%	N/A	N/A
Electronic circulation (no databases) per year	748,548	7	524,747	1,122,562	1,300,150	374,014	-33%	92,459	14%
<b>Database retrievals per year</b>	1,340,100	1	401,332	418,225	681,748	921,876	220%	N/A	N/A
Collection use ( <i>physical, electronic, and databases</i> )	9,311,923	2	5,180,768	6,615,212	7,220,983	2,696,711	41%	N/A	N/A

## Collection size per capita



## **Organizational analysis**

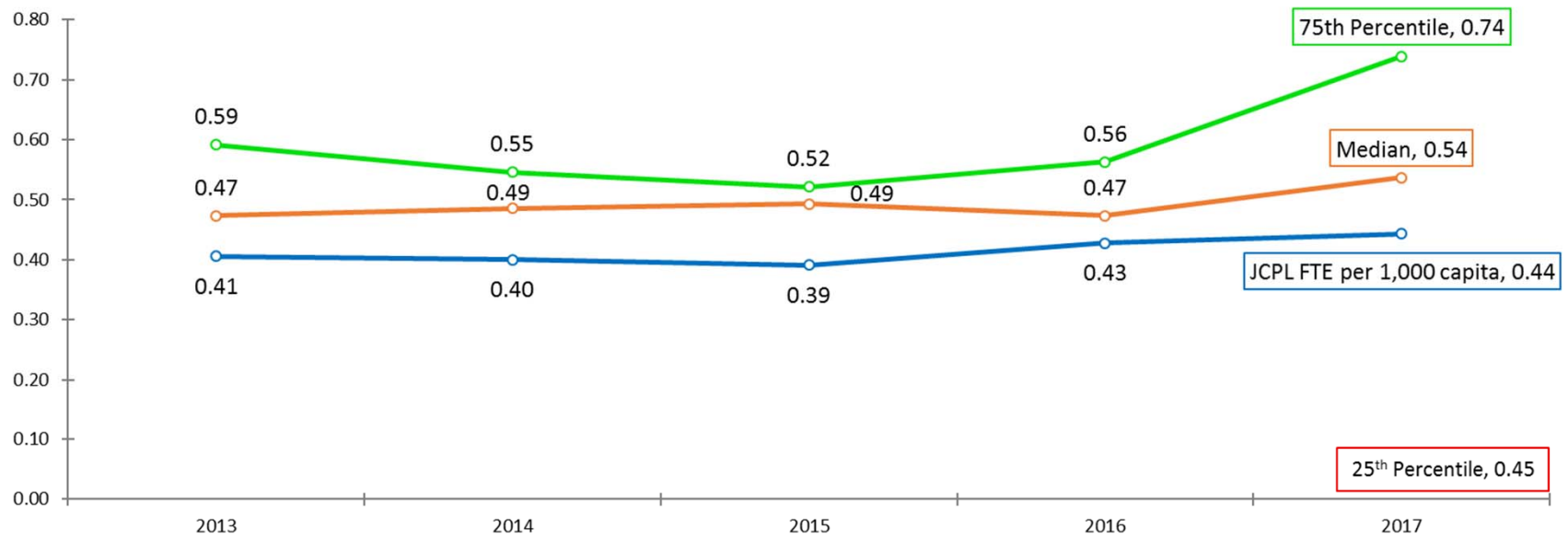
- **Gain insights in future organizational structure**
- **Conservative staffing expenses**



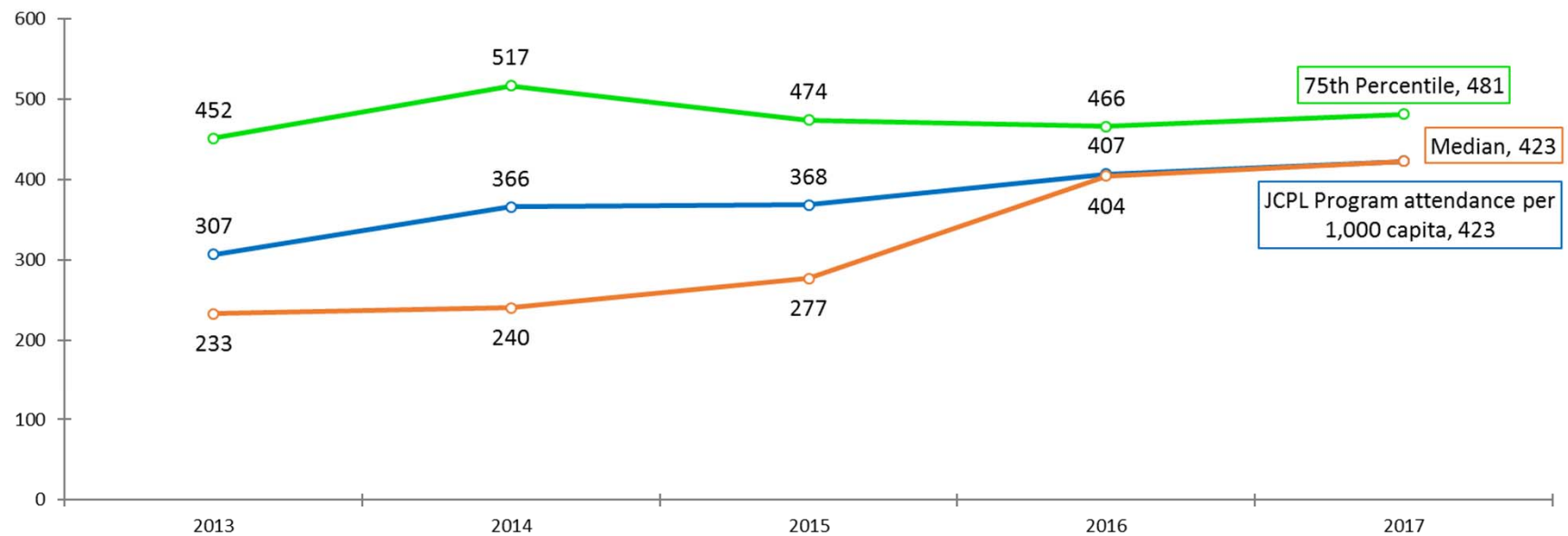
## Staff expenses, FTE, Program Attendance

	Staff expenses	FTE per 1,000 capita	Programs per 1,000 capita	Program Attendance per 1,000 capita
<b>2017 Benchmarking Peers</b>				
JCPL Rank*	10	9	7	6
JCPL 2017	\$16,071,770	0.44	18.61	423
JCPL 2016	\$15,371,707	0.43	17.28	407
25th Percentile 2017	\$17,450,014	0.45	14.77	262
50th Percentile (MEDIAN) 2017	\$20,317,793	0.54	19.18	423
75th Percentile 2017	\$25,780,146	0.74	22.67	481
Δ JCPL- Median (2017)	-\$4,246,023	-0.09	-0.57	0.00
% Δ JCPL- Median (2017)	-21%	-17%	-3%	0%
Δ JCPL (2017-2016)	\$700,063	0.02	1.33	16
% Δ JCPL (2017-2016)	5%	4%	8%	4%

## FTE per 1,000 capita



## Program attendance per 1,000 capita



## **Facilities Master Plan**

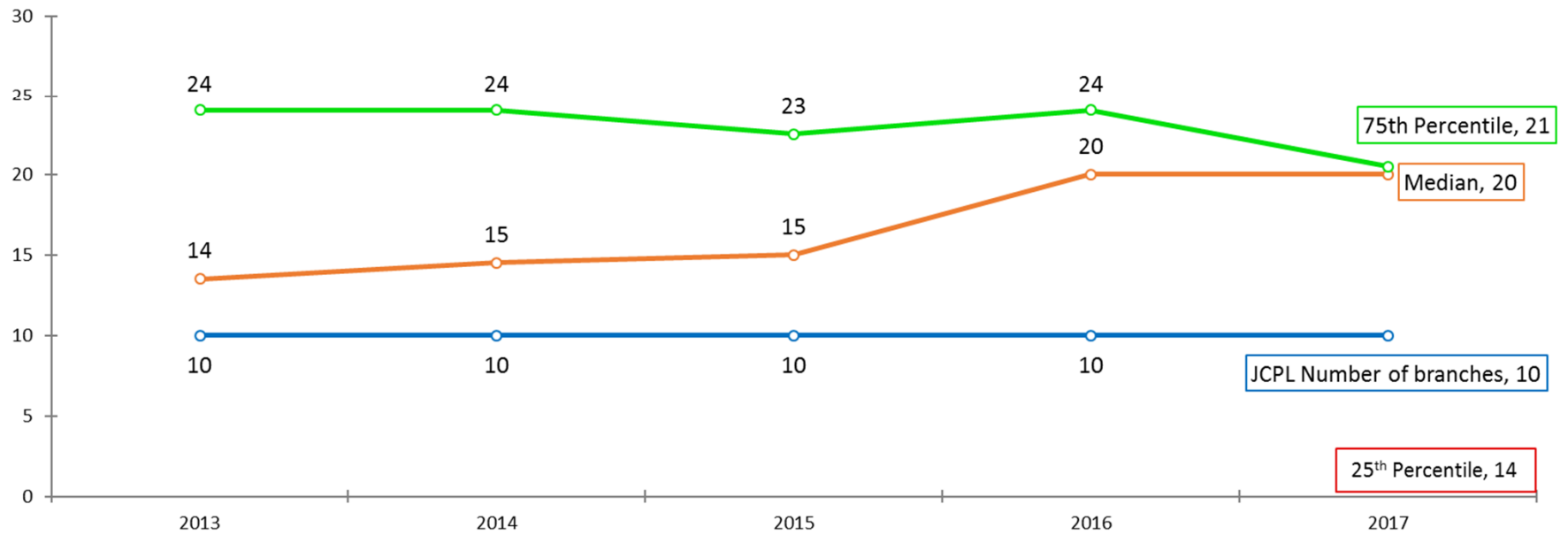
- **Acknowledging constraints**

Branches, Square Footage, Public Service hours

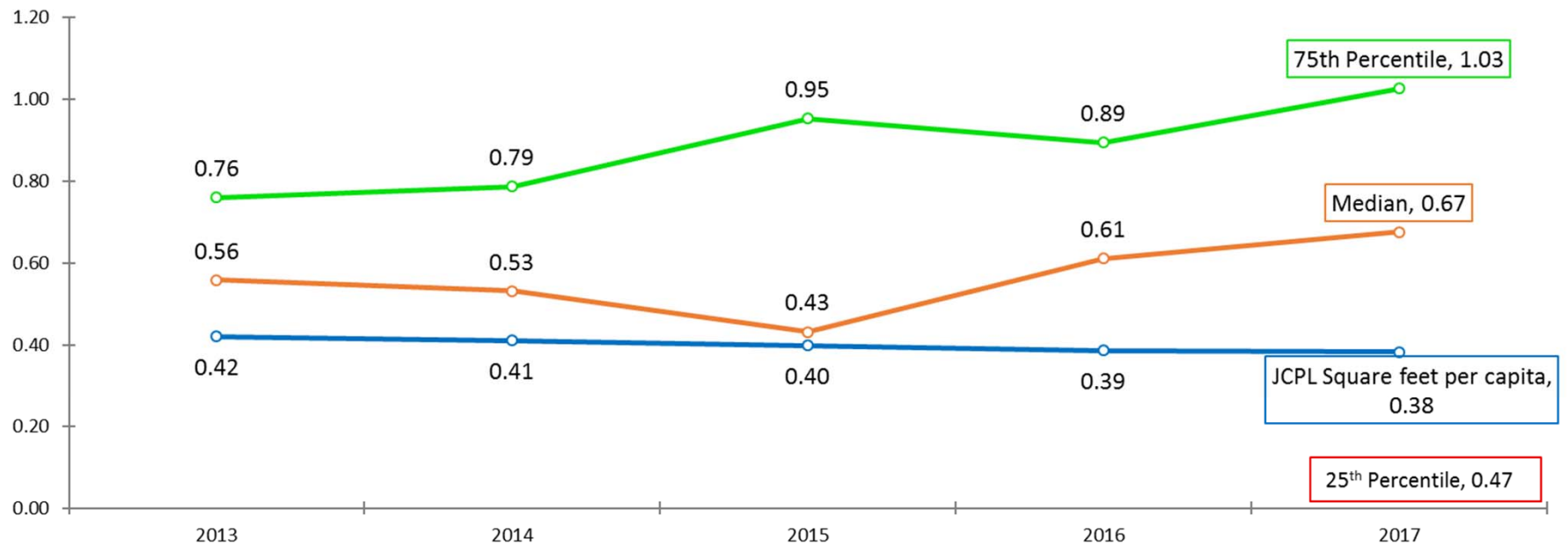
- **Recognizing the need for future growth**

Collection, Staff

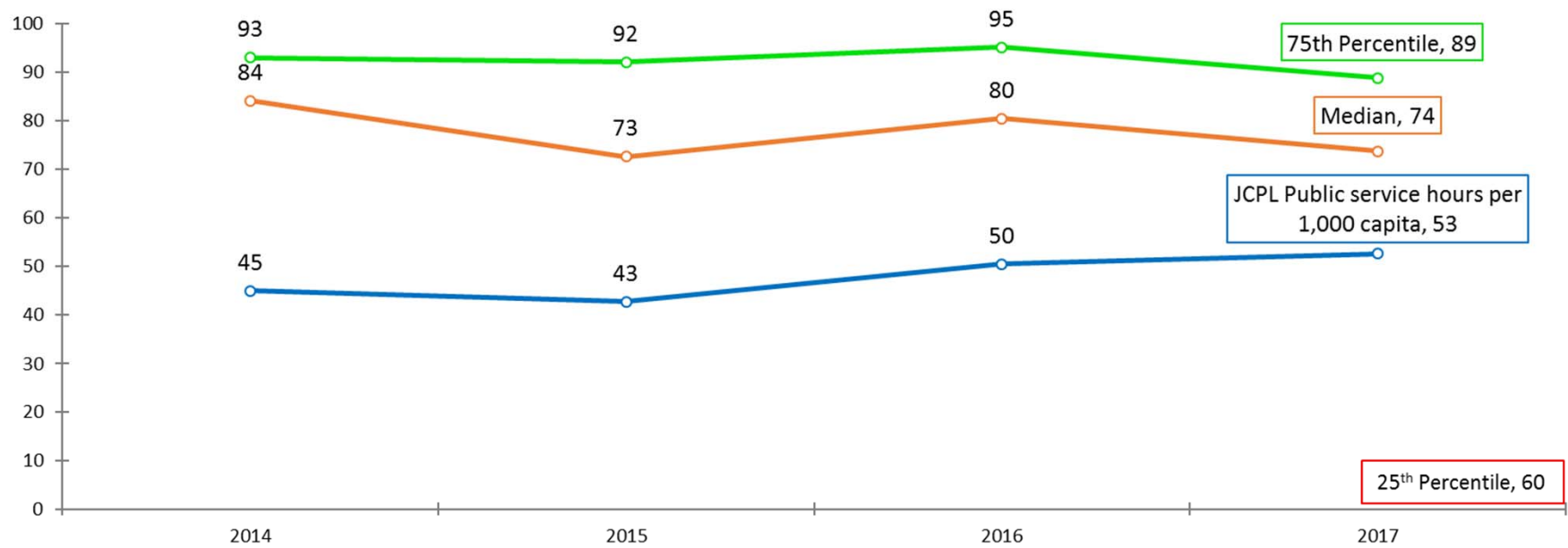
## Number of library branches



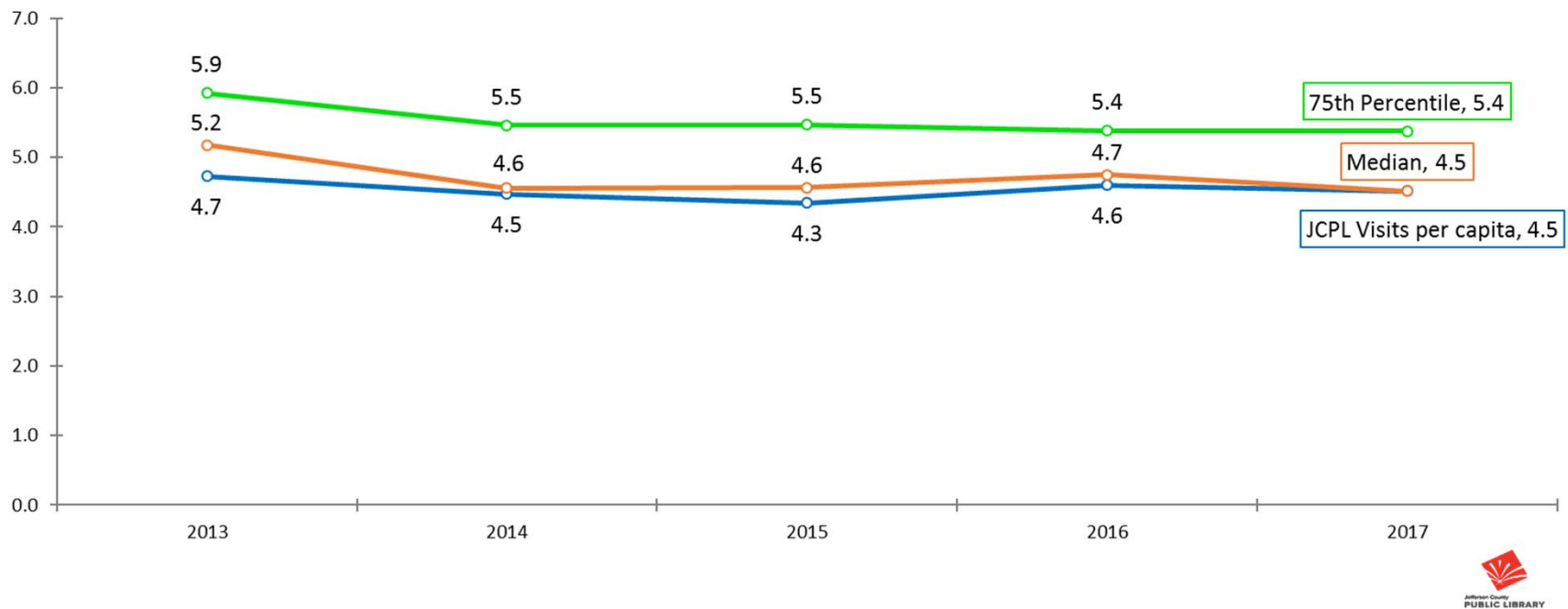
## Square feet per capita



## Public service hours per 1,000 capita



## Visits per capita





## Conclusions

- **Strategic focus on collection**
- **Organizational analysis**
- **Facility Master Plan**
- **Community Value**

## memorandum

To: Donna Walker, Executive Director JCPL  
From: Steve Chestnut, Director of Facilities and Construction  
Re: CM/GC Selection for Belmar Renovation  
Date: October 29, 2018

Hi Donna,

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.

At the November Board meeting I'll be asking the Board of Trustees to authorize you to enter into a 2 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 determined 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



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

TO: Donna Walker, Executive Director

FROM: Steve Chestnut, Director of Facility and Construction

DATE: October 30, 2018

RE: 2019 Courier Service Contract

### **Background**

The current JCPL courier service contract has reached term on our ability to renew the contract. The library went out for bid on August 30, 2018 to find a vendor to continue our delivery services. The Library received two responses to the RFP, one of which would not have met our delivery needs. The evaluation team is recommending that we continue our relationship with STAT Courier Service.

### **Total Cost:**

A cost in the amount of \$245,000 is requested.

### **Budget:**

\$300,000 was budgeted in the proposed 2019 Delivery Charges budget.

### **Next Actions:**

I will be asking the Library Board of Trustees to authorize the Executive Director to sign a contract with STAT Courier Service, in the amount of \$245,000 with the option to reauthorize the contract for up to four additional years with BOT approval.

## memorandum



To: Donna Walker, Executive Director JCPL  
From: Steve Chestnut, Director of Facilities and Construction  
Re: Foothills Recreation - Library IGA  
Date: October 23, 2018

As discussed at the BOT special meeting on September 20<sup>th</sup>, County Open Space has been working on deeding the land that is Clement Park to Foothills Recreational District.

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

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

At this time the County Attorney's office would like to proceed with the attached IGA. Therefore, I will be asking the Board to authorize you to enter into that agreement with Foothills Recreation District to assure that we have continued irrigation water and access to Columbine.

## ROAD MAINTENANCE AND WATER SERVICE INTERGOVERNMENTAL AGREEMENT

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

### RECITALS

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

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

1. **RAW WATER DELIVERY.**

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

2. **ACCESS ROAD MAINTENANCE, REPAIR AND REPLACEMENT.**

- a. **Road Duties.** As reasonably necessary, Foothills shall be responsible for the maintenance, repair, and replacement of the Access Road (collectively, “Road Duties”) including, without limitation:
  - i. Maintaining the surfaces of the Access Road in a smooth, clean, and good condition in a manner consistent with its surface maintenance of other roads within Clement Park;
  - ii. Plowing snow and removing debris; and
  - iii. Maintaining, repairing and replacing any paving, concrete curbs, pans, storm drains, culverts, gutters, landscaping and landscape islands, signage, and lighting located within the Easement Property, in a manner consistent with its maintenance, repair, and replacement of similar improvements in Clement Park. The District and the Library shall meet annually, in advance of their annual budget processes, to inspect and evaluate the condition of the Access Road (“Road Evaluation Meeting”).
- b. **Road Costs.** The reasonable out-of-pocket costs and expenses incurred by Foothills for the maintenance, repair, and replacement of the Access Road (the “Road Costs”) shall be allocated 50% to the Library and 50% to Foothills; provided, however, the Library’s annual portion of the Road Costs shall not exceed \$2,000.00 without the Library’s prior written consent, which shall not be unreasonably denied, conditioned, or delayed. Any Foothills request for the Library to exceed its maximum annual obligation of \$2,000.00 shall be discussed at a Road Evaluation Meeting.
- c. **Reimbursement of Road Costs.** The Library shall reimburse Foothills for its annual share of the Road Costs within sixty (60) days after receipt of a written

invoice specifying the amount of the Library's share of the Road Costs and describing the completed the work in reasonably sufficient detail to enable the Library to assess the appropriateness of the Road Costs.

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

in the District or County Court in and for the County of Jefferson, State of Colorado.

- d. **Colorado Governmental Immunity Act.** Notwithstanding any provision of this IGA to the contrary, the Parties expressly reserve the right to assert all defenses and limitations on liability provided by law including, without limitation, the Colorado Governmental Immunity Act, §24-10-101, *et seq.*, C.R.S., or any successor acts or provisions.
- e. **IGA Enforcement.** The enforcement of this IGA and all rights of action relating to such enforcement, shall be strictly reserved to the Parties. Nothing contained in this IGA shall give or allow any claim or right of action whatsoever by any other third person or entity. It is the express intention of the Parties that any such third person or entity receiving services or benefits under this IGA shall be deemed an incidental beneficiary only.
- f. **Non-Appropriation.** The payment of a Party's obligations herein in fiscal years subsequent to the current year are contingent upon funds being appropriated and budgeted. If funds for this IGA are not appropriated and budgeted by a Party in any subsequent year, that Party may terminate this IGA, effective at the end of the last fiscal year for which funds were appropriated and budgeted.
- g. **No Employment Relationship.** By entering into and performing under this IGA, no Party is acting as an agent, servant, or employee of another Party. **Each Party is solely responsible for necessary workers' compensation insurance, unemployment insurance and withholding and paying all federal and state taxes pertaining to its employees.**
- h. **No Assumption of Liabilities.** By entering into and performing under this IGA, no Party is assuming any liability for the acts or omissions of another Party.
- i. **Execution by Counterparts; Electronic Signatures.** This IGA may be executed in counterparts, each of which shall be deemed an original and shall constitute one and the same instrument. The Parties approve the use of electronic signatures for execution of this IGA. All use of electronic signatures shall be governed by the Uniform Electronic Transactions Act, C.R.S. §24-71.3-101 through §24-71.3-121.
- j. **Notices.** "Key Notices" under this IGA are notices regarding any IGA default, contractual dispute, or termination. Key Notices shall be given in writing and shall be deemed received if given by: (i) confirmed electronic transmission (as defined below) when transmitted, if transmitted on a business day and during normal business hours of the recipient, and otherwise on the next business day following transmission; (ii) certified mail, return receipt requested, postage prepaid, three (3) business days after being deposited in the United States mail; or (iii) overnight carrier service or personal delivery, when received. For Key Notices, the Parties will follow up any electronic transmission with a hard copy of



the communication by the means described in subsection j.(ii) or j.(iii) above. All other daily communications or notices between the Parties that are not Key Notices may be done via electronic transmission. Unless a Party provides written notification to the other Parties of a change to its contact information, notices shall be given to the Parties as follows:

The Library:

Director of Library  
10200 W. 20<sup>th</sup> Ave.  
Lakewood, CO 80215  
Email: [donna.walker@jeffcolibrary.org](mailto:donna.walker@jeffcolibrary.org)  
Phone: 303-235-5275

with a copy to:

Jefferson County Attorney's Office  
100 Jefferson County Parkway  
Golden, CO 80419-5500  
Email: [CAOContracts@jeffco.us](mailto:CAOContracts@jeffco.us)

Foothills:

Ronald Hopp, Executive Director  
Foothills Park and Recreation District  
6612 S. Ward Street  
Littleton, Colorado 80127  
Email: [rhopp@fhprd.org](mailto:rhopp@fhprd.org)

with a copy to:

Colin Insley, Director of Parks, Planning & Construction  
Foothills Park and Recreation District  
6612 S. Ward Street  
Littleton, Colorado 80127  
Email: [insley@fhprd.org](mailto:insley@fhprd.org)

IN WITNESS WHEREOF, the Parties have executed this IGA.

By: \_\_\_\_\_  
Donna Walker, Executive Director

---

Notary Public

Steven L. Snyder  
Assistant County Attorney

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

By: \_\_\_\_\_  
Ronald Hopp, Executive Director

STATE OF COLORADO     )  
  ) ss.  
COUNTY OF JEFFERSON    )

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

WITNESS my hand and official seal.  
My Commission expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public

# EXHIBIT A

A PARCEL OF LAND AS DESCRIBED IN RECEPTION NUMBER 88084924 IN THE JEFFERSON COUNTY, COLORADO RECORDS, RECORDED AUGUST 30, 1988.

COVERING THE LAND IN THE STATE OF COLORADO, COUNTY OF JEFFERSON. DESCRIBED AS:

A PARCEL OF LAND LOCATED IN THE N  $\frac{1}{2}$  OF SECTION 23, TOWNSHIP 5 SOUTH, RANGE 69 WEST OF THE 6<sup>TH</sup> P.M., DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTH QUARTER CORNER OF SAID SECTION;  
THENCE S 00°48'19" E A DISTANCE OF 165 FEET TO THE TRUE POINT OF BEGINNING;  
THENCE N 89°11'42" E AND PARALLEL WITH THE NORTH LINE OF THE NE  $\frac{1}{4}$  OF SAID SECTION, A DISTANCE OF 238.08 FEET;  
THENCE S 00°48'19" E, A DISTANCE OF 345.00 FEET;  
THENCE S 23°43'37" W, A DISTANCE OF 140 FEET;  
THENCE N 66°10'23" W, A DISTANCE OF 518.87 FEET;  
THENCE N 00°48'19" W, A DISTANCE OF 186.00 FEET;  
THENCE N 89°11'41" E, A DISTANCE OF 50.00 FEET;  
THENCE EASTERLY ALONG A CURVE CONCAVE TO THE NORTH, (SAID CURVE HAVING A RADIUS OF 162.00 FEET, A DELTA ANGLE 30°00'00"), AN ARC LENGTH OF 84.82 FEET;  
THENCE N 59°11'41" E, A DISTANCE OF 59.62 FEET;  
THENCE EASTERLY ALONG A CURVE CONCAVE TO THE SOUTH, (SAID CURVE HAVING A RADIUS OF 138.00 FEET, A DELTA ANGLE OF 30°00'00"), AN ARC LENGTH OF 72.26 FEET;  
THENCE N 89°11'41" E, A DISTANCE OF 40.29 FEET TO THE TRUE POINT OF BEGINNING.

# EXHIBIT B

## CLEMENT PARK LEGAL DESCRIPTION:

### PARCEL NO. 1

A PARCEL OF LAND AS DESCRIBED IN RECEPTION NUMBER 82036158 IN THE JEFFERSON COUNTY, COLORADO RECORDS, RECORDED MAY 28, 1982.

A PARCEL OF LAND IN THE NORTH ½ OF SECTION 23, TOWNSHIP 5 SOUTH, RANGE 69 WEST OF THE 6<sup>TH</sup> PRINCIPAL MERIDIAN, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHEAST CORNER OF SAID SECTION, THENCE S 89°11'41" W ALONG THE NORTH LINE OF SAID SECTION A DISTANCE OF 40 FEET, TO THE POINT OF INTERSECTION OF SAID NORTH LINE AND THE WEST RIGHT-OF-WAY LINE OF SOUTH PIERCE STREET, EXTENDED NORTHERLY, BEING THE TRUE POINT OF BEGINNING; THENCE S 00°03'50" W ALONG A LINE 40 FEET WEST OF AND PARALLEL WITH THE EAST LINE OF SAID SECTION AND ALONG THE WEST RIGHT-OF-WAY LINE 2653.32 FEET, MORE OR LESS, TO A POINT ON THE EAST-WEST CENTERLINE OF SAID SECTION, BEING 40 FEET WESTERLY OF THE EAST ¼ CORNER OF SAID SECTION; THENCE S 89°18'15" W ALONG THE CENTERLINE OF SAID SECTION 3804.08 FEET; THENCE N 18°39'01" W 223.88 FEET; THENCE N 16°14'51" W 1148.70 FEET; THENCE N 57°18'12" W 90.2 FEET; THENCE N 75°18'09" W 445.55 FEET; THENCE N 00°30'30" W 682.86 FEET; THENCE N 89°01'03" E 84.28 FEET; THENCE N 65°42'52" E 432.32 FEET; THENCE N 89°09'19" E 818.51 FEET; THENCE N 00°48'16" W 300.62 FEET TO A POINT ON THE NORTH LINE OF SAID SECTION; N 89°11'44" E ALONG THE NORTH LINE OF THE NW ¼ OF SAID SECTION 814.60 FEET; MORE OR LESS, TO THE NORTH ¼ CORNER OF SAID SECTION 23; THENCE N 89°11'41" E ALONG THE NORTH LINE OF THE NE ¼ OF SAID SECTION 2605.88 FEET TO THE TRUE POINT OF BEGINNING, COUNTY OF JEFFERSON, STATE OF COLORADO, EXCEPT THE PORTION THERE OF DESCRIBED IN DEED RECORDED APRIL 28, 1972, IN BOOK 2368 AT PAGE 761.

### PARCEL NO. 2

A PARCEL OF LAND AS DESCRIBED IN RECEPTION NUMBER 92047052 IN THE JEFFERSON COUNTY, COLORADO RECORDS, RECORDED APRIL 27, 1992.

A PARCEL OF LAND IN THE NORTHEAST QUARTER OF THE NORTHWEST QUARTER OF SECTION 23, TOWNSHIP 5 SOUTH, RANGE 69 WEST OF THE 6<sup>TH</sup> PRINCIPAL MERIDIAN, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF THE NORTHWEST QUARTER OF SAID SECTION 23, THENCE SOUTH 89 DEGREES 11 MINUTES 44 SECONDS WEST ALONG THE NORTH LINE OF THE NORTHWEST QUARTER OF SAID SECTION 23 A DISTANCE OF 814.60 FEET TO A POINT; THENCE SOUTH 00 DEGREES 48 MINUTES 16 SECONDS EAST A DISTANCE OF 227.96 FEET TO THE POINT OF BEGINNING; THENCE CONTINUING SOUTH 00 DEGREES 48 MINUTES 16 SECONDS EAST A DISTANCE OF 72.66 FEET TO A POINT; THENCE SOUTH 89 DEGREES 09 MINUTES 19 SECONDS WEST A DISTANCE OF 47.93 FEET TO A POINT; THENCE NORTH 32 DEGREES 35 MINUTES 37 SECONDS EAST A DISTANCE OF 87.07 FEET TO THE POINT OF BEGINNING, COUNTY OF JEFFERSON, STATE OF COLORADO.

# EXHIBIT B

## PARCEL NO. 3

A PARCEL OF LAND AS DESCRIBED IN RECEPTION NUMBER F0144953 IN THE JEFFERSON COUNTY, COLORADO RECORDS, RECORDED NOVEMBER 14, 1995.

A PARCEL OF LAND LYING WITHIN THE NORTHEAST  $\frac{1}{4}$  OF SECTION 23, TOWNSHIP 5 SOUTH, RANGE 69 WEST OF THE 6<sup>TH</sup> PRINCIPAL MERIDIAN JEFFERSON COUNTY COLORADO, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE EAST  $\frac{1}{4}$  CORNER OF SECTION 23, T5S, R69W, 6<sup>TH</sup> P.M.; THENCE N 00°20'28" E, ALONG THE EAST LINE OF SAID SECTION 23, A DISTANCE OF 1037.15 FEET; THENCE S 89°34'13" W, ALONG THE NORTH LINE OF THAT PARCEL OF LAND AS DESCRIBED IN BOOK 2368, AT PAGE 761, JEFFERSON COUNTY RECORDS, A DISTANCE OF 365.00 FEET TO THE POINT OF BEGINNING;  
THENCE S 00°25'47" E, A DISTANCE OF 130.00 FEET; THENCE S 89°34'13" W, A DISTANCE OF 270.00 FEET; THENCE N 00°25'47" W, A DISTANCE OF 130.00 FEET;  
THENCE N 89°34'13" E, AND ALONG SAID NORTH LINE, A DISTANCE OF 270.00 FEET TO THE POINT OF BEGINNING.

BASIS OF BEARING: THE EAST LINE OF THE NORTHEAST  $\frac{1}{4}$  SECTION 23, T5S, R69W, OF THE 6<sup>TH</sup> P.M. BETWEEN THE NORTHEAST CORNER AND THE EAST  $\frac{1}{4}$  CORNER OF SAID SECTION, SAID LINE BEARS N 00°20'28" W, AS SHOWN ON SURVEY "TOPOGRAPHIC AND BOUNDARY MAP OF PROPOSED COLUMBINE HIGH SCHOOL", DATED APRIL 19, 1972.

## EXCEPTING THEREFROM: (COLUMBINE HIGH SCHOOL)

A PARCEL OF LAND AS DESCRIBED IN BOOK 2368 AT PAGE 761 IN THE JEFFERSON COUNTY, COLORADO RECORDS, RECORDED APRIL 28, 1972.

A PARCEL OF LAND LYING WITHIN THE E1/2 OF THE NE1/4 OF SECTION 23, TOWNSHIP 5 SOUTH, RANGE 69 WEST OF THE 6<sup>TH</sup> P.M., DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHEAST CORNER OF THE SAID E1/2; THENCE SOUTH 89°36'51" WEST 1300.00 FEET ALONG THE SOUTH LINE OF THE SAID E1/2;  
THENCE NORTH 0°20'28" EAST 1037.15 FEET PARALLEL TO THE EAST LINE OF THE SAID E1/2;  
THENCE NORTH 89°36'51" EAST 1300.00 FEET, PARALLEL TO THE SOUTH LINE OF THE SAID E1/2, TO THE EAST LINE OF THE SAID E1/2;  
THENCE S 0°20'28" WEST 1037.15 FEET, ALONG THE EAST LINE OF THE SAID E1/2, TO THE POINT OF BEGINNING, EXCEPT THE EAST 40 FEET THEREOF.

## ALSO, EXCEPTING THEREFROM: (100' OF WEST BOWLES AVENUE)

A PARCEL OF LAND AS DESCRIBED IN RECEPTION NUMBER 82036159 IN THE JEFFERSON COUNTY, COLORADO RECORDS, RECORDED MAY 28, 1982.

CONSISTING OF AND BEING THE NORTH 100 FEET OF THE PROPERTY WHICH IS DESCRIBED IN RECEPTION NUMBER 82036158 IN THE JEFFERSON COUNTY, COLORADO RECORDS, RECORDED MAY 28, 1982 BEING:

# EXHIBIT B

A PARCEL OF LAND IN THE NORTH ½ OF SECTION 23, TOWNSHIP 5 SOUTH, RANGE 69 WEST OF THE 6<sup>TH</sup> PRINCIPAL MERIDIAN, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHEAST CORNER OF SAID SECTION, THENCE S 89°11'41" W ALONG THE NORTH LINE OF SAID SECTION A DISTANCE OF 40 FEET, TO THE POINT OF INTERSECTION OF SAID NORTH LINE AND THE WEST RIGHT-OF-WAY LINE OF SOUTH PIERCE STREET, EXTENDED NORTHERLY, BEING THE TRUE POINT OF BEGINNING; THENCE S 00°03'50" W ALONG A LINE 40 FEET WEST OF AND PARALLEL WITH THE EAST LINE OF SAID SECTION AND ALONG THE WEST RIGHT-OF-WAY LINE 2653.32 FEET, MORE OR LESS, TO A POINT ON THE EAST-WEST CENTERLINE OF SAID SECTION, BEING 40 FEET WESTERLY OF THE EAST ¼ CORNER OF SAID SECTION; THENCE S 89°18'15" W ALONG THE CENTERLINE OF SAID SECTION 3804.08 FEET; THENCE N 18°39'01" W 223.88 FEET; THENCE N 16°14'51" W 1148.70 FEET; THENCE N 57°18'12" W 90.2 FEET; THENCE N 75°18'09" W 445.55 FEET; THENCE N 00°30'30" W 682.86 FEET; THENCE N 89°01'03" E 84.28 FEET; THENCE N 65°42'52" E 432.32 FEET; THENCE N 89°09'19" E 818.51 FEET; THENCE N 00°48'16" W 300.62 FEET TO A POINT ON THE NORTH LINE OF SAID SECTION; N 89°11'44" E ALONG THE NORTH LINE OF THE NW ¼ OF SAID SECTION 814.60 FEET; MORE OR LESS, TO THE NORTH ¼ CORNER OF SAID SECTION 23; THENCE N 89°11'41" E ALONG THE NORTH LINE OF THE NE ¼ OF SAID SECTION 2605.88 FEET TO THE TRUE POINT OF BEGINNING, COUNTY OF JEFFERSON, STATE OF COLORADO

**ALSO, EXCEPTING THEREFROM: (JEFFERSON COUNTY LIBRARY)**

A PARCEL OF LAND AS DESCRIBED IN RECEPTION NUMBER 88084924 IN THE JEFFERSON COUNTY, COLORADO RECORDS, RECORDED AUGUST 30, 1988.

COVERING THE LAND IN THE STATE OF COLORADO, COUNTY OF JEFFERSON. DESCRIBED AS:

A PARCEL OF LAND LOCATED IN THE N ½ OF SECTION 23, TOWNSHIP 5 SOUTH, RANGE 69 WEST OF THE 6<sup>TH</sup> P.M., DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTH QUARTER CORNER OF SAID SECTION;  
THENCE S 00°48'19" E A DISTANCE OF 165 FEET TO THE TRUE POINT OF BEGINNING;  
THENCE N 89°11'42" E AND PARALLEL WITH THE NORTH LINE OF THE NE ¼ OF SAID SECTION, A DISTANCE OF 238.08 FEET;  
THENCE S 00°48'19" E, A DISTANCE OF 345.00 FEET;  
THENCE S 23°43'37" W, A DISTANCE OF 140 FEET;  
THENCE N 66°10'23" W, A DISTANCE OF 518.87 FEET;  
THENCE N 00°48'19" W, A DISTANCE OF 186.00 FEET;  
THENCE N 89°11'41" E, A DISTANCE OF 50.00 FEET;  
THENCE EASTERLY ALONG A CURVE CONCAVE TO THE NORTH, (SAID CURVE HAVING A RADIUS OF 162.00 FEET, A DELTA ANGLE 30°00'00"), AN ARC LENGTH OF 84.82 FEET;  
THENCE N 59°11'41" E, A DISTANCE OF 59.62 FEET;  
THENCE EASTERLY ALONG A CURVE CONCAVE TO THE SOUTH, (SAID CURVE HAVING A RADIUS OF 138.00 FEET, A DELTA ANGLE OF 30°00'00"), AN ARC LENGTH OF 72.26 FEET;  
THENCE N 89°11'41" E, A DISTANCE OF 40.29 FEET TO THE TRUE POINT OF BEGINNING.

# EXHIBIT B

## ALSO, EXCEPTING THEREFROM: (COLUMBINE HIGH SCHOOL)

A PARCEL OF LAND AS DESCRIBED IN RECEPTION NUMBER F0144957 IN THE JEFFERSON COUNTY, COLORADO RECORDS, RECORDED NOVEMBER 14, 1995.

A PARCEL OF LAND LYING WITHIN THE NORTHEAST ¼ OF SECTION 23, TOWNSHIP 5 SOUTH, RANGE 69 WEST OF THE 6<sup>TH</sup> PRINCIPAL MERIDIAN JEFFERSON COUNTY COLORADO, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE EAST ¼ CORNER OF SECTION 23, T5S, R69W, 6<sup>TH</sup> P.M.; THENCE N 00°20'28" E, ALONG THE EAST LINE OF SAID SECTION 23, A DISTANCE OF 1037.15 FEET; THENCE S 89°34'13" W, ALONG THE NORTH LINE OF THAT PARCEL OF LAND AS DESCRIBED IN BOOK 2368, AT PAGE 761, JEFFERSON COUNTY RECORDS, A DISTANCE OF 1300.00 FEET; THENCE S 00°20'28" W, ALONG THE WEST LINE OF THAT PARCEL OF LAND AS DESCRIBED IN BOOK 2368, AT PAGE 761, JEFFERSON COUNTY RECORDS, A DISTANCE OF 87.00 FEET TO THE POINT OF BEGINNING; THENCE S 00°20'28" W, CONTINUING ALONG SAID WEST LINE, A DISTANCE OF 655.15 FEET; THENCE S 89°34'13" W, A DISTANCE OF 255.00 FEET; THENCE N 00°20'28" E, A DISTANCE OF 655.15 FEET; THENCE N 89°34'13" E, A DISTANCE OF 255.00 FEET TO THE POINT OF BEGINNING.

BASIS OF BEARING: THE EAST LINE OF THE NORTHEAST ¼ SECTION 23, T5S, R69W, OF THE 6<sup>TH</sup> P.M. BETWEEN THE NORTHEAST CORNER AND THE EAST ¼ CORNER OF SAID SECTION, SAID LINE BEARS N 00°20'28" W, AS SHOWN ON SURVEY "TOPOGRAPHIC AND BOUNDARY MAP OF PROPOSED COLUMBINE HIGH SCHOOL", DATED APRIL 19, 1972.

TOGETHER WITH THE FOLLOWING DESCRIBED PARCEL:

A PARCEL OF LAND LYING WITHIN THE NORTHEAST ¼ OF SECTION 23, TOWNSHIP 5 SOUTH, RANGE 69 WEST OF THE 6<sup>TH</sup> PRINCIPAL MERIDIAN JEFFERSON COUNTY COLORADO, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE EAST ¼ CORNER OF SAID SECTION 23, T5S, R69W, 6<sup>TH</sup> P.M.; THENCE N 00°20'28" E, ALONG THE EAST LINE OF SAID SECTION 23, A DISTANCE OF 1037.15 FEET; THENCE S 89°34'13" W, ALONG THE NORTH LINE OF THAT PARCEL OF LAND AS DESCRIBED IN BOOK 2368, AT PAGE 761, JEFFERSON COUNTY RECORDS, A DISTANCE OF 960.00 FEET TO THE POINT OF BEGINNING; THENCE S 89°34'13" W, CONTINUING ALONG SAID NORTH LINE A DISTANCE OF 340.00 FEET TO THE NORTHWEST CORNER OF SAID PARCEL OF LAND DESCRIBED IN BOOK 2368 AT PAGE 761; THENCE N 00°20'28" E, A DISTANCE OF 30.00 FEET; THENCE N 83°06'04" E, A DISTANCE OF 266.29 FEET; THENCE N 89°34'13" E, A DISTANCE OF 75.00 FEET; THENCE S 00°25'47" E, A DISTANCE OF 60.00 FEET TO THE POINT OF BEGINNING.



## EXHIBIT B

BASIS OF BEARING: THE EAST LINE OF THE NORTHEAST ¼ SECTION 23, T5S, R69W, OF THE 6<sup>TH</sup> P.M. BETWEEN THE NORTHEAST CORNER AND THE EAST ¼ CORNER OF SAID SECTION, SAID LINE BEARS N 00°20'28" W, AS SHOWN ON SURVEY "TOPOGRAPHIC AND BOUNDARY MAP OF PROPOSED COLUMBINE HIGH SCHOOL", DATED APRIL 19, 1972.



LAWRENCE L. PFIFER, PLS 27612  
PREPARED FOR AND ON BEHALF  
OF JEFFERSON COUNTY  
JEFFERSON COUNTY OPEN SPACE  
700 JEFFERSON COUNTY PARKWAY, SUITE 100  
GOLDEN, CO 80401  
(303) 271-5925

# EXHIBIT C

## LEGAL DESCRIPTION

A parcel of land located in the North Half of Section 23, Township 5 South, Range 69 West of the 6th Principal Meridian, Jefferson County, Colorado, more particularly described as follows:

Commencing at the North Quarter Corner of said Section 23, an existing no. 5 rebar in range box,  
thence S  $89^{\circ}11'41''$  W along the northerly line of the Northwest Quarter of said Section 23 a distance of 358.49 feet;  
thence S  $00^{\circ}48'19''$  E a distance of 100.00 feet to a point on the southerly right-of-way line of West Bowles Avenue and the POINT OF BEGINNING;  
thence N  $89^{\circ}11'41''$  E along said right-of-way line a distance of 63.23 feet;  
thence S  $00^{\circ}48'19''$  E a distance of 86.00 feet to a point of curvature;  
thence along the arc of a curve to the left with radius of 24.50 feet, central angle of  $90^{\circ}00'00''$  and arc length of 38.48 feet to a point of tangency;  
thence along the following five courses parallel with and 24.50 feet northerly of the northerly boundary of the parcel of land described by the boundary survey prepared by Rubino Surveying, dated November 6, 1987:

- 1) thence N  $89^{\circ}11'41''$  E a distance of 28.84 feet to a point of curvature;
- 2) thence along the arc of a curve to the left with a radius of 137.50 feet, central angle of  $30^{\circ}00'00''$  and arc length of 71.99 feet to a point of tangency;
- 3) thence N  $59^{\circ}11'41''$  E a distance of 59.62 feet to a point of curvature;
- 4) thence along the arc of a curve to the right with a radius of 162.50 feet, central angle of  $30^{\circ}00'00''$  and an arc length of 85.08 feet to a point of tangency;
- 5) thence N  $89^{\circ}11'41''$  E a distance of 253.37 feet to a point of curvature;

thence along the arc of a curve to the right with a radius of 49.50 feet, central angle of  $90^{\circ}00'00''$  and an arc length of 77.75 feet to a point of tangency;  
thence parallel and 24.50 feet easterly of the easterly line of the parcel of land described by said boundary survey S  $00^{\circ}48'19''$  E a distance of 237.61 feet to a point of curvature;

thence along the arc of a curve to the right with a radius of 75.50 feet, central angle of  $42^{\circ}06'14''$  and an arc length of 55.48 feet to a point of tangency;

thence S  $41^{\circ}17'55''$  W a distance of 7.48 feet to a point on the easterly line of the parcel of land described by said boundary survey;

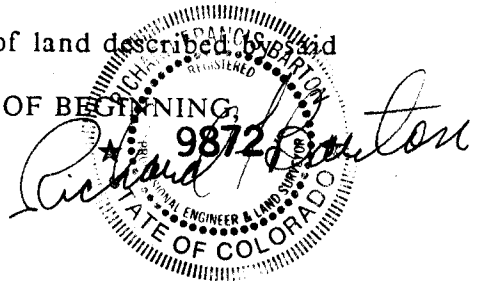
thence along the following five courses along the easterly and northerly lines of the parcel of land described by said boundary survey;

- 1) thence N  $00^{\circ}48'19''$  W a distance of 318.78 feet;
- 2) thence S  $89^{\circ}11'41''$  W 278.37 feet to a point of curvature;
- 3) thence along the arc of a curve to the left with a radius of 138.00 feet, central angle of  $30^{\circ}00'00''$  and an arc length of 72.26 feet to a point of tangency;
- 4) thence S  $59^{\circ}11'41''$  W a distance of 59.62 feet to a point of curvature;
- 5) thence along the arc of a curve to the right with a radius of 162.00 feet, central angle of  $30^{\circ}00'00''$  and an arc length of 84.82 feet to a point of tangency;

thence along and extending the northerly line of the parcel of land described by said boundary survey S  $89^{\circ}11'41''$  W a distance of 116.57 feet;

thence N  $00^{\circ}48'19''$  W a distance of 135.00 feet to the POINT OF BEGINNING;

containing 29,554 square feet, more or less.



# EXHIBIT D



## ACCESS AND UTILITY EASEMENT

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

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

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

By: \_\_\_\_\_  
Ronald Hopp, Executive Director

[illegible]

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

WITNESS my hand and official seal.

My Commission expires: \_\_\_\_\_

---

Notary Public

**JEFFERSON COUNTY PUBLIC LIBRARY**

By: \_\_\_\_\_  
Donna Walker, Executive Director

STATE OF COLORADO    )  
  ) ss.  
COUNTY OF JEFFERSON )

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

WITNESS my hand and official seal.  
My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public

APPROVED AS TO FORM:

\_\_\_\_\_  
Steven L. Snyder  
Assistant County Attorney

# EXHIBIT A

## LEGAL DESCRIPTION

A parcel of land located in the North Half of Section 23, Township 5 South, Range 69 West of the 6th Principal Meridian, Jefferson County, Colorado, more particularly described as follows:

Commencing at the North Quarter Corner of said Section 23, an existing no. 5 rebar in range box,

thence S  $89^{\circ}11'41''$  W along the northerly line of the Northwest Quarter of said Section 23 a distance of 358.49 feet;

thence S  $00^{\circ}48'19''$  E a distance of 100.00 feet to a point on the southerly right-of-way line of West Bowles Avenue and the POINT OF BEGINNING;

thence N  $89^{\circ}11'41''$  E along said right-of-way line a distance of 63.23 feet;

thence S  $00^{\circ}48'19''$  E a distance of 86.00 feet to a point of curvature;

thence along the arc of a curve to the left with radius of 24.50 feet, central angle of  $90^{\circ}00'00''$  and arc length of 38.48 feet to a point of tangency;

thence along the following five courses parallel with and 24.50 feet northerly of the northerly boundary of the parcel of land described by the boundary survey prepared by Rubino Surveying, dated November 6, 1987:

1) thence N  $89^{\circ}11'41''$  E a distance of 28.84 feet to a point of curvature;

2) thence along the arc of a curve to the left with a radius of 137.50 feet, central angle of  $30^{\circ}00'00''$  and arc length of 71.99 feet to a point of tangency;

3) thence N  $59^{\circ}11'41''$  E a distance of 59.62 feet to a point of curvature;

4) thence along the arc of a curve to the right with a radius of 162.50 feet, central angle of  $30^{\circ}00'00''$  and an arc length of 85.08 feet to a point of tangency;

5) thence N  $89^{\circ}11'41''$  E a distance of 253.37 feet to a point of curvature;

thence along the arc of a curve to the right with a radius of 49.50 feet, central angle of  $90^{\circ}00'00''$  and an arc length of 77.75 feet to a point of tangency;

thence parallel and 24.50 feet easterly of the easterly line of the parcel of land described by said boundary survey S  $00^{\circ}48'19''$  E a distance of 237.61 feet to a point of curvature;

thence along the arc of a curve to the right with a radius of 75.50 feet, central angle of  $42^{\circ}06'14''$  and an arc length of 55.48 feet to a point of tangency;

thence S  $41^{\circ}17'55''$  W a distance of 7.48 feet to a point on the easterly line of the parcel of land described by said boundary survey;

thence along the following five courses along the easterly and northerly lines of the parcel of land described by said boundary survey;

1) thence N  $00^{\circ}48'19''$  W a distance of 318.78 feet;

2) thence S  $89^{\circ}11'41''$  W 278.37 feet to a point of curvature;

3) thence along the arc of a curve to the left with a radius of 138.00 feet, central angle of  $30^{\circ}00'00''$  and an arc length of 72.26 feet to a point of tangency;

4) thence S  $59^{\circ}11'41''$  W a distance of 59.62 feet to a point of curvature;

5) thence along the arc of a curve to the right with a radius of 162.00 feet, central angle of  $30^{\circ}00'00''$  and an arc length of 84.82 feet to a point of tangency;

thence along and extending the northerly line of the parcel of land described by said boundary survey S  $89^{\circ}11'41''$  W a distance of 116.57 feet;

thence N  $00^{\circ}48'19''$  W a distance of 135.00 feet to the POINT OF BEGINNING;

containing 29,554 square feet, more or less.



# EXHIBIT B

A PARCEL OF LAND AS DESCRIBED IN RECEPTION NUMBER 88084924 IN THE JEFFERSON COUNTY, COLORADO RECORDS, RECORDED AUGUST 30, 1988.

COVERING THE LAND IN THE STATE OF COLORADO, COUNTY OF JEFFERSON. DESCRIBED AS:

A PARCEL OF LAND LOCATED IN THE N ½ OF SECTION 23, TOWNSHIP 5 SOUTH, RANGE 69 WEST OF THE 6<sup>TH</sup> P.M., DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTH QUARTER CORNER OF SAID SECTION;  
THENCE S 00°48'19" E A DISTANCE OF 165 FEET TO THE TRUE POINT OF BEGINNING;  
THENCE N 89°11'42" E AND PARALLEL WITH THE NORTH LINE OF THE NE ¼ OF SAID SECTION, A DISTANCE OF 238.08 FEET;  
THENCE S 00°48'19" E, A DISTANCE OF 345.00 FEET;  
THENCE S 23°43'37" W, A DISTANCE OF 140 FEET;  
THENCE N 66°10'23" W, A DISTANCE OF 518.87 FEET;  
THENCE N 00°48'19" W, A DISTANCE OF 186.00 FEET;  
THENCE N 89°11'41" E, A DISTANCE OF 50.00 FEET;  
THENCE EASTERLY ALONG A CURVE CONCAVE TO THE NORTH, (SAID CURVE HAVING A RADIUS OF 162.00 FEET, A DELTA ANGLE 30°00'00"), AN ARC LENGTH OF 84.82 FEET;  
THENCE N 59°11'41" E, A DISTANCE OF 59.62 FEET;  
THENCE EASTERLY ALONG A CURVE CONCAVE TO THE SOUTH, (SAID CURVE HAVING A RADIUS OF 138.00 FEET, A DELTA ANGLE OF 30°00'00"), AN ARC LENGTH OF 72.26 FEET;  
THENCE N 89°11'41" E, A DISTANCE OF 40.29 FEET TO THE TRUE POINT OF BEGINNING.



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



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

TO: Donna Walker, Executive Director

FROM: Kurt Jungwirth, Facilities Operations Manager

DATE: November 08, 2018

RE: 2018 Evergreen Library Snow Removal Service Contract Extension, Study Session Memo

**History of Contract:**

Evergreen Library snow removal contract expired on September 30, 2018. An amendment to extend the contract is being made by a mutual written agreement between Bear Creek Landscape for snow removal and JCPL.

The recommendation is for the Director of Facilities and Construction to request Board authorization for the Executive Director to enter into a one-year contract with Bear Creek Landscape for snow removal, for the cost of \$55,000.00 for the term starting on October 01, 2018, through and including September 30, 2019.

**Total Cost:**

A not to exceed amount of \$55,000.00 is requested.

**Budget:**

\$280,000 is budgeted in the 2018 budget and \$200,000 is budgeted in the proposed 2019 budget.

**Next Actions:**

I anticipate bringing the contract authorization request to the Board at the November 15<sup>th</sup> board meeting. We will be asking the Library Board of Trustees to authorize Donna to sign into a contract with Bear Creek Landscape for the amount of \$55,000.00.



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



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

TO: Donna Walker, Executive Director

FROM: Kurt Jungwirth, Facilities Operations Manager

DATE: November 08, 2018

RE: 2018 JCPL Snow Removal Service Contract Extension, Study Session Memo

**History of Contract:**

JCPL snow removal contract expired on September 30, 2018 and that 2018 is the final year of the 4-year contract, which commenced on January 18, 2014. A final extension is being made by a mutual written agreement between CoCal Landscape Services for snow removal and JCPL.

The recommendation is for the Director of Facilities and Construction to request Board authorization for the Executive Director to enter into a one-year contract with CoCal Landscape Services for snow removal, for the cost of \$79,753.00 for the term starting on October 01, 2018, through and including September 30, 2019.

**Total Cost:**

A not to exceed amount of \$79,753.00 is requested.

**Budget:**

\$280,000 is budgeted in the 2018 budget and \$200,000 is budgeted in the proposed 2019 budget.

**Next Actions:**

I anticipate bringing the contract authorization request to the Board at the November 15<sup>th</sup> board meeting. We will be asking the Library Board of Trustees to authorize Donna to sign into a contract with CoCal Landscape Services for the amount of \$79,753.00.