

BOARD MEETING

JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

August 15, 2019



Jefferson County
PUBLIC LIBRARY

APPROVAL OF AGENDA

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

ITEM# / ACTION	Thursday, August 15, 2019 – STANDLEY LAKE 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 a) July 25, 2019 Board Meeting Minutes b) Policy Governance Monitoring Reports 2.5 through 2.9 c) Adoption of Reserve Policy
6. Information	<ul style="list-style-type: none"> Foundation Report – Jo Schantz
7. Operational Updates Action as Needed	<ul style="list-style-type: none"> Adelante Presentation Executive Director Update <ul style="list-style-type: none"> Mid-Year Report Q&A Finance and Budget <ul style="list-style-type: none"> Financial Reports Public Services <ul style="list-style-type: none"> Intergovernmental Agreement (IGA – City of Lakewood – Alternative Services - Call 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
11. Action as Needed	Governing Policies <ul style="list-style-type: none"> Addressed in Consent Agenda

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

12. Suggest Agenda Items	BOARD SCHEDULE – NEXT MEETINGS <ul style="list-style-type: none">• 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• October 10 – Study Session – 5:30 pm - Pam Nissler Administration Conference Room• October 14 – All Staff Conference – Denver West Marriott• October 17 – Board Meeting – 5:30 pm – May be rescheduled - Lakewood Library Meeting Room• November 14 – Study Session – 5:30 pm – Pam Nissler Administration Conference Room• November 21 – Board Meeting – 5:30 pm – Lakewood 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



AMENDED AUGUST 9, 2019

TO: Library Board of Trustees

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

DATE: August 8, 2019

RE: Consent Agenda –August 15, 2019

- a) July 25, 2019 Board Meeting Minutes
 - Library Board of Trustees approve the minutes of the July 25, 2019 Board Meeting as presented.
- b) Policy Governance Monitoring Reports
 - Library Board of Trustees accept the Executive Director's interpretation of policies:
 - **2.5 Financial Planning, Budgeting**
 - **2.6 Compensation and Benefits**
 - **2.7 Emergency Executive Director Succession**
 - **2.8 Board Awareness and Support**
 - **2.9 Materials Selection**
- c) Library Fund Reserve Policy
 - Library Board of Trustees adopt the Library Fund Reserve Policy

**Minutes of the Meeting of the
JEFFERSON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
July 25, 2019**

CALL TO ORDER – REGULAR MEETING

The regular meeting of the Jefferson County Public Library Board of Trustees was held in the Pam Nissler Conference Room at Library Administration, on July 25, 2019. Library Board of Trustees Chair, Charles Naumer, called the meeting to order at 5:30 p.m. Other Trustees present: Pam Anderson (Secretary), John Bodnar, Deborah Deal, Brian DeLaet and Jeanne Lomba.

Trustees not present: Kim Johnson

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

APPROVAL OF AGENDA

MOTION: Brian DeLaet moved that the Library Board of Trustees approve the agenda as presented. Seconded by Jeanne Lomba 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: Deborah Deal moved that the Library Board of Trustees approve the items on the consent agenda. Seconded by Brian DeLaet the consent agenda was approved by unanimous vote of all Trustees present.

FOUNDATION REPORT

In response to a question from the Chair, Trustee Deal advised the Board that the grants listed in the Foundation report for general operating support is for the Foundation's bills.

EXECUTIVE TEAM OPERATIONAL UPDATES

Executive Director Update

Donna Walker, Executive Director, provided an update to the Board. The Executive Director noted the Safety, Security and Social Work section of her report and advised the Board that the Library will be adding Narcan (Naloxone) to the AED's. The Library made the decision to add that measure to its life-saving toolkit. Narcan training started yesterday. The Library has received a civil rights complaint. The complainant alleges that he was removed from the library due to his hearing disability and not because of his behavior. In response to questions, the Board was advised that:

- The civil rights issue is a complaint, not a lawsuit
- The civil rights complaint is related to the Arvada Library
- Narcan (Naloxone) is used to reverse opioid overdoses
- The Narcan will be housed in the AED (automated external defibrillator) units.
When the AED units are accessed, an alarm does sound.
- Senate Bill SB227 allows naloxone with AEDs in public settings

Finance and Budget Department

Financial Reports

Barbara Long, Assistant Director of Finance and Budget presented information on the June 2020 financial reports. Property tax revenue for June had not yet posted and there will be an update next month. Investment income trending above budget. The big story is capital funding where you can see the line item for alternative services. Another highlight is that the Edgewater project is officially complete and the final number is in the capital report and the more detailed project report showing a savings of just under \$350,000. This month for the first time there is a project report for the Belmar Library reconstruction project.

In response to questions, the Board was advised that:

- Under the 2018 timeline on the Belmar Library project detail report, there is a typo showing a remaining 2017 budget. That should be the remaining 2018 budget.
- The Library does anticipate spending the remaining amounts in ARM 02, Furniture and Equipment and ARM 03, Computer Replacement Plan.

Edgewater Library Project Closeout

The Board congratulated the library on completing the project and coming in under budget.

Facilities and Construction Projects

Intergovernmental License Agreement Authorization – City of Arvada

Steve Chestnut, Director of Facilities and Construction projects introduced the topic and asked if there were any questions. There were no questions from the Board.

MOTION: Pam Anderson moved that the Library Board of Trustees authorize the Executive Director to sign the License Agreement with the City of Arvada for the exterior space at the Arvada Library. Seconded by John Bodnar the motion passed by unanimous vote of all Trustees present.

Lease Agreement Authorization – Facilities & Foundation Space

Steve Chestnut advised the Board that information regarding the lease agreement was provided at the last Board meeting and in the current Board report. In response to questions, the Board was advised that:

- The lease agreement includes the space for the Library Foundation
- The Library is comfortable with the amount of space
- There is a for lease sign at the location, however, the Library has not made any inquiries and does not have information on what space may be available.
- The new owner purchased the building in January and the Library is comfortable with the new owner.
- The cost per square foot is \$8.15.
- The common area maintenance (CAM) cost is noted in the reports and can increase or decrease every month based on the maintenance performed.
- The Library agrees that moving to another building would cost more.

The Chair noted that as the Board discussed last month, the five year term of the lease agreement fits well with the long term master facilities plan.

MOTION: Brian DeLaet moved that the Library Board of Trustees authorize the Executive Director to sign the 5-year lease agreement with BPAZ Holdings 15, for the property at 10790 W. 50th Avenue. Seconded by Pam Anderson the motion passed by unanimous vote of all Trustees present.

Library Service Center (LSC) Garage Authorization

Steve Chestnut addressed the Board and introduced the topic. In response to questions, the Board was advised that:

- The Trustee is correct that this is the Library Service Center (LSC) located on 38th avenue.
- The Trustee is correct that several years ago a portion of the LSC did have to be removed because it was not structurally sound.
- The proposed garage will address staff safety issues related to loading and unloading materials and will protect those materials. The loading and unloading area is on the

north side of the building and is subject to ice and snow buildup. The garage would significantly reduce the possibility of injury to staff and damage to materials.

- The Library is comfortable with the solution to construct a pre-engineered steel garage.
- The significant cost differences in the RFP responses were related to a vendor proposing to build a wall out of block, breaking the thermal envelope on the building, installing fire systems and other items the Library did not believe a necessary or financially wise investment to make in the building.
- The pre-engineered steel structure may not be especially esthetically pleasing. The proposal for an esthetically pleasing structure was \$500,000 and not a wise investment. The Library will make every effort to select a finish that is as esthetically pleasing as possible.
- The Library is not sure what is meant by whether or not the garage will be “bolted down”. The garage will be solidly constructed. For example, the Edgewater Library is a pre-manufactured steel structure. The Library is comfortable with the selected vendor.
- The pre-manufactured steel structure’s useful life is 20 years.
- During construction, loading and unloading will take place through the front doors.
- Construction should start in 6 weeks and be completed before winter. The RFP required that the structure be completed before the end of the year.
- The original project budget was \$160,000 and the recommendation is to increase that budget by \$9,531.

MOTION: Pam Anderson moved that the Library Board of Trustees authorize the Executive Director to sign the contract with DSRW Enterprises Inc. dba, Calahan Construction Services, to build a pre-engineered steel structure as specified in RFP 19-05, in the amount of \$169,531. Seconded by John Bodnar the motion passed by unanimous vote of all Trustees present.

Belmar Library Reconstruction Phase II Authorization

Steve Chestnut introduced the topic and advised the Board that with the completion of design and development, phase I of the contract is now completed. The next phase of the Fransen Pittman contract is phase II construction and permitting.

Trustee Lomba noted that she is uncomfortable with the \$7 million for a building that is not in disrepair and whether or not three bathrooms were needed. She further stated that she does not care about the site work, but wants to cut down the inside and wanted to know what caused it to go from \$6.7 to \$7.0 million. She noted that if we need to build a new library because we cannot find a structure we might need the funds.

The Chair noted that the Board has discussed this before. Trustee DeLaet noted we are reconfiguring the grounds and there is demo involved. Trustee Anderson noted that the cost escalation of \$300,000 was relatively low for the size of the project and she was not surprised at the amount. Trustee Bodnar noted that he feels like we have busted the budget – giving too much credit to the community and sight lines and that we are changing the entrance, moving the door again and that while we are so far down the line on this project he still does not support the increase in costs.

In response to questions, the Board was advised that:

- There is a lot of site work not because it is in disrepair but because it is a safety issue.
- The redesign to move the bathrooms is also a safety factor. Patrons indicated they were not comfortable with the layout of the library. The Library does believe that three bathrooms are necessary.
- The cost escalation in materials, design, wood and labor is driving the increase.
- The Library did a comparison with Columbine and what it would cost today. Those costs would exceed Belmar.
- The Library is below the national average per square foot for libraries. The American Library Association looked at 30-40 structures and the average cost per square foot was around \$292. The Belmar project is at \$157 per square foot. The Library is taking extraordinary measures to keep our costs down.
- The Belmar Library was built in 2000 and has never been remodeled. There has been some paint and carpet work done. There is mismatched carpet.
- The Library has held off on infrastructure issues at Belmar. It is less expensive to do all the work at the same time.
- The Library did present information to the Board on the expected increase in costs and the factors involved in the increase at the January Study Session and Board meeting.
- The Library did look at a phased approach to the project and it determined that phasing would escalate costs and was more expensive.
- The requested transfer will not increase the overall capital project budget – it is moving the savings from Edgewater to Belmar and the bottom line of the library capital budget will be the same.

The Chair noted that we are pretty far down the line on this project and that these are expensive endeavors. Trustee Anderson noted that there has been a lot of due diligence done by the Library. The demands of that facility and the population that utilizes it warrants this remodel. The community places demands on this facility including when it is used for elections. The escalation in costs as projected by State economists are not going down. We may need to look at our 5-year plan to see how these cost increases will impact our future plans. Typically what happens when you have that robust vision from the

community and the active input from the community, I believe we will be glad we did this.

MOTION: Pam Anderson moved that the Library Board of Trustees authorize the Executive Director to sign the notice to proceed with Phase II of the Fransen Pittman contract in the amount of \$4,630,253 and to authorize a budget transfer of \$270,000 from the Edgewater Library project to the Belmar reconstruction project. Seconded by Brian DeLaet the motion passed by majority vote of all Trustees present with John Bodnar and Jeanne Lomba voting against the motion.

Information Technology

Belmar Library Sorter Contract Authorization

Bernadette Berger, Director of Information Technology, addressed the Board and introduced the topic. In response to questions, the Board was advised that:

- The Library breaks out the contract separately but the budget for this is included in the Belmar project budget.
- What is exciting and new about this sorter is that it provides a drop and go system – patrons do not have to feed materials through one at a time. The other factor with this system is it will be under warranty and is locally supportable.
- This is a different vendor. Before the Library issued the RFP, we did an evaluation of the existing vendors to see if we could stick with the one of the two. It was the staff's determination that it would be best practice and in the best interest of the Library to issue another RFP.
- There will be local support personnel housed in Denver and our facilities staff can purchase parts locally (from Granger).
- RFID Library Solutions is not a new company. They did not respond to our last RFP because they could not take on any additional orders at the time.
- The Columbine sorter has not performed up to the standard we were promised.

MOTION: John Bodnar moved that the Library Board of Trustees authorize the Executive Director to sign the contract with RFID Library Solutions, Inc. to provide an Automated Materials handling System for the Belmar Reconstruction project in the amount of \$259,640. Seconded by Deborah Deal the motion passed by unanimous vote of all Trustees present.

Public Services

Baker & Taylor Value Added Services Contract Renewal Authorization

Julianne Rist, Director of Libraries addressed the Board and asked if there were any questions. In response to a question, the Board was advised that the Collections staff evaluate the service to make sure the vendor is meeting expectations including the

product turnaround time. Each Library division has a process of evaluating vendor services and if they are not meeting expectations, the contract is not renewed and the Library issues RFPs. There have been two vendors recently where the Library declined to renew the contracts (Janitorial and Security Services) and issued RFPs for those services.

MOTION: John Bodnar moved that the Library Board of Trustees authorize the Executive Director to renew the contract with Baker & Taylor for print materials in the amount of \$6,500,000. Seconded by Jeanne Lomba the motion passed by unanimous vote of all Trustees present.

Ebsco Subscription Services Contract Renewal Authorization

Julianne Rist introduced the topic. In response to a question, the Board was advised that the Library's Collections division has a selection committee that looks at all the magazines and the usage in determining what magazines to purchase.

MOTION: Jeanne Lomba moved that the Library Board of Trustees authorize the Executive Director to renew the contract with Ebsco for subscription services in the amount not to exceed \$200,000. Seconded by Pam Anderson the motion passed by unanimous vote of all Trustees present.

ITEMS REMOVED FROM THE CONSENT AGENDA

No items were removed from the consent agenda.

EMERGING ISSUES

The Chair advised the Board that information about the Urban Libraries Conference is in the Executive Directors report. Communications will be sent out that we may need to reschedule the October Board meeting. In response to a question, the Executive Director advised the Board that libraries send their executive teams and trustees to this conference. It is a more intimate environment in terms of learning with a focus on something that is trending in libraries or introducing a new national initiative. Where other conferences may have thousands of people, this conference is smaller, with a few hundred attending.

Trustee DeLaet addressed the Board and noted that he was unhappy that a communication went out with his name on it but he had not checked his email and the response had already gone out. He noted that he would appreciate a call if a communication were going out under his name.

BOARD SCHEDULE – NEXT MEETINGS

- 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
- September 19-21 – Colorado Association of Libraries 2019 Conference (CALCON) – Embassy Suites, Loveland
- October 10 – Study Session – 5:30 pm Pam Nissler Administration Conference Room
- October 14 – All Staff Conference
- October 16-18 – Urban Libraries Council 2019 Forum – Salt Lake City
- October 17 – Board Meeting – May need to reschedule - 5:30 pm Lakewood Library Meeting Room

ANNOUNCEMENTS/GENERAL INFORMATION SHARING

Trustee DeLaet advised the Board that it has been a pleasure to be part of this Board and that he will not be reapplying to serve on the Board when his term is up September 30. It has been an honor and privilege to serve for the last 9 years.

Trustee Deal advised the Board that she would not reapply as well.

ADJOURNMENT

The Board meeting was adjourned at 6:38 pm.

Pam Anderson, Secretary

FOUNDATION REPORT

JEFFERSON COUNTY LIBRARY FOUNDATION
EXECUTIVE DIRECTOR REPORT
AUGUST 2019 (July 19 – August 14)
By Jo Schantz, MNM, CFRE

1. Recent Special Events and Activities

35TH ANNUAL ROCKY MOUNTAIN BOOK AND PAPER FAIR

Friday and Saturday, August 2/3, at the Denver Mart, 451 58th Avenue in Denver
Free admission for our Friends of the Library!

RAISE A READER

Saturday, August 10, at the **Colorado Railroad Museum in Golden**

This event will help JCPL promote the **1,000 Books Before Kindergarten** pre-reading program and will also emphasize the importance of **reading, talking, singing, writing and playing with young children as part of their literacy development.**

Sponsored by: Coors On Tap Credit Union

2. News, Meetings and Networking

It was my pleasure to attend several of JCPL's Saturday special events that were held during this past month:

- The **ribbon-cutting ceremony** for the new **Discover Together: Outdoor Adventure Space** at Standley Lake Library (July 20)
- The **open house** and celebration breakfast for the **Family Place Library™** at the Edgewater Library (July 27)
- And the **Raise A Reader** day-long early literacy event held at the Colorado Railroad Museum in Golden on August 10

In addition, JCLF hosted its annual **Volunteer Appreciation Luncheon** on Saturday, July 26, at the Goosetown Event Center in Golden. This year's luncheon took on a French theme, and nearly 70 guests were entertained by live accordion music (courtesy of musician Alicia Baker) and treated to a buffet lunch with desserts of petits fours, cream puffs and eclairs -- *absolument délicieux!*

The Foundation also singled out key volunteers who were paid special tribute during a brief awards ceremony after the luncheon. These awards and honorees included:

- Volunteer Leadership Award – Tyrenny Hidy
- 2019 Volunteer of the Year – Tom and Donna Kelly
- The Elena Joyce Grissom Lifetime Achievement Award – Deborah Deal

On Tuesday, July 23, **JCLF Office Coordinator Nina Gomez** and I were invited to tour Camp George West facilities in Golden, and we also had lunch with staff in the Camp's cafeteria. Each year, we rely on a team of offenders from Camp George West to help us set up our fall and spring Whale of a Used Book Sales. I am sad to say that Nina recently submitted her resignation to me, and her last day with JCLF will be Friday, August 9. Nina has accepted a position in the IT department at Arapahoe Community College. I have posted her job position and will begin conducting interviews within the next two weeks.

I was pleased to invite **Kristin Grace, real estate development coordinator from The Opus Group**, for a site visit at the Foundation office/warehouse complex on Aug. 2. Kristin and 10 of her colleagues are volunteering for our fall Whale of a Used Book Sale, and Kirstin herself is assisting me by endorsing a grant proposal to the **Opus Foundation**. This Foundation's focus is on Early Childhood Literacy.

JCPL Executive Director **Donna Walker** and I met for our monthly lunch meeting on Monday, July 29. **Board member Tim Rogers** and I met on July 31 to review and discuss a needs-assessment for our Foundation's physical office and warehouse space. Tim will be reporting in his findings to the Board at the September meeting.

I was invited to attend a grants workshop for prospective grantees hosted by the **Junior League of Denver** on August 1. Later that day, I met with **major donor and Legacy Chapter member, Maurice Chaffee**, at the Belmar Library. I interviewed Maurice for a story that will be printed in the fall issue of our *Footnotes* newsletter.

That first week in August, I met with **Tami Bandimere (Bandimere Speedway)** along with **Michelle Davis and Jeff Lamontagne (Friends of Dinosaur Ridge)** to further discuss a joint fundraising event preliminarily slated for mid-August 2020. The fundraiser would take place on the grounds of Bandimere Speedway, and could include vendor/sponsor booths, food trucks, games for children and families, plus access to the go-karts at Bandimere and admission to the Fast & Quick 16 drag races and Junior drag races occurring at the speedway. Proceeds from the event would be split between JCLF, Dinosaur Ridge and Bandimere's Race to Read program. Discussions will continue in the coming months to determine if this is a viable and profitable event for all parties involved.

On August 5th I invited long-time JCLF supporter **Beth Kalstein (Frederick Fish Foundation)** to join me for breakfast and to thank her and the Frederick Fish Foundation for their continuing support of JCLF. Later that same day, our **Working Group** committee convened to discuss the draft MOU between the Foundation and the Library.

On Tuesday, August 13, I had a lunch meeting with **Jo Bryant**, former JCLF executive director. Jo and I are working together to identify additional prospects for major gifts and for the *Legacy Chapter* planned giving initiative.

JCLF was glad to host the quarterly meeting of **Development Directors for Colorado Public Libraries** at Columbine Library. The lunch meeting on Aug. 14 was preceded by a tour of Columbine Library.

3. Grants and Sponsorships Update

Pending:

- Theda & Tamblin Clark Smith Family Foundation -- \$5,000 general operating support
- Virginia Hill Foundation -- \$5,000 general operating support
- Hewit Family Foundation -- \$20,000 general operating support
- Sunflower Bank -- \$1,500 EPIC STEM challenge
- McInnes Charitable Trust -- \$10,000 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
- BOK Financial Foundation -- \$5,000 for Babies First Books
- Vicksman Charitable Trust -- \$5,000 (\$2,500 for **1,000 Books** and \$2,500 for Babies First Books)
- Schramm Foundation -- \$5,000 general operating support
- The Denver Foundation -- \$5,000 (\$2,500 for **1,000 Books** and \$2,500 for Babies First Books)
- Believe in Reading Foundation -- \$5,000 (\$2,500 for **1,000 Books** and \$2,500 for Babies First Books)

Currently JCLF has more than \$97,000 pending in grant requests.

Grants denied:

- The Collier Foundation -- \$5,000 Early Childhood Literacy
- Express Scripts Foundation -- \$5,000 for fall Whale of a Used Book Sale sponsorship

Operational Updates

Executive Director Update

August 2019 EXECUTIVE DIRECTOR REPORT

Strategy and Planning:

- 2020 Strategic Planning continues: initiatives identified; short-term targets drafted
- Recruitment for new director of Strategy and Engagement ongoing

Facilities

Steve Chestnut, director of Facilities and Construction, applied for and was awarded funding for our Electric Vehicle Charging Station for Belmar Library by the Regional Air Quality Council as part of the Charge Ahead Colorado initiative. Maximum amount of the award is \$18,000 with a \$4500 required match.

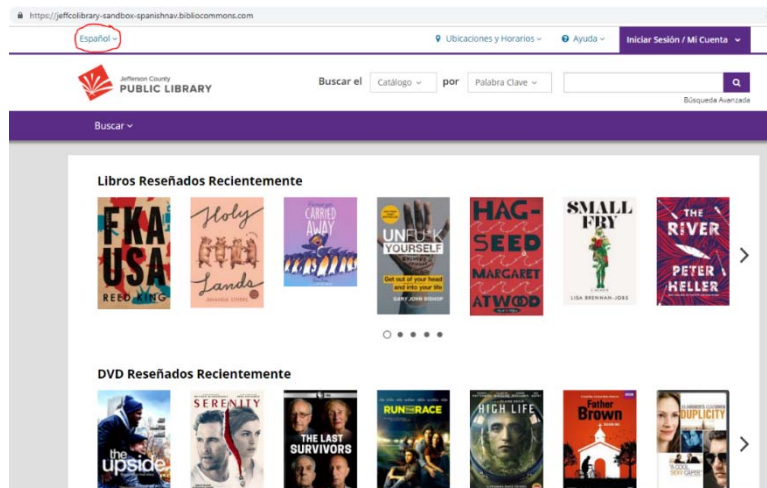
Replacement of Standley Lake Library clerestory roof panels capital project is delayed due to quotes exceeding our budget by a factor of six. Alternate solutions are being investigated.

Community Engagement

Lizzie Gall, assistant director of Library Experience, **Cindy Matthews**, Promotions and Marketing manager, **Rich Furlong** and **Julia Patrick**, Digital Marketing specialists, will attend the OrangeBoy conference in Ohio. OrangeBoy is our vendor for gathering data on customer use of the library to help guide decisions on service and marketing.

JCPL Service Highlights

Spanish Language Catalog: We are excited to announce that our catalog will be available in Spanish starting August 20. This will give our Spanish speaking patrons the ability to search, place holds, browse and manage their accounts entirely in Spanish - ¡que maravilloso!



It is important to note that this change will only affect our catalog - the rest of the website (including events) will continue to be in English, with a Google translate widget in the bottom right corner of the screen. Catalog records themselves will stay in their original language.

Collection of Materials for All: A patron at the Golden Library, who is blind, was thrilled to find some braille books on our shelves so that he could read to his grandson. He and his wife are pretty new to the Golden area, but they are avid library users and they think we have a wonderful library.



Sharing stories in Braille

Harry Potter's Birthday Celebrations all across JCPL: Golden Library's celebration saw over 200 people even though it was competing with Buffalo Bill Days. Arvada Library's celebration had 165 participants.



Making polyjuice potion with Professor Beth

Patron Impact Statements:

- "I love Harry Potter and I love this!"
- "I wish I could do this every day!"
- "We had so much fun! Thank you for doing this!"
- "This is the best thing I have ever seen!"

Staff were attentive, helpful, and having fun...The librarian was working the room, smiling, friendly, enthusiastic, and making sure everyone of every age in attendance was enjoying the program and all its offerings thoroughly! ...I wanted to be sure you knew what a great event it was, and that it was very appreciated and enjoyed! Thanks for all you do everyday!

SUMMARY OF EXECUTIVE DIRECTOR COMMUNITY ACTIVITIES, August 2019

ACTIVITY	PURPOSE	IMPACT
Visit the Taylor Street Little Italy Branch Library Chicago	See the joint-use concept firsthand.	Increased understanding in when a project makes sense for a community and how we might think bigger for South County services.
Working Group meeting, Library Foundation and Library Trustees	Review draft Memo of Understanding (MOU).	Progress was made on the majority of new concepts.
Raise a Reader Signature Event <i>Scheduled for August 10th</i>	Celebrate and promote early literacy with Jeffco families.	
Lunch with HJ Stalf, Edgewater City Manager <i>Scheduled for August 19th</i>	Relationship maintenance.	
Meeting with Rebecca Winning, consultant <i>Scheduled for August 19th</i>	Proposed contract work for Belmar naming solicitations.	
Tour Porchlight Family Justice Center <i>Scheduled for August 20th</i>	Assess the space before renovation to determine possibilities for library engagement.	
Jeffco EDC Board of Governors meeting <i>Scheduled for August 21st</i>	Maintain connection with this community entity.	
West Metro Chamber of Commerce Board of Director meeting <i>Scheduled for August 22nd</i>	Participate as a Board member. Promote library services to business and non-profit community.	
Meeting with Jo Schantz, Executive Director, Library Foundation	Relationship building.	



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

[Raise a Reader Festival](#), **Saturday, August 10th 10 a.m. – 4 p.m. at the Colorado Railroad Museum.** Enjoy free admittance and train rides, interact with your favorite storybook characters, dance and sing to live music! The whole family can visit the train museum and will enjoy this free festival as we raise readers with fun, hands-on activities. Lunch available for purchase from on-site food trucks. **Registration is now full at 1900!**

[Introduction to Fantasy Football](#): **Sunday, August 25th, 1-3 p.m.** Arvada Library. Are you ready for some football!? The NFL season is just around the corner, which means it's time for fantasy football! If you've never played, it's time to learn how.

[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. **Requesting final decision by August 15th** to facilitate planning calendar.

Operational Updates

Finance and Budget Department

memorandum

to: Donna Walker, Executive Director
from: Barbara Long, Assistant Director for Finance & Budget
re: Finance Monthly Report
Date: August 6, 2019

A. Budget to Actual Tables

The Budget to Actual Tables for July 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: August 13, 2019

A. Budget to Actual Tables

The Budget to Actual Tables for July are attached. The tables show property tax receipts through June, which represents the bulk of 2019 revenue.

Year-to-date (YTD), the Library received funding of \$121,553 from the Library Foundation in July. The Library Foundation also directly purchased \$1,000 in Summer Reading prizes, resulting in total support from the Foundation of \$122,553 YTD. In-kind support provided to the Foundation by the Library through the end of July is valued at \$41,816 (Ratio of 2.93:1).

July's capital statements do not yet show the budget transfer from the Edgewater Library project to the Belmar reconstruction which the Board approved last month. This transfer will post in August. The detailed project statement for Belmar is included with July's financial statements.

Operating expenses are on track for this time of year. Expenses for summer reading programs are included in the operating statement in the "Other Services and Charges" line. More will continue to come in over the next month.

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 7/31/2019	\$ 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	\$ 38,972,417	\$ (1,456,113)	-4%
Property Tax - Capital	1,673,653	1,655,348	1,949,693	1,835,503	(114,190)	-6%
Total Taxes	\$ 37,287,492	\$ 36,846,753	\$ 42,378,223	\$ 40,807,920	\$ (1,570,303)	-4%
Federal & State Grants	\$ 133,000	\$ 130,042	\$ 130,000	\$ 128,084	\$ (1,916)	-1%
Fines & Fees	530,850	495,864	492,731	274,016	(218,715)	-44%
Other Revenue	329,400	924,514	495,000	674,873	179,873	36%
Total Other Revenues	\$ 993,250	\$ 1,550,420	\$ 1,117,731	\$ 1,076,973	\$ (40,758)	-4%
Sub Total Revenues	\$ 38,280,742	\$ 38,397,173	\$ 43,495,954	\$ 41,884,893	\$ (1,611,061)	-4%
Fund Balance Activity						
Transfer from FB - Capital Projects	3,946,044		3,248,054	-		NA
Transfer to Fund Balance	-	1,365,309	-	21,590,189		NA
Total Sources of Funds	\$ 42,226,786	\$ 37,031,864	\$ 46,744,008	\$ 20,294,704		
Uses of Funds						
Operating Expenditures						
Salaries & Employee Benefits						
Salaries	\$ 13,566,138	\$ 13,365,746	\$ 14,766,591	\$ 7,876,591	\$ (6,890,000)	-47%
Benefits	4,213,500	3,988,172	4,818,086	2,417,474	(2,400,612)	-50%
Total Salaries & Benefits	\$ 17,779,638	\$ 17,353,918	\$ 19,584,677	\$ 10,294,064	\$ (9,290,613)	-47%
Library Books & Materials	\$ 8,273,586	\$ 8,170,418	\$ 8,139,065	\$ 4,743,780	\$ (3,395,285)	-42%
Supplies	1,470,059	1,283,607	1,587,418	740,762	(846,656)	-53%
Vehicles	140,000	104,805	-	-	-	NA
Other Services & Charges	4,840,532	3,407,329	4,400,112	2,274,024	(2,126,088)	-48%
Internal Transactions /Cost Allocation	1,748,514	1,776,357	1,886,026	1,397,499	(488,527)	-26%
Total Operating Expenditures	\$ 34,252,329	\$ 32,096,434	\$ 35,597,298	\$ 19,450,129	\$ (16,147,169)	-45%
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	\$ 9,698,278	\$ 765,397	\$ (8,932,881)	-92%
Total Uses of Funds	\$ 42,226,786	\$ 37,031,864	\$ 46,744,008	\$ 20,294,704	\$ (26,449,304)	-57%

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

	2018 Amended Budget	2018 Actual	2019 Amended Budget	YTD Actual 7/31/2019	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	\$ 40,049,390	\$ 41,772,286
Capital Funding	1,673,653	1,655,348	1,949,693	1,835,503	1,949,693
Total Revenues	\$ 38,280,742	\$ 38,397,173	\$ 43,495,954	\$ 41,884,893	\$ 43,721,978
Expenditures					
Operating Expenditures	\$ 34,252,329	\$ 32,096,434	\$ 35,597,298	\$ 19,450,129	\$ 35,655,016
Debt Service	1,486,667	1,486,667	1,448,432	79,179	1,448,432
Capital Projects	6,487,790	3,448,762	9,698,278	765,397	9,348,506
Total Expenditures	\$ 42,226,786	\$ 37,031,864	\$ 46,744,008	\$ 20,294,704	\$ 46,451,954
Increase/(Decrease) in Fund Balance	\$ (3,946,044)	\$ 1,365,309	\$ (3,248,054)	\$ 21,590,189	\$ (2,729,976)
Ending Fund Balance	\$ 13,545,924	\$ 19,529,543	\$ 14,916,180	\$ 41,119,732	\$ 16,799,567

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 7/31/2019	Projected Year-End 2019	Variance 2019 Budget
Sources of Funds						
Revenues						
Taxes						
Property Taxes	\$ 35,518,639	\$ 35,130,173	\$ 41,376,815	\$ 38,953,457	\$ 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	18,960	23,330	-
Total Taxes	\$ 35,613,839	\$ 35,191,405	\$ 40,428,530	\$ 38,972,417	\$ 40,428,530	\$ -
Federal & State Grants	\$ 133,000	\$ 130,042	\$ 130,000	\$ 128,084	\$ 128,084	\$ (1,916)
Library Fines	395,800	367,082	365,000	201,690	345,000	(20,000)
Charges for Services	135,050	128,782	127,731	72,326	127,731	-
Investment Income	241,400	592,860	322,000	467,254	500,000	178,000
Library Foundation	30,000	188,415	85,000	121,553	135,053	50,053
E Rate Revenue	58,000	107,068	88,000	71,888	92,888	4,888
Other Revenue	-	36,170	-	14,179	15,000	15,000
Total Revenues	\$ 36,607,089	\$ 36,741,825	\$ 41,546,261	\$ 40,049,390	\$ 41,772,286	\$ 226,024
Uses of Funds						
Operating Expenditures						
Salaries & Employee Benefits						
Salaries	\$ 12,268,624	\$ 11,373,583	\$ 13,872,155	\$ 6,824,187	\$ 13,872,155	\$ -
Awards & Bonuses	120,000	-	125,000	-	125,000	-
Termination Pay	-	158,188	-	38,991	-	-
Temporary Salaries	2,063,934	1,832,115	2,080,360	1,011,341	2,080,360	-
Overtime	14,130	1,860	7,130	2,072	7,130	-
Vacancy Savings	(900,550)	-	(1,318,054)	-	(1,318,054)	-
Benefits	4,213,500	3,988,172	4,818,086	2,417,474	4,818,086	-
Total Salaries & Benefits	\$ 17,779,638	\$ 17,353,918	\$ 19,584,677	\$ 10,294,064	\$ 19,584,677	\$ -
Library Books & Materials	\$ 6,907,000	\$ 6,859,918	\$ 6,768,000	\$ 3,578,626	\$ 6,768,000	\$ -
Library Computer Materials	1,234,706	1,176,240	1,173,185	1,045,687	1,173,185	-
Library Periodicals	131,880	134,260	197,880	119,466	197,880	-
Sub-Total Library Collections	8,273,586	8,170,418	8,139,065	4,743,780	8,139,065	-
Supplies	\$ 1,470,059	\$ 1,283,607	\$ 1,587,418	\$ 740,762	\$ 1,587,418	\$ -
Other Services & Charges	4,840,532	3,407,329	4,400,112	2,274,024	4,400,112	-
Vehicles	140,000	104,805	-	-	-	-
Direct Internal Charges	140,762	173,788	196,182	80,926	162,000	(34,182)
Indirect Cost Allocation	929,085	929,085	1,067,744	618,645	1,067,744	-
Intra County Transactions	678,667	673,484	622,100	697,927	714,000	91,900
Total Supplies and Other	\$ 16,472,691	\$ 14,742,517	\$ 16,012,621	\$ 9,156,065	\$ 16,070,339	\$ 57,718
Total Uses of Funds	\$ 34,252,329	\$ 32,096,434	\$ 35,597,298	\$ 19,450,129	\$ 35,655,016	\$ 57,718

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 7/31/2019	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 7/31/2019	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	\$ 1,835,503	\$ 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	\$ 1,835,503	\$ 5,197,747	\$ -
Uses of Funds							
Annual Replacement & Maintenance Program (ARM) and Recurring Projects							
ARM-01 Capital Maintenance	\$ 370,000	\$ 348,088	\$ 200,000	\$ 229,559	\$ 121,332	\$ 229,559	\$ -
ARM-02 Furniture & Equipment	36,000	17,724	36,000	36,000	14,771	36,000	-
ARM-03 Computer Replacement Plan	250,000	163,168	250,000	250,000	74,645	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	57,383	200,000	-
Alternative Services	-	-	-	250,000	113,155	250,000	-
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	-	488,947	139,175	139,175	349,772
18-01 Belmar Library Remodel	350,000	96,194	6,423,500	6,677,307	241,629	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	\$ 9,698,278	\$ 765,397	\$ 9,348,506	\$ 349,772

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 7/31/19	YTD Encumbrances 7/31/19	YTD Total Actual + Enc	Remaining Budget
ARM-01 Capital Maintenance	\$ 229,559	\$ 121,332	\$ 84,395	\$ 205,727	\$ 23,832
ARM-02 Furniture & Equipment	36,000	14,771	-	14,771	21,229
ARM-03 Computer Replacement Plan	250,000	74,645	40,396	115,041	134,959
ARM-04 Book Sorter Replacement	250,000	-	-	-	250,000
ARM-05 IT Infrastructure Replacement	200,000	57,383	114,225	171,608	28,392
Library Alternative Services	250,000	113,155	128,185	241,340	8,660
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	488,947	139,175	-	139,175	349,772
18-01 Belmar Library Remodel	6,677,307	241,629	618,296	859,925	5,817,382
19-03 South County Library	350,000	-	-	-	350,000
Total Capital Projects	\$ 9,698,278	\$ 765,397	\$ 985,497	\$ 1,750,894	\$ 7,947,384

Belmar Library Renovation Project to Date - Budget to Actual

July 31, 2019

Project Description

JCPL is rennovating the Belmar Library to reflect new trends in library service, make better use of available space, increase safety for patrons and library staff and to update furnishings and fixtures. The Belmar Library first opened in 2000 and was last updated in 2007.

Project Budget

\$350,000	2018 Phase I Planning Budget
6,423,500	2019 Original Project Budget
270,000	2019 Additional funding, approved 7/25/19
<u>\$7,043,500</u>	Total Project Budget

2018 Timeline

\$350,000	2018 Budget
<u>\$96,194</u>	2018 Actual
<u>\$253,806</u>	Remaining 2018 Budget

2019 Timeline

\$6,423,500	Board of Trustee approved the 2019 Budget in December, 2018
\$253,806	Board of Trustees approved \$253,806 in project carryover at the Feb 14, 2019 Board Mtg.
\$270,000	Additional funding approved at the July 25, 2019 Board Meeting
\$6,947,306	2019 Project Budget
<u>241,629</u>	2019 Actual Expenses
<u>\$6,705,677</u>	Remaining 2019 Budget

Belmar Library Renovation Project
Project - Budget to Actual
Inception-to-Date
July 31, 2019

	Design & Engineering	Owner's Requirements (Rep)	Construction	Survey, Testing, Permits	FFE	Technology	Contingencies & Escalation	Total
Budget	\$ 750,985	\$ 220,000	\$ 4,648,200	\$ 40,000	\$ 738,000	\$ 375,174	\$ 271,141	\$ 7,043,500
Revised Budget	\$ 750,985	\$ 220,000	\$ 4,648,200	\$ 40,000	\$ 738,000	\$ 375,174	\$ 271,141	\$ 7,043,500
2018 Actual								
Nov		22,146						22,146
Dec	49,400	24,648						74,048
Total 2018	49,400	46,794	-	-	-	-	-	96,194
2019 Actual								
Jan								-
Feb	32,805	19,808						52,613
March								-
April	32,382	9,829						42,211
May	33,078	9,904		4,190				47,172
June								-
July	86,833	12,500		300				99,633
August								
Total 2019	185,098	52,041	-	4,490	-	-	-	241,629
Total Expenditures	234,498	98,835	-	4,490	-	-	-	337,823
Remaining Budget	\$ 516,487	\$ 121,166	\$ 4,648,200	\$ 35,510	\$ 738,000	\$ 375,174	\$ 271,141	\$ 6,705,677

Operational Updates

Public Services

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: August 6, 2019

RE: Belmar Library Intergovernmental Agreement with the City of Lakewood

History of Contract: Alternative Service for Belmar Library During Construction

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. At the May 16 Board of Trustees meeting, the Board took action to authorize the Executive Director to sign a contract with D-Tech International USA for a HoldIT locker system and a LendIT vending system to provide alternative services to our patrons.

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. Utilizing lockers and vending system also ensures that the money invested in alternative services at Belmar would continue to serve the residents of Jefferson County after the construction is complete. 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 library met with the City of Lakewood several times during the research and development phase of the project to discuss collocating services at the City of Lakewood offices. After review by both sides, it was determined that the needs and aims of both entities would be met by an agreement which allowed JCPL to place their alternative delivery systems within the City of Lakewood property for a duration of 6-8 months beginning in October 2019.

Attorneys for the City of Lakewood have drafted an Intergovernmental Agreement, and it has been reviewed by the attorney for Jefferson County.

Total Cost:

There are no additional costs to the library related to the agreement

Next Actions:

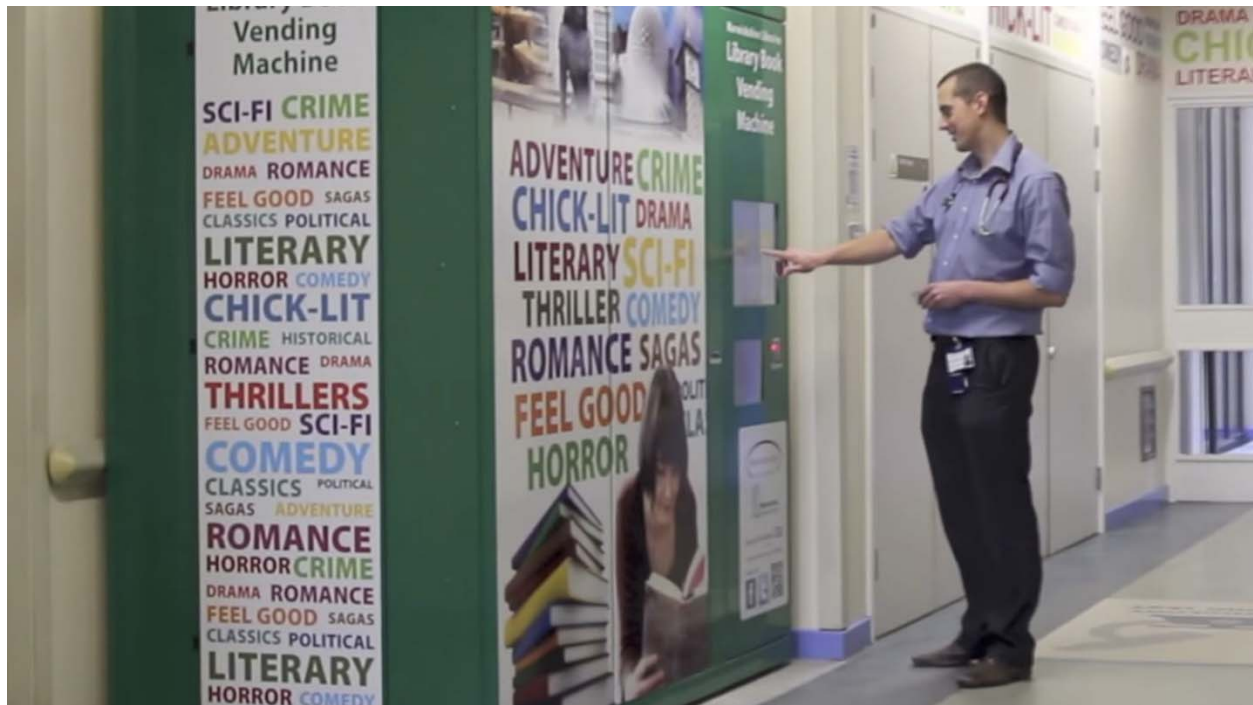
We recommend the Board of Trustees authorize the Executive Director to enter into an Intergovernmental Agreement with the City of Lakewood to place the alternative delivery systems within the City of Lakewood property for a duration of 6-8 months.

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

jeffcolibrary.org



Jefferson County
PUBLIC LIBRARY



**INTERGOVERNMENTAL AGREEMENT NO. 4649 BETWEEN THE CITY OF LAKEWOOD,
COLORADO, AND JEFFERSON COUNTY PUBLIC LIBRARY REGARDING INSTALLATION
OF LOCKER AND VENDING SYSTEMS AT THE LAKEWOOD CIVIC CENTER**

THIS INTERGOVERNMENTAL AGREEMENT NO. 4649 ("IGA") is made and entered into this ____ day of _____, 2019, (the "Effective Date") by and between the **JEFFERSON COUNTY PUBLIC LIBRARY** ("JCPL"), and the **CITY OF LAKEWOOD**, Colorado (the "City").

WHEREAS, JCPL is a public library operating pursuant to the Colorado Library Law, C.R.S. §§ 24-90-201, *et seq.*, whose principal business address is 10200 West 20th Avenue, Lakewood, Colorado 80215;

WHEREAS, the City is a Colorado home rule municipal corporation whose principal business address is 480 South Allison Parkway, Lakewood, Colorado 80226;

WHEREAS, JCPL is undertaking a major redesign of the Belmar Library, located at 555 South Allison Parkway in Lakewood, Colorado (the "Library"), which will be closed to the public for approximately six months while under construction;

WHEREAS, JCPL desires to install at the Lakewood Civic Center certain locker and vending systems as identified in Exhibit A, attached hereto and incorporated herein by this reference (the "Project"), to provide the public with access to Library resources during the closure;

WHEREAS, JCPL and the City are authorized and empowered under C.R.S. §§ 29-1-201, *et seq.*, to enter into intergovernmental agreement to provide any function, service or facility lawfully authorized to each; and

WHEREAS, the parties desire to enter into this IGA to establish the rights and obligations of the parties with respect to the Project.

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, the sufficiency of which is expressly acknowledged, the parties hereby agree as follows:

I. DESCRIPTION OF PROJECT

- A. PROJECT INSTALLATION CONTRACTOR. JCPL has selected D-Tech International USA (the "Contractor") to provide and install the Project.
- B. LOCATION(S). The Project will be located within the Lakewood Civic Center parking garage, located at 480 S. Allison Pkwy. (the "Civic Center"), at the site(s) set forth in Exhibit B, attached hereto and incorporated herein by this reference.
- C. RESPONSIBILITIES OF THE PARTIES.
 1. JCPL.
 - a. JCPL is responsible for installation of the Project including maintenance, repair or replacement of any portion of the Project as needed.
 - b. JCPL shall timely address any vandalism or property damage to the Project and any damage resulting from electrical surges.
 - c. JCPL is responsible for installation of signage in coordination with the City and as approved by the Lakewood Police Department, as well as the maintenance, repair or replacement of such signage.

- b. JCPL shall ensure the Project displays owner and contact information for any malfunctions or damage.
2. The City.
 - a. The City shall dedicate three (3) existing parking spaces to the Project, as set forth in Exhibit B attached hereto and incorporated herein by this reference. One such parking space shall be dedicated to the Project and two (2) parking spaces directly in front of the Project shall be reserved for customers. The City shall place one or more signs limiting parking in the two (2) customer parking spaces to ten (10) minutes.
 - b. The City shall provide electrical service to, and appropriate lighting for, the Project.

II. PERFORMANCE

A. REPRESENTATIONS; PROSECUTION OF PROJECT.

1. JCPL represents that the Contractor has the requisite authority, capacity, experience and expertise to install the Project in compliance with the provisions of this IGA and all applicable laws.
2. JCPL shall require the Contractor to use its best efforts, skill, judgment and abilities to perform all work to install the Project in a professional and workmanlike manner, free of material error.

- B. LICENSES AND PERMITS. JCPL shall ensure that the Contractor obtains all licenses and permits required to install the Project, including a City contractor's registration and/or a City of Lakewood sales and use tax license. The City agrees to waive permits fees.

III. TERM OF IGA; PROJECT COMPLETION; TERMINATION

- A. TERM. Subject to subsection D of this section III, the Term of this IGA shall commence on the Effective Date and shall continue until April 17, 2020.

- B. PROJECT COMPLETION. Installation of the Project shall be complete no later than October 1, 2019, unless extended in writing by the parties.

C. TERMINATION.

1. Termination by JCPL. JCPL may terminate this IGA at any time for its convenience. Any such termination shall be affected by delivery to the City of a written notice specifying the date upon which termination becomes effective. Upon termination hereof, JCPL shall remove all portions of the Project from the Civic Center within a reasonable period of time not to exceed six (6) months, except as otherwise agreed to by the City in writing, and shall return the Civic Center to a condition reasonably similar to that which existed immediately prior to commencement of the Project. JCPL hereby expressly agrees that its failure to comply with the requirements of the foregoing sentence will authorize the City to remove the Project and restore the Civic Center at JCPL's expense and that JCPL shall reimburse the City for the reasonable costs thereof.

2. Termination by the City – Breach/Default by JCPL. The City may terminate this IGA in the event of a material breach or default by JCPL; provided, however, that the City has first given JCPL written notice of the nature of the breach or default and JCPL shall have failed to cure within twenty (20) business days after receipt of such notice. Pending resolution of any material breach or default by JCPL, the City may, in addition to any other remedies provided by law, prohibit JCPL and/or Contractor from accessing the Project.

D. EXTENSION; EXPIRATION.

1. In the event the Library remains closed to the public past the April 17, 2020, expiration date, the Term of this IGA shall automatically be extended on a month-to-month basis, not to exceed two (2) additional months, unless otherwise expressly agreed to by the parties in writing.
2. Upon expiration of this IGA, the provisions of subsection C(1) of this Section III relating to removal of the Project shall apply.

IV. **LIABILITY AND INSURANCE**

A. LIABILITY.

1. It is mutually understood and agreed that JCPL and the City each assume no responsibility for the supervision of activities sponsored or conducted by the other, or by any agents, contractors or subcontractors of the other.
2. At all times during the Term of this IGA, each party shall be responsible for its own negligence. Further, the City shall be responsible for the conditions existing on and within the Civic Center, and JCPL shall be responsible for the conditions of the Project.

B. INSURANCE MAINTAINED BY THE PARTIES. During the Term of this IGA, each party shall have and maintain a valid general liability insurance policy, or sufficient self-insured retentions, covering the activities contemplated by this IGA.

C. CONTRACTOR INSURANCE. JCPL shall require the Contractor, and all subcontractors, to carry the following insurance for the duration of the Project:

1. Commercial General Liability Insurance. A policy or policies of commercial general liability insurance insuring the Contractor, and naming JCPL and the City as additional insureds, against any liability for personal injury, bodily injury, death or property damage arising out of the Project. Coverage amounts shall be maintained at the levels set forth in such policy/ies, which shall be no less than One Million Dollars (\$1,000,000) each occurrence. Such policies shall include coverages for contractual liability and products/completed operations liability. The limits of such insurance shall not limit the liability of Contractor hereunder.
2. Automobile Liability Insurance. A policy or policies of comprehensive automobile liability insurance, include statutory personal injury protection and uninsured motorist coverage, insuring the Contractor and naming JCPL and the City as additional insureds against any liability for personal injury, bodily injury, death or property damage arising out of the use of any motor vehicles in connection with

the performance of the Services, on or off the site, whether the motor vehicles are owned, non-owned or hired. Coverage amounts shall be maintained at the levels set forth in such policy/ies, which shall be no less than a combined single limit of One Million Dollars (\$1,000,000). The limits of such insurance shall not limit the liability of the Contractor hereunder.

3. Other Insurance Workers' Compensation Insurance. Proof of Workers' Compensation Insurance and any other insurance required by applicable law.
- D. INDEMNIFICATION BY CONTRACTOR. JCPL shall require Contractor to indemnify and hold harmless the City, its elected and appointed officials and its employees, agents and representatives (collectively, the "Indemnified Parties"), from any and all liability, claims, demands, actions, damages, losses, judgments, costs or expenses, including, but not limited to, attorney fees, which may be made or brought or which may result against any of the Indemnified Parties as a result or on account of the actions or omissions of Contractor or its employees, agents or subcontractors, or other persons acting under Contractor's direction or control, in prosecuting the Project. Contractor shall be required to investigate, handle, respond to and provide defense for any such liability, claims or demands at its sole expense and to bear all other costs and expenses related thereto, including court costs and attorney fees, whether or not any such liability, claims, or demands alleged are groundless, false or fraudulent.
- E. GOVERNMENTAL IMMUNITY. Both parties are governmental entities and enjoy the benefits and obligations of the Colorado Governmental Immunity Act, C.R.S. §§ 24-10-101, *et. seq.* Notwithstanding any provision or requirement of this IGA, neither JCPL nor the City intend, by any such provision or requirement, to waive any right, defense, protection or immunity provided to it by the Colorado Governmental Immunity Act.
- F. INDEPENDENT CONTRACTOR RELATIONSHIP. Notwithstanding any language in this IGA or any representation or warranty to the contrary, the relationship between JCPL and the City shall be as independent contractors, and neither the City nor JCPL shall be deemed or constitute an employee, servant, agent, partner or joint venturer of the other.

V. NOTICE

Notices required under this IGA and all other correspondence between the parties shall be directed to the following and shall be deemed received when hand-delivered or three (3) days after being sent by certified mail, return receipt requested:

If to City:

Director, Community Resources Dept.
City of Lakewood
480 S. Allison Pkwy.
Lakewood, CO 80226
kitnew@lakewood.org

If to JCPL:

Lizzie Gall
Jefferson County Public Library
10200 W. 20th Ave.
Lakewood, CO 80215
lizzie.gall@jeffcolibrary.org

VI. GENERAL PROVISIONS

- A. INTEGRATION; AMENDMENT; BINDING EFFECT. This IGA contains the entire agreement of the parties relating to the subject matter hereof and, except as provided herein, may

not be modified or amended except by written agreement of the parties. This IGA shall be binding upon, and shall inure to the benefit of, the parties and their respective heirs, personal representatives, successors and assigns.

- B. CONTROLLING TERMS. In the event of any conflict between the provisions of this IGA and those contained in any attachments or exhibits hereto, or any document referenced therein, the terms and conditions of this IGA shall prevail, and as such, shall supersede the conflicting provisions of such attachments, exhibits or referenced document.
- C. NO WAIVER. The waiver of any breach of a term, provision or requirement of this IGA shall not be construed or deemed as a waiver of any subsequent breach of such term, provision or requirement or of any other term, provision or requirement.
- D. NO THIRD-PARTY BENEFICIARIES. It is expressly understood and agreed that enforcement of the terms and conditions of this IGA and all rights of action relating to such enforcement shall be strictly reserved to the parties. It is the express intention of the parties that any person other than the City and JCPL shall be deemed to be only an incidental beneficiary under this IGA.
- E. GOVERNING LAW AND VENUE; RECOVERY OF COSTS. This IGA shall be governed by the laws of the State of Colorado. Venue shall be in Jefferson County, Colorado, or in the United States District Court for the District of Colorado, as applicable. In the event legal action is brought to resolve any dispute among the parties related to this IGA, the prevailing party in such action shall be entitled to recover from the non-prevailing party reasonable court costs and attorney fees.
- F. CONFIDENTIALITY; PUBLIC DOCUMENT. The parties are public entities subject to the Colorado Open Records Act, C.R.S. §§ 24-72-201, *et seq.* (the "Act"), and as such, this IGA may be subject to public disclosure thereunder.
- G. HEADINGS. Paragraph headings used in this IGA are for convenience of reference and shall in no way control or affect the meaning or interpretation of any provision of this IGA.
- H. SEVERABILITY. In the event a court of competent jurisdiction holds any provision of this IGA invalid or unenforceable, such holding shall not invalidate or render unenforceable any other provision of this IGA.
- I. COUNTERPARTS; ELECTRONIC DISPOSITION. This IGA may be executed in any number of counterparts, each of which shall be deemed to be an original and all such counterparts taken together shall be deemed to constitute one and the same instrument. The parties acknowledge and agree that the original of this IGA, including the signature page, may be scanned and stored in a computer database or similar device, and that any printout or other output readable by sight, the reproduction of which is shown to accurately represent the original of this IGA, may be used for any purpose as if it were the original, including proof of the content of the original writing.
- J. AUTHORITY. The parties represent and warrant that they have taken all actions necessary to legally authorize the undersigned signatories to execute this IGA on behalf of the parties and to bind the parties to its terms.

- K. ADDITIONAL DOCUMENTS OR ACTIONS. The parties agree to negotiate and execute any additional documents and to take any additional actions necessary to carry out this IGA.

DRAFT

IN WITNESS WHEREOF, the parties have executed this IGA as of the Effective Date.

JEFFERSON COUNTY PUBLIC LIBRARY

Donna Walker, Executive Director

ATTEST:

CITY OF LAKEWOOD

Kit Newland, Director
Department of Community Resources

ATTEST:

Margy Greer, City Clerk

Approved as to form:

Gregory D. Graham, Deputy City Attorney

RECOMMENDED FOR APPROVAL:

Wally Piccone, Projects & Maintenance Mgr.
Department of Community Resources

Kimberly Montague, Mktg. & Business Dev. Coord.
Department of Community Resources

ADMINISTRATION

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

jeffcolibrary.org



Jefferson County

PUBLIC LIBRARY