

BOARD MEETING

JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

June 20, 2019



Jefferson County
PUBLIC LIBRARY

APPROVAL OF AGENDA

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

ITEM# / ACTION	Thursday, June 20, 2019 – EDGEWATER 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) May 9, 2019 Study Session Minutes b) May 16, 2019 Board Meeting Minutes c) Midwest Tape Renewal Contract
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"> ▪ <u>2020 Budget</u> <ul style="list-style-type: none"> ▪ 2020 5-Year Capital Plan – Call for motion and second ▪ 2020 Proposed Budget Plan – Call for motion and second ▪ Financial Reports • Public Services <ul style="list-style-type: none"> ▪ Belmar Project Update – NV5 • Information Technology <ul style="list-style-type: none"> ▪ Belmar Sorter Information • Facilities & Construction Projects <ul style="list-style-type: none"> ▪ Lease Agreement Information (Facilities & Foundation)
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	

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

10. Action as Needed	Ends
11. Action as Needed	Governing Policies <ul style="list-style-type: none">• No items
12. Suggest Agenda Items	BOARD SCHEDULE – NEXT MEETINGS <ul style="list-style-type: none">• July 11 – Study Session – CANCELLED - 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• September 12 – Study Session – 5:30 pm – Pam Nissler Administration Conference Room• September 19 – Joint Library & Foundation Board Meeting – 4:45 -5:30 pm – Regular Library Board Meeting 5:45pm- Belmar Library Meeting Room
13. Discussion	Board Questions or Comments Related to Items on the Meeting Agenda
14. Discussion	Evaluate Board Meeting (4.1.9)
15. Information	Announcements/General Information Sharing <ul style="list-style-type: none">• Report of the Chair – Correspondence, Other• Other Announcements
16. Adjournment	

CONSENT AGENDA

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



jeffcolibrary.org

TO: Library Board of Trustees

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

DATE: June 11, 2019

RE: Consent Agenda – June 20, 2019

- a) May 9, 2019 Study Session Minutes
 - o Library Board of Trustees approve the minutes of the May 9, 2019 Study Session as presented.
- b) May 16, 2019 Board Meeting Minutes
 - o Library Board of Trustees approve the minutes of the May 16, 2019 Board Meeting as presented.
- c) Midwest Tape Renewal Contract
 - o Authorizing the Executive Director to sign a renewal of the contract with Midwest Tape within the approved 2019/2020 budgeted amount and the not to exceed amount of \$3,000,000.

Jefferson County Public Library Board of Trustees
Study Session
May 9, 2019 – 5:30 pm
Administration Conference Room

TOPICS:

- Review 5-Year CIP and Long-term Financial Plan
- Reserve Policy
- Belmar Alternative Service Information
- Belmar Data and Voice Cabling Contract Information
- Axis360 Contract Information
- Evergreen Parking Lot Information
- Security Services Information
- Financial Review
- Consent Agenda, Contract Limits
- Review Draft 2020 Governance Budget
- Review 2020 Board Meeting Schedule

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, Brian DeLaet and Jeanne Lomba.

Trustees not present: Pam Anderson and Deborah Deal.

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; Padma Polepeddi, Assistant Director of Library Programs and Services and Amber Fisher, Executive Assistant, Office of the Executive Director.

Review 5-Year CIP and Long-term Financial Plan

Donna Walker, Executive Director, addressed the Board and introduced the topic. The Board asked for options for the capital plan and time to consider those options. The options are based on the facility master plan brought to the Board a couple of times last year and at the extended study session in March. In the 5 Year Capital Investment Plan and Long-term Financial Plan, there are mostly minor deviations from the Facility Master Plan recommendations presented to the Board at those meetings.

In its entirety, the Facility Master Plan Buildout over the next 15-20 years (2018-2032) Recommends:

- Updating and redesigning existing buildings, a key promise we made to voters in the mill levy campaign,
- The addition of 1-2 new libraries to reach a total of 12,
- Aiming for .5 sq feet of public space per capita for physical library space for that library experience,
- Developing more alternative services to expand into new markets,
- Building one administration building to consolidate system wide services.

We currently have 10 libraries and administrative services spread over three locations. Our plan would have us grow from about 200k square feet to 300k over this time and from 10 locations to 13 between now and 2032.

Rebecca Winning, Director of Strategy and Engagement, addressed the Board. In the fall of 2017, the Library commissioned an exhaustive study to guide decision making about capital investments over the next decade. The capital plan and forecast is based on the findings from the resulting Master Facilities plan, which recommended that the Library:

- Continue to catch up on delayed capital maintenance by refurbishing existing facilities;
- Consider the addition of 1-2 libraries, by building a 30,000 sq ft. destination library in South County as a clear priority, and expanding services in Northwest Arvada over time;
- Leverage alternative services to complement Library locations and expand into new markets;
- Consolidate all of admin in a single facility, potentially located on the Fehringer Ranch property we already own; and
- Maintain flexibility to take advantage of partnerships and opportunities as they arise.

In addition, the Library's operating budget includes recommendations from the comprehensive organizational analysis we completed in 2017. That analysis recommended the addition of 69 FTE positions and the conversion of 23 part-time positions to benefitted FTE positions over time to continue to restore staffing to pre-recession levels, support the work of the Library, and continue to meet the needs of our communities. We completed a full review of this analysis early this year, and confirmed that the need for additional staffing remains a priority. However, we are taking a more measured approach to additions in 2020, and we will continue to review these needs annually to be sure that we are adding resources for the highest value.

Barbara Long, Assistant Director of Finance and Budget, addressed the Board and presented information on the financial models representing the different capital options. For all options, the assumptions are a 4.5 mill levy, property tax revenue at a 9.5% increase in assessed value for 2020 and a 5.0% increase in future assessment years. A conservative estimate for revenue gives JCPL a plan that will work if there is an economic downturn and the flexibility to either accelerate projects or reduce the mill levy if growth is higher.

The 2020 projected budget:

- Includes Golden Tenant Finish as a Library – Operating Costs Start in 2021
- Includes \$450,000 for Alternative Services
- Staffing additions are phased over 2020 and 2021

The 2020 operating budget is still in development. The Library has budgeted for a 25,000 square foot library in the City of Golden's new city building. We want to make sure we have the flexibility to take advantage of this opportunity if it becomes a reality. We have also included \$450,000 for Alternative Services. This allows us flexibility to cover building closures, provide gap services while we wait for expanded services in underserved areas, or to expand into new markets in up to two locations.

The Board was presented with three options for the South County library:

1. Acquire land and build

Pros:

- Building would be designed to be a destination library
- Possible to include landscaping enhancements like an outdoor play area

Cons:

- Most expensive option
- Longer period of time before the library opens
- Significantly delays other capital projects (Evergreen in 2024, Standley Lake in 2026)

South County Build

5 & 10 Year Plan Summary	Projected Budget 2020	Projected Budget 2021	Projected Budget 2022	Projected Budget 2023	Projected Budget 2024	Projected Budget 2025	Projected Budget 2026	Projected Budget 2027	Projected Budget 2028
Total Sources	47,315,517	47,322,183	49,654,228	49,670,570	52,119,391	52,136,728	54,708,173	54,726,566	57,426,778
Operating Expense	37,031,661	41,212,756	40,985,986	44,460,106	44,457,899	45,510,166	46,685,412	47,901,262	49,197,506
Debt & Other Capital	7,532,421	1,782,818	1,893,944	2,757,744	4,879,700	1,386,000	9,861,000	8,436,000	9,036,000
South County	4,000,000	9,500,000	10,319,000						
Total Uses of Funds	48,564,082	52,495,574	53,198,930	47,217,850	49,337,599	46,896,166	56,546,412	56,337,262	58,233,506
Ending Fund Balance	15,782,924	10,609,533	7,064,831	9,517,552	12,299,343	17,539,906	15,701,667	14,090,971	13,284,243
Fund Balance over Min	3,954,045	(1,221,013)	(5,348,726)	(2,900,091)	(730,504)	4,505,724	2,024,624	409,330	(1,072,451)

This scenario is not affordable with the current assumptions – fund balance problem in 2022, the final year of construction; EV in 2024, SL in 2026

2. Lease a building

Pros:

- Quickest option to open a library in South County
- Lower construction costs than other options

Cons:

- Lease payments increase operating costs into the future
- Higher operating costs limit options for future capital projects

South County Lease

5 & 10 Year Plan Summary	Projected Budget 2020	Projected Budget 2021	Projected Budget 2022	Projected Budget 2023	Projected Budget 2024	Projected Budget 2025	Projected Budget 2026	Projected Budget 2027	Projected Budget 2028
Total Sources	47,315,517	47,322,183	49,654,228	49,670,570	52,119,391	52,136,728	54,708,173	54,726,566	57,426,778
Operating Expense	37,811,661	44,515,820	43,223,050	44,217,818	45,282,922	46,336,540	47,513,177	48,730,460	50,028,180
Debt & Other Capital	7,532,421	2,132,818	5,063,944	2,757,744	10,009,700	1,386,000	8,561,000	9,086,000	9,036,000
South County	5,698,000								
Total Uses of Funds	51,042,082	46,648,638	48,286,994	46,975,562	55,292,622	47,722,540	56,074,177	57,816,460	59,064,180
Ending Fund Balance	13,304,924	13,978,469	15,345,703	18,040,712	14,867,480	19,281,669	17,915,665	14,825,771	13,188,368
Fund Balance over Min	1,476,045	2,147,923	2,932,146	5,623,069	1,837,633	6,247,487	4,238,621	1,144,129	(1,168,326)

Capital projects happen sooner than in the build scenario. Impact of higher operating costs shows up in later years. EV in 2022; SL in 2024

3. Staff Recommendation – Purchase and Refurbish a Building

Pros:

- Can be completed sooner than building from the ground up
- Lower project cost than acquiring land, lower operating cost than leasing
- Minimizes delay of other capital projects

Cons:

- An existing building may have some design constraints
- Landscape enhancements may not be possible

South County Refurbish

5 & 10 Year Plan Summary	Projected Budget 2020	Projected Budget 2021	Projected Budget 2022	Projected Budget 2023	Projected Budget 2024	Projected Budget 2025	Projected Budget 2026	Projected Budget 2027	Projected Budget 2028
Total Sources	47,315,517	47,322,183	49,654,228	49,670,570	52,119,391	52,136,728	54,708,173	54,726,566	57,426,778
Operating Expense	37,031,661	41,212,756	43,509,050	43,437,818	44,502,922	45,556,540	46,733,177	47,950,460	49,248,180
Debt & Other Capital	7,532,421	2,132,818	5,063,944	2,757,744	10,009,700	1,386,000	8,561,000	9,086,000	9,386,000
South County	4,000,000	7,198,000							
Total Uses of Funds	48,564,082	50,543,574	48,572,994	46,195,562	54,512,622	46,942,540	55,294,177	57,036,460	58,634,180
Ending Fund Balance	15,782,924	12,561,533	13,642,767	17,117,776	14,724,544	19,918,733	19,332,729	17,022,835	15,815,432
Fund Balance over Min	3,954,045	730,987	1,229,210	4,700,133	1,694,697	6,884,551	5,655,685	3,341,193	1,458,738

Here the same capital investments as in the lease scenario for years 2024 – 2028 but now they are affordable; EV in 2022; SL in 2024

Capital Project Implications



Long Range Planning Scenarios									
	2020	2021	2022	2023	2024	2025	2026	2027	2028
MFP	Belmar (C) SoCo (P & C) Alt Svc (TBD)	SoCo (C) Evergreen (P)	Evergreen (C) Standley Lake (P) Alt Svc (TBD)	Standley Lake (C) Admin (P)	Admin (C) Lakewood (P) Alt Svc (TBD)	Lakewood (C) Arvada (P) Alt Svc (TBD)	Arvada (C)		
New	Golden (P) Conifer (AS)	Golden (C) Conifer (AS)							
Scenario #1 (Build)	SoCo (B)	SoCo (C)	So Co (C)	Evergreen (P)	Evergreen (C)	Standley Lake (P)	Standley Lake (C) Arvada (P) Alt SVC (TBD)	Arvada (C) Admin (P) Alt Svc (TBD)	Admin (C)
Scenario #2 (Lease)	SoCo (C)	Evergreen (P)	Evergreen (C)	Standley Lake (P)	Standley Lake (C)	Arvada (P)	Arvada (C) Admin (P) Alt Svc (TBD)	Admin (C) Alt Svc (TBD)	Admin (C)
Scenario #3 (Buy/TF)	SoCo (B)	SoCo (TF) Evergreen (P)	Evergreen (C)	Standley Lake (P)	Standley Lake (C)	Arvada (P)	Arvada (C) Admin (P)	Admin (C)	Admin (C) Lakewood (P)
2030-2032									
MFP	Conifer relocation/expansion NoCo								
Scenario Planning	Wheat Ridge relocation/expansion Lakewood Repeat Update Cycle								

Legend:
B - Buy
C - Construction
P - Plan
TF - Tenant Finish

Next steps include:

- Finalizing the CIP and forecast based on Board feedback
- Submitting the final draft Budget, 5-year CIP and Forecast to the Board on June 13
- Board authorizes the Executive Director to submit final budget and 5-year CIP to the BCC

The Chair noted that from a timing perspective it would be helpful to have some direction from the Board at the next meeting to give the Library time to complete the budget.

There was wide ranging discussion from the Trustees. In response to questions, the Board was advised that:

- The Library has done some initial exploration, toured the South County area and made inquiries to some commercial real estate individuals. There is less land available than there are buildings. The Library is considering B property as A property is not affordable.
- The \$4.0 million represents a little over \$100 per square foot. The full extent of the options available is not known and would be part of the due diligence the Library would perform if that were the direction from the Board.
- The operating cost of a lease is indicated in the financial model at \$780,000 per year.
- There are many variables in lease agreements but typically, the lessee pays for any improvements. The lessor typically pays for general maintenance of common areas.
- There are many things to consider regarding location including population density. In addition, the Library does want a location that is on the commuter/errand path. It has to be in the circle of where people are driving around – people will not go there just because a library is there – we need to be where people are already going.
- It is unincorporated Jefferson County; there are no municipalities to partner with like we did with Edgewater. The Library also looked to see if the County was decommissioning any buildings in South County. There are limited community partners as well.
- The Library would not be able to come back in a week with information on buildings, land, or community partnerships.
- The Library would not recommend South County for the administration building. Operations, including the bookmobile, collections and facilities would

be more efficient more centrally located in the County. Some type of alternative service would be included at an administration building.

- The Library will provide information about Golden at the Board meeting.
- When the Library submits the 5-year CIP, a description of the capital plans are included and we are presenting our plans to the community. What we include in that description is the story we are telling our community about what we are planning.

The Board expressed appreciation for the options presented and noted that they have the information to make decisions by next week.

Reserve Policy

Kim Johnson introduced the topic and asked Barbara Long to review the reserve policy recommendation with the Board. Barbara Long noted that many government organizations have a reserve policy to make sure the organization has funds available to meet its needs. The recommendation is to take out commitments from the fund balance at the end of the year when the fund balance is measured. Those commitments include committed expenses (bookmobile sinking fund, ongoing capital projects, etc.). One of the common uses for a reserve fund is when revenue does not come in as expected, the fund allows the organization to maintain operations, preserve services and respond to natural disasters or unexpected events. The Library's fund balance policy is fabulous, it states the reasons and the minimum at 25% is an industry standard, but it should be renamed a reserve policy. The maximum amount is not necessary, but it does tell the community their tax dollars will be used sooner rather than later. Barbara did not propose any changes to those levels currently in the fund balance policy. The available Reserve Balance would be the portion of fund balance that can be used to meet current and future obligations. Available Reserve Balance equals Reserve Balance less the portion of reserve balance that is not spendable (prepaid expenses) and the portion that is committed for specific purposes. Kim Johnson noted that having a reserve fund available if we have a downturn in the economy is responsible fiscal management.

After some discussion, it was determined that the Library will draft the reserve policy and bring this topic back to the Board in July or later.

Belmar Alternative Service Information

Julianne Rist, Director of Libraries, addressed the Board and introduced the topic. Last month the Board was presented with information about alternative services such as hold pick up lockers and material vending systems. The Library has been looking at

alternative service for Belmar during construction. At Columbine, the Library was fortunate to find a short-term lease location right across the street from Columbine and did not invest a lot of money. For the Belmar project, that type of short-term lease location is not available. While planning for the Belmar Library redesign, staff researched the possibility of piloting alternative services during the construction phase that could then be redeployed to underserved areas of the county. During Belmar Library construction the alternate services would ensure that patrons have convenient access to materials through hold pickup and a small browsing collection. Julianne shared video demonstrations of a vending machine and hold lockers.

This plan would also ensure that the money invested in alternative services at Belmar would continue to serve the residents of Jefferson County after the construction is completed. The redeployment of the locker/vending system after construction will expand alternative services per the Facilities Master Plan and the Library To You Master Plan. The goal is to provide access to library materials at a non-library location, through patron self-service, and without onsite staffing.

The Library is in discussions with City of Lakewood and another location to secure a space for the alternative services so that people could have access to library services near Belmar. The next step of the project is to complete reference checks for the vendors. We will bring a recommendation to the May 16 Board of Trustees meeting if there is interest in pursuing this recommended option.

In response to questions, the Board was advised that:

- There are indoor versions and outdoor versions of the vending machines. The Library is looking at the outdoor models and a 24-hour access location – it is a smaller collection – but more access in terms of hours.
- The Library is recommending both the vending machine and hold lockers.
- The vending machines have been on the market for 10-15 years and some of the machines have been operating for five years. Determining the life and durability is part of the Library's vetting process and reference checks.
- The alternative services would be in place during the Belmar closure which is estimated to be 5-7 months.
- The Library's experience indicates that alternate services during a closure work best when they are not located too far from the closed location. The library will look further south along Wadsworth and report back to the Board.
- The funds for the alternative services as described would require a budget transfer and would be spent in 2019.
- The Library recommends funding partially from the Belmar project alternative service budget of \$40,000 and transfer the remaining amount from contingency so it is recognized that it will serve Belmar but be a capital item that will serve the Library in the future.

Belmar Data and Voice Cabling Contract Information

Bernadette Berger, Director of Information Technology, introduced the topic and provided information to the Board. The Library will be replacing data and voice cabling at Belmar Library as part of the Belmar Library renovation. Malm Electrical Contractors was selected to provide labor and materials for installation for the voice and data by the School and Libraries E-Rate Program Request for Proposal and procurement processes. This selection will allow JCPL to be reimbursed for a portion of the cost through the E-Rate Program. E-Rate will reimburse JCPL for 50% of approved costs. The Library will recommend authorization to sign the contract with Malm Electrical Contractors at the May Board meeting. The budget for the contract is included in the Belmar Capital Projects budget.

Axis360 Contract Information

Julianne Rist, Director of Libraries, presented information to the Board. Axis360 is the Library's primary e-material vendor. JCPL purchases e-book and downloadable audio books from Axis360 for patron use. In January of 2017, an RFP was published for a primary e-content vendor. There were three responses for the RFP and the selection team chose Axis360. In April 2017, the Board of Trustees approved a contract, annually renewable for four years. This contract was renewed in April of 2018 and we are requesting the Board of Trustees to again renew this contract.

In the original project the Not to Exceed Amount was \$1,500,000. Due to the change in patron use of e-materials, the Library is recommending that the Board of Trustees increase the Not to Exceed Amount to \$2,500,000 for the duration of this contract. This will not increase the collection budget; the addition funds will be included in the current total collection budget. The Library will ask for authorization at the May Board meeting.

Evergreen Parking Lot Information

Steve Chestnut, Director of Facilities and Construction Projects, provided information to the Board. The Capital Project to repair the Evergreen parking lot was slated for 2018. That target was moved to 2019 because of concerns about weather delays and the funding for the project was rolled over into 2019. The RFP was posted in April of this year and the responses to that RFP are due to the Library today (May 9). The Library received three responses ranging from \$160,000 to \$229,000. There is currently \$125,000 in the capital budget for this project. The Library received the soils analysis that recommended the parking lot be completely reconstructed. The additional funds are available in the contingency budget. The Library will bring a vendor recommendation to the Board at the May Board meeting. The request of the Board would be to authorize

the Executive Director to enter into a contract with that selected vendor for an agreed upon amount. In response to questions, the Board was advised that:

- The soils engineering analysis provided information on what is happening underneath the pavement; specifically, the way the soils are reacting to moisture content. The results of that analysis indicated that the parking lot needs to be completely reconstructed.
- The project does not include the Sheriff Department's parking lot that was repaved by the County a couple of years ago.
- The Sheriff's parking lot is located downhill of the Library's parking lot. The Library does not have information on whether or not the Sheriff's department had a soils analysis performed.
- The project will be phased so that the Evergreen Library will stay open during the project.

Security Services Information

Steve Chestnut, Director of Facilities and Construction Projects, provided information to the Board. The Library's contract for security services with Citadel Security USA, is a contract that is renewable for up to 4 additional years. The Library has chosen not to renew that contract in 2019. JCPL issued an RFP for security services in April 2019 and those proposals have been received. The selection process will not be completed until May 13. The Library anticipates bringing the vendor recommendation, costs and request for contract authorization to the Board at the May 16, Board meeting. The RFP responses range from \$180,000 to \$220,000 per year. The Library expects to complete due diligence including reference checks by the May Board meeting. In response to a question, the Board was advised that the Library is currently utilizing Citadel on a month-to-month, as needed basis.

Financial Review

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

Consent Agenda, Contract Limits

The Chair addressed the Board and provided background information. The Board has discussed allocating its time, putting more items on a consent agenda and looking at contract limits. The Chair asked Amber Fisher to review the consent agenda process with the Board. The Board was provided with information including how the consent agenda would appear on the May Board meeting agenda, a consent agenda memorandum and a procedure document. In response to questions, the Board was advised that:

- A Board member can request that an item be removed from the consent agenda. The Board's Governance Policy 4.3.4.A does require a motion, second and vote to remove an item from the consent agenda.
- Prior to any vote on a consent agenda, the Chair will ask the Board if any items should be removed.
- The regular agenda has been modified to include the consent agenda and a section has been added for items that have been removed from the consent agenda. The Board may address and/or vote on any items that were removed from the consent agenda during this portion of the regular agenda.

Kim Johnson advised the Board that with the use of the consent agenda, her recommendation is that the contract limits do not need to be changed at this time.

Review Draft 2020 Governance Budget

The Trustees reviewed the draft 2020 governance budget. There was some discussion on conference attendance and the Executive Director advised the Board that she would include upcoming conferences in her board report. The Board will vote to adopt the 2020 budget at the May Board meeting.

Review 2020 Board Meeting Schedule

The Trustees reviewed the proposed 2020 Board meeting schedule and will vote to adopt the schedule at the May Board meeting.

ADJOURNMENT

The Study Session was adjourned at 7:26 p.m.

Pam Anderson, Secretary

Minutes of the Meeting of the
JEFFERSON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
May 16, 2019

CALL TO ORDER – REGULAR MEETING

The regular meeting of the Jefferson County Public Library Board of Trustees was held in the Columbine Library meeting room on May 16, 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, Brian DeLaet and Jeanne Lomba.

Trustees not present: Brian DeLaet (Note: Brian DeLaet arrived at 5:44 pm after the Golden Civic Center presentation)

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; Lizzie Gall, 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 amended agenda as presented. Seconded by Pam Anderson the motion passed by unanimous vote of all Trustees present.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF CONSENT AGENDA

The Chair asked the Trustees if any of the items should be removed from the consent agenda. There were no requests for items to be removed.

MOTION: Kim Johnson moved that the Library Board of Trustees approve the items on the consent agenda. Seconded by Pam Anderson the consent agenda was approved by unanimous vote of all Trustees present.

Trustee Bodnar advised the Board that he would like more timely information on consent agenda items.

FOUNDATION REPORT

Jo Schantz, Foundation Executive Director, provided an update to the Board on the activities of the Foundation. There was a meeting with the Buell Foundation about an \$18,000 proposal. Library staff (Robyn Lupa and Barbara Yeutter-Roig) also attended the meeting and answered questions about library programs including a thousand books before kindergarten and raise a reader. Jo Schantz reported that she had finished the leadership Golden class and it was a valuable experience connecting with businesses and associations in Golden. The Foundation hired Kyle Cooper, a social media specialist who brings valuable experience to the Foundation. The Whale of a Used Book Sale will be held from May 31 to June 2 and the Friends preview is May 30. Trustee Deal noted that the Foundation Director saved a lot of money by going to Leadership Golden, which is free, as opposed to Leadership Jeffco.

EXECUTIVE TEAM OPERATIONAL UPDATES

Executive Director Update

Donna Walker, Executive Director, provided an update to the Board. In response to a question, the Board was advised that the Library was utilizing off duty officers to assist with security at the Arvada Library. The number of incidents has declined and the Library reduced the number of hours for Arvada police security presence at Arvada.

Golden Civic Center

Julianne Rist, Director of Libraries, introduced Lizzie Gall, Assistant Director of Library Experience, to the Board. Lizzie has been with the Library for almost two years. In addition to her responsibilities at JCPL, she is active on a national level including serving as the Chair of the American Library Association's Notable Books Council. Lizzie presented information on the Golden Civic Center opportunity. At the May Study Session, the Board asked for more information on this potential opportunity. An overview of what that opportunity might look like and a summary of the project was presented to the Board.

This opportunity is still in the early stages. The city has been in negotiation with Coors and has reached an agreement on Terms of purchase. The City will be in due diligence through July, with a potential closing date in August. Through that due diligence, the Library hopes to learn more to help inform its conversation, including if the building can support the load weight of a library collection. The building is 160,000 square feet with 70,000 square feet allocated for the City. The Library does not have firm details at this point, but is estimating the potential footage for a library to be 20,000-25,000 square feet of leased space. The square footage was identified to bring the Library to the goal of 0.5 to 0.6 square foot per capita, for the Golden Library service area, at a potential capital cost of \$4.4 million. As the City of Golden is making plans to move to a new centralized civic center, the city is also working on plans to develop the creek along the current library location. The current Golden Library is owned by the Library and was built in 1961. It has had several renovations over the years with the most recent update in 2015. The Golden Library is 12,600 square feet.

In response to questions, the Board was advised that:

- With respect to the floor layout, the Library does not yet know what the opportunity would be.
- The Library plans to bring back additional information, including the value of the current Golden Library, after the City of Golden has closed on the building.

The Chair advised the Board that it is still a very fluid situation and it is premature to make any decisions. The Chair participated in the tour of the building last month and it may be possible to arrange another tour for the Trustees at some point in the future.

Trustee DeLaet joined the meeting at 5:44 pm.

The Board thanked Lizzie Gall for the presentation.

Finance and Budget Department

Financial Report

Barbara Long, Assistant Director of the Finance and Budget Department, addressed the Board and presented information on the April financial report. Property tax is coming in as expected for this time of year. Expenses are on track and the first charges from the County are coming in. Some interest income has also posted.

In response to a question, Julianne Rist advised the Board that eBooks continue to be more expensive than traditional paper books and the process for acquiring eBooks is still complicated.

In response to a question, the Executive Director advised the Board that the Edgewater Project still has some outstanding expenses and has not yet closed. Some things had to be fixed to the Library's satisfaction. The Board will receive a full closeout report on the Edgewater Project as soon that project is fully closed.

5-Year CIP and Long-term Financial Plan

The Chair introduced the topic and asked if the Board was prepared to reach consensus and provide direction to the Library on the 5-Year Capital Improvement Plan options. The Chair noted that the Library was prepared to present the information again if there were additional questions. After some discussion, the Chair confirmed that the Board had reached consensus on Option 3, Purchase and Refurbish a Building. The Chair further confirmed with the Executive Director that this was the direction from the Board, and that this is the information the Library needed to move forward with the 5-Year Capital Improvement Plan.

Public Services

Belmar Alternative Service

Julianne Rist, Director of Libraries, addressed the Board and introduced the topic. The Board was presented with information at the May 11, Study Session. At that meeting, the Board asked

the Library to look further south for temporary lease space to use during the Belmar remodel. The Library is in the process of exploring temporary lease options. Based on that direction from the Board, the Library is adjusting its recommendation as presented at the Study Session. The Library would like to hold the \$40,000 for alternative services in the Belmar project budget to be used if temporary lease space is found. The Library is asking the Board to transfer \$250,000 from contingency and authorize the Executive Director to sign the contract with D-Tech International to purchase the vending machine and book lockers.

MOTION: Pam Anderson moved that the Library Board of Trustees authorize the Executive Director to sign a contract with D-Tech International USA in the amount of \$240,160 and to authorize a budget transfer of \$250,000 from contingency to the project budget. Seconded by Jeanne Lomba the motion was suspended for further discussion.

In response to questions, the Board was advised that:

- The Library is in discussions (including with the City of Lakewood) to secure a space for the alternative services (vending machine and book lockers).
- The Library is not anticipating a cost for the space for these alternative services.
- Electrical and data is required and the Library's Information Technology staff have looked at a cradle point for wireless if the space cannot be hard wired.
- The vending machine and book lockers can be redeployed after the Belmar project is completed.
- The vending machine and book lockers are separate component units and can be deployed separately. The Library may have to purchase a "middle section" with a computer in it if the book locker units were separated.
- Reference checks with users of the machines indicate that some of the units have been in operation for 10 years or more.
- The manufacturer recommends a canopy over the units and the spaces the Library is looking at are covered.
- The funds for the units will come from the contingency budget, not from the Belmar project budget.

MOTION: Pam Anderson moved that the Library Board of Trustees authorize the Executive Director to sign a contract with D-Tech International USA in the amount of \$240,160 and to authorize a budget transfer of \$250,000 from contingency to the project budget. Seconded by Jeanne Lomba the motion passed by unanimous vote of all Trustees present.

ITEMS REMOVED FROM THE CONSENT AGENDA

No items were removed from the consent agenda.

GOVERNING POLICIES

The Chair noted that at the May 9, 2019 Study Session, the Board reached consensus on the proposed Reserve Policy and that the Library will draft the reserve policy and bring it back to the Board in July or later. The Board also discussed contract limits and the recommendation was to leave the current limits in place.

BOARD SCHEDULE – NEXT MEETINGS

There was some discussion on cancelling the July 11, Study Session.

- June 13 – Study Session – 5:30 pm – Pam Nissler Administration Conference Room
- June 20 – Board Meeting – 5:30 pm – Edgewater 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

Amber Fisher noted the May 30 meeting between the Library Board and the Board of County Commissioners (BCC) and asked if the Board would like the Library to prepare any materials. The Board discussed possible topics for that meeting. The Chair will send the BCC an email to check on agenda topics. Trustee Bodnar noted that he plans on attending that meeting.

Trustee Deborah Deal was excused from the following Executive Session.

CALL FOR EXECUTIVE SESSION

MOTION: At 6:07 pm John Bodnar moved to adjourn the regular meeting of the Library Board of Trustees and reconvene in Executive Session pursuant to CRS 24-6-402(4)(b) consulting legal counsel concerning specific legal questions. Seconded by Kim Johnson the motion passed by unanimous vote of all Trustees present.

The Chair called the Executive Session to order with the following Trustees present: Charles Naumer, Kim Johnson, Pam Anderson, John Bodnar, Brian DeLaet, and Jeanne Lomba. Also present: Donna Walker, Kurtis Behn, County Attorney's Office and Amber Fisher.

The Chair noted that the session would be recorded and that the recording would be retained for the required 90 days.

CALL FOR ADJOURNMENT OF EXECUTIVE SESSION AND RECONVENE THE REGULAR MEETING

MOTION: At 6:54 pm, Pam Anderson moved to adjourn the Executive Session and reconvene the regular meeting. Seconded by Brian DeLaet the motion was approved by unanimous vote of all Trustees present.

Trustee Deborah Deal rejoined the regular meeting.

The Chair provided the following Executive Session Summary. The Library Board of Trustees met in Executive Session pursuant to C.R.S. 24-6-402(4)(b) consulting legal counsel concerning specific legal questions. The Trustees held that discussion and this summary is provided as required by Colorado Statute.

Trustee Deal brought a potential conflict of interest to the Board to request a finding of whether a conflict exists. The conflict concerns potential employment with the Library Foundation, a contractor of the Library.

MOTION: Kim Johnson moved to find that a conflict exists and that the conflict cannot be remedied by recusal from matters concerning the Library Foundation. Seconded by Brian DeLaet the motion was approved by majority vote of all Trustees present with Deborah Deal voting against the motion.

Trustee Deal stated that she did not think that helping the Foundation make more money to give to the Library is a conflict.

ADJOURNMENT

The Board meeting was adjourned at 7:04 pm.

Pam Anderson, Secretary

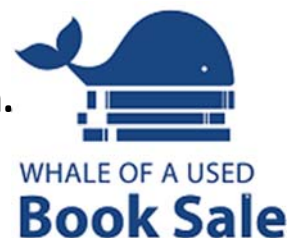
FOUNDATION REPORT

**JEFFERSON COUNTY LIBRARY FOUNDATION
EXECUTIVE DIRECTOR REPORT
JUNE 2019 (May 17 – June 19)
By Jo Schantz**

1. Recent 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**



**JCLF generated more than \$76,000 at this year's spring Whale of a Used Book Sale –
over \$3,000 above our 2018 spring sale (gross income)!**

**And our little blue whale now has a name, thanks to a naming contest that we held
during the spring sale. Say hello to *Moby*!**

2. Grants and Sponsorships Update

Grants pending:

- Madigan Foundation -- \$5,000 for Summer Reading
- McInnes Charitable Trust -- \$10,000 for Summer Reading
- Mabel Y. Hughes Charitable Trust -- \$5,000 for Summer Reading
- Nord Family Foundation -- \$5,000 for Summer Reading
- Kinder Morgan Foundation -- \$5,000 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**
- Key Bank Foundation -- \$5,000 for general operating support
- Solera Bank -- \$2,500 for Raise a Reader
- BOK Financial Foundation -- \$5,000 for Babies First Books
- Michael & Susan Dell Foundation -- \$5,000 for Babies First Books

We have \$75,400 in grants pending to date.

Grants denied:

- John G. Duncan Charitable Trust -- \$10,000 for Summer Reading

3. News, Meetings and Networking

I provided two presentations to local corporations during this past month: one to **Sunflower Bank** representatives in Golden and the other to the women employees' organization



(BREW) at **MillerCoors**. The presentations were held to call for volunteer support and donations for JCLF, plus I was enlisting support for my **Leadership Golden's Project STAR (Serving Teens At Risk)**. This program will assist 35 homeless and unaccompanied teens at Golden High School by providing them with free items they otherwise can't afford on their own: shampoo, deodorant, quarters for the laundromat, gas cards, certificates for free haircuts, etc.

On May 21, I participated in my regular monthly meeting of the **Jefferson County Community Services Advisory Board**. I also attended the **Golden Executive Directors Roundtable** at Wells Fargo Bank in Golden. I was part of the workshop on major donor research and demographics at Red Rocks Community College – Arvada Campus, on May 22. The workshop was led by **Kelsey Ashton, JCPL's adult outreach coordinator**. That same afternoon, I was part of a pre-Whale Sale Crew Chief meeting led by volunteer event coordinator Deborah Deal.

The following day, our **Program & Events Committee** participated in a phone conference call to discuss special events for 2019 and 2020. After that, I joined in a phone conversation with the **County's Chief of Staff Deborah Churchill** to discuss funding opportunities via the county's Conservation Trust Funds (CTF). A few days later, I was contacted by **Gina Barton, County Administration & Real Estate Team Manager**, to clarify how the CTF funds may be used. It appears that JCLF is ineligible to apply for these dollars, unless our appeal is to request funding for land acquisitions, capital improvements or building repairs.



The latter part of May was taken up with preparations for the **spring Whale of a Used Book Sale**, and the sale itself. Our team encountered some glitches along the way when our event planner resigned suddenly and when one of the anticipated food trucks did not show up to feed our volunteers. However, and thanks to the volunteer efforts of Deborah Deal and our tremendous staff and volunteer corps, we were able to overcome these obstacles and still have a fabulous and well attended sale – one that brought in more than \$76,000!

Board President Sally Reed and I attended a training – *How to Build a Culture of Philanthropy* – at **Community First Foundation** on June 5. **JCPL Executive Director Donna Walker** and I had a lunch meeting on Monday, June 17, to further discuss JCPL and JCLF collaborative efforts.



Our contract with **Farm for Books**, our online book sales vendor, was due for renewal, so I met with the business co-owner Alysia Dow to review and sign a new contract for 2019-2020 on June 11. That meeting was followed by a Crew Chief wrap-up meeting to help us gain insights on what worked/what didn't work at the spring sale.

The JCLF Finance Committee met with **Hillary Stromp from JDS Professional Group** on June 17 to review and discuss the 2018 audited financials. Hillary will present the audit at our June Board meeting.



I was invited to provide a presentation on JCLF to **the Board of Directors** for the **Jefferson County Economic Development Corporation** on Wednesday, June 19, at the county courthouse. Later that day, I participated in a fundraising workshop hosted by **Lou Watson of Tech4Good**. The training was focused on peer-to-peer fundraising, text and mobile giving, Amazon Smile, Google/Apple/Samsung Pay, and the ins-and-outs of point-of-sale readers. The workshop also examined the rise of live streaming services.

Operational Updates

Executive Director Update



June 2019 EXECUTIVE DIRECTOR REPORT

Strategy and Planning:

- Drafting 5-year targets for Long-term Strategic Plan
- Finalize budget documents for 2020, 5 year CIP, and 10 year financial forecast
- Director team members participating in County strategic planning process
- Recruitment for new director of Strategy and Engagement progressing

Safety, Security and Social Work

- JCPL is PCI DSS compliant with a signed self-assessment questionnaire (SAQ) this year. We are now a certified protector of patron and staff credit card information.

Community Engagement

- **Lizzie Gall**, assistant director of Library Experience, **Julianne Rist**, director of Libraries, and I will be attending the Annual ALA Conference.
- **Bernadette Berger**, IT director, will be attending “Tech Boom Tensions,” hosted by the Better Arguments Project and Anythink Libraries. The [Better Arguments Project](#) is a collaboration by the [Aspen Institute](#), [Facing History and Ourselves](#), and Allstate to help bridge ideological divides.
- **Sandie Coutts**, director of People and Culture, recently earned her Senior Certified Professional credential from the International Public Management Association for Human Resources (IPMA-HR).

Legislative Updates

- Jefferson County Board of County Commissioners will be deciding whether to launch a revenue-enhancing initiative (debrucing, allowing Jeffco to keep collected property taxes, or increasing sales tax) later this month. The Board may want to take a position of public support.
- HB 19-1110 – the media literacy bill, passed this year. This summer, CDE will launch a Media Literacy Advisory Committee that will be recommending resources to implement media literacy in elementary and secondary education. They are seeking representation from libraries on the committee.
- HB 1257, concerning authority for the state to keep and spend all revenue in excess of the constitutional limitation (TABOR) on state fiscal-year spending passed and an initiative will be on the ballot in November. The CAL committee will likely come out in favor.
- HB 1258 relates to 1257. If the debrucing initiative passes, this would allocate the additional funding to support public schools, higher education and transportation. It will also be on the ballot this November, and CAL would likely support.

JCPL Service Highlights

Cell Booster: IT and Facilities *installed a cell booster* to the Edgewater Library site to increase phone cell coverage within the building for our patrons. The lack of available cell coverage was a frequent patron and staff complaint since the library opened and was a safety and security concern.

Impact: *A regular Edgewater Library computer user came in today and was so delighted to receive her Google email verification code while still in the library! She usually has to run outside. She wanted to pass on her thanks for the cell signal extender.*

Summer Reading: Mission to Read blasted off June 1st



Programs morning noon and night!

Edgewater Library hosted a *Star Party* at the nearby Walker Branch Park. Members of the **Denver Astronomical Society** were there with their telescopes sharing their enthusiasm and knowledge as well as the magic of a close up look at the moon. It was a true community event with about 50 people in attendance.

Library to You patrons participated in a *call in program* with the **Colorado Mutual UFO Network**. Patrons enjoyed hearing about alien abductions and Colorado connections from the comfort (and safety) of their homes.

The first of our *Drone Camps* this summer was held at the Columbine Library. Teen participants learned about drone technology, new careers, and how to fly.

SUMMARY OF EXECUTIVE DIRECTOR COMMUNITY ACTIVITIES, June 2019

ACTIVITY	PURPOSE	IMPACT
Jeffco Bright Futures Roadmap <i>Steering Committee</i>	Contribute to county-wide vision to support Jeffco's youngest children (0-8) and families.	Gained understanding of success of similar initiatives in other cities. Advocated for library inclusion in strategies.
Jeffco Connections (formerly CYLC) <i>Child Welfare subcommittee</i>	Make progress on Home Safe initiative.	Households with children will have easier access to educational resources about firearm safety and be provided with trigger locks.
Taste of the West, West Metro Chamber of Commerce	Participate as a Board member.	Engaged with and supported local business owners. Made closer connections with Library community partners.
Triad Early Childhood Council Children's Champion Award Breakfast	Relationship building. Support community partner.	Learned about many more initiatives in early childhood services. Good connections with community stakeholders.
Meeting with Jason Slowinski, City of Golden City Manager	Information sharing on planning and potential space requirements.	Previewed first draft of floor plans. Articulated Library needs. Gained understanding on priorities, planning, partners, and expectations.
Elected Officials/Personnel Board meeting <i>Scheduled for June 13</i>	Preview potential ballot language. Campaign Fair Practices Training. Review County Town Hall proposal.	
Jeffco Connections – <i>Scheduled for June 14</i>	Give direction to county combined collaborative management initiative. Budget review. Learn about legislation that might impact services.	
Meeting with Dr. Michele Haney, President, Red Rocks Community College <i>Scheduled for June 14</i>	Relationship building. Follow up from community input meeting.	
American Library Association (ALA) Annual Conference <i>Scheduled for June 21-24</i>	Participate in PLA Leadership Development Committee; learn about trends and initiatives; meetings with vendors; meeting with other stakeholders.	
West Metro Chamber of Commerce Board of Directors <i>Scheduled for June 27</i>	Participate as a board member with the business community on economic success initiatives.	



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

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

Registration is open for [Urban Libraries Council 2019 Forum: Preparing to Lead on AI + Digital Citizenship](#). Dates are October 16-18 in Salt Lake City, UT. I highly recommend this conference for Trustees. Due to the dates of the conference, I'm requesting that we change the October Board meeting to the study session date of 10/10/19 or to 10/24/19 so that Trustees and staff are able to attend.



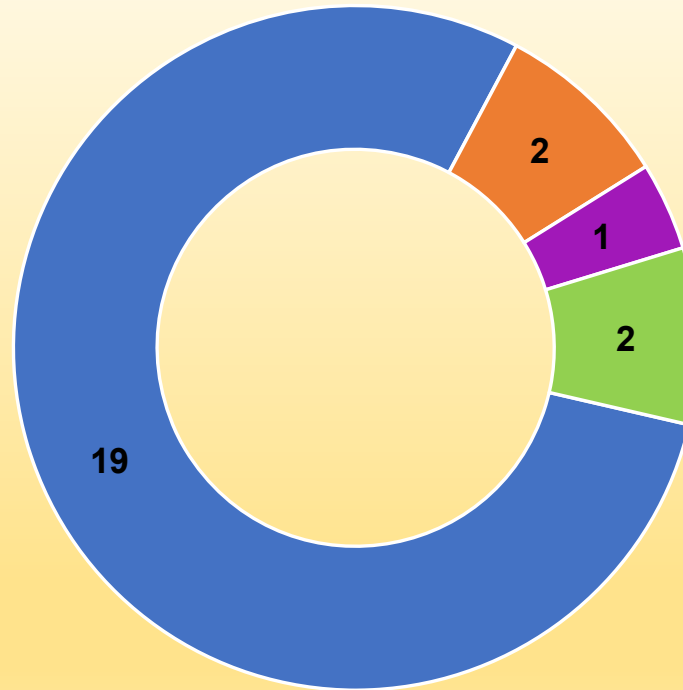
Jefferson County
PUBLIC LIBRARY

JCPL

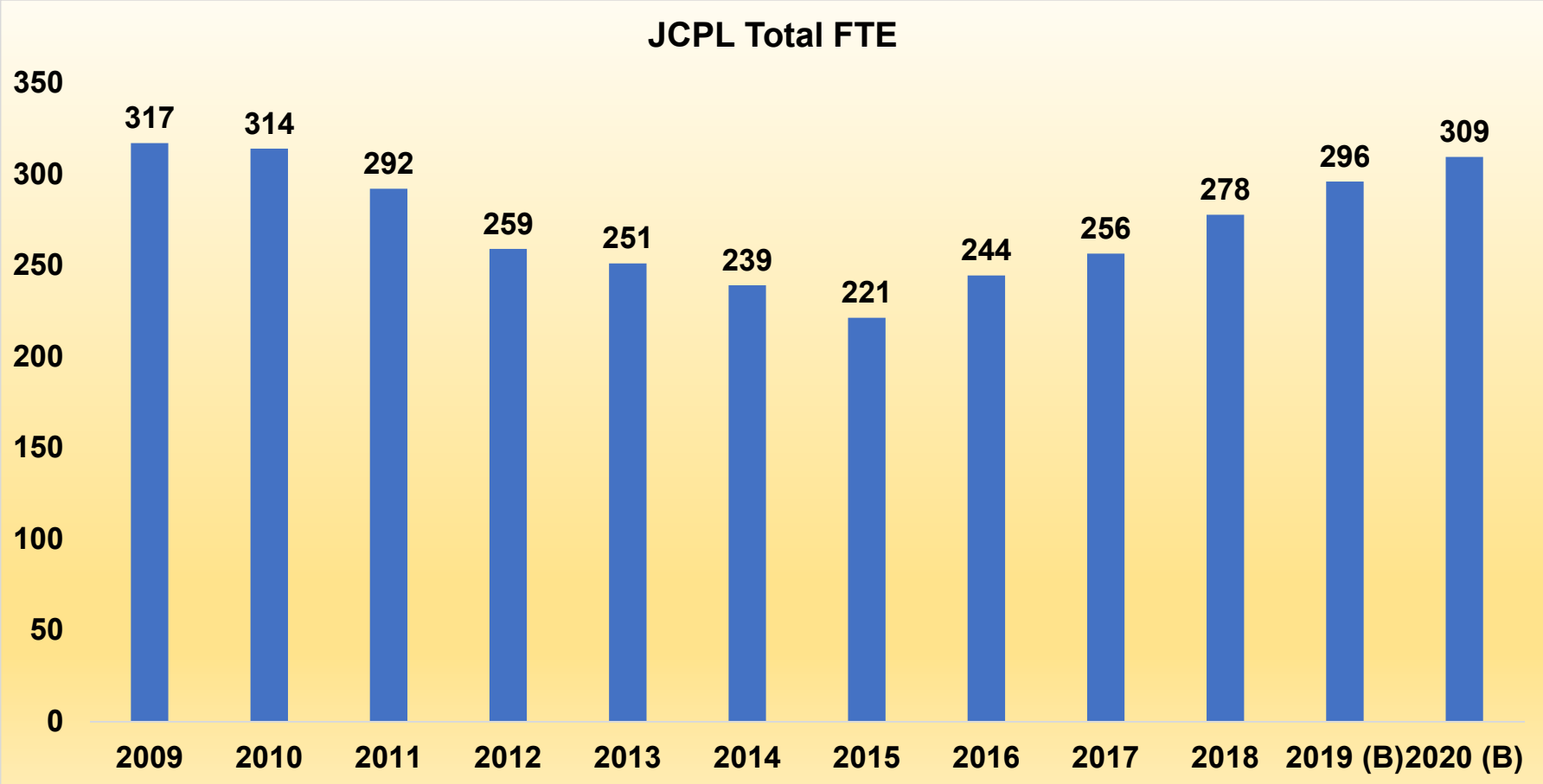
Budget Information 2020 Proposed Budget

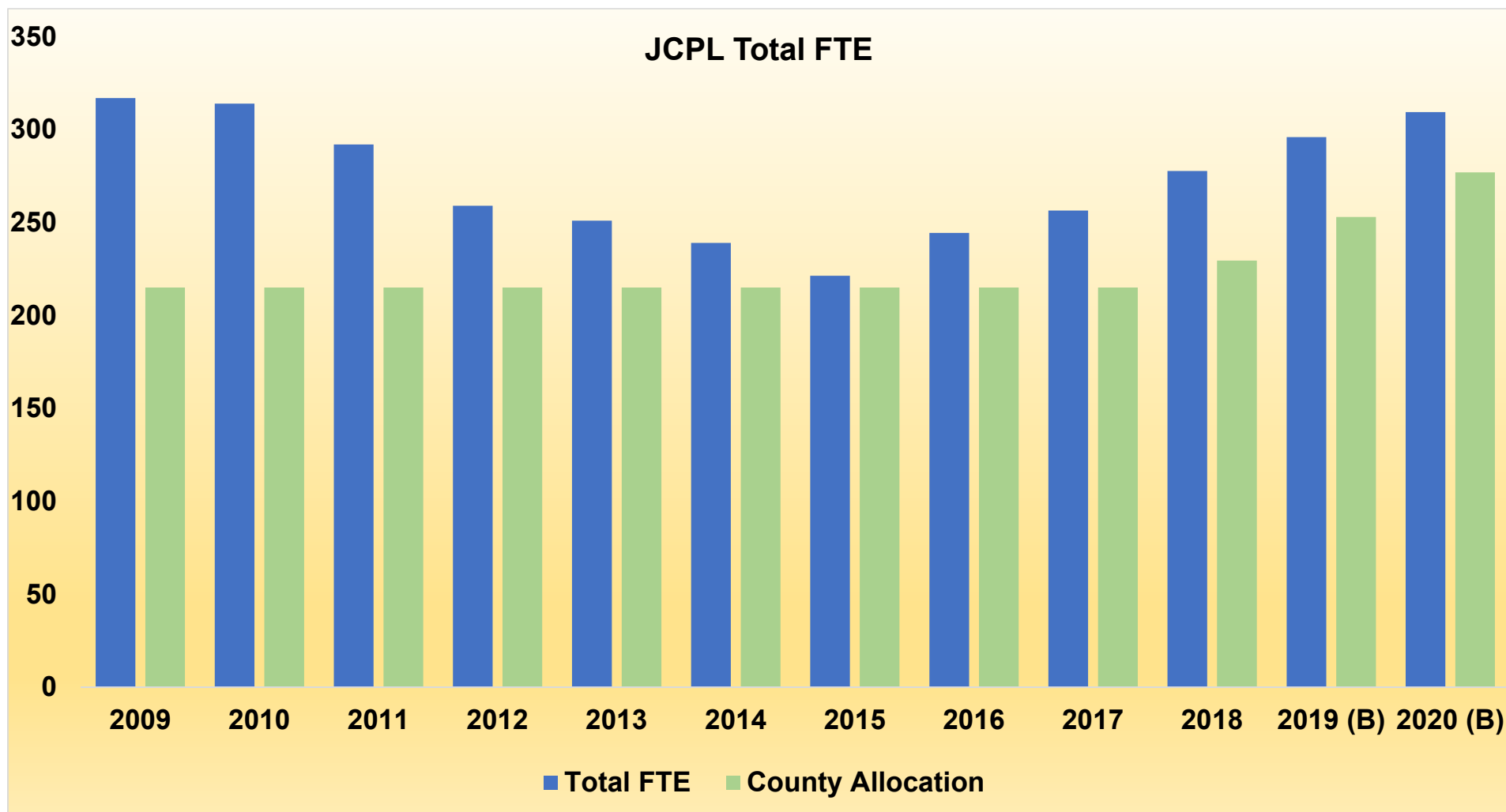
6-20-19

2020 New FTE



■ Libraries & Services ■ Admin ■ Communications ■ Infrastructure





JCPL Budget: 2009 to 2020



	2009	2020 Proposed Budget	% Change 2009 - 2020
Property Tax/Tax	25,746,355	46,300,305	80%
Other Revenue	1,667,320	940,153	-44%
Total Revenue	27,413,675	47,240,458	72%
Salaries & Benefits	15,880,242	21,539,859	36%
Books & Materials	3,815,000	8,135,190	113%
Other Operating	4,760,104	6,364,548	34%
Total Operating	24,455,346	36,039,597	47%
Capital Expense	75,000	10,122,000	13396%
Debt Service	1,393,468	1,410,421	1%
Interdepartmental	1,158,796	2,237,085	93%
Total Expense	27,082,610	49,809,103	84%

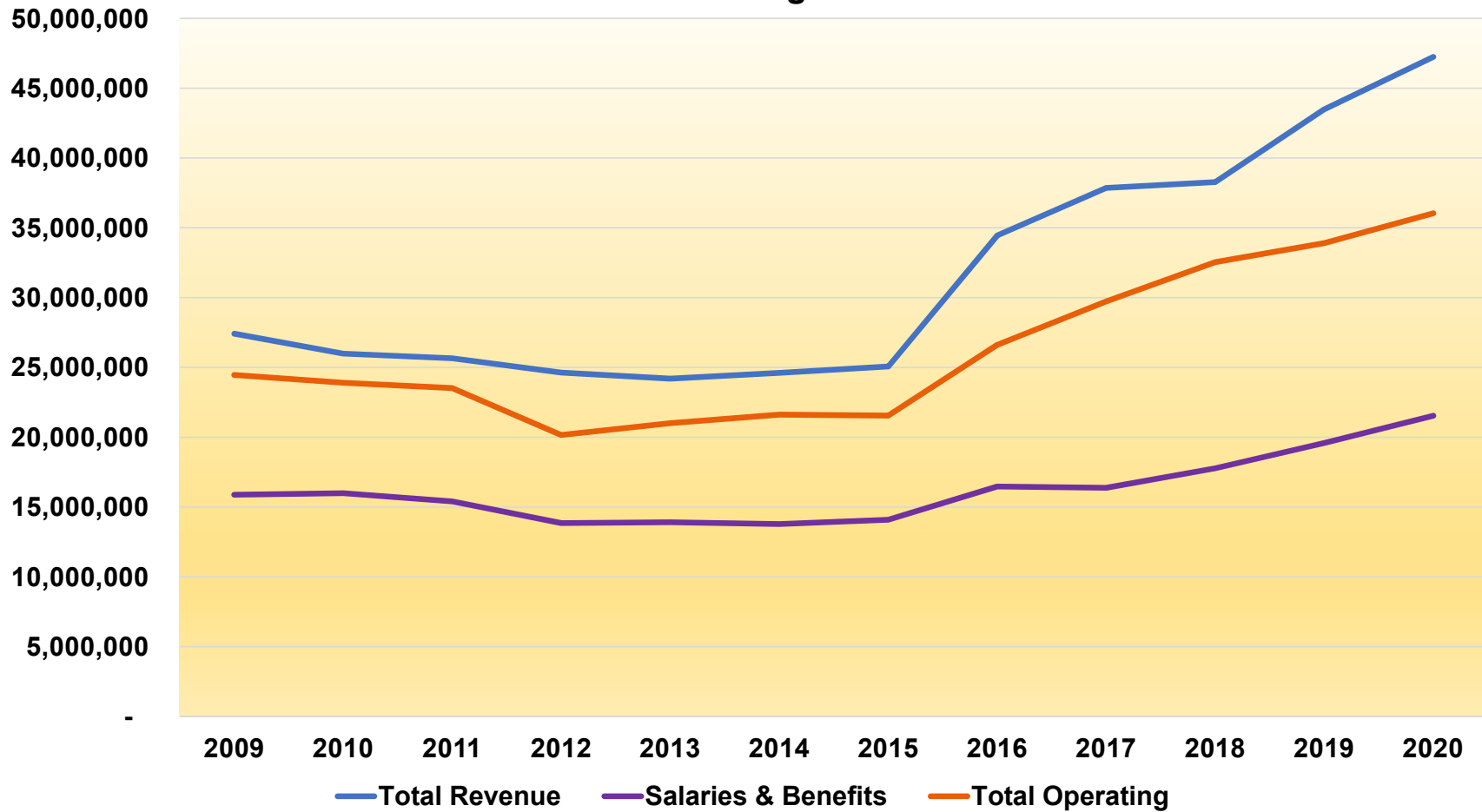
JCPL Budget: 2009 to 2020 Proposed Budget

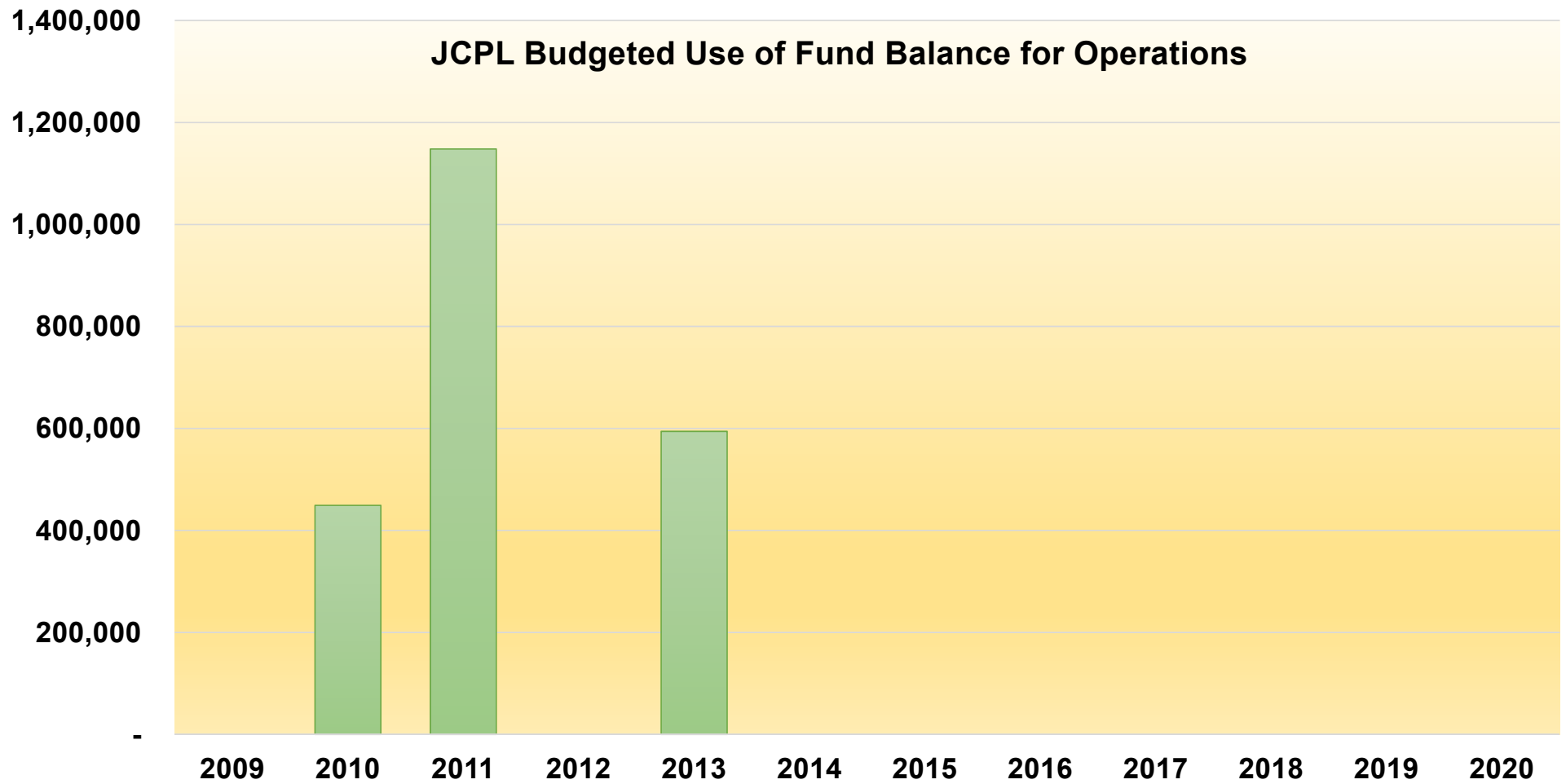


	2009	2020
Salaries & Benefits	15,880,242	21,539,859
Total Operating	25,614,142	38,276,682
Salaries & Benefits % of Operating Cost	62%	56%

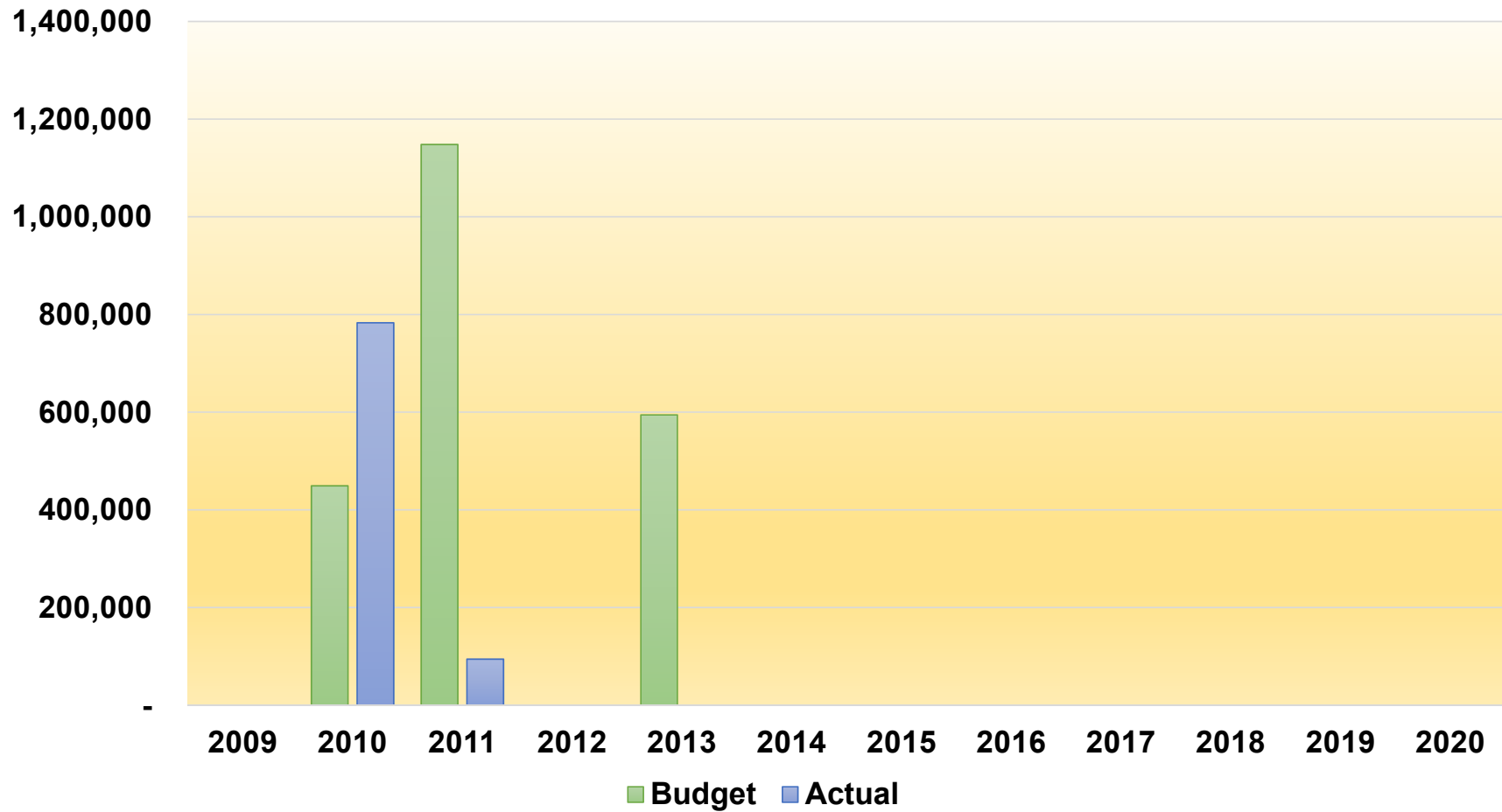
Personnel cost as a percent of operating cost has decreased

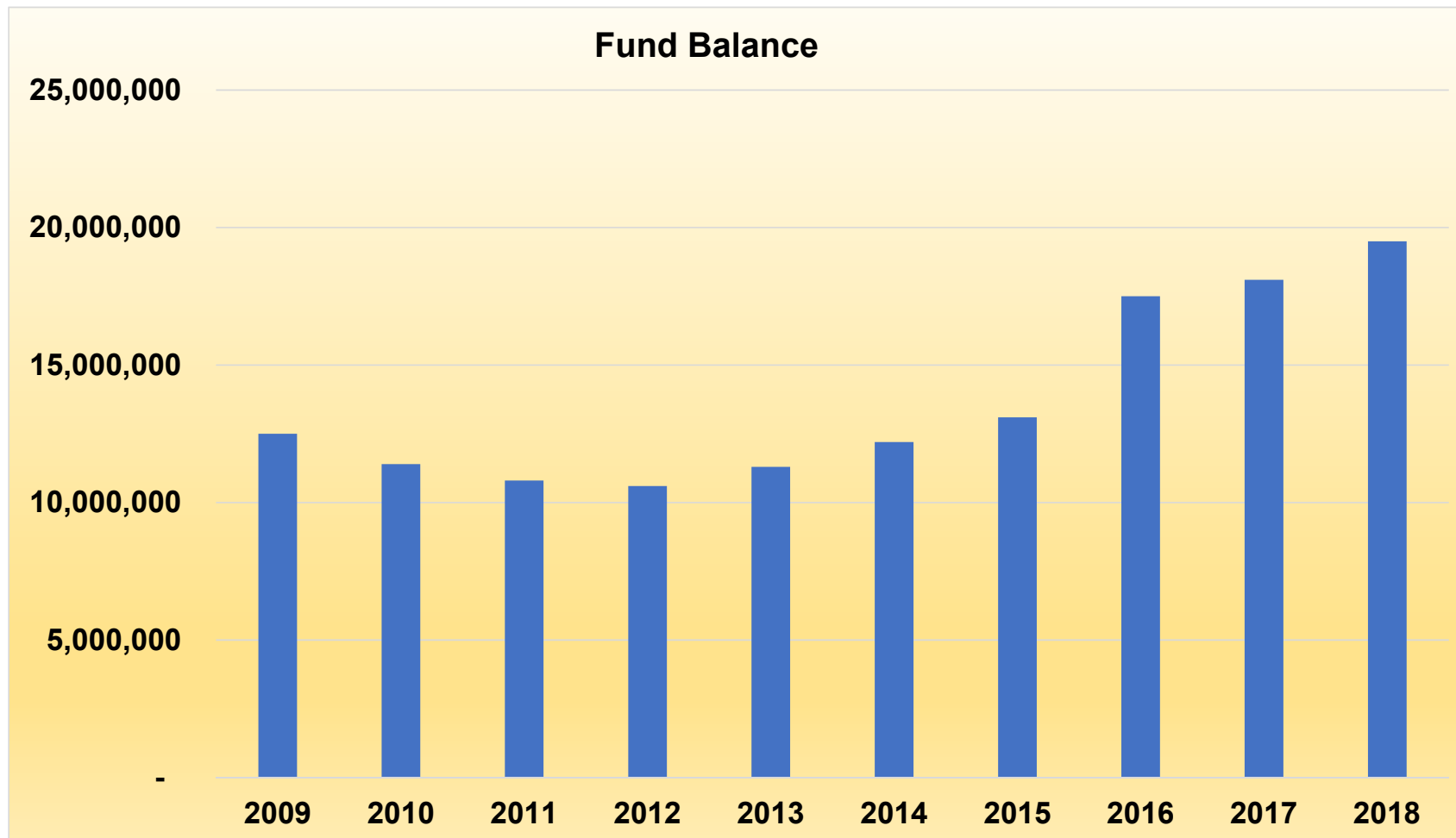
JCPL Budget





JCPL Use of Fund Balance for Operations: Budget vs. Actual







Jefferson County
PUBLIC LIBRARY

Questions?

Operational Updates

Finance Department

memorandum

to: Donna Walker, Executive Director
from: Barbara Long, Assistant Director for Finance & Budget
re: Finance Monthly Report
Date: June 11, 2019

A. Budget to Actual Tables

The Budget to Actual Tables for May 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: June 20, 2019

A. Budget to Actual Tables

The Budget to Actual Tables for May are attached. Property tax revenue includes receipts through the end of May. The property tax revenue of just over \$30M represents seventy-one percent of the budgeted revenue for 2019, indicating that property tax revenue will likely be right on budget for the year.

Library Foundation support of \$104,380 was received through the end of May, which already exceeds the amount budgeted for the year. In-kind support provided to the Foundation by the Library through the end of May is valued at \$31,814 (Ratio 3.28:1).

In May, the Library Board approved a budget transfer of \$250,000 to fund library alternative services (book locker and vending machine). This project is not reflected in the May financial tables but will be included in the June.

Operating expenses are on track for this time of year and the Library should meet and possibly exceed the vacancy savings requirement included in the 2019 budget.

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 5/31/2019	\$ Variance 2019 Budget	Budget to Actual %
<i>Sources of Funds</i>	4.000		4.500			
Revenues						
Taxes						
Property Tax - Operating	\$ 35,613,839	\$ 35,191,405	\$ 40,428,530	\$ 28,749,069	\$ (11,679,461)	-29%
Property Tax - Capital	1,673,653	1,655,348	1,949,693	1,353,948	(595,744)	-31%
Total Taxes	\$ 37,287,492	\$ 36,846,753	\$ 42,378,223	\$ 30,103,017	\$ (12,275,206)	-29%
Federal & State Grants	\$ 133,000	\$ 130,042	\$ 130,000	\$ 128,084	\$ (1,916)	-1%
Fines & Fees	530,850	495,864	492,731	196,426	(296,305)	-60%
Other Revenue	329,400	924,514	495,000	457,764	(37,236)	-8%
Total Other Revenues	\$ 993,250	\$ 1,550,420	\$ 1,117,731	\$ 782,274	\$ (335,457)	-30%
Sub Total Revenues	\$ 38,280,742	\$ 38,397,173	\$ 43,495,954	\$ 30,885,291	\$ (12,610,663)	-29%
Fund Balance Activity						
Transfer from FB - Capital Projects	3,946,044		3,248,054	-		NA
Transfer to Fund Balance	-	1,365,309	-	16,070,488		NA
Total Sources of Funds	\$ 42,226,786	\$ 37,031,864	\$ 46,744,008	\$ 14,814,803		
<i>Uses of Funds</i>						
Operating Expenditures						
Salaries & Employee Benefits						
Salaries	\$ 13,566,138	\$ 13,365,746	\$ 14,766,591	\$ 5,702,525	\$ (9,064,066)	-61%
Benefits	4,213,500	3,988,172	4,818,086	1,721,786	(3,096,300)	-64%
Total Salaries & Benefits	\$ 17,779,638	\$ 17,353,918	\$ 19,584,677	\$ 7,424,311	\$ (12,160,366)	-62%
Library Books & Materials	\$ 8,273,586	\$ 8,170,418	\$ 8,139,065	\$ 3,644,461	\$ (4,494,604)	-55%
Supplies	1,470,059	1,283,607	1,587,418	480,094	(1,107,324)	-70%
Vehicles	140,000	104,805	-	-	-	NA
Other Services & Charges	4,840,532	3,407,329	4,589,726	1,745,509	(2,844,217)	-62%
Internal Transactions /Cost Allocation	1,748,514	1,776,357	1,886,026	1,017,301	(868,725)	-46%
Total Operating Expenditures	\$ 34,252,329	\$ 32,096,434	\$ 35,786,912	\$ 14,311,676	\$ (21,475,236)	-60%
Financing & Debt Service	\$ 1,486,667	\$ 1,486,667	\$ 1,448,432	\$ 79,179	\$ (1,369,253)	-95%
Capital Projects	\$ 6,487,790	\$ 3,448,762	\$ 9,508,664	\$ 423,948	\$ (9,084,716)	-96%
Total Uses of Funds	\$ 42,226,786	\$ 37,031,864	\$ 46,744,008	\$ 14,814,803	\$ (31,929,205)	-68%

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

	2018 Amended Budget	2018 Actual	2019 Amended Budget	YTD Actual 5/31/2019	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	\$ 29,531,343	\$ 41,546,261
Capital Funding	1,673,653	1,655,348	1,949,693	1,353,948	1,949,693
Total Revenues	\$ 38,280,742	\$ 38,397,173	\$ 43,495,954	\$ 30,885,291	\$ 43,495,954
Expenditures					
Operating Expenditures	\$ 34,252,329	\$ 32,096,434	\$ 35,786,912	\$ 14,311,676	\$ 35,786,912
Debt Service	1,486,667	1,486,667	1,448,432	79,179	1,448,432
Capital Projects	6,487,790	3,448,762	9,508,664	423,948	9,508,664
Total Expenditures	\$ 42,226,786	\$ 37,031,864	\$ 46,744,008	\$ 14,814,803	\$ 46,744,008
Increase/(Decrease) in Fund Balance	\$ (3,946,044)	\$ 1,365,309	\$ (3,248,054)	\$ 16,070,488	\$ (3,248,054)
Ending Fund Balance	\$ 13,545,924	\$ 19,529,543	\$ 14,916,180	\$ 35,600,031	\$ 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 5/31/2019	Projected Year-End 2019	Variance 2019 Budget
Sources of Funds						
Revenues						
Taxes						
Property Taxes	\$ 35,518,639	\$ 35,130,173	\$ 41,376,815	\$ 28,733,796	\$ 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	15,273	23,330	-
Total Taxes	\$ 35,613,839	\$ 35,191,405	\$ 40,428,530	\$ 28,749,069	\$ 40,428,530	\$ -
Federal & State Grants	\$ 133,000	\$ 130,042	\$ 130,000	\$ 128,084	\$ 130,000	\$ -
Library Fines	395,800	367,082	365,000	143,238	365,000	-
Charges for Services	135,050	128,782	127,731	53,187	127,731	-
Investment Income	241,400	592,860	322,000	289,595	322,000	-
Library Foundation	30,000	188,415	85,000	104,380	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	\$ 29,531,343	\$ 41,546,261	\$ -
Uses of Funds						
Operating Expenditures						
Salaries & Employee Benefits						
Salaries	\$ 12,268,624	\$ 11,373,583	\$ 13,872,155	\$ 4,941,348	\$ 13,872,155	\$ -
Awards & Bonuses	120,000	-	125,000	-	125,000	-
Termination Pay	-	158,188	-	23,663	-	-
Temporary Salaries	2,063,934	1,832,115	2,080,360	736,172	2,080,360	-
Overtime	14,130	1,860	7,130	1,343	7,130	-
Vacancy Savings	(900,550)	-	(1,318,054)	-	(1,318,054)	-
Benefits	4,213,500	3,988,172	4,818,086	1,721,786	4,818,086	-
Total Salaries & Benefits	\$ 17,779,638	\$ 17,353,918	\$ 19,584,677	\$ 7,424,311	\$ 19,584,677	\$ -
Library Books & Materials	\$ 6,907,000	\$ 6,859,918	\$ 6,768,000	\$ 2,619,953	\$ 6,768,000	\$ -
Library Computer Materials	1,234,706	1,176,240	1,173,185	905,439	1,173,185	-
Library Periodicals	131,880	134,260	197,880	119,069	197,880	-
Sub-Total Library Collections	8,273,586	8,170,418	8,139,065	3,644,461	8,139,065	-
Supplies	\$ 1,470,059	\$ 1,283,607	\$ 1,587,418	\$ 480,094	\$ 1,587,418	\$ -
Other Services & Charges	4,840,532	3,407,329	4,589,726	1,745,509	4,589,726	-
Vehicles	140,000	104,805	-	-	-	-
Direct Internal Charges	140,762	173,788	196,182	62,575	196,182	-
Indirect Cost Allocation	929,085	929,085	1,067,744	441,890	1,067,744	-
Intra County Transactions	678,667	673,484	622,100	512,837	622,100	-
Total Supplies and Other	\$ 16,472,691	\$ 14,742,517	\$ 16,202,235	\$ 6,887,365	\$ 16,202,235	\$ -
Total Uses of Funds	\$ 34,252,329	\$ 32,096,434	\$ 35,786,912	\$ 14,311,676	\$ 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 5/31/2019	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	41,096	82,192	-
Principal - Refunding Series 2013	608,264	608,264	608,264		608,264	-
Interest - Refunding Series 2013	91,544	91,544	61,695	30,847	61,695	-
Principal - COP - Capital Projects	142,143	142,143	142,143		142,143	-
Interest - COP - Capital Projects	21,392	21,392	14,472	7,236	14,472	-
Total Debt Service	\$ 1,486,667	\$ 1,486,667	\$ 1,448,432	\$ 79,179	\$ 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 5/31/2019	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	\$ 1,353,948	\$ 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	\$ 1,353,948	\$ 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 III 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	141,997	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	\$ 423,948	\$ 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 5/31/19	YTD Encumbrances 5/31/19	YTD Total Actual + Enc	Remaining Budget
ARM-01 Capital Maintenance	\$ 229,559	\$ 59,006	\$ 93,068	\$ 152,074	\$ 77,485
ARM-02 Furniture & Equipment	36,000	14,372	399	14,771	21,229
ARM-03 Computer Replacement Plan	250,000	56,895	10,830	67,725	182,275
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	10,184	149,477	399,856
18-01 Belmar Library Remodel	6,677,307	141,997	618,296	760,293	5,917,014
19-03 South County Library	350,000	-	-	-	350,000
Total Capital Projects	\$ 9,508,664	\$ 423,948	\$ 847,002	\$ 1,270,950	\$ 8,237,714

Operational Updates
Public Services

Belmar Library Renovation – Progress Reporting

DATE: **June 2019**

I. PROJECT TEAM:

Jefferson County Public Library
JCPL Steering Committee
NV5
HDR
Fransen Pittman

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

II. PROJECT PROGRESS / STATUS:

- A. Goals & Objectives identified by JCPL & the Belmar Community, through Community Meetings & Staff interviews include:
- Safety & Security
 - Welcoming Atmosphere
 - Inclusive
 - Connection to the Outdoors
 - Promotes Lifelong Learning
 - Enhanced Wayfinding & Organization
 - Sustainability
 - Convenience Factor
- B. HDR has completed Design Development (DD) drawings. Process between Schematic Design and Design Development have included preliminary design review for Door Hardware, Signage & Wayfinding, Furniture, and Interior Finishes.
- C. HDR, JCPL, NV5 and Fransen Pittman have been holding bi-weekly meetings to continue the design process. HDR has specifically met with Belmar Library staff to review design progress and get input.
- D. Fransen Pittman is currently working on pricing of Design Development drawings. Pricing from the DD set of drawings will allow JCPL and Fransen Pittman to establish an initial construction cost.
- E. Next phase of design will be Construction Documents (CDs); which is final design phase prior to permitting and construction.

III. CURRENT PROJECT OPPORTUNITIES &/OR RISKS:

- A. Due to the nature of early design process, project scope items are being identified as "Add Alternates" to assist with keeping project on budget during the pricing exercises.

- B. Alternative services during Belmar construction phase are currently being studied by JCPL.
- C. JCPL has started the process to procure an AMH/Sorter firm to design-build the new sorter.

IV. UPCOMING KEY DECISIONS:

- A. Approval of Design Development Drawings; to allow continued design through Construction Documentation. Pricing review of Initial GMP will be part of this approval process.
- B. Final Selection of Interior Finishes.
- C. Final Selection of Furniture, Fixtures & Equipment (FF&E).
- D. Selection of AMH/Sorter firm.

V. MEETINGS:

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

VI. MILESTONES PROJECTED FOR NEXT PERIOD:

- A. Begin Construction Document Phase
- B. Obtain Initial GMP Pricing from Fransen Pittman

Operational Updates

Information Technology

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



jeffcolibrary.org

TO: Donna Walker, Executive Director

FROM: Bernadette Berger, Director of IT

DATE: June 11, 2019

RE: Update on Belmar Automated Materials Handling

JCPL posted a Request for Proposal (RFP) for an automated materials handling (AMH) system or book sorter. The RFP includes the AMH for Belmar as well as an option for two additional sorters, the location of which will be determined later. We are considering new vendors for several reasons.

- Maintenance of new sorters are exceeding planned costs.
- Service level agreements and warranties with the vendor need to be clearly defined.
- To ensure JCPL provides reliable systems with high availability.
- Staff support costs that have increased to support existing sorters.
- JCPL will realize efficiencies from standardized training and support.
- To create an identified responsibility matrix.
- To provide a solution that complies with current security standards

In order to evaluate the current situation, we reviewed reported incidents, implemented evidence based tracking, and reviewed local AMH systems. As a result of our findings, we created a multi-disciplinary committee which developed the JCPL required and optional criteria for future AMH systems. Five vendors indicated interest and four vendors attended a walk-through of the Belmar location on May 30, so we expect to get several responses. The estimated cost for this project is between \$250,000 and \$350,000. JCPL wants to ensure that we have an AMH that is available and reliable which both patrons and staff use daily to enhance the library experience.

Operational Updates

Facilities & Construction Projects

memorandum



TO: Donna Walker, Executive Director

FROM: Steve Chestnut, Director of Facilities & Construction

DATE: June 10, 2019

RE: Amendment 7 to Facilities Lease Agreement

Background;

The lease agreement between CIP Owner LLC and the Library for the leased space located at 10790 W. 50th Ave. in Wheat Ridge is due to expire on July 31, 2019. This lease is for 13,413 sq. ft. of space that houses the Facilities department, Foundation and warehousing for JCPL. The building was sold to BPAZ Holdings 15, LLC. dba Berkley Partners in January of this year. The new base rent was negotiated down to \$8.15 sq. ft./YR - an increase of \$1285.00 per month to \$9109.00 per month through July 2020. The base rent under this agreement will increase \$.25 sq. ft. per /YR for the following four years. The lease will terminate on July 31, 2024 at a cost of \$9.17 sq. ft./YR. In addition to the base rate, the CAM will also increase each calendar year and is projected at \$6449.34 per month in the first year, which is an increase of \$951.00 over existing CAM costs.

I have researched industrial rates in the area and found that this lease rate is in the median of price range for similar sites.

Next Actions;

I would like to ask the BOT to authorize you to enter into a 5-year lease agreement with BPAZ Holdings 15, for the property at 10790 W. 50th Ave, for a base rent of \$9109.67 per month plus CAM for the first year and escalating as specified in the agreement to a base rent of \$10,249.76 per month plus CAM for the period of 08-01-2023 thru 07-31-2024.

ADMINISTRATION

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

jeffcolibrary.org



Jefferson County

PUBLIC LIBRARY