

# **BOARD MEETING**

## **JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES**

March 21, 2019



Jefferson County  
**PUBLIC LIBRARY**

## **APPROVAL OF AGENDA**

# BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

ITEM# / ACTION	Thursday, March 21, 2019 – LAKEWOOD LIBRARY MEETING ROOM
1.	<b>Call to order &amp; attendance (4.5.8)</b>
2.	<b>Pledge of Allegiance</b>
3. Action	<b>Approve Agenda</b> <b>Call for motion and second</b>
4. Action	<b>Approval of Minutes</b> <b>Call for motion and second</b> <ul style="list-style-type: none"> <li>February 14, 2019 Study Session Minutes</li> <li>February 21, 2019 Board Meeting Minutes</li> </ul>
5.	<b>Public Comment</b>
6. Information	<ul style="list-style-type: none"> <li>Foundation Report – Jo Schantz</li> </ul>
7. Operational Updates Action as Needed	<ul style="list-style-type: none"> <li><b>Executive Director Update</b> – Donna Walker</li> <li><b>Finance Department</b> – Barbara Long <ul style="list-style-type: none"> <li>Financial Reports</li> </ul> </li> <li>Facilities and Construction Projects – Steve Chestnut <ul style="list-style-type: none"> <li>Landscape Contract Authorization <b>Call for motion and second</b></li> </ul> </li> <li>Strategy and Engagement – Rebecca Winning <ul style="list-style-type: none"> <li>Edgewater Naming Agreement <b>Call for motion and second</b></li> </ul> </li> </ul>
8. Action as Needed	<b>Consent Agenda (4.3.4)</b> <ul style="list-style-type: none"> <li>Trustees Elect Board Officers <b>Call for motion and second</b></li> <li>Trustees vote on Bylaws Committee Recommendation <b>Call for motion and second</b></li> </ul>
9. Emerging Issues Action as Needed	
10. Action as Needed	<b>Ends</b> <ul style="list-style-type: none"> <li>2020 Board Strategic Planning</li> </ul>

# BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

11. Action as Needed	<b>Governing Policies</b> No items
12. Suggest Agenda Items	<b>BOARD SCHEDULE – NEXT MEETINGS</b> <ul style="list-style-type: none"><li>• April 11 – Study Session – 5:30 pm - Pam Nissler Administration Conference Room</li><li>• April 18 – Board Meeting – 5:30 pm - Arvada Library Meeting Room</li><li>• May 9 – Study Session – 5:30 pm - Pam Nissler Administration Conference Room</li><li>• May 16 – Board Meeting – 5:30 pm - Columbine Library Meeting Room</li><li>• June 13 – Study Session – 5:30 pm – Pam Nissler Administration Conference Room</li><li>• June 20 – Board Meeting – 5:30 pm – Evergreen Library Meeting Room</li></ul>
13. Discussion	<b>Board Questions or Comments Related to Items on the Meeting Agenda</b>
14. Discussion	<b>Evaluate Board Meeting (4.1.9)</b>
15. Information	<b>Announcements/General Information Sharing</b> <ul style="list-style-type: none"><li>• Report of the Chair – Correspondence, Other</li><li>• Other Announcements</li></ul>
16. Adjournment	

## **APPROVAL OF MINUTES**

**Jefferson County Public Library Board of Trustees**  
**Study Session**  
**February 14, 2019 – 5:30 p.m.**  
**Administration Conference Room**

**TOPICS:**

- Mandatory Sexual Harassment Training
- Financial Review
- Trustees Review Proposed Policy Governance Monitoring Reports
  - 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
  - 2.7 EXD Succession
- 2018 Strategic Plan Achievements
- Wember Inc. – Edgewater Schedule Extension Costs Information
- Tolin Contract Information

**Call to Order**

The Study Session was called to order at 5:30 p.m. by Charles Naumer, Chair.

**Other Trustees present:** Kim Johnson (Vice-Chair), Pam Anderson (Secretary), John Bodnar, Deborah Deal, Brian DeLaet and Jeanne Lomba.

**Trustees not present:** All Trustees were present.

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

**Mandatory Sexual Harassment Training**

In response to a question, the Board was advised that the Board of County Commissioners have directed that all Jefferson County boards or commissions, volunteers and appointees are required to complete annual sexual harassment training. The Library Board of Trustees completed the mandatory sexual harassment training.

## **Financial Review**

There were no questions from the Board.

## **Trustees Review Proposed Policy Governance Monitoring Reports**

The Board was provided with the following Policy Governance Monitoring Reports with proposed adjustments:

- 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
- 2.7 EXD Succession

In response to questions, the Board was advised that:

- The COOP plan is updated whenever there is a change in personnel.
- The Library will make the following adjustment to Policy 2.4.2 Asset Protection
  - The Continuity of Operations Plan (COOP) is updated as personnel changes require but no less than annually.
- The Library requires criminal background checks on all to be hired employees and volunteers. A criminal background check is done through CBI (Colorado Bureau of Investigation). If the applicant has not lived in Colorado for the past seven years, the Library orders an out-of-state criminal background check. If the position required a degree, the Library orders an education verification in addition to the criminal background check.
- The Library maintains internal controls to prevent or detect fraud and is covered under the County's crime policy, which the Library participates in as part of the Risk Management pool. Only elected officials are bonded.
- With the proposed changes, the Executive Director is reporting compliance. The Board will be asked to adopt those changes at the February Board meeting. The Board evaluates the Executive Director's compliance with the monitoring reports during the annual review of the Executive Director's performance.
- The proposed adjustments to Policy 2.3.10 reflect the Executive Director's interpretation of "material receivables" as something larger than fines on overdue books.

## **Wember Inc. – Edgewater Schedule Extension Costs Information**

Steve Chestnut, Director of Facilities and Construction Projects introduced the topic and addressed the Board. Delays in the Edgewater Library project increased the original 15-month schedule to 19 months and resulted in increased Owner's Representative costs in the design phase and the construction phase. The Board was provided with itemized

information regarding those additional costs. At the February Board meeting, the Trustees will be asked to amend the contract with Wember Inc. by increasing the contract amount by an additional \$32,444.

In response to questions, the Board was advised that:

- Owner's Representative contracts are based on time and schedule not a flat fee.
- Architect contracts are based on certain deliverables.
- The additional costs will come out of the contingency budget for the project.
- Including the \$32,444, the total project costs are anticipated to come in under budget by approximately \$100,000.

Trustee Johnson noted that she has never worked with an owner's representative that would work for a flat fee. She further noted that the Board should expect extensions and that is why a project contingency fund is included in a project's budget.

### **Tolin Contract Information**

Steve Chestnut addressed the Board and provided information on the Tolin HVAC contract and the recommendation to renew the contract for the second year of the 5-year contract. In response to a question, the Board was advised that:

- The contract is for the maintenance of the Library's HVAC systems and based on a preventative maintenance schedule for items like filters.
- There are additional funds for emergency services. The Library doesn't pay if it is not used. The maintenance bucket belongs to Tolin.
- The Library will provide information on the amount of the maintenance portion and the amount of the emergency services portion.
- Note: Later in the meeting Steve Chestnut provided the following correction:
  - The emergency services "bucket" is not included in the \$81,000 maintenance contract and that separate emergency fund is not accessible by Tolin unless authorized by the Library.

### **2018 Strategic Plan Achievements**

Donna Walker, Executive Director, led the Board on a review of the 2018 strategic plan highlights.

- Our Facilities Master plan listed Belmar as the library next in line to be refurbished to address critical infrastructure issues and keep our promises to take care of our assets.
- The Edgewater Library was a priority and opened in November. All Library departments and the Board were involved in this massive effort to create a new library in a new civic center. Since Edgewater opened visits and circulation have both doubled.



- Another priority was to ensure appropriate staffing levels. The Board approved the hiring of 14.5 FTE and the Library filled the critical needs first, relieving pressure on front line staff and addressing safety and security and training positions.
- Eliminating fines on children's materials increased checkout by 5% or more than 84,500 kids items checked out.
- The first Family Place was opened.
- The Standley Lake Outdoor learning environment broke ground in September with final installation scheduled for Spring 2019.
- Signature events included Western Reboot with 700 people in attendance and another 6,100 live streamed the event.
- The Summer Reading program had 45,000 participants and the community read almost 50 million minutes.
- Fandomonium was a great family event and had 446 attendees.
- The All Staff conference was attended by 70% of the workforce and received a 95% positive evaluation.
- The new intranet was launched and has made a difference as a communication and efficiencies tool.
- In circulation – we saw a decline in overall circulation due to decline in renewals - 1% increase in checkout; 21% decline in renewals – we are still performing well above the 75%ile in circulation per capita
- Visits – exceeded our target and performing over the 50% percentile – aiming at 50% and cleared the bar with room to spare
- Programs – way exceeded our target – finally realized Pam's goal of fewer programs with more people at each!
- Square footage per capita – Edgewater gave us a little bump – still well below the 50% percentile as we know
- Public Services hours/1000 capita – we hit our target with the opening of Edgewater at 65 hours per week and 7 days – we can see how the addition of 10,000 feet improves our metric
- FTE's/1000 capita – as we make progress on implementing the findings of our organizational analysis, we are making progress – we hit our target.
- Industry measures –nothing material to report
- Customer Satisfaction survey – did not get enough responses to be statistically valid – will be replacing this tool with a more effective one for 2019 –
- Edge scores – took specific steps to increase this score. We installed photo-editing equipment at three libraries and increasing classes and online tools for e-government – we are still performing well above the industry average.
- Impact – per our 2018 target - we focused our efforts solely on improving our score on the impact of our e-government services—we did see a slight increase there as we hoped – more classes on government and our team created a curated

list of online resources for government services - we see that our efforts slightly increased impact

- Project Outcome – Made some progress in summer reading – confidence, application of new skills and awareness of resources. Just started surveying and tracking early literacy events

The Executive Director acknowledged the concern that the addition of Edgewater made only a very small impact on the square footage performance indicator and advised the Board that the information that will be presented at the extended Study Session in March will put all of this data in context.

## **ADJOURNMENT**

The study session was adjourned at 7:06 p.m.

Pam Anderson, Secretary

**Minutes of the Meeting of the**  
**JEFFERSON COUNTY PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
February 21, 2019

**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 February 21, 2019. Library Board of Trustees Chair, Charles Naumer, called the meeting to order at 5:30 p.m. Other Trustees present: Kim Johnson (Vice-Chair), Pam Anderson (Secretary), John Bodnar, Deborah Deal and Brian DeLaet.

Trustees not present: Jeanne Lomba, Pam Anderson. (Note: Trustee Anderson joined the meeting after the Executive Director Update).

Guests: No guests.

**Staff present:** Donna Walker, Executive Director; Julianne Rist, Director of Libraries; Rebecca Winning, Director of Strategy and Engagement; Steve Chestnut, Director of Facilities and Construction Projects; Bernadette Berger, Director of Information Technology; Barbara Long, Assistant Director of Finance and Budget; Sandie Coutts, Director of People and Culture; and Amber Fisher, Executive Assistant, Office of the Executive Director.

**APPROVAL OF AGENDA**

**MOTION:** John Bodnar moved that the Library Board of Trustees approve the agenda as presented. Seconded by Deborah Deal the motion passed by unanimous vote of all Trustees present.

**APPROVAL OF MINUTES**

**MOTION:** Deborah Deal moved approval of the minutes of the January 10, 2019 Study Session as presented. Seconded by Brian DeLaet the minutes were approved by majority vote of all Trustees present with Pam Anderson abstaining.

**MOTION:** Kim Johnson moved approval of the minutes of the January 17, 2019 Board meeting as presented. Seconded by Deborah Deal the minutes were approved by majority vote of all Trustees present with John Bodnar abstaining.

**PUBLIC COMMENT**

There was no public comment.

## **FOUNDATION REPORT**

Trustee Deal noted the 4<sup>th</sup> Annual Jeffco International Women's Day Luncheon scheduled for March 8. There were no questions from the Board regarding the Foundation report.

## **EXECUTIVE TEAM OPERATIONAL UPDATES**

### **Executive Director Update**

Donna Walker, Executive Director, provided an update to the Board. At a recent City Council meeting, the City of Golden presented information on a potential purchase of a 160,000 square foot office building at 311 10<sup>th</sup> Street. The City of Golden did not mention the Library; however, there was a Facebook post that mentioned the Library. The City of Golden is looking for potential partners and other occupants for that building. The Library will add this topic to the agenda for the extended Study Session in March. In response to a question, the Board was advised that the Library owns the current Golden Library building and land.

In response to questions, the Board was advised that:

- There was a small reorganization of the executive team. Rebecca Winning will be reporting as the Director of Strategy and Engagement. Finance will report to Strategy.
- This is an expanded role and fills the need for formalizing strategic planning.
- Strategic planning and budgeting are linked and our strategy drives budget discussions.
- Communications and how we engage with the community is now all under one director.

Trustee Pam Anderson joined the meeting.

## **Budget and Finance Department**

### **Financial Report**

Barbara Long, Assistant Director of the Finance and Budget Department, addressed the Board and presented information related to the preliminary December 2018 financial report and the January 2019 financial report. The month of January does not typically show much activity with the exception of the recognition of prepaid expenses for subscriptions to digital resources and software maintenance agreements. Salaries and benefits are posted through the month of January; however, the amount is smaller than you would expect because some expenses are accrued back to 2018 as the hours worked were actually in 2018. The financial tables for December 2018 have been updated, but they are still preliminary. The largest variance between 2018 budgeted and actual expenses is in capital projects.

The Chair noted that the financial reports will be on the agenda for the March Study Session and the Board will have additional time to review the financial reports and ask questions.

### **Budget Amendment for Carryforward**

Barbara Long addressed the Board and presented information on the project carryforward request. Last fall, the Library provided information on the projects that would most likely be included in a carryforward request. The Edgewater project and the balance of funds in the

ARM-01 Capital Maintenance are now added to the carryforward request. The total of all projects the Library wants to continue funding in 2019 is just over 1.0 million. As reported and approved by the Board last month, 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. The total amount requested in fund balance from 2018 to 2019 is 1.16 million. We would transfer the funds we placed in contingency last month.

In response to questions, the Board was advised that:

- The funds would be transferred out of the fund balance into the fund balance line item in the Library's budget. This transaction is required to legally appropriate the funds.
- In the Library's chart of accounts there is a line called library fund balance. The funds would be moved from that line item to the appropriate capital project line item.
- The capital maintenance line item and the Edgewater project line item dollar amounts represent the remainder of those budgets.
- The bulk of the remainder in the capital maintenance budget represents a contract that is not complete. The Library is contractually obligated to pay that amount when the contract is completed to the Library's satisfaction.
- For the Edgewater project, there is approximately \$270,000 between FF&E and funds that are retained until they are completed to the Library's satisfaction.
- For the intranet and document management system budget items, this is the last year they will be carried forward. By the time the intranet was implemented the document management RFP had expired. The Library did not believe it was good financial stewardship to go back to that 2016 document and issued a new RFP in 2018. It is the Library's intent to complete the redundancy project this year (2019).
- The Library's executive team has worked to balance the efficiencies of the organization with realistic expectations on what can be accomplished. The Executive Director and Finance has been very firm about carrying over funds.
- The Edgewater project carryover funds were not included in the initial report to the Board in October 2018 because at that time it was expected that the project would be completed.

The Chair and Vice-Chair asked that the fund balance policy be included on the agenda for the March Study Session.

**MOTION:** Kim Johnson moved that the Library Board of Trustees authorize the Executive Director to submit a carry-forward budget amendment in the amount of \$1,160,331 and a transfer from contingency in the amount of \$157,833 to fund 2018 capital projects which are continuing into 2019. Seconded by Pam Anderson the motion passed by unanimous vote of all Trustees present.

## **Facilities and Construction Projects**

### **Edgewater Schedule Extension Costs**

Steve Chestnut, Director of Facilities and Construction Projects, addressed the Board and provided a summary of the information that was presented at the February Study Session.

**MOTION:** Deborah Deal moved that the Library Board of Trustees authorize the Executive Director to amend the contract with Wember Inc. by increasing the not to exceed amount by \$32,444. Seconded by Kim Johnson the motion passed by unanimous vote of all Trustees present.

### **Tolin HVAC Contract**

Steve Chestnut provided background information on the contract and responded to the Board's question from the February Study Session. There is an additional \$30,000 in the budget for emergency services. These funds are earmarked for emergency services and are accessible only by the Library for this purpose. In response to a question, the Board was advised that the contract covers all Library buildings except for Edgewater.

**MOTION:** Brian DeLaet moved that the Library Board of Trustees authorize the Executive Director to sign the one-year renewal contract with Tolin Mechanical Systems in the amount of \$81,024 for HVAC maintenance services. Seconded by John Bodnar the motion passed by unanimous vote of all Trustees present.

## **CONSENT AGENDA**

### **Nominating Committee report to the Board**

Trustee Brian DeLaet, member of the Nominating Committee, advised the Trustees that the nominations for Board Officers are Charles Naumer for Chair, Kim Johnson for Vice-Chair, and Pam Anderson for Secretary. After some discussion, the Trustees were asked if they had reached consensus and accepted the nominations. The Trustees indicated acceptance of the nominations for officers as presented. The Board will hold a vote for Board officers at the March 21, 2019 Board Meeting. In response to a question, the Board was advised that they can vote on each position separately, or on the slate of officers.

### **Bylaws Committee report to the Board**

Trustees Pam Anderson and Deborah Deal, members of the Bylaws Committee, advised the Trustees that the recommendation of the Bylaws Committee is that there are no changes to the Bylaws. The Board will vote on that recommendation to adopt the Bylaws as presented at the March 21, 2019 Board Meeting.

### **Sunshine Resolution LB-01-17-19**

The Trustees were provided with a copy of the adopted Sunshine Resolution LB-01-17-19.

## **Emerging Issues**

The Chair advised the Board that the Library and Foundation working group continues to meet. The meetings have been productive in working toward the Memorandum of Understanding. Topics in the discussions have included return ratio calculations; alignment around expectations; roles and responsibilities; in-kind contributions and how they are determined in terms of value back to the Library; the Library Board's responsibilities to the Board of County Commissioners and stewardship of taxpayer dollars. The Chair acknowledged the Library Board's fiduciary responsibility regarding the financial viability of any organization with which the Library enters into an agreement. The Foundation Board members in the working group are just as committed to the Library as the Library Board members. The goal of the working group is to come to an alignment, not to tell them how to run the Foundation.

The Chair informed the Board that he attended the ALA Midwinter conference in Seattle with the Executive Director and the Director of Libraries. The conference was valuable and a good use of time. In addition to meeting with the head of the Foundation for the Seattle Public Library, there were sessions on the future of the Library and many other Board members from around the country attended the conference. The Chair noted that it was interesting talking to the many vendors and seeing all the things that are out there for libraries. The Chair encouraged the Trustees to attend ALA conferences.

## **ENDS**

### 2018 Strategic Plan Achievements Q&A

There were no questions from the Trustees.

### 2019 Scorecard

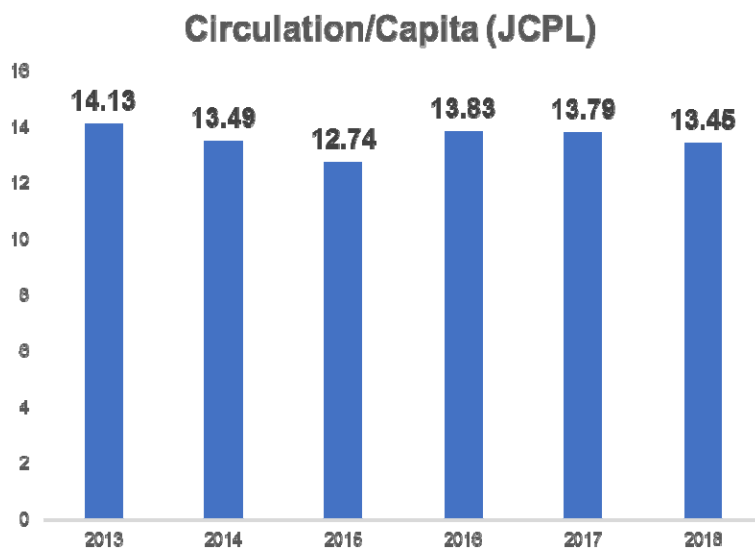
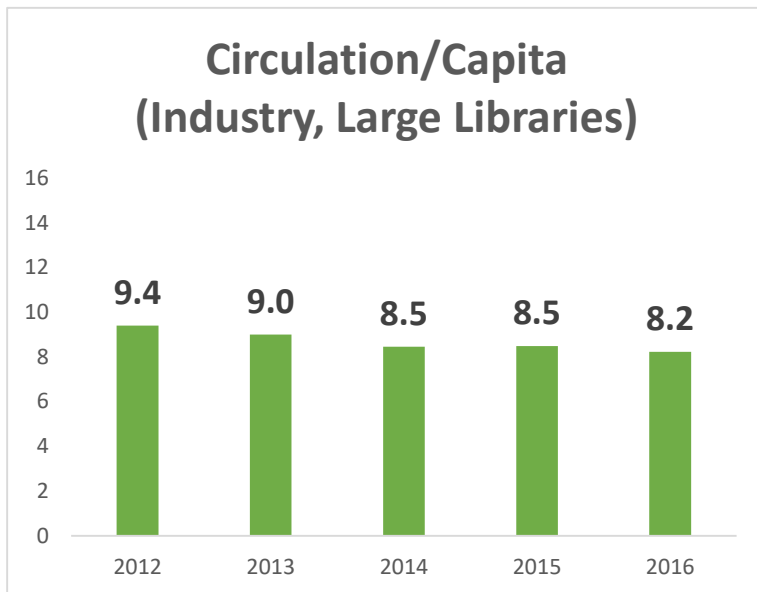
The Executive Director addressed the Board and presented the Library's 2019 strategic scorecard. The scorecard included library benchmark measures, public sector industry measures, net promoter score, public library measures including the Edge initiative, project outcome including early literacy events and signature events. In response to a question, the Board was advised that the Belmar Library is one of the busiest in the system and even with good alternative services; the impact of its closure will make meeting some of the goals in the 2019 scorecard challenging. The Director of Libraries and the Director of Facilities and Construction Projects will be presenting alternative service options to the Executive Team the first week in March.

### 2020 Board Strategic Planning – Library Trends

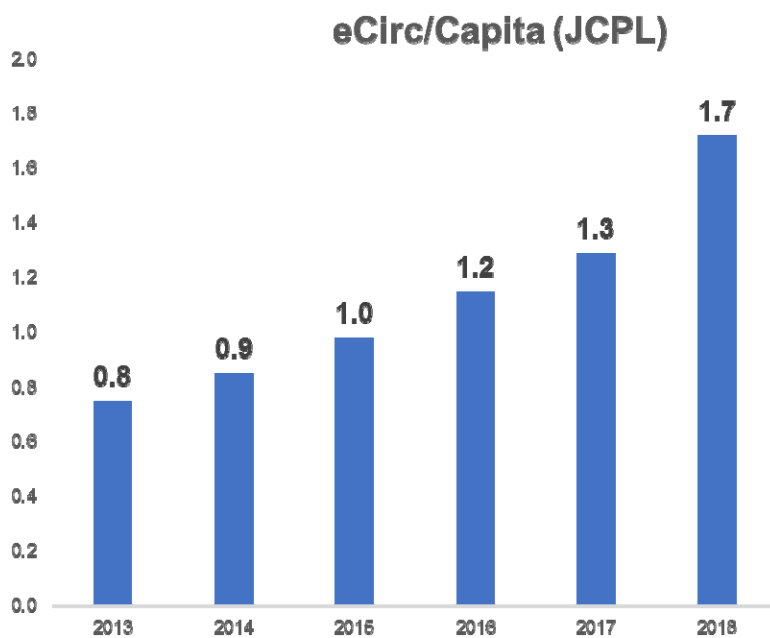
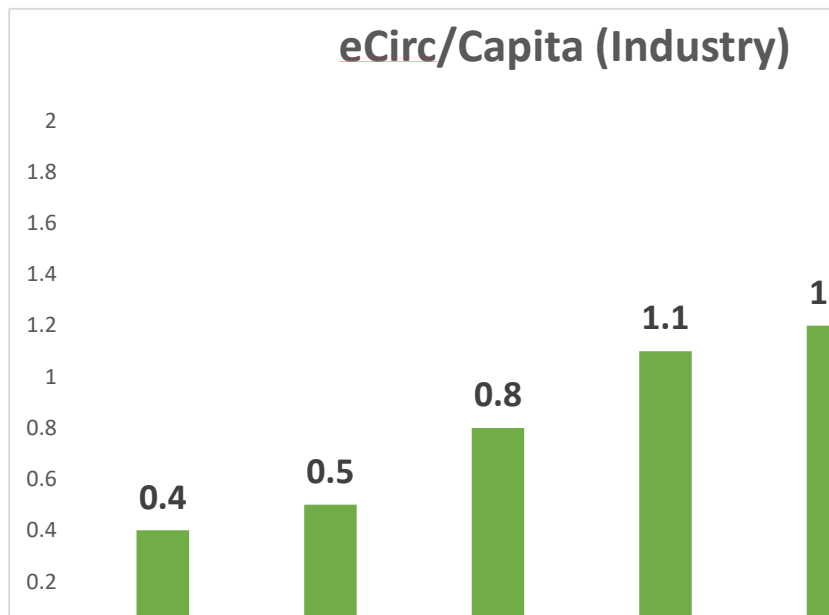
The Chair advised the Board to send him any topics they want to discuss as part of the strategic planning session next month.

Rebecca Winning, Director of Strategy and Engagement presented information to inform the Board on high-level library trends for their 2020 strategic planning.

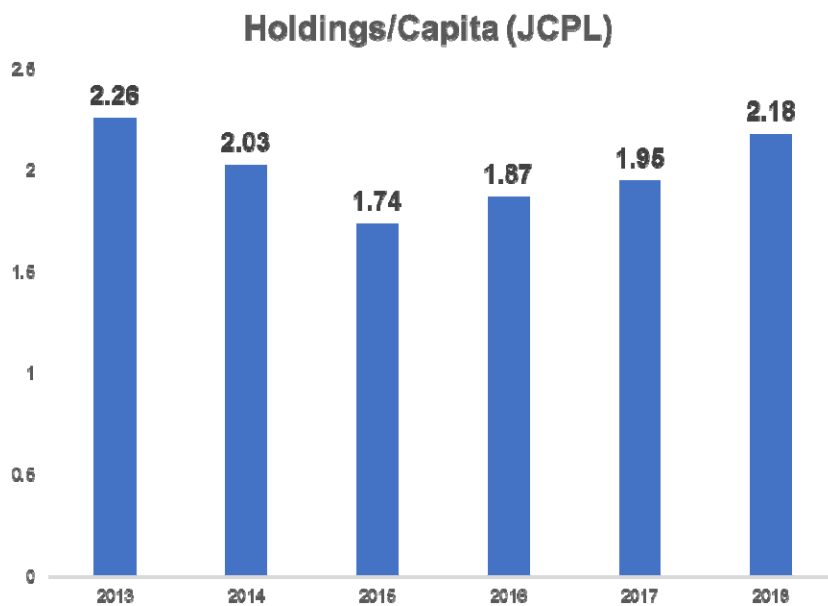
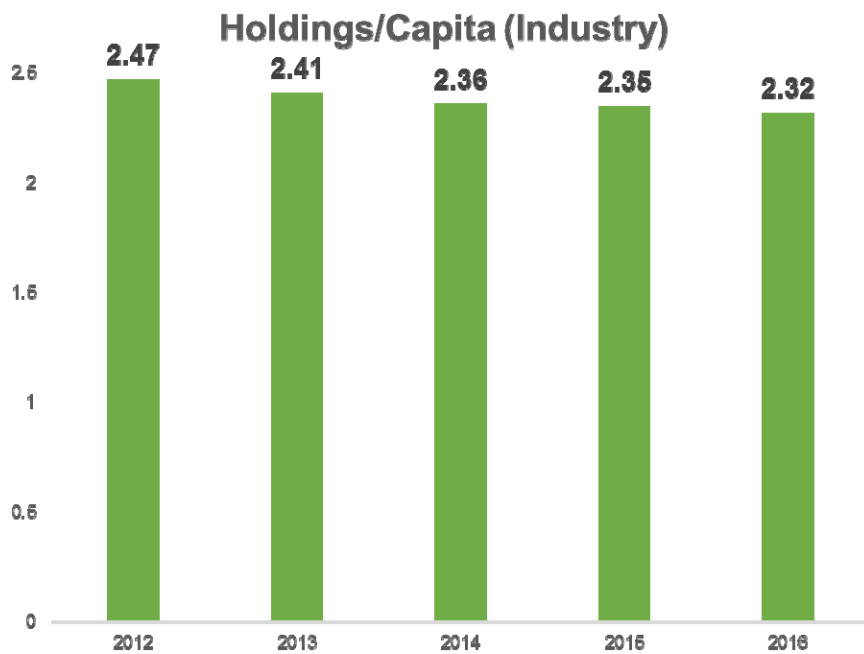
- Overview of usage statistics including circulation, holdings, visits and programs.
- Data Sources: 3,055 public libraries in north America
  - 2017 Public Library Data Service
    - 2012-2016 Data
    - All Libraries
    - Libraries with  $\geq 500,000$  Library Service Area Population
  - JCPL Usage Data, 2013-2018
- Overall circulation is declining, partially offset by growth in eMaterials
- While circulation trends are declining, JCPL is outperforming other large libraries



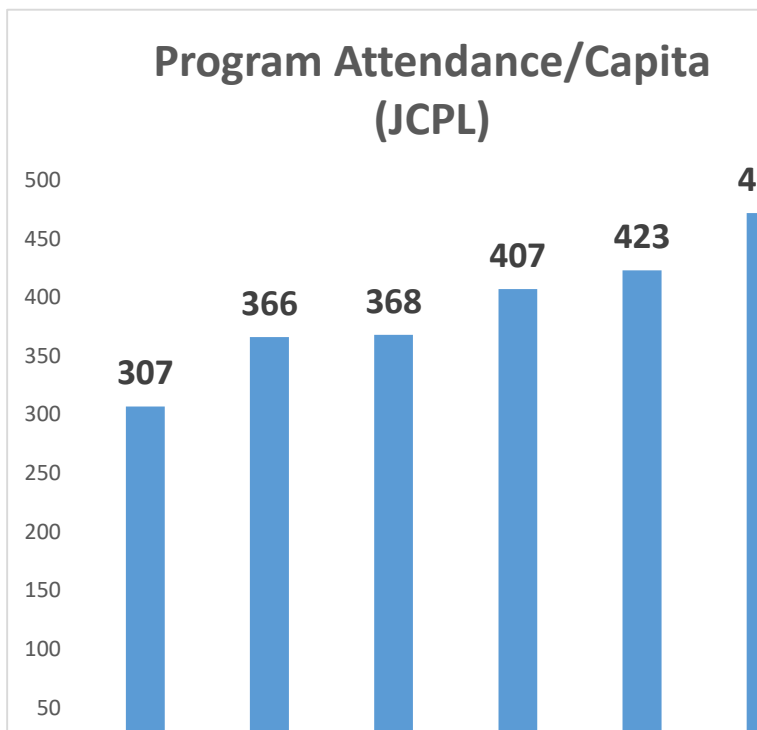
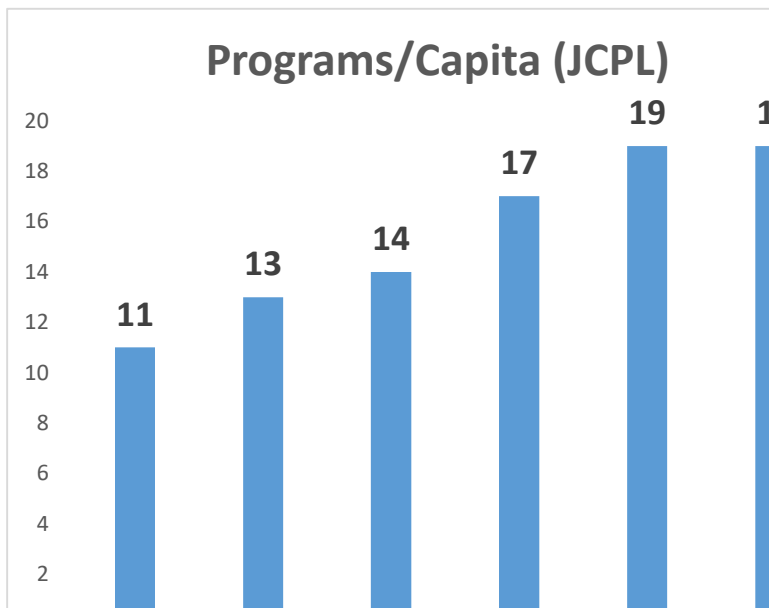




- Holdings/Capita Decreasing
  - Large libraries reducing their holdings
  - JCPL rebuilding its collection



- Visits/Capita Mixed
- Programs/Capita Increasing – Continued growth has implications for space use, open hours and staffing
  - Industry (2012-2016)
    - Programs/capita +28%
    - Attendance/capita +17%
  - JCPL (2013-2018)
    - Programs/capita +73%
    - Attendance/capita +54%



- Service trends summary/implications
  - Materials expenditures
  - Facilities availability and design
  - Staffing expenditures

In response to questions, the Board was advised that:

- The Library maintains data on programming and will provide that information
- The Library maintains data on meeting room usage and will provide that information

## **GOVERNING POLICIES**

### Management Limitations (Monitoring Reports)

#### **Policy 2.0: General Management Constraints**

**MOTION:** Brian DeLaet moved that the Library Board of Trustees accept the Executive Director's interpretation of Policy 2.0: General Management Constraints as presented. Seconded by Kim Johnson the motion passed by unanimous vote of all Trustees present.

#### **Policy 2.1: Treatment of Patrons**

**MOTION:** Kim Johnson moved that the Library Board of Trustees accept the Executive Director's interpretation of Policy 2.1: Treatment of Patrons as presented. Seconded by John Bodnar the motion passed by unanimous vote of all Trustees present.

#### **Policy 2.2: Treatment of Staff**

**MOTION:** Pam Anderson moved that the Library Board of Trustees accept the Executive Director's interpretation of Policy 2.2: Treatment of Staff as presented. Seconded by Deborah Deal the motion passed by unanimous vote of all Trustees present.

#### **Policy 2.3: Financial Condition and Activities**

**MOTION:** John Bodnar moved that the Library Board of Trustees accept the Executive Director's interpretation of Policy 2.3: Financial Condition and Activities as presented. Seconded by Pam Anderson the motion passed by unanimous vote of all Trustees present.

#### **Policy 2.4: Asset Protection**

**MOTION:** Deborah Deal moved that the Library Board of Trustees accept the Executive Director's interpretation of Policy 2.4: Asset Protection as presented. Seconded by John Bodnar the motion passed by unanimous vote of all Trustees present.

#### **Policy 2.7: Executive Director Succession**

**MOTION:** Brian DeLaet moved that the Library Board of Trustees accept the Executive Director's interpretation of Policy 2.7: Executive Director Succession as presented. Seconded by Kim Johnson the motion passed by unanimous vote of all Trustees present.

## **BOARD SCHEDULE – NEXT MEETINGS**

- March 14 – Extended Study Session – 4:00 pm to 8:00 pm – Pam Nissler Conference Room
- March 21 – Board Meeting – 5:30 pm – Lakewood Library Meeting Room
- April 11 – Study Session – 5:30 pm – Pam Nissler Conference Room

- April 18 – Board Meeting – 5:30 pm – Arvada Library Meeting Room
- May 9 – Study Session – 5:30 pm -
- May 16 - Board Meeting – 5:30 pm – Columbine Library Meeting Room

#### **ADJOURNMENT**

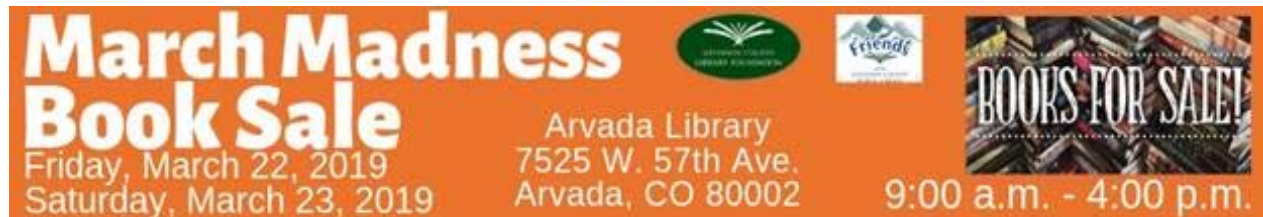
The Board meeting was adjourned at 7:04 p.m.

Pam Anderson, Secretary

## **FOUNDATION REPORT**

**JEFFERSON COUNTY LIBRARY FOUNDATION**  
**EXECUTIVE DIRECTOR REPORT**  
**MARCH 2019 (February 23 - March 21)**  
**By Jo Schantz**

## 1. Upcoming Events



## *APRIL 10, 2019, IS....* **Library Giving Day**

Schedule your donation at:

<http://www.coloradogives.org/JeffcoLibraryGivingDay2019>



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

## 2. Recent Events

- **2019 Board Retreat -- February 22, 2019 – 8:00 a.m. to 4:30 p.m. at Community First Foundation**  
Our entire Board of Directors (13 members) was present for this strategic planning session at Community First Foundation, facilitated by Business and Government Affairs consultant **Joni Inman**. The result is a three-year plan that will help steer the Foundation toward increased visibility, organizational growth and even greater fundraising success.
- **PowerPoint presentation to the Board of County Commissioners -- February 26, 8:20 a.m., County Courthouse**  
I was invited by **Commissioner Libby Szabo** to provide a presentation for the Board of Jefferson County Commissioners regarding JCLF's fundraising and advocacy efforts, and to point out the multiple ways our Foundation continues to support Jefferson County Public Library.

## 3. Grants and Sponsorships Update

### Grants approved/received:

- Golden Civic Foundation -- \$3,500 for Golden Library's Summer Reading program
- Melvin & Elaine Wolf Foundation -- \$5,000 for Summer Reading

#### Grants pending:

- Walmart Community Grants (3 local stores) -- \$10,000 total for coding camps and 2019 Summer Reading
- Madigan Foundation -- \$5,000 for Summer Reading
- Kerr Foundation -- \$5,000 for Summer Reading
- FirstBank -- \$2,000 for Summer Reading
- McInnes Charitable Trust -- \$10,000 for Summer Reading
- Mabel Y. Hughes Charitable Trust -- \$5,000 for Summer Reading
- John G. Duncan Charitable Trust -- \$10,000 for Summer Reading
- Nord Family Foundation -- \$5,000 for Summer Reading
- Costco -- \$5,000 for Summer Reading

#### Grants denied:

- Rollie R. Kelley Family Foundation -- \$4,500 for audio/visual equipment at Edgewater Library

#### 4. News, Meetings and Networking

I recently hired **Stacey Johnson** as our event coordinator for the spring Whale of a Used Book Sale. She will join our staff as a temporary, contract worker from March 18 through June 7. We have already met to discuss and map out the timeline for this year's spring sale. Stacy comes to us with vast experience in designing and managing big public events, including the annual and very popular *Paris Street Market* at Aspen Grove Shopping Center.



I am currently working with **Marilyn Saltzman** (Saltzman Communications) and **Tawney Eisenbraun** (The Action Center) to prepare this year's script for the **Good News Breakfast** celebration that will be held April 30 at the Jeffco Fairgrounds. Ten local individuals will be honored at this year's event with the "Unsung Heroes" award.

On March 1, Board President **Sally Reed** and I participated in the Annual Investment Breakfast at **Community First Foundation** to learn more about our endowment and how those funds are being invested. That same evening, I attended an Education Night reception and a performance by the Denver Symphony at **Boettcher Concert Hall** as a guest of our newest Board member, **Lynn McDonald**. Several other Board members joined us that evening, including **Ana Rojas-Artica**, **Ron Marquez**, **Jamie Tafoya** and **Jessica Nichols**.

My **Leadership Golden** class turned its attention to "justice" in Jefferson County on Tuesday, March 12. We convened at the District Attorney's Training Room to hear presentations by Jefferson County District Attorney Pete Weir, Jeffco Sheriff Jeff Shrader and First Judicial District Judge Tamara Russell.



JCLF was proud to be a sponsor of the **4<sup>th</sup> Annual Jeffco International Women's Day Luncheon** on Friday, March 8. Two Verizon Foundation representatives sat at our table, and I introduced them to JCPL staff members who are producing the Girls Who Code program. Girls Who Code is supported by the Verizon Foundation, thanks to their \$10,000 gift last year.



On March 14, I met with Lou Riverso from **Jeffco Business Resource Center**, who will be guiding me in my next steps as a result of the recent Board Retreat and strategic planning session. I participated in the **2019 Colorado Nonprofit Conference** held at the Antlers Hotel in Colorado Springs on March 15. I also attended a luncheon celebration hosted by the **Golden Civic Foundation** on March 18, and where I accepted their \$3,500 check in support of Summer Reading at the Golden Library.





## **Operational Updates**

### **Executive Director Update**

# March 2019 EXECUTIVE DIRECTOR REPORT

## Strategy and Planning:

- Executive team mined data from 7 different sources & curated our findings for BOT planning.
- Board of Trustees extended study session for 2020 Strategic Planning.
- Director team members participating in County strategic planning meetings.

## Safety and Security

- Recruiting for Safety and Security coordinator.

## Community Engagement

- **Julianne Rist**, director of Libraries, accepted into the *Measures that Matter* working group to focus on how libraries can connect with other community data streams to better understand and measure community impact.
- **M.J. Lowe**, coordinator of training for Public Services, attending the *Computers in Libraries* conference.
- **Robyn Lupa**, coordinator of services to Kids and Families, attending the *Power Up!* Leadership Conference for Youth Services Managers and Staff.
- **Kelsey Ashton** and **Joyce Deming**- Adult Services outreach librarians, attending and presenting at the CLIC Spring workshops. Presenting: *Getting to Zero – Spring Cleaning Your Inbox*.
- **Violeta Dawson**, Payroll specialist and **Shylee Ackman**, Recruitment coordinator, attending Employer's Council Public Employers Human Resources Conference. Sessions will cover current industry trends and best practices for HR professionals.

## Legislative Updates

- Investigating opening up Sunshine Laws to allow for electronic communications.
- State Library asking for \$2m in state funding this year. Current state grant is \$1m.
- Colorado Lobby Day for Libraries. JCPL Lunch with Legislators on 3/13.

## JCPL Capital Projects and Service Highlights

- **Edgewater Library - Black History Month: African Americans in the West:** 25 people attended. The Black American West Museum and Heritage Center presented on the history of African Americans in the West, with a focus on Denver and Five-Points. **Inspiring the Next Generation: Our Black Role Models in the Community:** had 22 people attend. African American panelists spoke about their lives, career choices, points of personal pride, & obstacles they've faced in their lives. The panelists ranged from a mental health

practitioner, artist, educators specializing in the aerospace industry, technology and administration, as well as a park ranger, firefighter and Librarian.



*Impact:* One elderly patron shoveled for 1.5 hours, and then took a rest, so he could make it to the program. He came for the second program too and brought his wife. He was interested in the IT specialist who was in the army like him.

**Family Place Play and Learn:** Our first set of workshops so far has average attendance per session of over 35 kids with their grownups. We've partnered with community resource professionals like a speech therapist, a child behavior specialist, a nutritionist and a psychologist to engage with our families and support them in building healthy babies.



*Impact:* "Very impressed!"

## SUMMARY OF EXECUTIVE DIRECTOR COMMUNITY ACTIVITIES, March 2019

ACTIVITY	PURPOSE	IMPACT
Meeting with the City of Arvada	Review results of collaborative efforts to improve safety at the Arvada Library and Old Towne square.	Successes acknowledged. Next steps identified. Relationships improved.
Meeting with County Director of Employee Relations	Relationship building. Orientation.	Increased understanding of expectations for the Library and support available.
Front Range Public Library Director Meeting	Learn about other libraries' initiatives across the front range. Build relationships. Showcase features of the Edgewater Library to colleagues in libraries.	Heard firsthand account of dismissed lawsuit against CLiC and supports available. Learned about issues and service development at front range libraries.
State of the County sponsored by Jeffco EDC <i>Scheduled for 3/13.</i>	Improve knowledge and understanding of library services with local officials and business leaders.	Learned about the current challenges and opportunities facing the county. Promoted the library as community partner.
Colorado Legislators Lunch <i>Scheduled for 3/13.</i>	Relationship building. Improve knowledge and understanding of library services with Colorado legislators.	Cancelled due to weather.
JCPL + JCLF Working Group <i>Scheduled for 3/18.</i>	Review draft agreement. Seek alignment.	
County Cost Allocation Training <i>Scheduled for 3/20.</i>	Improve understanding of County cost allocation methods.	
County Personnel Board meeting <i>Scheduled for 3/20.</i>	Decision-making for County personnel rules.	
West Metro Chamber Board of Directors <i>Scheduled for 3/27.</i>	Participate as a board member with the business community on economic success initiatives.	

**Operational Updates**

**Finance Department**

## memorandum

to: Donna Walker, Executive Director  
from: Barbara Long, Assistant Director for Finance & Budget  
re: Finance Monthly Report  
Date: March 14, 2019

**A. Budget to Actual Tables**

The Budget to Actual Tables for February 2019 will be forwarded before the meeting and will include the analysis discussion.

## memorandum



to: Donna Walker, Executive Director  
from: Barbara Long, Assistant Director for Finance & Budget  
re: Finance Monthly Report - Budget to Actual Tables  
date: March 21, 2019

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

The Budget to Actual Tables for February are attached. The financial tables include updated numbers for 2018 activity and display the 2019 amended budget that includes carryover funds of \$1.3M for capital projects. Revenue received through the end of February includes the full amount of the State Library Grant and E Rate reimbursement for internet services at all libraries and the installation at the Edgewater library. The tables show property tax receipts through January, but February property tax has not posted yet.

Library Foundation support of \$46,314 was received through the end of February. Of this amount, \$27,714 was raised by the Foundation in 2018 and paid to the Library in 2019 while donations of \$18,600 were received by the Foundation in 2019. Foundation support to the library includes \$15,000 for the Standley Lake Outdoor Learning Environment. In-kind support provided to the Foundation by the Library through the end of February is valued at \$11,559 (Ratio 4:1).

2019 expenses are on track for this time of year. Higher expenses in Library Books and Materials and Other Services and Charges reflect full year subscription costs for digital materials and software. Debt service payments will be made in June and December.

**TABLE 1**  
**JEFFERSON COUNTY PUBLIC LIBRARY**  
**TOTAL FUND SUMMARY**  
**2019 ACTUAL TO BUDGET**

Sources and Uses of Funds	2018 Amended Budget	2018 Actual	2019 Amended Budget	YTD Actual 2/28/2019	\$ Variance 2019 Budget	Budget to Actual %
<i>Sources of Funds</i>	<b>4.000</b>		<b>4.500</b>			
<b>Revenues</b>						
<b>Taxes</b>						
Property Tax - Operating	\$ 35,613,839	\$ 35,191,405	\$ 40,428,530	\$ 903,355	\$ (39,525,175)	-98%
Property Tax - Capital	1,673,653	1,655,348	1,949,693	42,763	(1,906,930)	-98%
<b>Total Taxes</b>	<b>\$ 37,287,492</b>	<b>\$ 36,846,753</b>	<b>\$ 42,378,223</b>	<b>\$ 946,118</b>	<b>\$ (41,432,105)</b>	<b>-98%</b>
<b>Federal &amp; State Grants</b>	\$ 133,000	\$ 130,042	\$ 130,000	\$ 128,084	\$ (1,916)	-1%
<b>Fines &amp; Fees</b>	530,850	495,864	492,731	74,230	(418,501)	-85%
<b>Other Revenue</b>	329,400	924,514	495,000	97,076	(397,924)	-80%
<b>Total Other Revenues</b>	<b>\$ 993,250</b>	<b>\$ 1,550,420</b>	<b>\$ 1,117,731</b>	<b>\$ 299,390</b>	<b>\$ (818,341)</b>	<b>-73%</b>
<b>Sub Total Revenues</b>	<b>\$ 38,280,742</b>	<b>\$ 38,397,173</b>	<b>\$ 43,495,954</b>	<b>\$ 1,245,508</b>	<b>\$ (42,250,446)</b>	<b>-97%</b>
<b>Fund Balance Activity</b>						
Transfer from FB - Capital Projects	3,946,044		3,248,054	-		NA
Transfer to Fund Balance	-	1,365,309	-	(4,240,745)		NA
<b>Total Sources of Funds</b>	<b>\$ 42,226,786</b>	<b>\$ 37,031,864</b>	<b>\$ 46,744,008</b>	<b>\$ 5,486,253</b>	<b>\$ (41,257,755)</b>	<b>-88%</b>
<i>Uses of Funds</i>						
<b>Operating Expenditures</b>						
<b>Salaries &amp; Employee Benefits</b>						
Salaries	\$ 13,566,138	\$ 13,365,746	\$ 14,766,591	\$ 1,842,462	\$ (12,924,129)	-88%
Benefits	4,213,500	3,988,172	4,818,086	587,215	(4,230,871)	-88%
<b>Total Salaries &amp; Benefits</b>	<b>\$ 17,779,638</b>	<b>\$ 17,353,918</b>	<b>\$ 19,584,677</b>	<b>\$ 2,429,677</b>	<b>\$ (17,155,000)</b>	<b>-88%</b>
Library Books & Materials	\$ 8,273,586	\$ 8,170,418	\$ 8,139,065	\$ 1,881,777	\$ (6,257,288)	-77%
Supplies	1,470,059	1,283,607	1,587,418	106,948	(1,480,470)	-93%
Vehicles	140,000	104,805	-	-	-	NA
Other Services & Charges	4,840,532	3,407,329	4,589,726	952,899	(3,636,827)	-79%
Internal Transactions /Cost Allocation	1,748,514	1,776,357	1,886,026	35,363	(1,850,663)	-98%
<b>Total Operating Expenditures</b>	<b>\$ 34,252,329</b>	<b>\$ 32,096,434</b>	<b>\$ 35,786,912</b>	<b>\$ 5,406,665</b>	<b>\$ (30,380,247)</b>	<b>-85%</b>
<b>Financing &amp; Debt Service</b>	<b>\$ 1,486,667</b>	<b>\$ 1,486,667</b>	<b>\$ 1,448,432</b>	<b>\$ -</b>	<b>\$ (1,448,432)</b>	<b>-100%</b>
<b>Capital Projects</b>	<b>\$ 6,487,790</b>	<b>\$ 3,448,762</b>	<b>\$ 9,508,664</b>	<b>\$ 79,588</b>	<b>\$ (9,429,076)</b>	<b>-99%</b>
<b>Total Uses of Funds</b>	<b>\$ 42,226,786</b>	<b>\$ 37,031,864</b>	<b>\$ 46,744,008</b>	<b>\$ 5,486,253</b>	<b>\$ (41,257,755)</b>	<b>-88%</b>



**TABLE 2A**  
**JEFFERSON COUNTY PUBLIC LIBRARY**  
**FUND BALANCE SUMMARY**  
**2019 ACTUAL TO BUDGET**

	2018 Amended Budget	2018 Actual	2019 Amended Budget	YTD Actual 2/28/2019	Year End Projected Fund Balance
<b>Beginning Fund Balance</b>	<b>\$ 13,779,031</b>	<b>\$ 18,164,234</b>	<b>\$ 18,164,234</b>	<b>\$ 19,529,543</b>	<b>\$ 19,529,543</b>
Revenues	\$ 36,607,089	\$ 36,741,825	\$ 41,546,261	\$ 1,202,745	\$ 41,546,261
Capital Funding	1,673,653	1,655,348	1,949,693	42,763	1,949,693
<b>Total Revenues</b>	<b>\$ 38,280,742</b>	<b>\$ 38,397,173</b>	<b>\$ 43,495,954</b>	<b>\$ 1,245,508</b>	<b>\$ 43,495,954</b>
<b>Expenditures</b>					
Operating Expenditures	\$ 34,252,329	\$ 32,096,434	\$ 35,786,912	\$ 5,406,665	\$ 35,786,912
Debt Service	1,486,667	1,486,667	1,448,432	-	1,448,432
Capital Projects	6,487,790	3,448,762	9,508,664	79,588	9,508,664
<b>Total Expenditures</b>	<b>\$ 42,226,786</b>	<b>\$ 37,031,864</b>	<b>\$ 46,744,008</b>	<b>\$ 5,486,253</b>	<b>\$ 46,744,008</b>
<b>Increase/(Decrease) in Fund Balance</b>	<b>\$ (3,946,044)</b>	<b>\$ 1,365,309</b>	<b>\$ (3,248,054)</b>	<b>\$ (4,240,745)</b>	<b>\$ (3,248,054)</b>
<b>Ending Fund Balance</b>	<b>\$ 9,832,987</b>	<b>\$ 19,529,543</b>	<b>\$ 14,916,180</b>	<b>\$ 15,288,798</b>	<b>\$ 16,281,489</b>

<b>Fund Balance Policy Calculation</b>					
	2018 Budget		2019 Amended Budget		
16% - Current Year Budgeted Revenues	\$ 6,124,919		\$ 6,959,353		
9% - Current Year Budgeted Revenues - Uncertainty	3,445,267		3,914,636		
<b>Total Minimum F/B Reserve Requirements (FLOOR)</b>	<b>\$ 9,570,186</b>		<b>\$ 10,873,989</b>		
50% of Current Year Budgeted Revenues	\$ 19,140,371		\$ 21,747,977		
<b>Total Maximum F/B Reserve Requirements (CEILING)</b>	<b>\$ 19,140,371</b>		<b>\$ 21,747,977</b>		
<b>Above/(Below) Minimum (FLOOR)</b>	<b>\$ 262,802</b>		<b>\$ 4,042,192</b>		
<b>Above/(Below) Maximum (CEILING)</b>	<b>\$ (9,307,384)</b>		<b>\$ (6,831,797)</b>		

**TABLE 3**  
**JEFFERSON COUNTY PUBLIC LIBRARY**  
**OPERATING EXPENDITURES**  
**2019 ACTUAL TO BUDGET**

Sources and Uses of Funds	2018 Amended Budget	2018 Actual	2019 Amended Budget	YTD Actual 2/28/2019	Projected Year-End 2019	Variance 2019 Budget
<i>Sources of Funds</i>						
<b>Revenues</b>						
<b>Taxes</b>						
Property Taxes	\$ 35,518,639	\$ 35,130,173	\$ 41,376,815	\$ 907,531	\$ 41,376,815	\$ -
Delinquent Taxes	96,167	40,938	105,503	-	105,503	-
Prior Year Cancellations	(27,635)	-	(80,608)	-	(80,608)	-
Urban Renewal	-	-	(996,510)	-	(996,510)	-
Penalties & Interest	26,668	20,294	23,330	(4,176)	23,330	-
<b>Total Taxes</b>	<b>\$ 35,613,839</b>	<b>\$ 35,191,405</b>	<b>\$ 40,428,530</b>	<b>\$ 903,355</b>	<b>\$ 40,428,530</b>	<b>\$ -</b>
Federal & State Grants	\$ 133,000	\$ 130,042	\$ 130,000	\$ 128,084	\$ 130,000	\$ -
Library Fines	395,800	367,082	365,000	55,858	365,000	-
Charges for Services	135,050	128,782	127,731	18,372	127,731	-
Investment Income	241,400	592,860	322,000	852	322,000	-
Library Foundation	30,000	188,415	85,000	46,314	85,000	-
E Rate Revenue	58,000	107,068	88,000	49,910	88,000	-
Other Revenue	-	36,170	-	-	-	-
<b>Total Revenues</b>	<b>\$ 36,607,089</b>	<b>\$ 36,741,825</b>	<b>\$ 41,546,261</b>	<b>\$ 1,202,745</b>	<b>\$ 41,546,261</b>	<b>\$ -</b>
<i>Uses of Funds</i>						
<b>Operating Expenditures</b>						
<b>Salaries &amp; Employee Benefits</b>						
Salaries	\$ 12,268,624	\$ 11,373,583	\$ 13,872,155	\$ 1,594,794	\$ 13,872,155	\$ -
Awards & Bonuses	120,000	-	125,000	-	125,000	-
Termination Pay	-	158,188	-	8,746	-	-
Temporary Salaries	2,063,934	1,832,115	2,080,360	238,473	2,080,360	-
Overtime	14,130	1,860	7,130	449	7,130	-
Vacancy Savings	(900,550)	-	(1,318,054)	-	(1,318,054)	-
Benefits	4,213,500	3,988,172	4,818,086	587,215	4,818,086	-
<b>Total Salaries &amp; Benefits</b>	<b>\$ 17,779,638</b>	<b>\$ 17,353,918</b>	<b>\$ 19,584,677</b>	<b>\$ 2,429,677</b>	<b>\$ 19,584,677</b>	<b>\$ -</b>
Library Books & Materials	\$ 6,907,000	\$ 6,859,918	\$ 6,768,000	\$ 1,026,969	\$ 6,768,000	\$ -
Library Computer Materials	1,234,706	1,176,240	1,173,185	735,970	1,173,185	-
Library Periodicals	131,880	134,260	197,880	118,838	197,880	-
<b>Sub-Total Library Collections</b>	<b>8,273,586</b>	<b>8,170,418</b>	<b>8,139,065</b>	<b>1,881,777</b>	<b>8,139,065</b>	<b>-</b>
Supplies	\$ 1,470,059	\$ 1,283,607	\$ 1,587,418	\$ 106,948	\$ 1,587,418	\$ -
Other Services & Charges	4,840,532	3,407,329	4,589,726	952,899	4,589,726	-
Vehicles	140,000	104,805	-	-	-	-
Direct Internal Charges	140,762	173,788	196,182	21,171	196,182	-
Indirect Cost Allocation	929,085	929,085	1,067,744	-	1,067,744	-
Intra County Transactions	678,667	673,484	622,100	14,192	622,100	-
<b>Total Supplies and Other</b>	<b>\$ 16,472,691</b>	<b>\$ 14,742,517</b>	<b>\$ 16,202,235</b>	<b>\$ 2,976,988</b>	<b>\$ 16,202,235</b>	<b>\$ -</b>
<b>Total Uses of Funds</b>	<b>\$ 34,252,329</b>	<b>\$ 32,096,434</b>	<b>\$ 35,786,912</b>	<b>\$ 5,406,665</b>	<b>\$ 35,786,912</b>	<b>\$ -</b>

**TABLE 4**  
**JEFFERSON COUNTY PUBLIC LIBRARY**  
**DEBT SERVICE DETAIL**  
**2019 ACTUAL TO BUDGET**

Sources and Uses of Funds	2018 Budget	2018 Actual	2019 Budget	YTD Actual 2/28/2019	Projected Year End 2019	Variance 2019 Budget
<b>Debt Service</b>						
Principal - Arvada (2005-2024)	\$ 528,501	\$ 528,501	\$ 539,667		\$ 539,667	\$ -
Interest - Arvada (2005-2024)	94,823	94,823	82,192		82,192	-
Principal - Refunding Series 2013	608,264	608,264	608,264		608,264	-
Interest - Refunding Series 2013	91,544	91,544	61,695		61,695	-
Principal - COP - Capital Projects	142,143	142,143	142,143		142,143	-
Interest - COP - Capital Projects	21,392	21,392	14,472		14,472	-
<b>Total Debt Service</b>	<b>\$ 1,486,667</b>	<b>\$ 1,486,667</b>	<b>\$ 1,448,432</b>	<b>\$ -</b>	<b>\$ 1,448,432</b>	<b>\$ -</b>

**Arvada**

Total Issue \$8,886,000  
Term 2005-2024  
Use - Arvada Library Facility

**Build America Bonds**

Total Issue \$6,293,000  
Original Term 2011-2020  
Refunding Term 2013-2024  
Use - Lakewood HVAC  
Energy Conservation  
Book Sorters  
Library Service Center Remodel

**Certificates of Participation (COP)**

Total Issue \$995,000  
Term 2014-2020  
Use - Belmar Roof Replacement  
Columbine HVAC  
Columbine Parking Lot  
Standley Lake Parking Lot

**TABLE 5**  
**JEFFERSON COUNTY PUBLIC LIBRARY**  
**CAPITAL IMPROVEMENT PROJECTS**  
**2019 ACTUAL TO BUDGET**

Sources and Uses of Funds	2018 Amended Budget	2018 Actual	2019 Budget	2019 Amended Budget	YTD Actual 2/28/2019	Projected Year End 2019	Variance 2019 Budget
<b>Sources of Funds</b>							
Property Tax - Capital - 4.5%	\$ 1,673,653	\$ 1,655,348	\$ 1,949,693	\$ 1,949,693	\$ 42,763	\$ 1,949,693	\$ -
Transfer from FB - Edgewater Library Project	2,600,000	2,600,000	-	-	-	-	-
Transfer from FB - Capital Expenses	1,346,044	1,346,044	1,929,890	3,248,054	-	3,248,054	-
<b>Total Sources of Funds</b>	<b>\$ 5,619,697</b>	<b>\$ 5,601,392</b>	<b>\$ 3,879,583</b>	<b>\$ 5,197,747</b>	<b>\$ 42,763</b>	<b>\$ 5,197,747</b>	<b>\$ -</b>
<b>Uses of Funds</b>							
<b>Annual Replacement &amp; Maintenance Program (ARM)</b>							
ARM-01 Capital Maintenance	\$ 370,000	\$ 348,088	\$ 200,000	\$ 229,559	\$ (3,366)	\$ 229,559	\$ -
ARM-02 Furniture & Equipment	36,000	17,724	36,000	36,000	14,372	36,000	-
ARM-03 Computer Replacement Plan	250,000	163,168	250,000	250,000	47,870	250,000	-
ARM-04 Book Sorter Replacement	350,000	88,954	250,000	250,000	-	250,000	-
ARM-05 IT Infrastructure Replacement	351,650	210,774	200,000	200,000	9,079	200,000	-
<b>2016 Projects</b>							
16-10 Intranet/Document Management	\$ 171,282	\$ 57,920	\$ -	\$ -	\$ -	\$ -	\$ -
16-13 Ill Database Server	-	5,560	-	-	-	-	-
16-14 High Availability Internet Redundancy	36,000	-	36,000	72,000	-	72,000	-
<b>2017 Projects</b>							
17-01 Evergreen HVAC Rebuild	\$ 57,536	\$ 57,536	\$ -	\$ -	\$ -	\$ -	\$ -
17-02 Entry Door Replacement	18,600	29,605	-	-	-	-	-
17-11 Long-Range Facilities Master Plan	30,960	30,960	-	-	-	-	-
17-13 Standley Lake Outdoor Learning Env.	45,200	20,735	-	24,465	-	24,465	-
<b>2018 Projects</b>							
18-02 Lakewood Fence Replacement	\$ 55,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
18-04 Lakewood Admin Restroom Remodel	48,000	-	-	-	-	-	-
18-05 Evergreen Parking Lot	125,000	-	-	125,000	-	125,000	-
18-06 Sorter Replacement 0 2 sites	500,000	-	-	-	-	-	-
18-07 LSC Garage & Loading Dock Planning	10,000	-	150,000	150,000	-	150,000	-
18-08 Bookmobile Replacement Sinking Fund	200,000	-	200,000	400,000	-	400,000	-
<b>2019 Projects</b>							
19-01 Standley Lake Clerestory Roof	\$ -	\$ -	\$ 35,000	\$ 35,000	\$ -	\$ 35,000	\$ -
19-02 Document Management System	-	-	60,000	160,000	-	160,000	-
<b>Multi-Year Construction Projects</b>							
16-16 Columbine Library Remodel	\$ 798,342	\$ 126,270	\$ -	\$ -	\$ -	\$ -	\$ -
17-07 Edgewater Library	2,684,220	2,195,273	-	549,333	(40,980)	549,333	-
18-01 Belmar Library Remodel	350,000	96,194	6,423,500	6,677,307	52,613	6,677,307	-
19-03 South County Library	-	-	350,000	350,000	-	350,000	-
<b>Total Capital Projects</b>	<b>\$ 6,487,790</b>	<b>\$ 3,448,762</b>	<b>\$ 8,190,500</b>	<b>\$ 9,508,664</b>	<b>\$ 79,588</b>	<b>\$ 9,508,664</b>	<b>\$ -</b>

<b>Bookmobile Sinking Fund Reserve</b>							
Beginning Balance	\$ -	\$ -	\$ 200,000	\$ 200,000	\$ -	\$ -	
Source	-	200,000	200,000	200,000	-	-	
Use	-	-	-	-	-	-	
<b>Balance</b>	<b>\$ -</b>	<b>\$ 200,000</b>	<b>\$ 400,000</b>	<b>\$ 400,000</b>	<b>\$ -</b>	<b>\$ -</b>	

**TABLE 6**  
**JEFFERSON COUNTY PUBLIC LIBRARY**  
**CAPITAL IMPROVEMENT PROJECTS**  
**2019 BUDGET TO ACTUAL**

Project	2019 Amended Budget	YTD Actual 2/28/19	YTD Encumbrances 2/28/19	YTD Total Actual + Enc	Remaining Budget
ARM-01 Capital Maintenance	\$ 229,559	\$ (3,366)	\$ 77,417	\$ 74,051	\$ 155,508
ARM-02 Furniture & Equipment	36,000	14,372	405	14,777	21,223
ARM-03 Computer Replacement Plan	250,000	47,870	9,025	56,895	193,105
ARM-04 Book Sorter Replacement	250,000	-	-	-	250,000
ARM-05 IT Infrastructure Replacement	200,000	9,079	73,261	82,340	117,660
16-14 High Availability Internet Redundancy	72,000	-	-	-	72,000
17-13 Standley Lake Outdoor Learning Envir.	24,465	-	-	-	24,465
18-05 Evergreen Parking Lot	125,000	-	-	-	125,000
18-07 LSC Garage & Loading Dock	150,000	-	-	-	150,000
18-08 Bookmobile Replacement Sinking Fund	400,000	-	-	-	400,000
19-01 Standley Lake Clerestory Roof	35,000	-	-	-	35,000
19-02 Document Management System	160,000	-	-	-	-
<b>Multi-Year Projects Construction Projects</b>					
17-07 Edgewater Library	549,333	(40,980)	159,342	118,362	430,971
18-01 Belmar Library Remodel	6,677,307	52,613	1,313,944	1,366,557	5,310,751
19-03 South County Library	350,000	-	-	-	350,000
<b>Total Capital Projects</b>	<b>\$ 9,508,664</b>	<b>\$ 79,588</b>	<b>\$ 1,633,394</b>	<b>\$ 1,712,982</b>	<b>\$ 7,635,682</b>

## **Operational Updates**

### **Facilities & Construction Projects**

**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: March 21, 2019

RE: 2019 JCPL Landscape Management Services Contract 1<sup>st</sup> Renewal Authorization Memo

At the March 14, 2019 Study Session of the Library Board, information was presented on the 2019 JCPL Landscape Management Services contract. The Board was advised that the contract would expire on April 19, 2019.

The Facilities Division recommends that the Library enter into a one-year renewal contract with Environmental Designs Inc. in the amount of \$82,080. The term of the renewal is April 20, 2019 to April 19, 2020.

**Operational Updates  
Strategy and Engagement**



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

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



TO: Donna Walker, Executive Director

FROM: Rebecca Winning, Director of Strategy and Engagement

DATE: March 5, 2018

RE: Colin Cassidy Naming Agreement

**Colin Cassidy Memorial Fund Naming Agreement**

**Total Donation:**

\$5,000 to name a small study room at the Edgewater Library (Agreement attached)

**Action Requested:**

We are asking the Library Board of Trustees to authorize the Executive Director to sign a naming agreement with Sara Cassidy for a \$5,000 donation to the Edgewater Library from the Colin Cassidy Memorial Fund.

**JEFFERSON COUNTY PUBLIC LIBRARY  
DONATION AND NAMING AGREEMENT**

This Donation and Naming Agreement ("Agreement"), dated for reference purposes only this 22th day of March, 2019, is between The \_\_\_\_\_ Foundation ("the donor"), the **Jefferson County Library Foundation, Inc.**, a Colorado non-profit corporation (the "Library Foundation"), and **Jefferson County Public Library** (the "Library"). The Donor, Library Foundation, and Library are collectively referred to herein as the "parties", and hereby agree as follows:

*The Colin Cassidy  
Memorial Fund*

**WHEREAS**, the Donor desires to make a donation in the amount of \$5,000 (the "Donation") for a small study room in the new Edgewater Library; and

**WHEREAS**, the Library Foundation and the Library are proud to recognize the Donation by providing naming rights to the Donor at the Project, as more fully set forth herein.

**NOW, THEREFORE**, the parties hereto agree as follows:

1. The Recitals to this Agreement are true and correct, and are incorporated herein.

The Donor pledges to make a Donation to the Library Foundation of \$5,000, payable in one lump sum on or before March 31, 2019, to support funding of the Project.

*(enclosed)*

2. Donation payments are to be payable to the Jefferson County Library Foundation, Inc., and mailed or hand delivered to the following address:

Jefferson County Library Foundation, Inc.  
10790 W 50<sup>th</sup> Ave., Suite 200  
Wheat Ridge CO 80033.

*OK*

3. The Donor, Library Foundation, and Library agree that the Donation will be used for the Project to name one of the small study rooms at the new Edgewater Library and as an expression of appreciation the following text shall be displayed at the project site: In loving memory of Colin L. Cassidy.

*OK*

4. The Donation may be invested, commingled, or merged with and become part of the general endowment funds and investment assets of the Library Foundation. Guidelines established by the Library Foundation Board of Trustees from time to time determine the investment, allocation of return on investment, and distribution of endowment funds and the allocation of income, loss, fees and expenses associated with endowment funds and securing and administering endowment funds. The Donation and all accounting of the Donation will be subject to these guidelines.

*OK*

5. No items recognizing the Donation will be ordered until the full amount of the Donation has been received by the Library Foundation.

*OK*

6. The parties agree that this naming is contingent on and subject to prior approval by the Library Board of Trustees. In the event that the Board does not approve, the full Donation will be returned to Donor within 14 business days.

*OK*

7. If, in the opinion of the Library Board of Trustees or the Executive Director of the Library, all or part of the Donation cannot, in the future, be applied usefully to the above purposes, it may be used for any related purpose which, in the opinion of the Executive Director of the Library will most nearly accomplish the wishes of the Donor as expressed herein.

*OK*

8. This Agreement is governed by Jefferson County Public Library's Naming Policy and Guidelines, which are incorporated herein. By entering into this Agreement, the Donor agrees to all of the conditions contained therein, including the following:

ok

a. Signage:

The sign acknowledging the naming of the space will be placed in a prominent location near the named space, and its design shall be consistent with the Library's image and building design requirements. The wording of the sign shall be mutually agreed upon by the Donor and the Executive Director of the Jefferson County Public Library.

ok

b. Duration:

These naming rights are will last through December 31, 2029. Donor will be given first right of renewal at the end of the naming period to extend the naming rights for an additional donation to be mutually determined by the parties.

ok

c. Approvals:

- (i) All naming acknowledgements will be approved by the Library Board of Trustees.
- (ii) A re-approval process with input by the Donor shall be necessary in the following situations:
  - (a) Major renovation of the space;
  - (b) Sale, destruction, removal or abandonment of the facility; or
  - (c) A change in the name, business focus or viability of the Donor entity.

ok

Should the Donor for which the space is named violate acceptable standards of integrity and civic leadership, the Library, in its sole discretion, may elect to remove the Donor's name from the Library.

ok

d. Payment: No donations will be refunded for any reason unless the Library is unable to fulfill their obligations due to unforeseen circumstances.

ok

9. Tax Consequences. Donor, and not the Library Foundation or the Library, is solely responsible for determining the tax consequences to Donor of the within transaction including, without limitation, any monetary value assigned to the naming right.

ok

10. Venue and Governing Law. Venue for any and all legal actions regarding this Agreement shall lie in the District Court in and for the County of Jefferson, State of Colorado, and this transaction shall be governed by the laws of the State of Colorado.

ok

11. Invalid Provisions. If any provision of this Agreement is held to be illegal, invalid or unenforceable under present or future laws, such provisions shall be fully severable; this Agreement shall be construed and enforced as if such illegal, invalid or unenforceable provision had never comprised a part of this Agreement; and the remaining provisions of this Agreement shall remain in full force and effect and shall not be affected by the illegal, invalid or unenforceable provision or by its severance from this Agreement. Furthermore, in lieu of such illegal, invalid or unenforceable provision, there shall be added automatically as a part of this Agreement a legal, valid, and enforceable provision as similar in terms to such illegal, invalid or unenforceable provision as may be possible.

ok

12. Amendments to Agreement. This written Agreement constitutes the entire Agreement of the parties. No representations, promises, terms, conditions or obligations regarding the subject matter of this Agreement, other than those expressly set forth herein, shall be of any force and effect. No modification, change or alteration of this Agreement shall be of any force or effect, unless in writing, signed by both parties.

ok

13. Further Acts. Donor, the Library Foundation, and the Library agree to perform or cause to be performed such further acts as may be reasonably necessary to consummate the transaction contemplated hereby.

ok



14. This Agreement may be executed in two or more counterparts, each of which shall be deemed to be an original, and all of which counterparts together shall constitute but one and the same instrument.

OK

15. Donor, the Library Foundation, and the Library have each been advised by counsel in the drafting of this Agreement, and accordingly hereby agree that in the event a dispute arises between them, the terms of this Agreement shall not be construed against or in favor of either party as draftsman.

OK

[SIGNATURES FOLLOW ON NEXT PAGE]

IN WITNESS WHEREOF, the parties have executed this agreement this xx day of March, 2019.

Donor:

By: Sara Cassidy  
Sara Thompson Cassidy, ~~xxxx~~ Foundation

Colin Cassidy Memorial Fund

Jefferson County Library Foundation

By: Jo Schantz  
Jo Schantz, Executive Director

Date: March 7, 2019

Jefferson County Public Library

By: Donna Walker, Executive Director

Date: \_\_\_\_\_

## **Consent Agenda**

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

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



TO: Charles Naumer, Chair  
Cc: Donna Walker, Executive Director; Nominating Committee: Brian DeLaet and Jeanne Lomba

FROM: Amber Fisher

DATE: March 21, 2019

RE: Slate of Officers for Election on the Consent Agenda at the March 21, 2019 Board Meeting

SLATE OF OFFICERS FOR CONSENT AGENDA

- 1) Chair: Charles Naumer, for the term April 2019 to March 2021
- 2) Vice-Chair: Kim Johnson, for the term April 2019 to March 2020
- 3) Secretary: Pam Anderson, for the term April 2019 to March 2020

# **Bylaws for the Jefferson County Public Library Board of Trustees**

## **Proposed: March 21, 2019**

### **ARTICLE I: NAME**

The name of this organization shall be the Jefferson County Public Library Board of Trustees, (Library Board) and existing by virtue of the provisions of the “Colorado Library Law”, Section 24-90-101 et. Seq. C.R.S., and, established by the action of the Jefferson County Board of County Commissioners (Board of County Commissioners).

### **ARTICLE II: PURPOSE**

The purpose of the Library Board shall be to govern the affairs of the Jefferson County Public Library according to the applicable statutes and laws, and the duties assigned by the Board of County Commissioners to “establish policies, employ an Executive Director, adopt a strategic plan, recommend a budget and dispense funds, and acquire and oversee libraries and library assets.”

### **ARTICLE III: LIBRARY BOARD**

Section 1. Trustees of the Library Board are those who have been duly appointed by the Board of County Commissioners.

Section 2. Ethics. Trustees shall observe these Bylaws, and the Governing Policies of the Library Board, which shall address expectations as to conduct and ethics of the Board.

Section 3. Terms and Reappointments. Length of term and number of terms shall be determined by the Board of County Commissioners.

Section 4. Vacancies. Vacancies shall be filled pursuant to the Colorado Library Law and the policies of the Board of County Commissioners.

Section 5. Removal. A Trustee may be removed only by a majority vote of the Board of County Commissioners and only upon a showing of good cause. Good cause shall include, but not be limited to: Failure to attend, without justification, three consecutive regular monthly meetings of the Board, or violating the Library Board’s Governing Policies.

### **ARTICLE IV: OFFICERS**

Section 1. Number of Officers. The officers of the Library Board shall be a Chair, Vice Chair, and a Secretary.

## **ARTICLE V: ELECTION OF OFFICERS**

Section 1. Date of Election. The officers shall be elected annually at the regularly scheduled Library Board meeting in March by a majority vote of attending Trustees. The nominating committee will be appointed at the January Board meeting, and present a slate of officers at the February Board meeting.

Section 2. Term of Office. The Vice Chair and Secretary shall assume their duties upon election and shall serve for terms of one year or until their successors are elected. The Chair shall assume their duties upon election and shall serve for a term of two years or until their successor is elected.

Section 3. Number of Terms of Office. A trustee shall not be eligible to serve more than two consecutive terms in the same officer position, except by an affirmative majority vote of attending Trustees at the meeting at which the election is held.

Section 4. Vacancies. A vacancy occurring in the office of Chair shall be filled for the unexpired term by the Vice Chair. A vacancy occurring in the office of Vice Chair or Secretary shall be filled for the unexpired term by a trustee elected at a regular meeting, notice of such election having been given five days in advance of the meeting by the highest-ranking officer.

Section 5. Removal of Officer. Any officer may be removed from office for failure to discharge his/her duties by an affirmative by a majority vote of attending Trustees at a regular meeting. The Trustees seeking such action shall give written notice to the officer 5 days prior to voting on such issue at a regular meeting.

## **ARTICLE VI: DUTIES OF THE OFFICERS**

Section 1. Chair. The Chair of the Library Board shall be its chief governing officer. The Chair shall preside at all meetings of the Library Board, and shall fulfill other responsibilities as may be designated from time to time by the Library Board. The Chair shall be the representative of the Library Board to other governmental units on such matters as have been approved and designated by the Library Board; shall submit the annual budget prepared by the Library Board to the Jefferson County Board of County Commissioners; shall submit an annual report to the Jefferson County Board of County Commissioners.

Section 2. Vice Chair. In the absence of the Chair, or in event of the Chair's inability or refusal to act, the Vice-Chair shall perform the duties of the Chair and when so acting, shall have all the powers of the Chair and shall be subject to all the restrictions upon the Chair. The Vice-Chair shall perform any other duties as may be prescribed by the Library Board.

Section 3. Secretary. The Secretary shall record, or cause to be recorded, the minutes of all meetings of the Library Board and shall perform such other duties as may be



delegated by the Library Board, such as acting as temporary Chair in the absence of the Chair and Vice chair.

Section 4. General Duties. All officers shall perform the duties as prescribed in these Bylaws, and as may be further enumerated in the Library Board's Governing Policies.

## **ARTICLE VII: MEETINGS**

Section 1. Regular Meetings. Regular meetings of the Library Board shall be held at least once a month at a place within Jefferson County selected at least two weeks in advance by the Library Board. Meeting notices and agendas will be posted in all libraries. The date, time and place of any regular or special meeting of the Library Board may be set or changed by a majority vote of attending Trustees at a regular meeting.

The Library Board may cancel a regular meeting if no pressing issues warrant a meeting, or in the event of an unforeseen circumstance.

The Chair shall set the agenda in advance for each regular meeting of the Library Board, adhering to the adopted Governing Policies. A copy will be sent to each Trustee in advance of the regular meeting. Minutes from previous meetings and documentation supporting agenda items will be sent to each Trustee as part of the agenda packet.

All meetings, votes, and deliberations of the Library Board shall be open to the public, unless otherwise provided by law. The Library Board may determine to hold additional meetings and study sessions. These meetings will be governed by these Bylaws and the Library Board's Governing Policies. All proceedings and records, including meeting minutes taken at each Library Board meeting will be recorded and made available to the public unless otherwise provided by law.

Section 2. Special Meetings. The Chair, or any three (3) Trustees, may call a special meeting of the Library Board at any time with 24 hours prior notice to all Trustees and with adequate advance notice to allow for the public posting of the meeting notice in compliance with CRS 24-6-402(2)(c) full and timely notice to the public.

Section 3. Quorum, Regular Meeting. Four Trustees shall constitute a quorum for the transaction of business at any regular meeting. Proxy votes will not be allowed.

Section 4. Quorum, Special Meeting. Four Trustees shall constitute a quorum at any special meeting. Proxy votes will not be allowed.

Section 5. Votes on Motions. Votes on motions shall be recorded in the minutes as approved or disapproved by voice vote or by roll call when requested by a Trustee. All Trustees, including the Chair, may vote on motions.

Section 6. Public Participation. In addition, there will be an agenda item at each Library Board meeting for the public to address the Library Board. Those wanting to address the

Library Board must sign on the form provided at the door. Those who failed to sign up, or arrived late, may, at the discretion of the Chair, be allowed to address the Library Board. Speaking time may be limited with the consent of the Library Trustees, to ensure the most effective conduct of the meeting. The opportunity to address the Library Board does not include a question and answer session or response. Additionally, the Library Board does not respond to anonymous questions or comments. If questions are submitted in writing a response may be provided, in writing, at the Board's discretion.

## **ARTICLE VIII: BOARD COMMITTEES**

The Library Board may establish such committees as deemed necessary to assist in its work. The resolution establishing any such committees shall state the purpose, timeline, composition and authority of each such committee. The adopted Governing Policies will guide the establishment and work of all committees. In the absence of any other method of selection in the resolution, the Chair shall make appointments to any committee.

## **ARTICLE IX: PARLIAMENTARY AUTHORITY**

Robert's Rules of Order, revised, latest edition may be invoked by majority vote of a quorum present at a Library Board meeting, or by the Chair.

## **ARTICLE X: EXECUTIVE DIRECTOR AND STAFF**

Section 1. Executive Director. The Library Board shall employ an Executive Director to serve as chief executive officer of the Jefferson County Public Library. The Executive Director shall supervise the Library's day-to-day operations in accordance with these Bylaws and the Library Board's Governing Policies then in effect. The selection, removal, determination of salary and other terms of employment of the Executive Director shall require the affirmative vote of a majority of the Library Board. The Executive Director shall serve as a non-voting member of the Library Board.

Section 2. Staff. As specified in CRS 24-90-109 (1)(c), and the Personnel Rules of Jefferson County, all other Library employees shall be appointed by the Executive Director, in accordance with approved personnel rules and budgeted staffing plans.

## **ARTICLE XI: POLICIES AND ADMINISTRATION**

Section 1. Governing Policies. The Library Board shall adopt and revise, at any regular meeting, Governing Policies to set forth additional guidelines and values for the Library Board's own conduct, and to govern the Executive Director in conducting the operational affairs of the Jefferson County Public Library. These policies shall be available to the public.

## **ARTICLE XII: FINANCES**

Section 1: Budget Approval and Management. The Library Board's Governing Policies shall direct the Executive Director to prepare an annual budget proposal that is consistent

with the guidelines adopted by the Board of County Commissioners, and consistent with the objectives and guidelines adopted by the Library Board. The proposed budget schedule will provide for public input and Library Board review and revision, for the Library Board's resolution. Library Board approval of the proposed budget is required prior to submittal to the Board of County Commissioners. Library Board adoption is required prior to the beginning of a fiscal year.

### **ARTICLE XIII: AMENDMENTS**

Section 1. The Bylaws shall be reviewed annually by a committee appointed by the Chair. Proposed changes will be presented to the Library Board at a regular, scheduled meeting.

Section 2. Amendment by Vote. The Bylaws may be amended by an affirmative vote of a majority of the Library Board of Trustees. Amendments to these Bylaws shall be submitted to the Trustees at least 14 days prior to their proposed adoption.

Section 3. Automatic Amendment. The Bylaws shall conform to the prevailing governing statutes. Amendments as a result of changes to a governing statute shall be automatic, and the subsequent changes shall be given to the Trustees, in writing, as soon as possible.

**ADMINISTRATION**

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

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



Jefferson County

**PUBLIC LIBRARY**