

BOARD MEETING

JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

January 17, 2019



Jefferson County
PUBLIC LIBRARY

APPROVAL OF AGENDA

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

ITEM# / ACTION	Thursday, January 17, 2019 – LAKEWOOD LIBRARY MEETING ROOM
1.	Call to order & attendance (4.5.8)
2.	Pledge of Allegiance
3. Action	Approve Agenda Call for motion and second
4. Action	Approval of Minutes Call for motion and second <ul style="list-style-type: none"> December 13, 2018 Board Meeting Minutes
5.	Public Comment
6. Information	<ul style="list-style-type: none"> Foundation Report – Jo Schantz
7. Operational Updates Action as Needed	<ul style="list-style-type: none"> Executive Director Update – Donna Walker Finance Department – Barbara Long <ul style="list-style-type: none"> Financial Reports <u>Pine Library Gift</u> Call for motion and second <u>Budget Adjustment/Transfer</u> Call for motion and second Facilities and Construction Projects – Steve Chestnut <ul style="list-style-type: none"> Belmar Redesign Phase II Call for motion and second
8. Action as Needed	Consent Agenda (4.3.4) <u>Sunshine Resolution</u> <ul style="list-style-type: none"> <i>Action Item:</i> Call for Motion: Trustees approve the Sunshine Resolution LB-01-17-19 <u>Chair Appointments:</u> <ul style="list-style-type: none"> <i>Action Item:</i> Chair appoints committee to review Board Bylaws (4.4.2D) <i>Action Item:</i> Chair appoints nominating committee for Board officers (4.4.2D) <i>Action Item:</i> Chair appoints Trustee representative to Foundation Board <u>Adopted 2019 Governance Process Calendar</u> <ul style="list-style-type: none"> <i>Informational:</i> 2019 Governance Process Calendar as adopted at the December 14, 2017 Library Board meeting.

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

9. Emerging Issues Action as Needed	
10. Action as Needed	Ends <ul style="list-style-type: none">• Trustees review Global Ends Statements – Charles Naumer• 2019 Strategic Plan Q&A - Donna Walker• 2020 Board Strategic Planning – Charles Naumer
11. Action as Needed	Governing Policies: Management Limitations (Monitoring Reports) <ul style="list-style-type: none">• No items
12. Suggest Agenda Items	BOARD SCHEDULE – NEXT MEETINGS <ul style="list-style-type: none">• February 14 – Study Session – 5:30 pm – Pam Nissler Administration Conference Room• February 21 – Board Meeting – 5:30 pm – Lakewood Library Meeting Room• March 14 – Extended Study Session – Pam Nissler Administration Conference Room• March 21 – Board Meeting – Lakewood Library Meeting Room• April 11 – Study Session – Pam Nissler Administration Conference Room• April 18 – Board Meeting – Arvada Library Meeting Room
13. Discussion	Board Questions or Comments Related to Items on the Meeting Agenda
14. Discussion	Evaluate Board Meeting (4.1.9)
15. Information	Announcements/General Information Sharing <ul style="list-style-type: none">• Report of the Chair – Correspondence, Other• Other Announcements
16. Adjournment	

APPROVAL OF MINUTES

Minutes of the Meeting of the
JEFFERSON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
December 13, 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 December 13, 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), John Bodnar, Deborah Deal, Brian DeLaet and Jeanne Lomba

Trustees not present: Pam Anderson.

Guests: None

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; Sandie Coutts, Director of Employee Relations and Development; and Amber Fisher, Executive Assistant, Office of the Executive Director.

APPROVAL OF AGENDA

MOTION: Debra Deal moved that the Library Board of Trustees approve the agenda as amended to move the 2019 budget adoption ahead of the monthly financial report.
Seconded by Jeanne Lomba the motion passed by unanimous vote of all Trustees present.

APPROVAL OF MINUTES

MOTION: John Bodnar moved approval of the minutes of the November 8, 2018 Study Session as presented. Seconded by Deborah Deal the minutes were approved by all Trustees present.

MOTION: John Bodnar moved approval of the minutes of the November 15, 2018 Board meeting as presented. Seconded by Jeanne Lomba the minutes were approved by unanimous vote of all Trustees present.

PUBLIC COMMENT

Tom and Alice Atkins, Golden residents, expressed appreciation to the Board and staff for their work over the last year and extended their best wishes for the coming year.

FOUNDATION REPORT

Jo Schantz, Library Foundation Executive Director, addressed the Board and provided an update on the activities of the Foundation. The Foundation is \$50,000 over budget in year-to-date income. Recent receipts include \$12,404 from Colorado Gives Day and \$6,243 from holiday book sales at the Columbine and Lakewood libraries. The Foundation submitted \$241,000 in grant requests and received \$77,000 to date. The Foundation office will be closed between Christmas and New Year's Day.

SENIOR MANAGEMENT TEAM (SMT) OPERATIONAL UPDATES

Executive Director Update

Donna Walker, Executive Director, provided an update to the Board. In addition to the meetings in the report, the Executive Director attended the West Metro Chamber's Diversity Board meeting which included representatives from the Black Chamber, Hispanic Chamber, Asian Chamber and LGBTQ Chamber. It was an excellent opportunity to discuss and promote the Library and the services available to diverse populations. In response to questions, the Board was advised that:

- The Board of County Commissioners (BCC) cancelled the December quarterly meeting with the Library Board. The Elected Officials/Personnel Board meeting that was scheduled for the same day was also cancelled.
- The Executive Director will provide more information on the meeting with the City of Arvada, scheduled for December 18, at the next Board meeting
- The community is enjoying the Edgewater Library and there have been no reported incidents.

Budget and Finance Department

2018 Budget

Barbara Long, Interim Director of Budget and Finance, provided an overview of the 2019 budget. The 2019 budget continues to keep the Library's promises to the community by ensuring appropriate staffing, investing in capital development and improvement and addressing the Library's strategic priorities. The changes between the draft budget submitted in June and the final budget include:

- Increased total budgeted revenue by \$50k
- Decreased budget expenses by \$243k
- Adjusted budgets for Belmar Renovation and South County Library projects
- Reduced budget for Library Books & Materials by 4250k
- Decreased the use of Fund Balance from \$2.47M to \$1.93M

In response to questions, the Board was advised that:

- The reduction in the books and materials budget of \$250,000 is a reflection of the Belmar Library renovation project not being completed in 2019 and would therefore not need an opening day collection.
- Planning for South County was included in the 2019 budget and reflects the Board's request to accelerate that project. The South County location has not been determined.
- If both the Belmar Library and South County were to open in 2020 it would require the use of fund balance reserves.

The Chair expressed appreciation to the staff for their work on the budget and keeping the promises to taxpayers.

Trustee Bodnar noted that he is not comfortable with the Belmar project placeholder in the budget and would not be voting in favor of the 2019 budget.

MOTION: Kim Johnson moved that the Library Board of Trustees adopt the 2019 budget and authorize the Executive Director to implement the spending plan contained therein. Seconded by Brian DeLaet the motion passed by majority vote of all Trustees present with Trustee Bodnar voting against the motion.

Financial Report

Barbara Long, Interim Director of the Finance and Budget Department, addressed the Board and presented information related to the November financial report and the information on operating and capital budgets. In response to a question, the Board was advised that:

- The opening day collection is included in the overall library books and materials budget and is not an addition to the collection budget.

Trustee Bodnar expressed appreciation for the information on operating and capital budgets.

Facilities and Construction Projects

Kleen Tech Janitorial Services Contract

Steve Chestnut addressed the Board and provided information on the janitorial services contract.

MOTION: John Bodnar moved that the Library Board of Trustees authorize the Executive Director to sign the contract with Kleen Tech Services for the period January 1, 2019 through December 31, 2019 in the not to exceed amount of \$487,000. Seconded by Brian DeLaet voting was suspended for further discussion.

In response to a question, the Board was advised that the contract term is for one year.

The Executive Director expressed concern with the “not to exceed” addition to the motion. Trustee Bodnar advised the Board that he would amend the motion to remove the “not to exceed” statement.

MOTION: John Bodnar moved that the Library Board of Trustees authorize the Executive Director to sign the contract with Kleen Tech Services for the period January 1, 2019 through December 31, 2019 in the amount of \$487,000. Seconded by Kim Johnson the motion passed by unanimous vote of all Trustees present

Employee Relations & Development Department

Service Highlights – Social Work Coordinator

Sandie Coutts, Director of Employee Relations and Development introduced Debra Walsh, Social Work Coordinator. Debra addressed the Board and provided information on her background and her work with the Library. Over the last six months part of the onboarding process included meetings Library staff and external agencies (County Public Health, Jefferson Mental Health, Jeffco Action Center, the Homeless and Substance Abuse Coalitions, ,etc.). In support of patrons, drop in hours have been established at Arvada and Belmar, where anyone in the community can come in for assistance. Ms. Walsh has met with 59 patrons and provided guidance and support to staff at other library locations working with 20 additional patrons. Additionally, people come in with concerns about relatives and they are provided with guidance and links to resources. Debra expressed appreciation to the Library Board for their recognition and support of this important work.

In response to questions, the Board was advised that:

- The system would be well served by having more social workers.
- The Library is working toward training for Library staff to help them with their encounters with patrons
- There are flyers about the social worker, however, the Library is trying to manage capacity
- Logistics make responding to calls from other locations challenging (i.e., if a call for assistance came in from Columbine, by the time Debra traveled from Arvada to Columbine there is a good chance the patron needing assistance would be gone).

The Board expressed appreciation to Debra for her work and dedication to providing services to the communities.

CONSENT AGENDA

Adopt 2019 Governance Process Calendar

MOTION: Kim Johnson moved that the Trustees adopt the 2019 Governance Process Calendar as presented. Seconded by Jeanne Lomba the motion passed by unanimous vote of all Trustees present.

Emerging Issues

In response to a concern raised by Trustee Deal, the Executive Director advised the Board that she will include information on what the Library is doing to address safety and security issues from time to time in her Board report.

Ends

2020 Strategic Planning

Charles Naumer, Chair, advised the Board that at the next Board meeting the Trustees can review and vote on the ends statements. The Chair noted that he had worked on making some changes to the ends statements to reflect the value proposition and sent it to the Executive Director for review and suggestions.

The Executive Director asked the Board to consider extending the March 2019 Study Session to include a strategic planning session. The Library would bring the results of the community input meetings.

BOARD SCHEDULE – NEXT MEETINGS

- 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
- March 14 – Study Session – 5:30 pm – Pam Nissler Conference Room
- March 21 – Board Meeting – 5:30 pm – Lakewood Library Meeting Room

ANNOUNCEMENTS/GENERAL INFORMATION SHARING

The Chair advised the Trustees that the Library and Foundation Working Group will continue meeting. The conversations have been very constructive and the group is focusing on goals. The plan is to renew the agreement in April 2019.

ADJOURNMENT

The Board meeting was adjourned at 6:24 p.m.

Pam Anderson, Secretary

PUBLIC COMMENT

Whereas, the Jefferson County Public Library Board of Trustees is committed to building an educated and vibrant community by providing equal access to information and opportunities; and

Whereas, we are committed to understanding the needs and aspirations of our communities as we develop Library programs and services; and

Whereas, Tom and Alice Atkins have served the Library faithfully, providing a much-needed conduit to our residents and communities and providing valuable insights to Library Trustees and management; and

Whereas, they have been instrumental in securing funding for the Golden Library, relocating the Golden Library to its current location; serving on and supporting the Library Board of Trustees, campaigning tirelessly to achieve the 2015 mill levy increase, and faithfully attending Board meetings and Study sessions; and

Whereas, they have served as role models to all of us with their commitment, dedication and thoughtful contributions to the Library; and

Whereas, they are embarking on a new adventure that takes them outside of Jefferson County and into a new neighborhood and a new Library system;

NOW, THEREFORE, I, Chic Naumer, on behalf of the Library Board of Trustees and the Senior Leadership Team of the Library, do hereby resolve that we send them off with our utmost respect, deepest gratitude and heartfelt wishes for a bright and satisfying future, and that we demonstrate our gratitude with this gift certificate to Farro's, a restaurant in their new neighborhood, and a letter of introduction to their new neighborhood Library.

IN TESTIMONY WHEREOF, I have hereunto set my hand this 17th day of January, in the year of 2019.

Charles Naumer, Chairman
Jefferson County Public Library Board of Trustees

ADMINISTRATION

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

jeffcolibrary.org



Jefferson County
PUBLIC LIBRARY

January 17, 2019

Ms. Tammy Clausen, Manager
Highland Ranch | James H. LaRue Library
9292 S. Ridgeline Boulevard
Highland Ranch, CO 80129

CC: Bob Pasicznyuk, Executive Library Director, Douglas County Libraries

Dear Tammy,

It is with mixed emotions that we offer this letter of introduction to two very special library patrons, Tom and Alice Atkins. They are moving into your neighborhood and may become patrons of your Library.

I encourage you to watch for them and to introduce yourself. They have been among our most passionate advocates, enlightened strategists, dedicated volunteers, and closest friends.

They have a long and impressive history of contributing to Jefferson County and JCPL, with the following:

- **Securing funding for the Golden Library in the early 1990s.** In the early 1990s, when library funding was reduced, the Golden Library was put on a list of libraries to be downsized into limited service reading rooms, open only 20 hours a week. Tom played a principal role in maintaining services at the library when, as President of the Golden Area Branch Library Enthusiastic Supporters (GABLES), he organized and led a successful fight against the downsizing. In 1993, the downsizing was scrapped, saving not just the Golden Library, but all the county libraries slated for the same fate. As a result, County Commissioners, working together with the library trustees fully funded all libraries.
- **Relocating the Golden Library to its current location.** Next, GABLES worked to bring about the relocation of the Golden Library to its current location. A building swap was worked out with the City of Golden; the library vacated the building that now houses the Golden History Museums and moved into a renovated recreation center next door. They were able to find the library a larger, permanent home, even though it cost \$2 million to renovate the old Golden recreation center. Somehow, with Tom's leadership and the help of the Golden community, they got it done!
- **Serving as a Library Trustee.** From 1994 - 2002, Tom served on Library Board of Trustees, where he served as secretary, vice chair and chair. During his tenure on the Board, the Library accomplished a number of key initiatives including:
 - Completion of the move & renovation of the Golden Library
 - Opening of the Conifer Library
 - Implementation of a shared collection
 - Implementation of an ILS system
 - A mill levy initiative (2000)
 - The purchase of Fehringer Ranch
 - Construction of the current Belmar Library, and
 - Planning for the Arvada Library in Old Towne

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At the meeting where they announced Toms' retirement, they invited him to stay involved with the Library as a private citizen. Which he did. In spades. And ever since Tom married Alice in 1996, she has been involved as well.

- **Helping to Secure the Future of JCPL.** In protest against a budget cut in 2010, Tom and Alice started Save Jeffco Libraries, an initiative to make JCPL an independent Library district. Later, when we began our investigation into the best way to secure the future of the Library, they were with us every step of the way, attending Board meetings and BCC meetings and providing us with advice and moral support. When we decided to pursue a mill levy initiative instead of a district, they threw themselves into the effort, raising funds, walking precincts, delivering brochures and yard signs, helping us strategize, writing letters to the editor, and enthusiastically helping to ensure our success.
- **Serving as mentors, contributors and supporters of Library** by faithfully attending multiple meetings and study sessions of the Library Board of Trustees, volunteering for multiple Library events, gracing many of our Board and staff members with their friendship and support.,

The depth and breadth of their contributions are evident and compelling, and reflect a dedication and beneficence to the Library that sparked our deepest gratitude.

We'll miss terribly them. And you'll be lucky to have them.

Warmest regards,

The Jefferson County Public Library Board of Trustees, and
The Jefferson County Public Library Senior Management Team

FOUNDATION REPORT

JEFFERSON COUNTY LIBRARY FOUNDATION
EXECUTIVE DIRECTOR REPORT
JANUARY 2019 (December 13 – January 17)
By Jo Schantz

1. Recent Events

JCLF's Holiday Book Sales

- Friday/Saturday, November 30-December 1, 9 a.m. to 4 p.m. at Columbine Library
 - Friday/Saturday, December 7-8, 9 a.m. to 4 p.m. at Lakewood Library

Total revenue for these two events was \$6,243



Colorado Gives Day and our 2018 Annual Appeal

We garnered nearly \$21,000 from these 2018 end-of-year solicitations (preliminary number)

2. Upcoming Events

- **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
- **2019 Spring Whale of a Used Book Sale** – Friday/Saturday/Sunday, May 31-June 2, Jeffco Fairgrounds



3. Fundraising Update

Grants received:

- El Pomar Foundation -- \$10,000 for the Family Place Library at Edgewater Library

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
- Golden Civic Foundation -- \$4,750 for Golden Library's Summer Reading program
- Junior League of Denver -- \$5,000 for Babies First Books (we are invited to submit a full proposal by Jan. 11)
- 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**
- Madigan Foundation -- \$5,000 for Summer Reading
- Kerr Foundation -- \$5,000 for Summer Reading

TOTAL AMOUNT OF REQUESTS SUBMITTED TO DATE IN 2018 = \$241,407

TOTAL RETURN ON GRANTS/SPONSOR REQUESTS FOR 2018 = \$87,300 (A 36% POSITIVE RETURN TO DATE)

Special Events revenue: \$5,060 received from *Goldilocks and The Little Bear* fundraiser held on Oct. 25 (\$1,060 from event proceeds, plus \$4,000 from the Theda and Tamblin Clark Smith Family Foundation). This is the 2nd gift from the Clark Smith Family Foundation; they also gave a grant of \$3,500 in October 2018 for Childhood Literacy.

4. News, Meetings and Networking

Special thanks!!! to Board member **Neal Browne** for donating his time and expertise to create a promotional video featuring author **Margaret Coel** (as part of our marketing efforts for the Friends Annual Meeting). You can view it on our website, on our Facebook and Instagram pages, and at:

http://www.mediafire.com/file/3754pdvh10v4f1t/Margaret_Coel_Promo_Video_.mp4/file

My **Leadership Golden** team project is focused on homeless and unaccompanied teens, specifically those attending Golden High School. My group is working with Jeffco Schools' Homeless Liaison Beatriz Monsalve, and we met with Golden High School Counselor Wendy Roberts on Tuesday, January 8, to learn more about how our project can assist this special demographic. We will present our class project to Golden City Council in April, at the conclusion of this year's class session.



The **JCLF/JCPL Working Group** with **Donna Walker** and **Library Trustees Chic Naumer** and **Deb Deal** reconvened on Monday, January 7. Board members **Sally Reed**, **Ron Benson** and **TJ Bowen** and I are continuing the discussion, and we will be updating the Memorandum of Understanding (MOU) between the two organizations.



Our **Program & Events Committee** met on Tuesday, January 8, to discuss potential fundraising events and activities for 2019. We invited **Jennifer Kemps** (Special Events Associate from **Ralston House**) to join us in discussing a possible joint fundraising event that will be held in August 2019 (a walk/run in Belmar).

I participated in the *Libraries of the Future* discussion led by Donna Walker at the Belmar Library on Friday, January 11.

Alison Egbers, our office coordinator, submitted her resignation on January 4, and her last official day is January 18. I have posted the job position on four different job boards, and I have received more than 30 applications to date. First round interviews are slated for Wednesday, and Thursday, January 16 and 17. I hope to have the position filled by the first of February.

I have hired **Jolene Rehault** (pronounced ROW) as our social media contract worker, and she is working with me to map out social media posts (on Facebook and Instagram) for the upcoming months. Jolene is also helping us with blogs on our website, and she's charging us slightly less than our previous social media contract worker.

I'm continuing to participate in the **Good News Breakfast Steering Committee** and this group met on January 9 to prepare for the 2019 Breakfast celebration that will be held at the Jeffco Fairgrounds on *April 30*. (Note date change from April 23!) This year's theme is **Unsung Heroes: Not all Heroes Wear Capes**, and we are calling for nominations from throughout the Jeffco community.



Joni Inman (Joni Inman Consulting) and I met on January 11 to prepare for the JCLF Board Retreat scheduled for February 22. **Joy Brandt**, a representative from the **Golden Civic Foundation**, requested a site visit and a meeting on January 15 at the Golden Library. We met to discuss JCLF's recent grant request of \$4,750 in support of Summer Reading prizes and incentives for Golden-area participants.

Operational Updates

Executive Director Update

JANUARY 2019 EXECUTIVE DIRECTOR REPORT

SUMMARY OF ACTIVITIES

SEPTEMBER – DECEMBER 2018:

Strategy and Onboarding:

- ✓ Completed a Listening Tour – conversation with 18 staff groups
- ✓ Completed one-on-one meetings with each Trustee
- ✓ On-boarded the new IT director
- ✓ Participated in County-wide strategic planning
- ✓ Ongoing engagement with a Foundation/JCPL working group
- ✓ Initiated evaluation of 2018 FTE additions and exploration of opportunities for executive team structure
- ✓ Reset pace of 2018 projects
- ✓ Revised 2019 Strategic Plan
- ✓ Initiated changes to Long term Strategic Planning process

Community Engagement:

- ✓ Attended or participated in over 30 meetings with community groups or stakeholders
- ✓ Attended one national conference

Publications:

- ✓ PLA Leadership Development Programs Offer Lessons for a Lifetime. (2018, September/October). *Public Libraries*, 57(5), 23-30.

JCPL Capital Projects and Service Highlights:

- ✓ Launched new employee intranet
- ✓ Signature Program: Fandomonium
- ✓ Opened new library in Edgewater
- ✓ Completed conceptual design of Belmar Library redesign
- ✓ Delivery of new cargo van

JANUARY 2019 HIGHLIGHTS

Strategy and Planning:

- Hold 6 community input meetings for long-range planning
- Reorganize Executive Team
- Closeout 2018 Year-end Strategic Plan and Statistics
- Develop Long-term Strategic Planning Project Plan
- Create 2019 Scorecard

Community Engagement

- Participate in Jeffco's Bright Futures Roadmap – a public/private partnership of Jeffco community leaders in education, health, business and local government.
- Three staff attending ALA mid-winter conference – professional development and committee work

Safety and Security

- Met with the Arvada City manager's office team and follow up walk through at the Arvada Library to collaborate on addressing safety concerns.
- New Safety and Security Coordinator started Jan 6th – experience in New York and Denver Police Departments, U.S. Army, CO Department of Transportation, FEMA, 9/11, other crisis response events and many more credentials too numerous to name.

JCPL Capital Projects and Service Highlights

- Started New Cargo Van Service for expansion of service to senior living communities will expand library hours by adding more stops to more locations with this more portable service.





SUMMARY OF EXECUTIVE DIRECTOR ACTIVITIES, JANUARY 2019

ACTIVITY	PURPOSE	IMPACT
JCPL + JCLF Working Group	Create understanding of each Board's expectations about financial reporting and fiduciary responsibility.	Made progress towards goals. Gained in mutual understanding.
Elected Officials Swearing In Ceremony	Witness new elected officials swearing into office.	Library was present to welcome newly elected officials.
Community Input Meeting – Volunteers <i>Scheduled for January 9th</i>	Relationship building; input gathering for strategic planning	
West Metro Chamber Board gathering <i>Scheduled for January 9th</i>	Relationship building with other Board members.	
Elected Officials/Personnel Board <i>Scheduled for January 10th</i>	Participate in county-wide planning and decision-making.	
Front Range Public Library Directors meeting <i>Scheduled for January 11th</i>	Learn about services and issues in nearby libraries. Build relationships with other library executives.	
Community Input Meeting – Foundations <i>Scheduled for January 11th</i>	Relationship building; input gathering for strategic planning	
Welcome/Orientation : Jeffco Elected Officials <i>Scheduled for January 14th</i>	Learn about County internal departments and processes. Be oriented to County in new role.	
Community Input Meeting – Teens/Higher Education/Economic Development <i>Scheduled for January 14th</i>	Relationship building; input gathering for strategic planning	
Child and Youth Leadership Commission (CYLC) Child Welfare subcommittee <i>Scheduled for January 16th</i>	Liaise between CYLC and subcommittee. Take next steps with Lock it Up campaign.	
Community Input Meeting – Faith-based and Human Services <i>Scheduled for January 16th</i>	Relationship building; input gathering for strategic planning	
Colorado State Library Board Training Advisory Group <i>Scheduled for January 22nd</i>	Advise State Library decision making on what board training to offer and how to offer	



West Metro Chamber Board of Directors <i>Scheduled for January 23rd</i>	Participate as a board member with the business community on economic success initiatives	
Community Input Meeting - Mayors and City Managers <i>Scheduled for January 23rd</i>	Relationship building; input gathering for strategic planning	
Communities that Care Strategic Action Planning Retreat <i>Scheduled for January 24th</i>	Give direction and input on Jeffco Public Health initiative that addresses protective factors for youth	
American Library Association Mid-Winter Conference – Seattle <i>Scheduled for Jan 25-29th</i>	Participate in PLA Leadership Development Committee; learn about trends and initiatives; meetings with vendors; meeting with other stakeholders	
Community Input Meeting – Early Literacy and Elementary Education <i>Scheduled for January 30th</i>	Relationship building; input gathering for strategic planning	



Operational Updates

Finance Department

memorandum



to: Donna Walker, Executive Director
from: Barbara Long, Interim Director of Finance & Budget
re: Finance Monthly Report
Date: January 2019

A. **Budget to Actual Tables**

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

B. **Pine Library Contribution**

Jefferson County Public Library provides an annual gift to the North Fork Library Association to support the Pine Library's operating expenses. This gift helps pay for the Library's insurance, as that cost alone would consume almost the entire Pine Library income each year.

In 2016, 2017 and 2018 the Jefferson County Library Board granted Pine Library \$1,000. In the 2019 Jefferson County Public Library budget, \$1,000 has been set aside for this gift.

Action Item: I recommend that the Library Board of Trustees authorize a gift of \$1,000 to the North Fork Library Association to support operating expenses of the Pine Library in 2019.

C. **Budget Transfer Request**

The Library's 2019 budget, approved by the Trustees on December 13, 2018, differed from the County adopted budget in two areas: The Library budget includes additional expense of \$92,167 in computer materials and software maintenance, which were missed in the County budget, and a decrease in expense of \$250,000 in library books and materials. The net difference is \$157,833 less than the County adopted budget. This requested budget transfer will move \$92,167 into the computer materials and software maintenance line items and move \$157,833 into contingency. The request for 2018 project carryover will be reduced by the amount of additional contingency funds (\$157,833) which can then be transferred to the appropriate project. County budget staff recommended this approach.

Action Item: I recommend that the Library Board of Trustees authorize a budget transfer of \$157,833 to match the Library's adopted budget with the County budget.



Jefferson County
PUBLIC LIBRARY

memorandum

to: Donna Walker, Executive Director
from: Barbara Long, Interim Director of Finance & Budget
re: Finance Monthly Report
date: January 17, 2019

A. Budget to Actual Tables December 2018

Attached are the Preliminary Financial Tables for the month of December 2018. They are described as preliminary because all transactions pertaining to December 2018 have not yet been recorded. Additional material transactions to be recorded are Investment Income, Accrued Salaries and Benefits, Library Books and Materials, and Capital Projects.

Property Taxes are projected to come in short and library fines are not expected to meet budget. However, as a whole, revenue received to date has already exceeded the amount budgeted for 2018. Areas where receipts are significantly over budget are Investment Income, Library Foundation Contributions and E Rate Revenue.

Library Foundation support (including \$4,500 for summer reading prizes) of \$192,915 was received in 2018. In-kind support provided to the Foundation by the Library is valued at \$85,920 (Ratio of 2.3:1).

The financial tables include projected costs for operating (Table 3) and capital (Table 5) expenses, which are linked to the projection of ending fund balance on Table 2. Expenditures for Salaries and Benefits are expected to be below budget, and the vacancy factor will be met. Library Books and Material will likely be spent, as will the cost allocation budgets. Supplies are projected to be under budget by about \$165K mainly due to savings in Heat and Power and Telephone Equipment. Other Services and Charges are projected to be under budget by more than \$1M. This is mainly due to unspent contingency funds of \$853K. 2018 contingency was much higher than the standard amount of \$500K because when the Books and Materials budget was reduced by \$1.2M, \$732K was transferred to Salaries and Benefits to fund 13.5 new positions (including staff for the new Edgewater library) and the balance of \$467K was transferred to contingency. Lower snow removal costs are also contributing to budget savings in this line item.

The projected year-end balance in capital projects includes both amounts that represent actual savings from projects that are complete or will not be done, such as the Columbine Remodel, Lakewood Fence and Lakewood Admin Restroom, as well as projects that are ongoing but will not be completed by year-end like the Edgewater Library and the Evergreen Parking Lot. Funding for on-going projects will be reflected in the Library's upcoming carryover request.

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 12/31/2018	\$ 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	\$ 35,191,405	\$ (422,434)	-1%
Property Tax - Capital	1,664,831	1,668,527	1,673,653	1,655,348	(18,305)	-1%
Total Taxes	\$ 36,392,968	\$ 36,299,870	\$ 37,287,492	\$ 36,846,753	\$ (440,739)	-1%
Federal & State Grants	\$ 130,000	\$ 131,272	\$ 133,000	\$ 130,042	\$ (2,958)	-2%
Fines & Fees	792,970	692,908	530,850	492,953	(37,897)	-7%
Other Revenue	546,220	705,809	329,400	938,530	609,130	185%
Total Other Revenues	\$ 1,469,190	\$ 1,529,989	\$ 993,250	\$ 1,561,525	\$ 568,275	57%
Sub Total Revenues	\$ 37,862,158	\$ 37,829,859	\$ 38,280,742	\$ 38,408,278	\$ 127,536	0%
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	-	2,501,293		NA
Total Sources of Funds	\$ 40,035,183	\$ 37,157,592	\$ 42,226,786	\$ 35,906,986	\$ (6,319,800)	-15%
Uses of Funds						
Operating Expenditures						
Salaries & Employee Benefits						
Salaries	\$ 12,592,392	\$ 12,430,918	\$ 13,566,138	\$ 13,022,988	\$ (543,150)	-4%
Benefits	3,793,380	3,640,853	4,213,500	3,876,453	(337,047)	-8%
Total Salaries & Benefits	\$ 16,385,772	\$ 16,071,770	\$ 17,779,638	\$ 16,899,441	\$ (880,197)	-5%
Library Books & Materials	\$ 8,349,727	\$ 8,296,242	\$ 8,273,586	\$ 7,974,784	\$ (298,802)	-4%
Supplies	1,287,301	1,105,821	1,470,059	1,205,836	(264,223)	-18%
Vehicles	12,000	-	140,000	104,805	(35,195)	-25%
Other Services & Charges	3,784,203	3,197,461	4,840,532	3,438,086	(1,402,446)	-29%
Internal Transactions /Cost Allocation	1,599,551	1,599,493	1,748,514	1,677,183	(71,331)	-4%
Total Operating Expenditures	\$ 31,418,554	\$ 30,270,788	\$ 34,252,329	\$ 31,300,135	\$ (2,952,194)	-9%
Financing & Debt Service	\$ 1,548,403	\$ 1,519,238	\$ 1,486,667	\$ 1,486,667	\$ -	0%
Capital Projects	\$ 7,068,226	\$ 5,367,566	\$ 6,487,790	\$ 3,120,183	\$ (3,367,607)	-52%
Total Uses of Funds	\$ 40,035,183	\$ 37,157,592	\$ 42,226,786	\$ 35,906,986	\$ (6,319,800)	-15%

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

	2017 Budget	2017 Actual	2018 Budget	YTD Actual 12/31/2018	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	\$ 36,752,930	\$ 36,795,364
Capital Funding	1,664,831	1,668,527	1,673,653	1,655,348	1,655,348
Total Revenues	\$ 37,862,158	\$ 37,829,859	\$ 38,280,742	\$ 38,408,278	\$ 38,450,712
Expenditures					
Operating Expenditures	\$ 31,418,554	\$ 30,270,788	\$ 34,252,329	\$ 31,300,134	\$ 32,655,124
Debt Service	1,548,403	1,519,238	1,486,667	1,486,667	1,486,667
Capital Projects	7,068,226	5,367,566	6,487,790	3,120,183	3,695,512
Total Expenditures	\$ 40,035,183	\$ 37,157,592	\$ 42,226,786	\$ 35,906,985	\$ 37,837,303
Increase/(Decrease) in Fund Balance	\$ (2,173,025)	\$ 672,267	\$ (3,946,044)	\$ 2,501,294	\$ 613,410
Ending Fund Balance	\$ 11,606,006	\$ 18,164,234	\$ 9,832,987	\$ 20,665,528	\$ 18,777,643

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 12/31/2018	Projected Year-End 2018	Variance 2018 Budget
Sources of Funds						
Revenues						
Taxes						
Property Taxes	\$ 35,331,413	\$ 35,409,860	\$ 35,518,639	\$ 35,130,173	\$ 35,118,639	\$ (400,000)
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	20,294	26,668	-
Total Taxes	\$ 34,728,137	\$ 34,631,343	\$ 35,613,839	\$ 35,191,405	\$ 35,213,839	\$ (400,000)
Federal & State Grants	\$ 130,000	\$ 131,272	\$ 133,000	\$ 130,042	\$ 130,042	\$ (2,958)
Library Fines	639,500	567,005	395,800	365,137	365,137	(30,663)
Charges for Services	153,470	125,903	135,050	127,816	127,816	(7,234)
Investment Income	149,200	345,733	241,400	617,686	637,686	396,286
Library Foundation	200,000	103,653	30,000	188,415	188,415	158,415
E Rate Revenue	197,020	237,343	58,000	107,068	107,068	49,068
Other Revenue	-	19,080	-	25,361	25,361	25,361
Total Revenues	\$ 36,197,327	\$ 36,161,332	\$ 36,607,089	\$ 36,752,930	\$ 36,795,364	\$ 188,275
Uses of Funds						
Operating Expenditures						
Salaries & Employee Benefits						
Salaries	\$ 11,398,213	\$ 10,691,940	\$ 12,268,624	\$ 11,082,852	\$ 11,612,852	\$ (655,772)
Awards & Bonuses	100,000	-	120,000	-	-	(120,000)
Termination Pay	-	42,066	-	142,843	142,843	142,843
Temporary Salaries	1,946,245	1,695,666	2,063,934	1,795,524	1,795,524	(268,410)
Overtime	13,900	1,246	14,130	1,771	1,771	(12,359)
Vacancy Savings	(865,966)	-	(900,550)	-	-	-
Benefits	3,793,380	3,640,853	4,213,500	3,876,453	4,046,453	(167,047)
Total Salaries & Benefits	\$ 16,385,772	\$ 16,071,771	\$ 17,779,638	\$ 16,899,441	\$ 17,599,441	\$ (180,197)
Library Books & Materials	\$ 6,900,603	\$ 6,307,632	\$ 6,907,000	\$ 6,858,793	\$ 6,907,000	\$ -
Library Computer Materials	1,317,744	1,860,275	1,234,706	982,596	1,234,706	-
Library Periodicals	131,380	128,335	131,880	133,395	133,395	1,515
Sub-Total Library Collections	8,349,727	8,296,242	8,273,586	7,974,784	8,275,101	1,515
Supplies	\$ 1,287,301	\$ 1,105,821	\$ 1,470,059	\$ 1,205,836	\$ 1,305,836	\$ (164,223)
Other Services & Charges	3,784,203	3,197,461	4,840,532	3,438,086	3,588,086	(1,252,446)
Vehicles	12,000	-	140,000	104,805	104,805	(35,195)
Direct Internal Charges	178,688	175,573	140,762	162,103	174,103	33,341
Indirect Cost Allocation	758,653	758,653	929,085	851,661	929,085	-
Intra County Transactions	662,210	665,267	678,667	663,419	678,667	-
Total Supplies and Other	\$ 15,032,782	\$ 14,199,017	\$ 16,472,691	\$ 14,400,694	\$ 15,055,682	\$ (1,417,009)
Total Uses of Funds	\$ 31,418,554	\$ 30,270,788	\$ 34,252,329	\$ 31,300,135	\$ 32,655,124	\$ (1,597,205)

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 12/31/2018	Projected Year End 2018	Variance 2018 Budget
Debt Service						
Principal - Arvada (2005-2024)	\$ 516,095	\$ 516,095	\$ 528,501	\$ 528,501	\$ 528,501	\$ -
Interest - Arvada (2005-2024)	107,157	107,157	94,823	94,823	94,823	-
Principal - Refunding Series 2013	632,740	632,740	608,264	608,264	608,264	-
Interest - Refunding Series 2013	116,772	116,772	91,544	91,544	91,544	-
Principal - COP - Capital Projects	142,143	142,143	142,143	142,143	142,143	-
Interest - COP - Capital Projects	33,496	4,331	21,392	21,392	21,392	-
Total Debt Service	\$ 1,548,403	\$ 1,519,238	\$ 1,486,667	\$ 1,486,667	\$ 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 12/31/2018	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	\$ 1,655,348	\$ 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	\$ 5,601,392	\$ 5,619,697	\$ -
Uses of Funds							
Annual Replacement & Maintenance Program (ARM)							
ARM-01 Capital Maintenance	\$ 250,000	\$ 124,470	\$ 250,000	\$ 370,000	\$ 340,441	\$ 370,000	\$ -
ARM-02 Furniture & Equipment	56,000	42,644	36,000	36,000	17,724	17,724	18,276
ARM-03 Computer Replacement Plan	151,000	154,776	250,000	250,000	162,062	165,000	85,000
ARM-04 Book Sorter Replacement	400,000	159,837	350,000	350,000	88,954	88,954	261,046
ARM-05 IT Infrastructure Replacement	596,665	551,075	321,650	351,650	152,719	214,719	136,931
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	57,920	57,920	113,362
16-12 IT Software Projects	11,809	11,809	-	-	-	-	-
16-13 III 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	20,735	20,735	24,465
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	\$ 126,270	\$ 126,270	\$ 636,286
17-07 Edgewater Library	160,000	89,281	2,600,000	2,684,220	1,970,528	2,170,528	513,692
18-01 Belmar Library Remodel	-	-	350,000	350,000	59,169	140,000	210,000
Total Capital Projects	\$ 7,039,226	\$ 5,367,566	\$ 5,390,250	\$ 6,487,790	\$ 3,120,183	\$ 3,695,512	\$ 2,792,278

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 12/31/2018	YTD Encumbrances 12/31/2018	YTD Total Actual + Enc	Remaining Budget
ARM-01 Capital Maintenance	\$ 370,000	\$ 340,441	\$ -	\$ 340,441	\$ 29,559
ARM-02 Furniture & Equipment	36,000	17,724	-	17,724	18,276
ARM-03 Computer Replacement Plan	250,000	162,062	-	162,062	87,938
ARM-04 Book Sorter Replacement	350,000	88,954	-	88,954	261,046
ARM-05 IT Infrastructure Replacement	351,650	152,719	1	152,720	198,930
16-10 Intranet/Document Management	171,282	57,920	-	57,920	113,362
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	20,735	-	20,735	24,465
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	126,270	-	126,270	672,072
17-07 Edgewater Library	2,684,220	1,970,528	-	1,970,528	713,692
18-01 Belmar Library Remodel	350,000	59,169	-	59,169	290,831
Total Capital Projects	\$ 6,487,790	\$ 3,120,183	\$ 1	\$ 3,120,184	\$ 3,367,606

Edgewater Library Remodel Project to Date - Budget to Actual

December 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
1,970,528 2018 Actual Expenses
\$ 713,692 Remaining 2018 Budget

**Edgewater Library Project
Project - Budget to Actual
Inception-to-Date
December 31, 2018**

	Design & Engineering	Owner's Requirements (Rep)	Construction	Permits, Utility Fees, Impact Fees & Resource Rights	FFE	Technology	Contingencies & Escalation	Total
Budget	\$ 210,900	\$ 205,403	\$ 1,343,500	\$ 23,693	\$ 319,500	\$ 387,703	\$ 282,801	\$ 2,773,500
Revised Budget	\$ 210,900	\$ 205,403	\$ 1,343,500	\$ 23,693	\$ 319,500	\$ 387,703	\$ 282,801	\$ 2,773,500
2017 Actual								
May	\$ -	\$ 4,480	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,480
June		2,953						2,953
July		1,316						1,316
Aug		978						978
Sept	5,104	6,881						11,985
Oct	4,965	5,498			3,368			13,830
Nov					1,346			1,346
Dec	34,116	17,795					480	52,391
Total 2017	44,185	39,902	-	-	4,714	-	480	89,280
2018 Actual								
Jan	-	-	-	-	-	-	-	-
Feb	4,361	576	204,000					208,937
March	32,540	8,351						40,891
April		7,079				11,840		18,919
May	5,034	3,761	4,943					13,738
June		5,796			29,421			35,217
July	11,334	12,689	128,068		32,088			184,179
August		10,687	203,334		1,779			215,801
September	2,366	5,545	363,443		3,281	9,064		383,698
October	2,217	6,762	260,515		3,150	5,333		277,977
November	2,292	11,377	149,355		109,731	74,329		347,085
December	2,871	2,458	2,350		42,913	193,495		244,086
Total 2018	63,016	75,081	1,316,007	-	222,363	294,061	-	1,970,528
Total Expenditures	107,201	114,982	1,316,007	-	227,077	294,061	480	2,059,809
Remaining Budget	\$ 103,699	\$ 90,421	\$ 27,493	\$ 23,693	\$ 92,423	\$ 93,642	\$ 282,321	\$ 713,692

Operational Updates

Facilities & Construction Projects

memorandum



To: Donna Walker, Executive Director JCPL
From: Steve Chestnut, Director of Facilities and Construction
Re: Phase II of HDR Architecture Contract for Belmar Redesign
Date: January 8, 2019

Background

In September of 2018, JCPL entered into a two phase contract with HDR Architecture to provide the design and engineering of the Belmar redesign. Phase I of that contract which included conceptual design and engineering analyses was satisfactorily completed in December 2018. Phase II of the contract would move forward with developing Schematic Design, Design Development, Construction Documents and Construction Management services for the redesign and construction of Belmar.

Action Request

I would like to ask the Board of Trustees to authorize you to initiate Phase II of our contract with HDR Architecture for the sum of \$588,780.00. This will provide the services described above through the end of construction closeout.

RESPONSES TO QUESTIONS FROM BOT STUDY SESSION 01-10-2019

Background – At the above referenced study session the Board requested information about the Belmar redesign. Staff committed to come back with information on two of those questions and they are;

- 1) What was the cost per square foot of Columbine and how does Belmar compare?

Construction - Cost Per SqFt Comparison					
Building Size - SqFt	30000	31500			
	Columbine	Belmar	Diffrence	Cost Impact	
Total Cost per SqFt	100.86	147.47	46.61	\$ 1,468,215	
Areas With Significant Increases					
	Columbine	Belmar	Diffrence	Cost Impact	Explanation
Demolition and Sitework	14.32	25.55	11.23	\$ 353,745	Parking Lot, Outside Safety
Doors, Windows & Glass	7.24	11.22	3.98	\$ 125,370	More glazing, Clerestory Windows, Divider Panels
Finishes	21.71	35.07	13.36	\$ 420,840	Ceilings, Existing Design
Mechanical	6.76	16.87	10.11	\$ 318,465	Condensing Unit, New evap, AHU Rebuild, VAV repair/replace, BAS work, etc.
Indirect	6.9	17.9	11	\$ 346,500	Bonding, Permitting, Contingency
Total				\$ 1,564,920	

- 2) Engineering and design costs are considerably higher on this one vs Columbine. I would want some information on that – construction cost went up so did engineering design costs go up too?

<i>Design Cost Comparison</i>					
	Columbine	Belmar	Difference	Cost Difference on BL Budget	Explanation
Design - % of Construction Cost	11.9%	12.7%	0.8%	\$ 37,162	More Engineering, Inflation & Complexity

Consent Agenda

PROPOSED FOR ADOPTION AT
JANUARY 17, 2019 LIBRARY BOARD MEETING

BEFORE THE BOARD OF TRUSTEES
OF THE JEFFERSON COUNTY PUBLIC LIBRARY

RESOLUTION NO.: LB 01-17-19

WHEREAS, effective June 1, 1991, the Board of Trustees of the Jefferson County Public Library is subject to the provisions of Senate Bill 91-33 (the "Colorado Sunshine Act"); and

WHEREAS, pursuant to Section 24-6-402(2) (c), the Board is required to give notice of meetings, which notice must be posted in a designated public place within the boundaries of the local body no less than twenty-four (24) hours prior to the meeting; and

WHEREAS, the public place in which such notice will be posted must be designated annually.

WHEREAS, the notice must include specific agenda information where possible.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Jefferson County Public Library hereby designates a public bulletin board in each branch of the Jefferson County Public Library as the location where notice and agenda information for public meetings of the Board of Trustees of the Jefferson County Public Library will be posted.

Date: January 17, 2019

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

Ends

PROPOSED - Global Ends Statements:

The Jefferson County Public Library helps to build an educated and vibrant community by providing equal access to information and opportunities.

1. All Jefferson County residents have equal opportunity to access information, resources, ideas and technology, and they are supported in using these resources.
2. All Jefferson County residents have safe, convenient, and radically welcoming places to go to access information and resources and participate in community life.
3. Jefferson County Public Library adds value to the community by providing leading-edge services that advance our common goals.
4. JCPL maximizes return on shared investment by delivering services of the greatest possible value to Jefferson County residents through effective and efficient use of our resources.

CURRENT - Global Ends Statements:

The Jefferson County Public Library helps to build an educated and vibrant community by providing equal access to information and opportunities.

1. All Jefferson County residents have equal opportunity to access information, resources, ideas and technology, and they are supported in using these resources.
2. All Jefferson County residents have safe, convenient and inviting places to go to access information and resources and participate in community life.
3. Jefferson County will thrive as the library understands and supports community aspirations with the goal of advancing positive community outcomes
4. All Jefferson County residents receive maximum return on their shared investment in library services.

MEMORANDUM



Jefferson County
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TO: Library Board of Trustees
FROM: Donna Walker
RE: 2020 and 2021-2025 Strategic Planning Overview
DATE: January 17, 2019

As you know, one of our 2019 strategic priorities is to develop and implement an effective and responsive process to support long-range planning. With your help, we expect to use this planning calendar to reach the following outcomes:

- a detailed 2020 strategic plan and budget,
- a strategic framework and performance targets for 2020, & 2021-2025, and
- a 5-year capital improvement plan and 10-year forecast.

Here are annual milestone-opportunities for Board engagement and input:

Draft Planning Calendar	
Month	Output
January	Board Finalizes Ends Statements
February	Board Informed on Trends
March (extended Study Session)	Board Provides Input on Performance Targets & Strategic Framework
April	Long Range Performance Targets & Strategic Framework Finalized
May	Board Feedback on 2020 Budget, 5 Year CIP and 10 Year Forecast
June	Board approves 2020 Budget and 5 Year CIP

We look forward to working with you to build leading-edge library services for what's now and what's next in Jefferson County.

ADMINISTRATION

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Lakewood, CO 80215
303.235.5275

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