

BOARD MEETING

JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

May 16, 2019



Jefferson County
PUBLIC LIBRARY

APPROVAL OF AGENDA

AMENDED BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

ITEM# / ACTION	Thursday, May 16, 2019 – COLUMBINE 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.	Public Comment
5. CONSENT AGENDA Action	Approval of Consent Agenda Call for motion and second <ul style="list-style-type: none">a) April 11, 2019 Study Session Minutesb) April 18, 2019 Board Meeting Minutesc) Axis360 Contractd) Evergreen Parking Lot Contracte) Security Services Contractf) Belmar Data and Voice Cabling Contractg) 2020 Governance Budgeth) 2020 Board Meeting Schedule
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• Finance and Budget<ul style="list-style-type: none">▪ Financial Reports▪ 5 Year CIP & Long-term Financial Plan• Public Services<ul style="list-style-type: none">▪ Belmar Alternative ServiceCall for motion and second
8. Action as Needed	Items Removed From Consent Agenda (4.3.4) The Board may address and/or vote on any items that were removed from the Consent Agenda
9. Emerging Issues Action as Needed	
10. Action as Needed	Ends

AMENDED BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

11. Action as Needed	Governing Policies <ul style="list-style-type: none">• Reserve Policy• Contract Limits
12. Suggest Agenda Items	BOARD SCHEDULE – NEXT MEETINGS <ul style="list-style-type: none">• June 13 – Study Session – 5:30 pm – Pam Nissler Administration Conference Room• June 20 – Board Meeting – 5:30 pm – EDGEWATER Library Large Activity Room• July 11 – Study Session – 5:30 pm – Pam Nissler Administration Conference Room• July 18 – Board Meeting – 5:30 pm – Golden Library Meeting Room• August 8 – Study Session – 5:30 pm Pam Nissler Administration Conference Room• August 15 – Board Meeting – 5:30 pm – Standley Lake 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. EXECUTIVE SESSION Action	EXECUTIVE SESSION: Call for Motion: To adjourn the regular meeting of the Library Board of Trustees and reconvene in Executive Session pursuant to C.R.S. 24-6-402(4)(b) Consulting legal counsel concerning specific legal questions.
17. Reconvene Regular Meeting	Executive Session Summary
18. Adjournment	

CONSENT AGENDA

UPDATED 05-15-19

TO: Library Board of Trustees

FROM: Charles Naumer, Chair and Donna Walker, Executive Director

DATE: May 15, 2019

RE: Consent Agenda – May 16, 2019

- a) April 11, 2019 Study Session Minutes
 - o Library Board of Trustees approve the minutes of the April 11, 2019 Study Session as presented.
- b) April 18, 2019 Board Meeting Minutes
 - o Library Board of Trustees approve the minutes of the April 18, 2019 Board Meeting as presented.
- c) Axis360 Contract
 - o Authorizing the Executive Director to renew the contract with Axis360 and increase the not to exceed amount to \$2,500,000.
- d) **Evergreen Parking Lot Contract**
 - o Authorizing the Executive Director to sign the contract with Martin Marietta in the amount of \$159,522.
- e) **Security Services Contract**
 - o Authorizing the Executive Director to sign a one-year contract with Advanced Professional Security in the amount of \$180,677 with an option to renew for an additional four years.
- f) Belmar Data and Voice Cabling Contract
 - o Authorizing the Executive Director to sign the contract with Malm Electrical Contractors, LLC in the amount of \$85,175.95 for labor, materials and installation of the voice and data cabling at the Belmar Library.
- g) 2020 Governance Budget
 - o Library Board of Trustees adopt the proposed 2019 Governance Budget as presented.
- h) 2020 Board Meeting Schedule
 - o Library Board of Trustees adopt the proposed 2020 Board Meeting Schedule as presented.

Jefferson County Public Library Board of Trustees
Study Session
April 11, 2019 – 5:30 pm
Administration Conference Room

TOPICS:

- Volunteer Report
- Carpet Cleaning Contract Amendment Information– Kleen Tech.
- Financial Review
- Agenda Format
- Contract Limits
- 2020 Strategic Planning

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), John Bodnar, Deborah Deal, Brian DeLaet and Jeanne Lomba.

Trustees not present: Pam Anderson

Staff present: Donna Walker, Executive Director; Julianne Rist, Director of Libraries; Steve Chestnut, Director of Facilities and Construction Projects; Bernadette Berger, Director of Information Technology; Barbara Long, Assistant Director of Finance and Budget; Rebecca Winning, Director of Strategy and Engagement; Sandie Coutts, Director of People and Culture; Lizzie Gall, Assistant Director of Library Programs and Services; Debby Ridgell, Volunteer Program Coordinator; and Amber Fisher, Executive Assistant, Office of the Executive Director.

Volunteer Report

Sandie Coutts, Director of People and Culture, introduced Debby Ridgell, Volunteer Program Coordinator, who presented information on JCPL's volunteer activities. There are 350 to 375 active volunteers every day in the libraries. This number soars to over 600 during the summer months with additional teen volunteers who help administer the summer reading program. All ten libraries and the Library Service Center (LSC) use volunteers in a variety of capacities including supporting operations, programs, home service delivery, speaker's bureau and providing story times in Jefferson County preschools. The volunteers are a diverse group from 12 different countries, 4 different continents and varying backgrounds including a retired teacher, a successful real estate

business owner and a math teacher from South Korea whose husband is working on his thesis at Colorado School of Mines. The youngest volunteer is 12 years old and the eldest volunteer is 86 years old. The volunteers support the mission, vision and values of JPL and fully support the strategic priorities performing real work in the libraries. The work that JCPL volunteers do:

- 1) Increases access, availability & awareness of library resources
- 2) Fosters community engagement, lifelong learning, health and well-being
- 3) And improves the efficiency and effectiveness of Library services

Debby Ridgell recognized the Trustees as valued volunteers and shared volunteer appreciation gifts and a copy of the JCPL volunteer guide. In response to questions, the Board was advised that:

- Volunteers at the LSC support library operations including bundling and mailing materials.
- There are five main categories for volunteers: Operations Assistant, Program Assistant, Library-to-You Assistant, Teen Advisory Board and Summer Reading Assistants.
- The volunteer program and opportunities are promoted on the library's website, a volunteer spotlight feature every month, and promotion activities in the communities including attendance at the volunteer fair at Foothills Animal Shelter. More than 65 people stopped by the JCPL volunteer booth. The volunteer program is promoted in summer reading materials, and programs like Epic STEM, and through the Volunteer Match program.
- The Library does a targeted recruitment for special volunteer jobs that require certain skills.
- The Library has capacity limitations regarding the ability to supervise volunteers.
- Volunteers are provided with badges that identify them as volunteers. However, the Library trains volunteers to handle basic questions and how to hand off patrons to the appropriate staff.
- The tenure of volunteers varies – some adults will stay for years. The student volunteers do not stay as long.
- The Library works with Justice Services regarding court mandated volunteer workers. The Library accepts community service clients under specific circumstances (no assault or theft, etc.).

Carpet Cleaning Contract Amendment Information– Kleen Tech.

Steve Chestnut, Director of Facilities and Construction Projects, presented information on the carpet cleaning contract amendment. With the size increase of the new Edgewater library over the previous location, the contract for carpet and upholstery cleaning services needs to be amended. This amendment is necessary for the 8500 square foot increase in carpet as well as more upholstery cleaning. The Library will ask for authorization at the April Board meeting. In response to a question, the Board was advised that the contract is through the end of the year.

Financial Review

There were no questions about the financial report that was presented at the March Board meeting.

Agenda Format

The Chair introduced the topic and provided background information. Placing more items on the consent agenda has been something Board officers have wanted to advance and discuss. The consent agenda would have perfunctory matters, meeting minutes, etc. The consent agenda could start with asking if there were any items the Board wants to pull off the consent agenda, then the board would vote on the consent agenda. The Chair noted that Amber Fisher has prepared an informational memo and it would be shared with the Board. The Board will continue discussions on expanding the use of a consent agenda to conduct business at a future meeting.

Contract Limits

The Chair introduced the topic. Another item for the Board to consider to make more efficient use of meeting time is to change the limits on contracts that require Board authorization. The current level is anything over \$50,000 and the proposal is to adjust that amount to anything over \$100,000. After some discussion, the Board asked the Library to provide information on the number of contracts brought to them that are between \$50k and \$100k. The Board will continue discussions on this topic at a future meeting.

2020 Strategic Planning

The Board was asked to review the draft 2020 Strategic Framework document and provide feedback. Following are some of the comments from the Board:

- Didn't see the ends statements as having different weights or preferences – viewed them as being one altogether.

- If we're not providing equity of access then what are we doing. But I don't want to do that at the expense of the other 3. I do not want the others to be subjective –or subsequent to it.
- I have the same concerns –surprised to see layout of it – main weight on equity of access – don't know how I feel about it
- Curious about what you heard from us that we wanted that to be so central
- What does equity of access mean to you – I think you are on the right track.
- I actually like it – my only concern is not prioritizing the other ends – I do think equity of access – just don't want to do it at the expense of the others – doing it just because it is leading edge but it is not cost effective
- As long as it our pond – not Boston or because of peer groups
- Sounds socialist – one library 3 minutes away and one 30 minutes – take away the 3 minute library and then everybody is 30 minutes
- Mission vision values – for me MVM would be in middle – then equity of access. There is a place for our vision, mission and values in strategic planning. Bring equity out from the center.

The Executive Director expressed appreciation to the Board for their input and noted that it is very important to have alignment with the Board on the strategic framework. The Executive team will continue to work on the draft framework, incorporate the Board's thoughts and bring the document back to the Board.

ADJOURNMENT

The study session was adjourned at 6:25 p.m.

Pam Anderson, Secretary

**Minutes of the Meeting of the
JEFFERSON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES**

April 18, 2019

CALL TO ORDER – REGULAR MEETING

The regular meeting of the Jefferson County Public Library Board of Trustees was held in the Arvada Library meeting room on April 18, 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), John Bodnar, Deborah Deal, Brian DeLaet and Jeanne Lomba.

Trustees not present: Pam Anderson

Guests: Julianne Scherer, HDR; Whitney Grant, HDR; Sara Lara, NV5.

Staff present: Donna Walker, Executive Director; Julianne Rist, Director of Libraries; Rebecca Winning, Director of Strategy and Engagement; Bernadette Berger, Director of Information Technology; Barbara Long, Assistant Director of Finance and Budget; Padma Polepeddi, Assistant Director of Library Experience; and Amber Fisher, Executive Assistant, Office of the Executive Director.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

MOTION: John Bodnar moved approval of the minutes of the March 14, 2019 Extended Study Session as presented. Seconded by Jeanne Lomba the minutes were approved by majority vote of all Trustees present.

MOTION: John Bodnar moved approval of the minutes of the March 21, 2019 Board meeting as presented. Seconded by Deborah Deal the minutes were approved by majority vote of all Trustees present.

PUBLIC COMMENT

There was no public comment.

FOUNDATION REPORT

Nina Gomez, Foundation Office Coordinator, provided an update to the Board on the activities of the Foundation. The Foundation is seeking volunteers for the Spring Whale of a Used Book

Sale, scheduled for May 30 through June 2, at the Jefferson County Fairgrounds. The Foundation is supporting the Summer Reading program with \$35,000. Foundation staff attended the Volunteer Fair held at the Foothills Animal Shelter signing up 32 interested volunteers.

EXECUTIVE TEAM OPERATIONAL UPDATES

Executive Director Update

Donna Walker, Executive Director, provided an update to the Board. JCPL is participating in One Book Colorado, putting a free book into the hands of every four-year-old. On April 26, the Executive Team will participate in a tour of the recently purchased office building for the Golden Civic Center. The Executive Team is developing a fact sheet about that opportunity and plans to share that information at the May Study Session. The Executive Director advised the Board that answers to Trustee questions that do not require a full agenda item, will be answered in her monthly Board report. In response to a question, the Executive Director advised the Trustees that an invitation and details about the Golden Civic Center tour would be sent to the Board.

Budget and Finance Department

Financial Report

Barbara Long, Assistant Director of the Finance and Budget Department, addressed the Board and presented information on the March financial report. For first time this year, property tax receipts have been posted. Property tax revenue includes February's receipts. Most property tax revenue is received between February and July, so the next few months should include significant receipts. March property tax receipts were not posted when the report was completed. There is some seasonality with expenses for supplies, including the summer reading program. There is also some delay in charges from the County. Debt service payments occur later in the year. There is a new budget procedure. This year each department is doing a staff briefing with the Board of County Commissioners. The Library's briefing is scheduled for April 30, sometime between 10:00 am and 2:00 pm. Trustees are welcome to attend but it is not necessary. In response to a question, the Board was advised that:

- There are significant outstanding charges for the Edgewater project. The Library does not expect to exceed the budgeted project amount and any remaining funds will go back into the fund balance. The Library will provide a project reconciliation when the final numbers are in.

Preliminary 2020 Budget Planning Calendar

The Chair advised the Board that over the next two study sessions the Trustees will be busy with budget and capital improvement discussions. There were no questions from the Board regarding the 2020 budget-planning calendar.

Public Services

Belmar Schematic Design

Julianne Rist, Director of Libraries introduced Julianne Scherer, with HDR, who presented information on the Belmar Library schematic design. In January, the Board was presented with the results of the community meetings and the online survey and how they shaped the conceptual design. HDR presented the next level of detail on the Belmar project and how the community input is reflected in the schematic plans. Next steps include a community meeting to share the schematic design (scheduled for next week) and then presenting the finalized plan and actual construction numbers for the project to the Board in June.

Through the community input and online survey, six top themes were identified:

- Inclusive: Serves all ages, abilities, races, incomes, etc.,
- Promotes lifelong learning and teaching, discovery and creativity
- Family and Kid friendly
- Cutting-edge, high-tech, innovative
- Comfortable, welcoming
- Flexible, adaptable

From the community meetings' activities, the survey and the staff library visits, the guiding principles were established to guide the conceptual design.

- Safety and security – not only outside but throughout the inside as well
- Inclusive
- Promote lifelong learning
- Sustainability and Resilience
- Enhanced Way-finding and organization
- Welcoming Atmosphere
- Connection to adjacent park and outdoors
- Convenience Factor

Highlights of the schematic design included:

- A Canopy that signals the entrance and provides protection from the weather (welcoming)
- Benches allow for outdoor reading while waiting (convenience). Benches also help keep vehicles in the drive lane, and pedestrians aware of the drive lane (security)
- Planting for sustainability
- Bike Racks (convenience factor, security, welcoming)
- Swivel Seat (playful, welcoming, inclusive)
- Great wayfinding leading us to this location (welcoming)
- Safety - Proposed to be well lit and designed to limit view obstructions
- Welcoming, warm materials and colors with the cantilever “opening up” to the patrons as they enter

- Materials to be wood (renewable) – steel galvanized to be long lasting and require minimal maintenance (sustainability).
- Meeting room – flexible space – can be one large room or two smaller – with movable wall.
- Main lobby hall: Relocated entry; will have book return; Friends of Library store; art wall and power wall. .
- Adult stacks are well-defined – integrated seating – rhythm of opportunities when exploring the library.
- Dedicated teen space – sound attenuation.
- Staff space in one area
- Daylighting to be enhanced and natural – bringing natural light in
- ADA upgrades and universal design throughout
- Study rooms increased and varied in size
- MEP (mechanical, electrical and plumbing) systems – updated to newer energy standards.

The proposed renovation does not expand the building, but through efficiencies, more public space has been created.

In response to questions, the Board was advised that:

- Meeting room capacity is over 70
- The mechanical room does have to be large, as it will contain all mechanical, electrical and plumbing, a very large air-handling unit and boilers. There will need to be separate rooms for electrical and boilers.
- The reason for the raised area when the initial building was designed is unclear
- There is a staff entrance/exit. People will not have to go through the MEP room.
- The proposed plantings (trees) were selected to keep the area open. There are no plans to plant evergreens.

Alternative Services

Julianne Rist introduced Padma Polepeddi, Assistant Director of Library Experience. Padma has been with JCPL for five years including serving as the Lakewood Library Manager and overseeing alternative services including Library-2-You operations. Padma has a doctorate and specializes in services to underserved populations. The Board asked for more information on alternative services during a discussion on the facility master plan. The Library is pleased to have Padma present her findings during her alternative services journey of exploration and discovery and how alternative services aligns with JCPL's mission.

Padma Polepeddi shared the new understanding of what JCPL means by Alternative Library Services, including:

- How it supports the mission
- The vision for alternative services

- A summary of current outreach services at JCPL
- Current alternative services
- Future trends in service delivery and
- Next steps for JCPL

The central and over-riding mission is to provide equal access to information and opportunities. This is reflected in the Board's first ends statement and remains central to everything we do.

JCPL Mission

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

Board Ends

All Jefferson County residents have equal opportunity to access information, resources, ideas and technology, and they are supported in using these resources.

Alternative Services Vision

The vision for alternative library services is to expand and innovate access beyond physical library locations.

- Undertake to understand and respond to known community needs
- Address barriers to access
- Work to expand into new markets.

Address Barriers to Access

Alternative services were provided since libraries began. Often called Outreach Services, the goal is to address and eliminate barriers to access. We want to make sure that we provide extreme equity of access without regard to demographics, socioeconomics, age or infirmity, physical or mental disability, time, distance, lack of transportation or any other thing that might make it hard for people to get to a library.

Expand into New Markets

A relatively new area for alternative services is responding to emerging market conditions and evolving customer demands. Patrons increasingly cite convenience as a barrier to library usage, and so we are looking for ways to fit the library into our patrons' increasingly busy lives. More and more people are accessing services on line, through our digital service vendors -- and new technologies are evolving every day that might support new alternative services. We are responding to these evolving trends.

Current Trends in Alternative Services

As we sought to evaluate alternative services, we did a comprehensive literature review to see what other libraries are doing. The Ottawa Public Library (Yarrow, 2018) gathered input from

140 public libraries in Canada and the U.S. on alternative services to inform their long-term planning. Their research showed that:

- 2/3 of libraries used home delivery services, which also included lobby stops and mini libraries.
- 1/3 of them used bookmobiles
- 29% used depots or remote collections
- 18% utilized pop-up or storefront Libraries
- 16% delivered books by mail, and
- 14% delivered services through automated kiosks and/or lockers
- We've introduced a number of these services here at JCPL, and we are evaluating others for 2020 and beyond.

Current Trends in Alternative Services

"Trends in Mobile and Outreach Services", (Yarrow & McAllister, 2018).

Services	% of Libraries	JCPL
Home Delivery, Homebound	61%	√
Interlibrary Loan	41%	√
Bookmobiles	31%	√
Depots, Remote Collections	29%	
Talking Books	23%	
Pop up/Storefront Libraries	18%	
Books by Mail	16%	√
Kiosks/Lockers	14%	

JCPL Approach – Alternative Services – Outreach

Current Outreach Services

Outreach at JCPL is often targeted to underserved populations, high-risk populations with socio-economic & demographic barriers. We have longstanding partnerships with Jeffco Schools, economic development organizations and other community partners. Outreach services support shared community goals -- such as kindergarten readiness, grade-level proficiencies, and support for economic development, community engagement and aging well.

Outreach: Kids and Families

Our outreach team that works with kids and families connects with preschools, daycare locations and collaborates with Jeffco Schools with the goal of helping every child in Jefferson

County be ready to read when they enter kindergarten by bringing story times, and support grade-level proficiencies to at-risk students through participation in Summer Reading program.

- 6,792 total Story Times ; 166,014 Total Story Time Participants (Nearly a quarter of our total Story Times (1,507) were delivered outside library walls)
- 100 books to newborns through Babies First Books
- 5,300 Free Books for 4-year olds through One Book Colorado
- 2,434 Participants in 1000 Books Before Kindergarten with 368,565 books read,

Outreach: Teen Services

Another example of JCPL outreach is staff who work with teens are out in the schools making connections with teens and teachers throughout the year, to promote library resources and create connections for students and teachers with our teen librarians.

They also recruit teen volunteers to help with Summer Reading, offering a chance to earn service hours, and invaluable job experience and training in customer service. In 2018, we recruited and trained nearly 350 teen volunteers to help with Summer Reading registrations.

Outreach: Adult Services

Our programming and connections to Chambers of commerce and other economic development organizations is another great example of outreach to meet community goals. Our Book-A-Librarian Services – where expert adult services librarians meet with Jeffco residents and businesses – outside the Library -- provide personalized help with technology, job searches, small business help, and more. We are now averaging more than 200 appointments a month for this service.

Outreach: Diversity and Inclusion

JCPL outreach staff provides library materials, story times and technology access to homeless and at-risk populations at The Family Winter Center, Archway Housing and Services and other community partner locations. They also help Spanish speaking populations connect to health resources by working with community partners like Adelante, and bring library resources to bilingual children in schools and affordable housing communities.

JCPL Approach – Alternative Services – Delivery

Our delivery services, which we also consider Outreach, is another way we demonstrate our commitment to equity of access to library services to meet community outcomes. A key focus area of our outreach is providing access to Library services for folks who cannot get to the Library because of age, infirmity, physical or mental health issues, incarceration or any other physical barrier. We do this through a robust schedule of delivery services via our Bookmobile and Cargo Van. Our Bookmobile visits senior centers throughout Jefferson County. It also visits locations for the incarcerated. This year, we are using our new Cargo Van for lobby stops to deliver library materials to senior centers and set up a browsing library **inside** the facility, to provide access to folks who may not be able to access the bookmobile.

Our home delivery service brings Library resources to patrons who have a medical condition that prevents them from getting to a Library. And we use mail delivery to reach homebound patrons in more remote areas of the county. Finally, we are using our bookmobile to bring services to South County every Saturday.

Alternative Services – Expanding Markets

As we transition to the idea of expanding into new markets, we start to look at geographic challenges that may keep Jeffco residents from visiting a Library. Typical touchstones used in this analysis include:

- Square footage per capita, i.e., is there enough physical library space to serve our growing population and meet their need for community and connections
- Are we in convenient locations, as evidenced by drive times or proximity to a Library

Locations: Alternative Services

- Complement Library facilities
- Provide gap services
- Address barriers
- Enhance access and convenience

Our Facilities Master plan has given us a good roadmap for expanding our building facilities to meet the space and proximity needs of Jeffco residents. We also utilize Alternative Services to complement our physical libraries. For example, alternative library services helps us to provide gap services during building closures. The storefront Library we provided in Bowles Crossing while the Columbine Library was closed is a great example of that.

There are also things we can do to provide gap services in underserved areas as we wait for facilities to be built or expanded. In addition, they can supplement library serves in outlying areas that may not meet the criteria for a Library building, but still have underserved populations seeking more convenient access to Library Services.

Alternative Services – Future Trends

- Convenience is Key
- Retail Model
- Community partner model
- Expanded and innovative technology trends

In today's fast-paced environment, convenience is key. People are used to instant gratification and businesses are introducing new models to keep their customers satisfied. You can look to the retail model, used by Amazon, Walmart and others. We also look to the community partner model, where:

- Banks, clinics and other services are locating in grocery store locations.

- Libraries are co-locating with civic centers (i.e., Edgewater) and other community partners. The rendering shown here is of the Brooklyn Sunset Park Library collocated with an affordable housing development.
- Amazon is placing pick up and return lockers at 7-11 stores and other convenient locations;

Evolving technologies are enabling new self-service options, including lockers and vending machine models. An exciting emerging trend is the 24/7 library – a staffless, automated, self-service library. There are more than 200 staffless libraries currently operating in the UK and the US, with proven success. In short, there are plenty of exciting options – so let's look at what we're doing now and planning for the future.

2019 Alternative Services Initiatives

We have a number of alternative services that are expanding our outreach. In 2019, we're-

- Piloting lobby stops with two senior centers
- Purchasing a new bookmobile
- Installing a book drop – not at a library - to supplement bookmobile service in south county
- Expanding mail delivery to address time and distance barriers in addition to our current criteria; and
- We will be delivering alternative services to provide gap services while the Belmar Library is closed for construction.

Alternative Services – Next Steps

Going forward, we will refine priorities and criteria for evaluating alternative services, and we will be budgeting for Alternative services so we can respond to expanding to new markets.

In response to questions, the Board was advised that:

- Talking books are available through the Colorado Talking Book Library for patrons with vision challenges.
- JCPL provides story times outside of its locations – in low-income housing areas, head start centers and daycare centers. Wherever children congregate in residential or educational areas. It is highly requested and JCPL serves 2,950 kids per month. JCPL also has a partnership with Triad Early Childhood Development to take story times into day care centers where providers are taught pre-reading skills. Of the 6,792 story times in 2018, approximately 1,507 of those story times were delivered outside library walls.
- The Library will provide information on the current resources (budget/expenditures) dedicated to alternative services. There will be additional funding in the 2020 budget that will be shared with the Board during the 2020 budget presentation.
- JCPL has 45 volunteers who deliver to 350 homebound patrons.

- JCPL does provide story times to preschool programs offered inside Jeffco schools. Many of those schools have the highest rate of participation in the free and reduced lunch programs.
- JCPL is looking at the data from Orange Boy to learn more about non-users. Convenience is a big factor as are drive time and proximity to physical libraries. Mobility issues are also a factor.
- The cargo van pilot program is addressing barriers to access because of age and mobility. Many seniors at assisted living centers were unable to access the bookmobile. The cargo van program includes setting up carts with books in lobby areas. The lobby-browsing set-up is very popular.
- In reviewing the literature on alternative services, outreach services are most often aligned with community goals, partners and outcomes. Alternative services are mostly initiated by the Library to diversify their services and expand into new communities and markets.

Facilities and Construction Projects

Carpet Cleaning Contract Amendment

MOTION: Kim Johnson moved that the Library Board of Trustees authorize the Executive Director to amend the Kleen Tech Service Corp. contract with an adjustment of an additional \$5,996.00 annually to accommodate the increase in scope of the original contract. Seconded by Jeanne Lomba the motion passed by unanimous vote of all Trustees present.

ENDS

2020 Board Strategic Planning

The Chair expressed appreciation to the Executive Team for updating the strategic framework document and noted that the Board will come back to the document in future months.

BOARD SCHEDULE – NEXT MEETINGS

- May 9 – Study Session – 5:30 pm – Pam Nissler Administration Conference Room
- May 16 - Board Meeting – 5:30 pm – Columbine Library Meeting Room
- June 13 – Study Session – 5:30 pm – Pam Nissler Administration Conference Room
- June 20 – Board Meeting – 5:30 pm – Evergreen Library Meeting Room
- July 11 – Study Session – 5:30 pm – Pam Nissler Administration Conference Room
- July 18 – Board Meeting – 5:30 pm – Golden Library Meeting Room
- August 8 – Study Session – 5:30 pm Pam Nissler Administration Conference Room
- August 15 – Board Meeting – 5:30 pm – Standley Lake Library Meeting Room

ANNOUNCEMENTS/GENERAL INFORMATION SHARING

The Chair advised that Board that he will be looking at consolidating some study sessions into board meetings and asked for the Board's feelings in terms of a maximum length for meetings.

After some discussion, 2.5 hours in length was noted as a reasonable maximum and a single two-hour meeting was preferable to two one-hour meetings.

ADJOURNMENT

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

Pam Anderson, Secretary

FOUNDATION REPORT

JEFFERSON COUNTY LIBRARY FOUNDATION
EXECUTIVE DIRECTOR REPORT
MAY 2019 (April 18 – May 16)
By Jo Schantz

1. News, Meetings and Networking

On April 25, my of my staff members and I were part of a volunteer fair held at Mile Hi Church in Lakewood. The event – **Aging Well in the West** – was produced by the West Metro Chamber, and we were able to network with local businesses and nonprofits. Our goal was to canvass for more book sale volunteers, and we also approached some of the vendors with opportunities to participate in and/or sponsor the spring Whale of a Used Book Sale.

I'm pleased to say that I graduated from **Leadership Golden** on April 30. This has been a yearlong series where all 25 class participants have been immersed in learning about city of Golden and governance in Jefferson County – everything from cultural arts to public works, and from urban growth to waste water management. The graduation dinner was held at Fossil Trace Golf Course in Golden.



We have a new social media contract worker at JCLF! After interviewing several good candidates, we have hired **Kyle Cooper** to fill this role. Kyle is the social media coordinator for 303 Magazine, plus he also works as a Team Photographer for the Colorado Rockies and is the Game Night Photo Editor for the Colorado Avalanche. Kyle's job history includes a stint in radio broadcasting in Las Vegas, Nevada. He is a graduate of Colorado Mesa University in Grand Junction, where he earned his degree in Public Relations/Advertising and Broadcast Journalism.



In an effort to further promote our spring Whale of a Used Book Sale, we have enlisted **KOOL 105 radio** as an event media sponsor. On Thursday, May 2, I was interviewed on air by **DJ Melanie Rutledge** from the show "Winston & Mel in the Mornings," and gave details on the upcoming sale. The interview was taped and will be broadcast on Sundays, May 12 and 26, at 6 a.m. Our book sale also received top billing on the radio station's Events listing: <https://www.kool105.com/community-events/>

I met with representatives from the **Friends of Dinosaur Ridge** on May 8 to discuss at a potential joint fundraising event in 2020. We are still considering opportunities to produce a day-long event that would showcase both Dinosaur Ridge and also the Jefferson County Library Foundation's support for JCPL's STEM/STEAM programs serving teens and tweens. The Foundation's Program & Events Committee will meet within the next few weeks to further discuss and consider this future partnership opportunity.



JCPL Executive Director Donna Walker and I had a lunch meeting on Wednesday, May 15, to further discuss JCPL and JCLF collaborative efforts. I recently met with **Cindy Jaye, manager of JCPL Programming and Patron Education**, to learn more about this year's **Raise A Reader** program to promote Early Childhood Literacy. This year, the Raise A Reader will be held at the Colorado Railroad Museum in Golden on Saturday, August 10. JCLF has submitted a grant request to the Buell Foundation for \$8,000 in support of this year's program outreach.

Monday, May 13, I invited **Kristi Pollard, President and CEO of the Jefferson County Economic Development Corporation**, for a site visit at our Foundation offices. Kristi is helping me identify potential corporate event sponsors and employee volunteer groups from Jeffco's workforce.

I was pleased to provide three presentations during April/May to the following:

- **South Lakewood Business Association** on May 7 (for Whale of a Used Book Sale promotion and volunteer recruitment)
- **City of Wheat Ridge** on May 14 (to detail how this year's grant of \$1,600 was used for teen programming, and to make an appeal for 2020 funding)
- **Wheat Ridge Optimist Club** on May 15 (to promote the Whale of a Used Book Sale and to recruit volunteers)

2. Upcoming Events



2019 Spring Whale of a Used Book Sale
Friends-only Preview Night – May 30, 6-8 p.m.
Friday/Saturday/Sunday, May 31-June 2
Jeffco Fairgrounds in Golden



Annual Volunteer Appreciation
Luncheon and Awards Celebration
Friday, July 26, 11:30 a.m. to 1 p.m.
Goosetown Event Center, 514 9th St,
Golden

3. Grants and Sponsorships Update

Grants pending:

- Madigan 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
- Kinder Morgan Foundation -- \$5,00 for Summer Reading
- City of Wheat Ridge -- \$2,900 for a 3-tiered children's activity center
- Buell Foundation -- \$10,000 for **1,000 Books Before Kindergarten** and \$8,000 for Raise A Reader
- Rose Community Foundation -- \$5,000 for **1,000 Books Before Kindergarten**

Sponsorships received/approved:

- FirstBank -- \$2,000 for Summer Reading
- Westerra Credit Union @ \$2,500 and 5,000 logo shopping bags for 2019 Whale of a Used Book Sales

Operational Updates

Executive Director Update



May 2019 EXECUTIVE DIRECTOR REPORT

Strategy and Planning:

- Development of 5 year Capital Investment Plan and Long-term financial forecast
- 2020 budget and strategic plan development
- Director team members participating in County strategic planning meetings

Safety, Security and Social Work

- New Safety and Security coordinator being oriented
- Reduced City of Arvada police security presence at the Arvada Library

Community Engagement

We have 13 staff attending the Colorado Mini REFORMA conference, a one-day event designed for library professionals that serve Latino communities and Spanish speakers to promote development of Spanish language and Latino/Hispanic-oriented library collections.

Paola Vilaxa, Diversity and Inclusion Outreach librarian, will present *Adelante! Latino families for early childhood health and education* at REFORMA.

Simone Groene-Nieto, Diversity and Inclusion coordinator, will present *Spanish Language Collections Q and A* at REFORMA.

Kim Barnes, Collections librarian, will be attending the Book Expo in New York, a conference about trends in literature.

Kate Plagenz-Chandler, Collections librarian, will be attending the Innovative Users Group conference in Phoenix, AZ.

Nicole Ball, Patron Experience associate, is attending the Colorado Association of Libraries Maker Division workshop.

Tana Lucero, Teen Services librarian, will be attending the Denver Comic Con.

Legislative Updates

- Funding for Talking Book Libraries passed 3rd Reading in the Senate

JCPL Service Highlights

Dia de los Ninos: Lucha Libro* @ AR – 100 people attended



Dia de los Niños is a holiday that celebrates both children and children's literacy. We chose to theme our celebration around Lucha Libre, the famous Mexican sport of masked wrestling, because it is so popular among Latino immigrants and Americans alike. The library's lead organizer booked Heros, a genuine semi-famous Mexican luchador, and Ana Valdez, a lucha libre aficionado and photodocumentarian, to come to the library and have a "read off." The two masked wrestlers took turns reading aloud bilingual lucha libre kid's books and pretending to square off in the story time room; muscles were flexed, grunts and growls were heard, pages were turned. Audience applause was used to crown the winner.

After the storytime, the audience enjoyed light snacks and took in a brief presentation from Ana Valdez about the history and cultural significance of Lucha Libre, followed by whacking a luchador-shaped piñata out on the patio. The piñata was created by Mamibel Pinatas, who will be presenting piñata-making workshops at every location as part of our bilingual Summer Reading programs.

Impact: Our experience was excellent because my children could see that not only Spanish is spoken at our home, also in the library. For us it was really a party, we met with friends, it was fun, entertaining, happy and we felt included. It was something different to learn about the luchadores that we had only seen on TV. We put together masks, we hit a piñata, and for us if there is no piñata, it is not a party, cake and sweets all a celebration in the Hispanic style, which left us good memories and teaching, thank you very much. *(translated from Spanish)*

Dia de los Ninos: ¡Fiesta! -100 people attended



For this festival Edgewater staff put together a truly authentic celebration rooted in Mexican culture. The Mariachi Band from Bryant Webster Dual Language School played a short concert, Shakira (staff) presented an engaging Spanish story time, and then the Ballet Folklórico performed a beautiful cultural dance. The Mexican Cultural Center and the Adelante network were both there to offer resources and referrals. Tamales were enjoyed by all.

Impact: Edgewater staff report that attendees complimented the program and expressed gratitude for us having hosted it.


SUMMARY OF EXECUTIVE DIRECTOR COMMUNITY ACTIVITIES, May 2019

ACTIVITY	PURPOSE	IMPACT
Colorado Public Library Directors Retreat	Relationship building. Orientation.	Increased understanding of expectations for library directors and support available through CLiC and the State Library. Put faces with names.
Child and Youth Leadership Commission (CYLC) Child Welfare subcommittee	Make progress on Home Safe initiative.	Households with children will have easier access to educational resources about safety and be provided with trigger locks and lockable storage for medicines.
Jeffco Strategic Planning and 2020 Budget Summit. <i>Scheduled for May 9th</i>	Participate in County strategic planning and priority-setting. Share Library efficiencies.	
Meeting with Jo Shantz, Foundation Director <i>Scheduled for May 15th</i>	Relationship building.	
West Metro Chamber of Commerce Board of Directors <i>Scheduled for May 22nd</i>	Participate as a board member with the business community on economic success initiatives.	
Family Leadership Training Institute (FLTI) presenter <i>Scheduled for May 22nd</i>	Connect with future community leaders about opportunities for Board involvement.	
Board of County Commissioners and Library Board of Trustees meeting <i>Scheduled for May 30th</i>	Relationship building. Share Library outcomes and impact.	

We'd love to have you participate in these Programs and Events

[Forest Therapy Walk at Golden](#), Saturday May 18th, 9:30-11:00 Take a rejuvenating walk and a sensorial feast! Immerse yourself in nature's splendor and experience the natural world with all of your senses attuned. It's the Japanese Practice of Shinrin-yoku or "forest bathing" and an opportunity to find inner calm and connection with yourself and nature.

[Lunar Rock Exploration at Edgewater](#), Saturday May 18, 1:00-3:00 Visit the moon! We may not be able to launch you into space, but we can bring the moon to you! Explore six different lunar rock samples provided from NASA. Get your science on with lunar experiments for all ages and hear from an expert guest speaker from the [Colorado School of Mines](#). Kids and little ones can take part in the fun with a special lunar-themed Story Time and crafts.

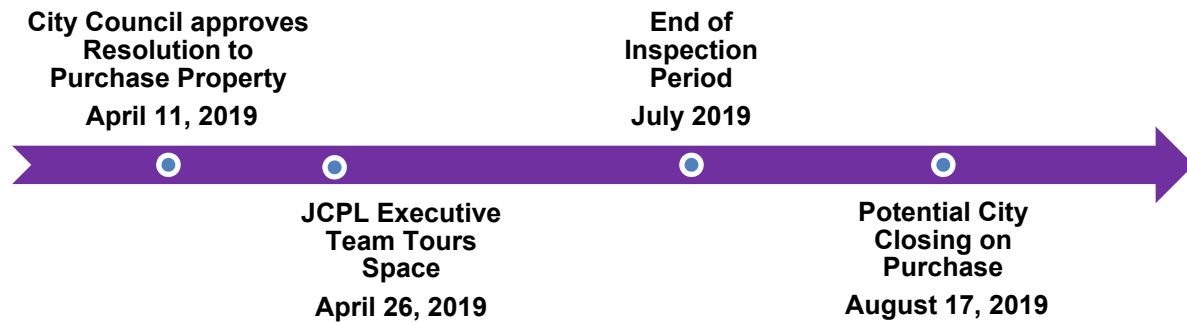


[Fun Summer, Safe Summer at Standley Lake](#), Saturday May 18, 1:30-4:00 Gear up for summer fun—right next door! From our Summer Reading program to all the community nature programs, classes, camping and activities – there’s so much to do all around Jeffco. Hear from community groups, learn about balancing summer safety with summer fun, and explore and play throughout the day.

Featuring the majestic View Nature Center, the Arvada Center for the Arts, Arvada Tennis Center, Jefferson County Police and Fire Departments, Jeffco Open Space, the Butterfly Pavilion, Dinosaur Ridge and more exciting organization to add to your summer of fun.

[Registration is open for CALCON](#), the annual conference put on by the Colorado Association of Libraries. This year, there are specific trainings and sessions targeted to trustees. Chic is on a panel. Dates are 9/19/2019 – 9/21/2019. Trustee tracks are on Friday and Saturday. It would be great to have you attend. Work with Amber to sign u

Golden Civic Center Opportunity



EXECUTIVE TEAM EVALUATION OF 311 10th ST. SPACE: AS A PUBLIC LIBRARY LOCATION

Pros:

- City would like to redevelop the Clear Creek corridor
- Current location has limitations on space use and reconfiguration
- Larger space would facilitate increased library services
- Co-location with other city amenities
- Partnership with the city
- Potential revenue from sale of current library could partially offset increased costs

Cons:

- Plan for redevelopment of creek corridor is still in process
- This project would move ahead of other projects on our 5 year CIP
- Leased space vs. owned
- Larger library increases ongoing operational costs

EXECUTIVE TEAM EVALUATION OF 311 10th ST. SPACE: AS LIBRARY ADMINISTRATION LOCATION

Cons:

- Site does not have a garage or loading dock
- Collections and Facilities require a certain Floor Load Capacity. The City has not verified the Floor Load Capacity at this time
- The building does not have the required elements that we need to house all of the Administration divisions in one location
- The Facility Master Plan recommends a space of 45-50,000 sq ft for administration, the city may not have that amount of total square feet available

Staff recommends that any future consideration of this site should solely be as a potential Public Library location.

Operational Updates

Finance Department

memorandum

to: Donna Walker, Executive Director
from: Barbara Long, Assistant Director for Finance & Budget
re: Finance Monthly Report
Date: May 16, 2019

A. Budget to Actual Tables

The Budget to Actual Tables for April 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: May 16, 2019

A. Budget to Actual Tables

The Budget to Actual Tables for April are attached. Revenue and expenses are on track for this time of year. Property tax revenue includes receipts for February and March but does not include April's receipts. Investment income now includes first quarter earnings allocated to the Library fund from the County's pooled investments.

Library Foundation support of \$66,175 was received through the end of April. In-kind support provided to the Foundation by the Library through the end of April is valued at \$23,014 (Ratio 2.88:1).

2019 expenses now include County charges for cost allocation and other internal charges.

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 4/30/2019	\$ Variance 2019 Budget	Budget to Actual %
Sources of Funds	4.000		4.500			
Revenues						
Taxes						
Property Tax - Operating	\$ 35,613,839	\$ 35,191,405	\$ 40,428,530	\$ 16,330,722	\$ (24,097,808)	-60%
Property Tax - Capital	1,673,653	1,655,348	1,949,693	769,793	(1,179,900)	-61%
Total Taxes	\$ 37,287,492	\$ 36,846,753	\$ 42,378,223	\$ 17,100,515	\$ (25,277,708)	-60%
Federal & State Grants	\$ 133,000	\$ 130,042	\$ 130,000	\$ 128,084	\$ (1,916)	-1%
Fines & Fees	530,850	495,864	492,731	153,672	(339,059)	-69%
Other Revenue	329,400	924,514	495,000	288,199	(206,801)	-42%
Total Other Revenues	\$ 993,250	\$ 1,550,420	\$ 1,117,731	\$ 569,955	\$ (547,776)	-49%
Sub Total Revenues	\$ 38,280,742	\$ 38,397,173	\$ 43,495,954	\$ 17,670,470	\$ (25,825,484)	-59%
Fund Balance Activity						
Transfer from FB - Capital Projects	3,946,044		3,248,054	-		NA
Transfer to Fund Balance	-	1,365,309	-	5,647,820		NA
Total Sources of Funds	\$ 42,226,786	\$ 37,031,864	\$ 46,744,008	\$ 12,022,651	\$ (34,721,357)	-74%
Uses of Funds						
Operating Expenditures						
Salaries & Employee Benefits						
Salaries	\$ 13,566,138	\$ 13,365,746	\$ 14,766,591	\$ 4,574,178	\$ (10,192,413)	-69%
Benefits	4,213,500	3,988,172	4,818,086	1,370,140	(3,447,946)	-72%
Total Salaries & Benefits	\$ 17,779,638	\$ 17,353,918	\$ 19,584,677	\$ 5,944,318	\$ (13,640,359)	-70%
Library Books & Materials	\$ 8,273,586	\$ 8,170,418	\$ 8,139,065	\$ 3,149,766	\$ (4,989,299)	-61%
Supplies	1,470,059	1,283,607	1,587,418	342,032	(1,245,386)	-78%
Vehicles	140,000	104,805	-	-	-	NA
Other Services & Charges	4,840,532	3,407,329	4,589,726	1,504,843	(3,084,883)	-67%
Internal Transactions /Cost Allocation	1,748,514	1,776,357	1,886,026	704,917	(1,181,109)	-63%
Total Operating Expenditures	\$ 34,252,329	\$ 32,096,434	\$ 35,786,912	\$ 11,645,875	\$ (24,141,037)	-67%
Financing & Debt Service	\$ 1,486,667	\$ 1,486,667	\$ 1,448,432	\$ -	\$ (1,448,432)	-100%
Capital Projects	\$ 6,487,790	\$ 3,448,762	\$ 9,508,664	\$ 376,776	\$ (9,131,888)	-96%
Total Uses of Funds	\$ 42,226,786	\$ 37,031,864	\$ 46,744,008	\$ 12,022,651	\$ (34,721,357)	-74%

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

	2018 Amended Budget	2018 Actual	2019 Amended Budget	YTD Actual 4/30/2019	Year End Projected Fund Balance
Beginning Fund Balance	\$ 17,491,968	\$ 18,164,234	\$ 18,164,234	\$ 19,529,543	\$ 19,529,543
Revenues	\$ 36,607,089	\$ 36,741,825	\$ 41,546,261	\$ 16,900,677	\$ 41,546,261
Capital Funding	1,673,653	1,655,348	1,949,693	769,793	1,949,693
Total Revenues	\$ 38,280,742	\$ 38,397,173	\$ 43,495,954	\$ 17,670,470	\$ 43,495,954
Expenditures					
Operating Expenditures	\$ 34,252,329	\$ 32,096,434	\$ 35,786,912	\$ 11,645,875	\$ 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	376,776	9,508,664
Total Expenditures	\$ 42,226,786	\$ 37,031,864	\$ 46,744,008	\$ 12,022,651	\$ 46,744,008
Increase/(Decrease) in Fund Balance	\$ (3,946,044)	\$ 1,365,309	\$ (3,248,054)	\$ 5,647,820	\$ (3,248,054)
Ending Fund Balance	\$ 13,545,924	\$ 19,529,543	\$ 14,916,180	\$ 25,177,363	\$ 16,281,489

Fund Balance Policy Calculation					
	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		
Total Minimum F/B Reserve Requirements (FLOOR)	\$ 9,570,186		\$ 10,873,989		
50% of Current Year Budgeted Revenues	\$ 19,140,371		\$ 21,747,977		
Total Maximum F/B Reserve Requirements (CEILING)	\$ 19,140,371		\$ 21,747,977		
Above/(Below) Minimum (FLOOR)	\$ 3,975,739		\$ 4,042,192		
Above/(Below) Maximum (CEILING)	\$ (5,594,447)		\$ (6,831,797)		

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 4/30/2019	Projected Year-End 2019	Variance 2019 Budget
<i>Sources of Funds</i>						
Revenues						
Taxes						
Property Taxes	\$ 35,518,639	\$ 35,130,173	\$ 41,376,815	\$ 16,336,715	\$ 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	(5,993)	23,330	-
Total Taxes	\$ 35,613,839	\$ 35,191,405	\$ 40,428,530	\$ 16,330,722	\$ 40,428,530	\$ -
Federal & State Grants	\$ 133,000	\$ 130,042	\$ 130,000	\$ 128,084	\$ 130,000	\$ -
Library Fines	395,800	367,082	365,000	112,934	365,000	-
Charges for Services	135,050	128,782	127,731	40,738	127,731	-
Investment Income	241,400	592,860	322,000	158,235	322,000	-
Library Foundation	30,000	188,415	85,000	66,175	85,000	-
E Rate Revenue	58,000	107,068	88,000	49,910	88,000	-
Other Revenue	-	36,170	-	13,879	-	-
Total Revenues	\$ 36,607,089	\$ 36,741,825	\$ 41,546,261	\$ 16,900,677	\$ 41,546,261	\$ -
<i>Uses of Funds</i>						
Operating Expenditures						
Salaries & Employee Benefits						
Salaries	\$ 12,268,624	\$ 11,373,583	\$ 13,872,155	\$ 3,969,760	\$ 13,872,155	\$ -
Awards & Bonuses	120,000	-	125,000	-	125,000	-
Termination Pay	-	158,188	-	14,871	-	-
Temporary Salaries	2,063,934	1,832,115	2,080,360	588,474	2,080,360	-
Overtime	14,130	1,860	7,130	1,072	7,130	-
Vacancy Savings	(900,550)	-	(1,318,054)	-	(1,318,054)	-
Benefits	4,213,500	3,988,172	4,818,086	1,370,140	4,818,086	-
Total Salaries & Benefits	\$ 17,779,638	\$ 17,353,918	\$ 19,584,677	\$ 5,944,318	\$ 19,584,677	\$ -
Library Books & Materials	\$ 6,907,000	\$ 6,859,918	\$ 6,768,000	\$ 2,132,239	\$ 6,768,000	\$ -
Library Computer Materials	1,234,706	1,176,240	1,173,185	898,560	1,173,185	-
Library Periodicals	131,880	134,260	197,880	118,968	197,880	-
Sub-Total Library Collections	8,273,586	8,170,418	8,139,065	3,149,766	8,139,065	-
Supplies	\$ 1,470,059	\$ 1,283,607	\$ 1,587,418	\$ 342,032	\$ 1,587,418	\$ -
Other Services & Charges	4,840,532	3,407,329	4,589,726	1,504,843	4,589,726	-
Vehicles	140,000	104,805	-	-	-	-
Direct Internal Charges	140,762	173,788	196,182	45,864	196,182	-
Indirect Cost Allocation	929,085	929,085	1,067,744	353,512	1,067,744	-
Intra County Transactions	678,667	673,484	622,100	305,541	622,100	-
Total Supplies and Other	\$ 16,472,691	\$ 14,742,517	\$ 16,202,235	\$ 5,701,558	\$ 16,202,235	\$ -
Total Uses of Funds	\$ 34,252,329	\$ 32,096,434	\$ 35,786,912	\$ 11,645,875	\$ 35,786,912	\$ -

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 4/30/2019	Projected Year End 2019	Variance 2019 Budget
Debt Service						
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	-
Total Debt Service	\$ 1,486,667	\$ 1,486,667	\$ 1,448,432	\$ -	\$ 1,448,432	\$ -

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 4/30/2019	Projected Year End 2019	Variance 2019 Budget
Sources of Funds							
Property Tax - Capital - 4.5%	\$ 1,673,653	\$ 1,655,348	\$ 1,949,693	\$ 1,949,693	\$ 769,793	\$ 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	-
Total Sources of Funds	\$ 5,619,697	\$ 5,601,392	\$ 3,879,583	\$ 5,197,747	\$ 769,793	\$ 5,197,747	\$ -
Uses of Funds							
Annual Replacement & Maintenance Program (ARM)							
ARM-01 Capital Maintenance	\$ 370,000	\$ 348,088	\$ 200,000	\$ 229,559	\$ 59,006	\$ 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	56,895	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	-
2016 Projects							
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	-
2017 Projects							
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	3,307	24,465	-
2018 Projects							
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	-
2019 Projects							
19-01 Standley Lake Clerestory Roof	\$ -	\$ -	\$ 35,000	\$ 35,000	\$ -	\$ 35,000	\$ -
19-02 Document Management System	-	-	60,000	160,000	-	160,000	-
Multi-Year Construction Projects							
16-16 Columbine Library Remodel	\$ 798,342	\$ 126,270	\$ -	\$ -	\$ -	\$ -	\$ -
17-07 Edgewater Library	2,684,220	2,195,273	-	549,333	139,293	549,333	-
18-01 Belmar Library Remodel	350,000	96,194	6,423,500	6,677,307	94,824	6,677,307	-
19-03 South County Library	-	-	350,000	350,000	-	350,000	-
Total Capital Projects	\$ 6,487,790	\$ 3,448,762	\$ 8,190,500	\$ 9,508,664	\$ 376,776	\$ 9,508,664	\$ -

Bookmobile Sinking Fund Reserve							
Beginning Balance	\$ -	\$ -	\$ 200,000	\$ 200,000	\$ -	\$ -	
Source	-	200,000	200,000	200,000	-	-	
Use	-	-	-	-	-	-	
Balance	\$ -	\$ 200,000	\$ 400,000	\$ 400,000	\$ -	\$ -	

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

Project	2019 Amended Budget	YTD Actual 4/30/19	YTD Encumbrances 4/30/19	YTD Total Actual + Enc	Remaining Budget
ARM-01 Capital Maintenance	\$ 229,559	\$ 59,006	\$ 69,828	\$ 128,834	\$ 100,725
ARM-02 Furniture & Equipment	36,000	14,372	-	14,372	21,628
ARM-03 Computer Replacement Plan	250,000	56,895	-	56,895	193,105
ARM-04 Book Sorter Replacement	250,000	-	-	-	250,000
ARM-05 IT Infrastructure Replacement	200,000	9,079	114,225	123,304	76,696
16-14 High Availability Internet Redundancy	72,000	-	-	-	72,000
17-13 Standley Lake Outdoor Learning Envir.	24,465	3,307	-	3,307	21,158
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	-	-	-	160,000
Multi-Year Projects Construction Projects					
17-07 Edgewater Library	549,333	139,293	10,209	149,502	399,831
18-01 Belmar Library Remodel	6,677,307	94,824	618,296	713,120	5,964,187
19-03 South County Library	350,000	-	-	-	350,000
Total Capital Projects	\$ 9,508,664	\$ 376,776	\$ 812,558	\$ 1,189,334	\$ 8,319,330

Operational Updates

Public Services Department

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



jeffcolibrary.org

TO: Donna Walker, Executive Director

FROM: Julianne Rist, Director of Libraries & Lizzie Gall Assistant Director of Library Experience

DATE: May 13, 2019

RE: Contract for locker or vending services

History of Contract: Library Book Locker Vending System RFP 19-03

Jefferson County Public Library has a need to provide alternative services to the community during the closure of the Belmar Library while the library is under construction. We are exploring options that will provide service to the Belmar Library community during that time that can be redeployed to provide expanded services in other parts of the county once the redesign is completed.

The specific goal of the program is to provide access to library materials at a non-library location, through patron self-service, and without ongoing staffing. Access would be provided to Jefferson Library Public Library card holders with accounts in good standing.

An RFP was issued on March 29, 2019 for a Book Locker and/or Book Vending system. We received four bids, three of which met the project criteria. Vendor selection was based on the cover letter, past project experience and references, firm personnel, system requirements, cost, and a product demonstration. The vendors were evaluated by representatives from Public Services, Facilities, IT, and Finance.

Following the evaluation and after receiving direction from the Board, we are recommending D-Tech international USA as our vendor for a HoldIT locker system and a LendIT vending system to provide alternative services to our patrons. The products from D-Tech meet the project requirements. D-Tech scored well during the product demonstration. The company offers both a book locker and vending system which will allow us to provide full services to patrons during the Belmar closure and afterwards.

The projected start date would be timed for the product launch to coincide with the beginning of the construction phase of the Belmar Library redesign.

Total Cost:

\$250,000: We are requesting a budget transfer of \$250,000 from contingency to fund this project, which we anticipate might have some incidental costs beyond the contract for wireless access or other amenities.

Action Requested:

The selection team is recommending D-Tech International USA to assist with the completion of this project. We are asking the Library Board of Trustees to authorize the Executive Director to sign a contract with the recommended vendor in the amount of \$240,160 and to authorize a budget transfer of \$250,000 from contingency to the project budget.

ADMINISTRATION

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Jefferson County

PUBLIC LIBRARY