

BOARD MEETING

JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

September 19, 2019



Jefferson County
PUBLIC LIBRARY

APPROVAL OF AGENDA

JOINT BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

Jefferson County Library Foundation Board

ITEM# / ACTION	Thursday, September 19, 2019 – JOINT MEETING -BELMAR LIBRARY MEETING ROOM – 4:45PM to 5:30PM
1. Action	Call to order – Charles Naumer
2.	Pledge of Allegiance
3.	Welcome and Introductions – Charles Naumer, Chair, Library Board of Trustees
4. Library & Foundation	<ul style="list-style-type: none">• Belmar Library Renovation Walk-Through with Julianne Scherer, HDR Architect• Dinner
5.	Closing remarks - Sally Reed, President, Jefferson County Library Foundation
6. Action	Adjourn Joint Meeting

AMENDED – 09/17/19

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

ITEM# / ACTION	Thursday, September 19, 2019 – Belmar Library Meeting Room – 5:45PM
1.	Call to order & attendance (4.5.8)
2. Action	<p>Approve Amended Agenda to include:</p> <p>A temporary adjustment of provisions in the Board’s Bylaws regarding Public Comment.</p> <ul style="list-style-type: none">a) Agreement that the purpose is to receive information from the public.b) Agreement that the Library Board Chair may decide to limit the time of individual comments or limit the total time for all comments.c) Agreement that the Board may ask clarifying questions of the presenter(s)/public and that the Library Board Chair may decide to limit the time for the Board to ask questions.d) Agreement that the Board is not required to respond to questions during public comment as provided in the Bylaws.e) Agreement that the remaining provisions in the Board’s Bylaws will remain in effect. Specifically: ...the Library Board does not respond to anonymous questions or comments. If questions are submitted in writing a response may be provided, in writing, at the Board’s discretion.f) Agreement that these temporary adjustments expire at the adjournment of the 9/19/19 regular Library Board meeting. <p>Call for motion and second to approve the agenda as amended.</p>
3.	<p>Public Comment</p> <ul style="list-style-type: none">• Ballot Initiative 1A
4. CONSENT AGENDA Action	<p>Approval of Consent Agenda</p> <p>Call for motion and second</p> <ul style="list-style-type: none">a) August 8, 2019 Study Session Minutesb) August 15, 2019 Board Meeting Minutesc) Lakewood Sorter Amendment Authorization
5. Information	<ul style="list-style-type: none">• Foundation Report – Jo Schantz
6. Operational Updates Action as Needed	<ul style="list-style-type: none">• Executive Director Update<ul style="list-style-type: none">▪ Golden Update• Finance and Budget<ul style="list-style-type: none">▪ Financial Reports• Information Technology<ul style="list-style-type: none">▪ Document Management System (DMS) Contract Information• Facilities and Construction Projects<ul style="list-style-type: none">▪ <u>Belmar Library Move-Out Authorization</u> Call for motion and second▪ <u>Administration Space Authorization</u> Call for motion and second▪ <u>South County Authorization</u> Call for motion and second▪ Snow Removal Contract Information

AMENDED – 09/17/19

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

7. 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
8. Emerging Issues Action as Needed	<ul style="list-style-type: none">Resolution in Support of 1A Adoption Call for motion and second
9. Action as Needed	Ends <ul style="list-style-type: none">No items
10. Action as Needed	Governing Policies <ul style="list-style-type: none">No items
11. Suggest Agenda Items	BOARD SCHEDULE – NEXT MEETINGS <ul style="list-style-type: none">September 19-21 – Colorado Association of Libraries 2019 Conference (CALCON) – Embassy Suites, LovelandOctober 10 – Study Session – CancelledOctober 10 – Board Meeting – 5:30 pm – Pam Nissler Conference Room at Library AdministrationOctober 14 – All Staff ConferenceOctober 16-18 – Urban Libraries Council 2019 Forum – Salt Lake CityOctober 17 – Board Meeting – Rescheduled to October 10November 14 – Study Session – 5:30 pm – Pam Nissler Administration Conference RoomNovember 21 – Board Meeting – 5:30 pm – Lakewood Library Meeting RoomDecember 12 – Board Meeting – 5:30 pm – Lakewood Library Meeting Room
12. Discussion	Board Questions or Comments Related to Items on the Meeting Agenda
13. Discussion	Evaluate Board Meeting (4.1.9)
14. Information	Announcements/General Information Sharing <ul style="list-style-type: none">Report of the Chair – Correspondence, OtherRecognition and Appreciation: Deborah Deal and Brian DeLaet
15. EXECUTIVE SESSION Action	EXECUTIVE SESSION: Call for Motion: To adjourn the regular meeting of the Library Board of Trustees and reconvene in Executive Session pursuant to CRS 24-6-402(4)(f) Personnel matters to review the Executive Director's performance and compensation (4.3.6).
16. Reconvene Regular Meeting	Executive Session Summary
17. Adjournment	

CONSENT AGENDA

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

jeffcolibrary.org



Jefferson County
PUBLIC LIBRARY

TO: Library Board of Trustees

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

DATE: September 10, 2019

RE: **AMENDED 9/17/19** - Consent Agenda – September 19, 2019

- a) August 8, 2019 Board Study Session Minutes
 - Library Board of Trustees approve the minutes of the August 8, 2019 Study Session as presented.
- b) August 15, 2019 Board Meeting Minutes
 - Library Board of Trustees approve the minutes of the August 15, 2019 Board Meeting as presented.
- c) Contract Amendment for Lakewood Library Automated Materials Handling System
 - Library Board of Trustees authorizes the Executive Director to sign a contract amendment with RFID Library Solutions, Inc. for \$254,525 to replace the book sorter at the Lakewood library.

Jefferson County Public Library Board of Trustees
Study Session
August 8, 2019 – 5:30 pm
Administration Conference Room

TOPICS:

- Foundation Memorandum of Understanding (MOU)
- Review Policy Governance Monitoring Reports 2.5 through 2.9
- Reserve Policy Information
- Intergovernmental Agreement (IGA) City of Lakewood – Alternative Services
- Mid-Year Statistics & Strategic Priority Review

Call to Order

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

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; and Amber Fisher, Executive Assistant, Office of the Executive Director.

The Chair advised the Board that there were a couple of items intended for this study session that had fallen off the agenda. The goal is to combine meetings together (have fewer study sessions if they are not needed) and we will continue to move toward that goal.

Foundation Memorandum of Understanding (MOU)

The Chair introduced the topic and provided an update to the Board. There have been seven working group meetings. The purpose of the meetings is to try to create better alignment and work through issues. The first three meetings were listening to frustrations and talking through them. The group started working on the memorandum of understanding (MOU) and return on investment (ROI) expectations. A draft MOU was sent to the Library's attorney who provided comments. The Chair met with Sally Reed (Foundation Board President) and TJ Bowen (Foundation Board Vice-President) and reviewed the draft MOU from the attorney. There were some suggestions regarding voting status for the Library Executive Director and the Library Board liaison to the Foundation. The Library's attorney came back with more substantive comments on the MOU and that draft was distributed at the working group meeting on Monday (August 5). There are still challenges with coming to terms on what the ROI is, Foundation expenses as in-kind to the Library, and intangible value. The

Foundation wants to run the MOU by their attorney and their Board. The initial expectation was that the Library Board would review the MOU and ROI in August and sign the MOU at the September Joint Board meeting with the Foundation. That timeline will be pushed out. In addition, the Chair will need to replace Deborah Deal as the Board's liaison to the Foundation as she is not reapplying to the Library Board.

The Executive Director noted that the Joint Board Meeting with the Foundation in September is being held at the Belmar Library. It would be a good time to do a tour of Belmar with the Foundation Board. Additionally, Julianne Rist will be presenting the Library's 2020 funding request to the Foundation Board in August.

Review Policy Governance Monitoring Reports 2.5 through 2.9

There were no questions about the proposed adjustments to the policies.

Reserve Policy Information

The Executive Director addressed the Board and introduced the topic. In response to a question, the Board was advised that this policy would not change the monthly financial reporting. The Executive Director asked the Board if the policy should stay on the consent agenda for adoption at the August 15, Board meeting. There were no requests to remove the policy from the consent agenda.

Intergovernmental Agreement (IGA) City of Lakewood – Alternative Services

Julianne Rist, Director of Libraries, addressed the Board. The City of Lakewood has been very cooperative in helping the Library find a space for the book lockers and vending machine. The City is providing space right across from the bus station. The City of Lakewood will provide the electrical connection and they are not charging for the space. Attorneys on both sides have reviewed the intergovernmental agreement (IGA) and the Library expects to have the agreement for the Board at the meeting next week (August 15). The Library will ask the Board for authorization to sign the agreement at that meeting.

In response to questions, the Board was advised that:

- There is easy access to the space and public parking
- The City will provide 3 to 4 parking spaces by the machines
- The Library expects the alternative services to start in October so the Library can do a soft test and make sure everything is working properly
- The Library will have signage similar to that used during the Columbine project and the alternative services provided during construction. The signage will direct people to the alternative service options.
- The City of Lakewood was excited about the alternative service delivery plans and were very helpful throughout the process

- The Library will not pursue a leased space for services during construction. The Library did search for a potential lease space as far south as Hampden and as far north as 6th avenue. There were no appropriate/affordable spaces available.

Mid-Year Statistics & Strategic Priority Review

The Executive Director addressed the Board and introduced the topic. In January, the Library presented its 2019 Strategic Plan and called out three areas of focus for our Board: develop and implement an effective and responsive planning process; identify and develop leadership teams; and integrate and execute plans for leading-edge library services, spaces and staffing. The mid-year report includes an update on the Library's progress as well as information on key performance indicators (KPI).

In response to questions, the Board was advised that:

- The Edgewater Library opened in November and staff is working on an evaluation.
- The Library will provide information on the following items at the Board meeting next week:
 - Edgewater usage statistics
 - Percentage of eMaterials as part of overall circulation
 - eMaterial device trainings
 - Book a librarian statistics and eMaterials
 - Number of cardholders
 - Quarters 3 and 4 strategic planning activities
- The Library will email the full 2019 strategic report to the Board
- The benchmarking report is usually presented at the November Board meeting
- Patron survey reports are presented after year end – usually in January or February

BOARD MEETING SCHEDULE

The October meetings will be adjusted to accommodate attendance at the Urban Libraries Forum in Salt Lake City (October 16-18). The October 10, 2019 Study Session will be cancelled and the October 17, 2019 Board Meeting will be rescheduled to October 10. Official notifications will be issued and posted.

ADJOURNMENT

The Study Session was adjourned at 6:17 p.m.

Pam Anderson, Secretary

**Minutes of the Meeting of the
JEFFERSON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
August 15, 2019**

CALL TO ORDER – REGULAR MEETING

The regular meeting of the Jefferson County Public Library Board of Trustees was held in the Standley Lake Library meeting room on August 15, 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: All Trustees were present.

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

PUBLIC COMMENT

There was no public comment. The Chair introduced Tava Khdher, an exchange student from Iraq his family is hosting. Tava is participating in the WorldDenver/U.S. Department of State Iraqi Young Leaders Exchange program. The Board and staff welcomed Tava.

APPROVAL OF CONSENT AGENDA

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

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

FOUNDATION REPORT

Jo Schantz, Foundation Executive Director, provided an update to the Board. Highlights included the Raise a Reader event on Saturday, August 10, at the Colorado Railroad Museum. Coors on Tap Credit Union came in as a sponsor. The Volunteer Appreciation luncheon was held on July 26, with 70 guests attending. Several volunteers were recognized including Tyrenny Hidy for the Volunteer Leadership Award; Tom and Donna Kelly for the Volunteer of the Year Award and Deborah Deal for the Elena Grissom Lifetime Achievement award. There are a lot of grants and sponsorships pending (\$100,000). The Foundation usually sees a 25-35% return on proposals. Right now, it is at 15-20%. In response to a question, the Board was advised that on September 6, from 5:00-8:00 pm the Foundation will receive a portion of the proceeds from Food Truck Friday at the Lamar Street Center.

Adelante Presentation

Jennifer Reading, Arvada Library, Diversity, and Inclusion Manager, addressed the Board and handed out interpretation headsets for the presentation. Adelante Jeffco is a network of community members and organizations including Jeffco Public Schools, Jeffco Public Health, JCPL and the Colorado Statewide Parent Coalition. The network aims to identify opportunities and strategies to offer services to Latino families. Adelante brings together families and community leaders with organizations and agencies in true partnership to work together to solve systems issues that affect Latino families and provide tools for effective engagement with Latino communities. The interpretation equipment allows everyone to participate in the language of their heart. The partnership with the Library brings together Latino facing organizations in Jefferson County to work together to improve quality of life, strengthen social ties and remove barriers. The Library's Kids and Families staff are working side by side with Adelante to create change and strengthen trust between the Latino community and the Library. Jennifer introduced Cynthia Zapata, a leader with Adelante and Xiomara Blanco, a leader with Grupo de Apoyo, a Jeffco Parent support group for children with special needs. Grupo de Apoyo helps parents find support and learn about resources and skills that can help children succeed.

Cynthia Zapata addressed the Board, and through the interpreter, shared information on the impact the partnership with the Library has had on the families. We are so grateful for the Library's help. The Edgewater Library is beautiful and the staff are very helpful. Adelante Familias always know what is going on at the Library and they can take their kids to fun activities. They learn so much from the Library, especially the help with technology and learning how to use computers. Thank you, we are so grateful.

Xiomara Blanco addressed the Board, and through the interpreter, shared her experiences in working with the Library. As one of the leaders of Grupo de Apoyo para padres con

ninos con capacidades diferentes (support group for Parents with Kids with Disabilities). We help parents connect to each other and connect to resources in Jeffco. We are very grateful for the Library's help. The Library has provided educational activities for our kids and they always connect our families to good resources. When our kids were bullied, the Library helped our kids talk about their emotions, how they feel and how to express those feelings with their parents. We feel like we have a friend with the Library and they have given us great results with our community. They help us develop our leadership and we are so grateful for the Library's support.

It was noted that the Library appreciates these leaders and their partnership has increased community participation at library events. The festival at the Arvada Library had over 100 people attending. The Board expressed appreciation to Cynthia and Xiomara for sharing their experiences.

EXECUTIVE TEAM OPERATIONAL UPDATES

Executive Director Update

Donna Walker, Executive Director, provided an update to the Board. The Executive Director highlighted the extraordinary service provided by JCPL to the community in the week just after summer reading officially ended.

- In Jeffco, the Action Center holds a School Supplies Backpack event that serves about 5000 kids every year. In the first days of August, JCPL staff who had barely wrapped up Summer Reading were at the Action Center talking to families about how the library can help their kids succeed in school and signing up people for library cards.
- At the same time, the Kids & Families team and all library locations were hosting 1000 Books Before Kindergarten Parties, offering breakfast, prizes, and a social event unveiling new literacy toys in our locations to almost 1000 people at all ten of our locations. Media attention through the efforts of the Communications team added a bonus feel-good.
- The Teen and Diversity & Inclusion staff and others were promoting library services at the Jeffco County Fair, talking to almost 1000 people over the course of three hot days under the library tent. That same weekend, the Teen Services staff celebrated a hundred teen volunteers for their work on Summer Reading 2019.
- Programming, Kids & Families, the Communications team and others developed a daylong event to support raising readers in our community, helping parents and caregivers with ideas on how to read, write, sing, talk and play with their little ones. Held at the Colorado Railroad History Museum, this event brought in over 1600 people to play with trains, the library, and each other.

The Executive Director noted that she wanted to share and acknowledge the extraordinary work of library staff in all divisions: Public Services, Communications, Facilities, IT, Finance, ASU, and Employee Relations & Development who support these staff, programs, and services and demonstrate every day the Library's commitment to supporting early literacy and contributing to the social and emotional health of our residents, especially our kids and families.

In response to questions, the Board was advised that:

- During a trip to Chicago, the Executive Director visited the Little Italy branch of the Chicago Public Library. The library is part of an innovative partnership between the Library and the housing authority to co-locate housing with library services.
- The library is a part of the community, provides a community space and revitalizes that community.
- The Little Italy branch is a new library
- The Little Italy branch has become a hub of the community

Mid-Year Report Q&A

The Executive Director addressed the Board and noted that last week the Trustees asked for more information on statistics. The Library is gathering that information. The full Strategic Plan with mid-year updates was emailed to the Board. In response to questions, the Board was advised that:

- JCPL is focusing on Spanish translation because it meets the threshold. There are no other languages in Jefferson County that meet the threshold.
- The number of cardholders did go down last year. JCPL has been cleaning up its data over the last few years and last year was the last of the big number purges. JCPL is through most of the backlog now and those cardholder numbers should normalize.
- Circulation per capita across libraries is going down as a trend.
- There was a much larger change in bandwidth utilization because the Library expanded bandwidth. When bandwidth is expanded, people use it. Patrons do a lot of streaming.

Finance and Budget Department

Financial Reports

Barbara Long, Assistant Director of Finance and Budget presented information on the July 2020 financial reports. Most of the revenue from property tax has been received. Additionally, other revenue is coming in above budget – mostly from investment income. In the operating statement other services and charges is starting to catch up due to expenses related to the programs Donna highlighted. The detailed project budget for

Belmar includes the budget transfer that the Board approved last month. It will be reflected in next month's capital statement.

In response to questions, the Board was advised that:

- The Library does expect to receive all property tax revenue. July revenue has not yet posted. In July last year, the Library received about \$1.5 million in property tax revenue.
- The revenue from investments is expected to come in higher than budget. The County pools all the cash together in their investments. The Library projects that number based on information from the County.
- The Library expects the Belmar project to be completed next year and anticipates that there will be carryover of funds from 2019 to 2020.

Public Services

Intergovernmental Agreement (IGA) – City of Lakewood – Alternative Services

Authorization

Lizzie Gall, Assistant Director of Library Experience, addressed the Board and introduced the topic. In response to a question, the Board was advised that the Library expects that the agreement could be extended through an amendment if necessary.

MOTION: Kim Johnson moved that the Library Board of Trustees authorize the Executive Director to sign the Intergovernmental Agreement with the City of Lakewood to place alternative delivery systems within the City of Lakewood property. Seconded by Jeanne Lomba the motion passed by unanimous vote of all Trustees present.

In response to a question regarding the clerestory windows at the Standley Lake Library, the Board was advised that the Library is utilizing the services of an independent consultant to see what alternatives might be available. The Library received one bid in response to the RFP and that bid exceeded the budget by six times.

ITEMS REMOVED FROM THE CONSENT AGENDA

No items were removed from the consent agenda.

EMERGING ISSUES

BOARD SCHEDULE – NEXT MEETINGS

- 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 – Cancelled
- October 10 – Board Meeting – 5:30 pm – Pam Nissler Conference Room at Library Administration
- October 14 – All Staff Conference
- October 16-18 – Urban Libraries Council 2019 Forum – Salt Lake City
- October 17 – Board Meeting – Rescheduled to October 10
- November 14 – Study Session – 5:30 pm – Pam Nissler Administration Conference Room
- November 21 – Board Meeting – 5:30 pm – Lakewood Library meeting room

ANNOUNCEMENTS/GENERAL INFORMATION SHARING

The Chair advised the Board that he appointed Kim Johnson, who graciously agreed, to be the representative to the Foundation Board beginning in October.

ADJOURNMENT

The Board meeting was adjourned at 6:10 pm.

Pam Anderson, Secretary

FOUNDATION REPORT

JEFFERSON COUNTY LIBRARY FOUNDATION
EXECUTIVE DIRECTOR REPORT
SEPTEMBER 2019 (AUGUST 15 – SEPTEMBER 19)
By Jo Schantz, MNM, CFRE

1. News, Meetings and Networking

I recently applied for Board membership with the **Literacy Coalition of Colorado (LCC)**, and I was invited to join the Board last month. I participated in my first Board meeting on Aug. 19. LCC is focused exclusively on adult literacy. In Colorado, an estimated 42,000 adults who grew up speaking English read at the Kindergarten-3rd grade level. LCC works to improve adult reading skills by providing specialized training for teachers and volunteer tutors.

My **Jeffco Community Services Advisory Board** met on Aug. 20 to interview recent applicants and vote to approve four new Board members for the next three-year term. **JCPL Executive Director Donna Walker** and I had our monthly lunch meeting on Monday, Aug. 26, where we discussed upcoming funding opportunities, the closure of the Belmar Library, and other topics of mutual interest.

Over the past month, we have had some staffing changes at JCLF. After our Office Coordinator Nina Gomez submitted her resignation in July, I sent out the notice of an open position to various outlets in the Denver area. I received more than 15 resumes from interested individuals, and – after a series of on-the-phone and in-person interviews – I selected **Susan Spring** as our new Office Coordinator.

Susan's professional background includes office administration, technical writing and editing, and literacy education. She has worked as a volunteer for numerous non-profits in roles ranging from reading/literacy instruction to writing and editing to website development. Susan is passionate about both children's literacy and the role libraries play in supporting learning and in providing essential community services and opportunities. A graduate of CU-Denver, Graduate School of Education, Susan also earned a master's degree in English Literature, Creative Writing Emphasis, from CU-Boulder. We are delighted to welcome Susan to our team!

In addition to Susan, I opened up a new part-time role at the Foundation. This new position is the Volunteer & Friends Coordinator, and **Kirstin Kraig** has accepted the job offer. Kirstin was previously our event coordinator for two of JCLF's Whale of a Used Book Sales, and she continues as a dedicated volunteer at the Standley Lake Library. In her new role, Kirstin will be in charge of recruiting and training all JCLF volunteers (in partnership with our event planner for our Whale of a Used Book Sales), she will schedule and oversee volunteers at the Friends Gift & Book Shop at the Belmar Library, and she will focus on reconstituting the Friends of the Library membership organization. We are excited to have Kirstin working with us once again!

Not only do we have two new employees at JCLF, we are also welcoming three new members to our governing Board. **Kirby Edwards** is a retired engineer and book lover, and **Linda Fleming** is a retired nurse and one of our most outstanding warehouse and Whale Sale volunteers. I provided both these new Board members with an orientation on Sept. 11. Beginning October 1, our new Trustee Liaison will be **Kim Johnson**, an Arvada resident who has a professional background in real estate management. She and I will meet for an orientation on Sept. 27.

Last month, I participated in **JCPL's Combined Management Team** meeting, which gave me an opportunity to learn more about the Library's 2020 budgeted programs and also meet some of the newest Library employees.

The new **Jeffco Human Services Foundation** hosted a fundraising event on Thursday, Aug. 29, at the Arvada Vineyard Church, and I was pleased to attend this benefit as a representative of JCLF. I regularly attend the **South Lakewood Business Assn.** breakfast meetings, and I was glad to participate in the monthly get-together held on Sept. 2. I also participated in the first of a series of meetings for the **Rose Community Foundation Cohort**, and

was accompanied by one of my Board members, **Lynn McDonald**. The Rose Cohort is a training ground for nonprofits that would like to establish and grow an endowment with the Rose Community Foundation. The eight-month series includes classroom sessions and one-on-one mentoring with other fundraising professionals.

Our team is already gearing up for the fall Whale of a Used Book Sale, and our current **Trustee liaison and JCLF Board member Deborah Deal** is once again our event planner for this popular book-selling extravaganza. Deb organized the first Crew Chiefs meeting on Sept. 9, and 12 Crew Chiefs arrived at the Foundation to discuss everything from volunteer recruitment and food donations to traffic patterns and event logistics.

In a final nod to summer, I attended an outdoor networking picnic hosted by the **Wheat Ridge Business Association** on Sept. 10 at the new Anderson Park Pavilion located at 44th and Field in Wheat Ridge. I was also glad to join in the first meeting of the season for the **2020 Good News Breakfast** on Sept. 11, as part of the event Steering Committee. On Sept. 12, I helped with registration at the Veterans Passport for Hope and **Honor Bell Foundation's** fundraising golf tournament held at Highlands Ranch Golf Club. I also look forward to attending the **Business Expo** on Sept. 16 at the Jeffco Fairgrounds, hosted by the **Jefferson County Business Resource Center**.

Former Board VP Jeannie Mann and I met for lunch on Sept. 17. Jeannie remains a dedicated advocate of JCLF and JCPL, and she's one of the charter members of our growing **Legacy Chapter** – a group of donors who have committed to remembering our Foundation and the Library in their estate plans.

2. Grants and Sponsorships Update

Grants received/approved:

- Rose Community Foundation -- \$5,000 for **1,000 Books Before Kindergarten**
- Buell Foundation -- \$6,000 for **1,000 Books Before Kindergarten**
- Sunflower Bank* -- \$1,500 Epic STEM challenge

Grants denied:

- McInnes Charitable Trust* -- \$10,000 for Summer Reading

Grants 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
- City of Wheat Ridge -- \$2,900 for a 3-tiered children's activity center
- 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)
- Colorado Garden Foundation* -- \$15,000 for Belmar lawn & garden
- Elevations Foundation* -- \$5,000 (\$2,500 for **1,000 Books** and \$2,500 for Babies First Books)
- Foundation at Rolling Hills -- \$5,000 general operating
- Pen & Podium Grants (Denver Post Charities) -- \$1,000 (by invitation, as part of the Pen & Podium series)
- Golden Civic Foundation – Letter of Interest (no amount designated), for Golden Library
- Nathan B. and Florence R. Burt Foundation -- \$5,000 (Letter of Inquiry for Early Childhood Literacy)
- Opus Foundation* -- \$5,000 for Babies First Books (submitted by invitation)

Those with an asterisk indicate new funders that JCLF is approaching for the first time. Currently JCLF has nearly \$99,000 pending in grant requests. I have submitted proposals totaling more than \$268,000 year-to-date.*

Operational Updates

Executive Director Update

September 2019 EXECUTIVE DIRECTOR REPORT

Strategy and Planning:

- 2020 Strategic Planning: think-make-check with all levels of management completed
- Recruitment for new director of Strategy and Engagement ongoing
- 2020 Decision Packages presented to Board of County Commissioners (BCC)
- South County Library community engagement strategy meetings beginning

Community Engagement

Julianne Rist, director of Libraries, has a [blog post](#) published on the [Measures that Matter](#) website on the topic of "...how libraries can best connect with other community data streams to better understand and measure community impact." Check it out!

Sandie Coutts, director of People and Culture, is attending the 2019 IPMA-HR International Training Conference & Expo.

Joanna Waggoner, Digital Experience librarian, and **Sarah Rudman**, Digital Experience manager, are attending Bibliocon the user-group conference for Bibliocommons, our vendor for web services.

JCPL is sending 17 staff and 2 trustees to the Colorado Association of Libraries annual conference (CALCON). Presenting: **Carroll Mannino** and **Robyn Lupa** are presenting on *Story Time Evolution: Training Story Time Staff*. **Cindy Jaye**, **Cindy Matthews**, and **Marcy James** are presenting on *A Universe of Summer Reading Success Stories: How to Grow YOUR Summer Reading Program*. **Sarah Gilmor** is presenting on *The Pen is Mighty: Engaging Vulnerable Populations with Writing Workshops*. I am also presenting a *Speed Mentoring* program.

JCPL Service Highlights



Evergreen Parking lot reconstruction –
Our Facilities team was able to coordinate the reconstruction of the Evergreen parking lot with minimal disruption to patrons all while keeping the library open for business.



Summer Reading School Contest Winner Award Presentations – as kids get back to school, some get the extra fun of accepting a BIG check for being summer reading stars. This is the third win for Addenbrooke Academy, in the Special/Option/Charter category.



Belmar Library Remodel Community Meeting – 140 people turned out to learn more about how the Belmar Library will be redesigned, when the library will close, and what services are available during closure. An overflow room was set up in the computer training lab so that everyone who came was able to fully participate in the presentation.



Alternative Service Implementation: One of our 2019 strategic plan initiatives is to identify and implement alternative services. In September we will be adding book drops at the entrance to Conifer High School and a South County location – the Safeway at Ken Caryl - which is where we have our weekly bookmobile stop.

SUMMARY OF EXECUTIVE DIRECTOR COMMUNITY ACTIVITIES, September 2019

ACTIVITY	PURPOSE	IMPACT
West Metro Chamber Leadership Speaker Series	Demonstrate support of West Metro Chamber strategy to be a leadership development chamber. Participate as a Board member.	Library acknowledged publicly as a supporter of the event. Made a new contact for follow up.
Jeffco Bright Futures Roadmap Steering Committee	Participate in policy development for early care and community supports.	Reached consensus on a 5 year plan that includes 4 cornerstones, 12 strategies, and dozens of actions. Got to experience another approach to strategic planning as led by a consulting group.
Food Truck Friday volunteer	Support Jefferson County Library Foundation fundraising event. Solicit new members.	Learned about a community event. Demonstrated support for JCLF fundraising efforts.
Belmar Library Remodel Community Meeting	Be present to listen for feedback from the public on this project.	Learned about what concerns and excites Belmar Library patrons.
BCC staff briefing on 2020 Budget	Present Library priority decision packages for 2020 to the Board of County Commissioners	County staff and commissioners are informed about 2020 decision package priorities.
Meet with CALLI mentee	Support Colorado Library Association Leadership development program through mentoring emerging leaders.	
Elected Officials Personnel Board Meeting <i>Scheduled for September 12</i>	Legislative update. Learn about County-wide Cyber Security Policy.	
Senior Resource Center (SRC) Fundraising luncheon <i>Scheduled for September 12</i>	Support our community partner. Meet the new executive director of SRC.	
Summer Reading Challenge Award presentation at Adams Preschool <i>Scheduled for September 13</i>	Demonstrate Library administration support for this important program. Support our local school partner.	
Community First Foundation Open House <i>Scheduled for September 26th</i>	Support our community partner. Hear more about their plans for the future.	
Vacation Scheduled for September 28-October 5th	R&R	




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

[Historic Arvada Walking Tour](#), Saturday, Sept 21, 10 am – 12 pm, Arvada Library: Enjoy a walking tour of historic Arvada. Kevin Snow of Denver History Tours highlights stories, locations, and personalities from Arvada's colorful past and present. Meet at the Arvada Library and wear comfortable shoes and clothing. This tour includes walking 1+ miles on streets and sidewalks, climbing stairs, and spending up to two hours outdoors.

[Festival de Cine Latino / Latino Film Fest](#), Tuesday, September 24, 5:30-7:45 pm Edgewater Library: Film is a powerful window into the lives of others. The Latino Film Fest invites you to learn about four Latin American countries through the lenses of film and food. Come for the movie, stay for the conversation! Authentic snacks provided. All movies provided with English Subtitles. All films are rated PG-13.

[Scarecrow Challenge](#), Sunday, September 29th, 2-4 pm Standley Lake Library: Help us get ready for October! Build your own scarecrow to showcase at the Library. We provide the frame and stuffing, you add the character with old clothes and accessories. Please bring a pillowcase to form your scarecrow's head.



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: September 10, 2019

A. Budget to Actual Tables

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



Jefferson County
PUBLIC LIBRARY

memorandum

to: Donna Walker, Executive Director
from: Barbara Long, Assistant Director for Finance & Budget
re: Finance Monthly Report - Budget to Actual Tables
date: September 16, 2019

A. Budget to Actual Tables

The Budget to Actual Tables for August are attached. The tables show property tax receipts and interest income through July. Year-to-date (YTD), the Library received funding of \$122,853 from the Library Foundation in August. The Library Foundation also directly purchased \$1,000 in Summer Reading prizes, resulting in total support from the Foundation of \$123,853 YTD. In-kind support provided to the Foundation by the Library through the end of August is valued at \$47,903 (Ratio of 2.59:1).

The August capital statements reflect the budget transfer of \$270,000 from the Edgewater Library project to the Belmar reconstruction project, which the Board approved in July, as well as smaller transfers to the LSC Garage and Standley Lake Outdoor Learning Environment projects. The balance of savings from the Edgewater Library, just over \$31K, has been transferred to contingency and is now available to fund other needs. The 2019 budget included contingency funds of \$500,000, as in past years. Earlier in the year, \$250,000 was transferred to the Alternative Services project to purchase book lockers and a materials vending machine. With the addition of savings from Edgewater, the current contingency balance is \$281,078.

Most operating expenses are on track or under budget. The projection of vacancy savings is now updated monthly and the Library should meet or exceed the budgeted vacancy savings requirement, which is more aggressive than in previous years.

The August financial tables include a first look at projected year-end expenses. Table 3 includes some projections for operating expenses and Table 5 shows the projected year-end position for capital projects. Several capital projects will likely continue into 2020 and be included in the library's carryforward request in January of 2020. These projects are:

Lakewood Sorter Replacement
New Bookmobile
Belmar Library Renovation
South County Library Planning

As the year progresses, these projections will be refined and updated with each month's financial report.

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 8/31/2019	\$ 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	\$ 39,352,852	\$ (1,075,678)	-3%
Property Tax - Capital	1,673,653	1,655,348	1,949,693	1,850,774	(98,918)	-5%
Total Taxes	\$ 37,287,492	\$ 36,846,753	\$ 42,378,223	\$ 41,203,627	\$ (1,174,596)	-3%
Federal & State Grants	\$ 133,000	\$ 130,042	\$ 130,000	\$ 128,084	\$ (1,916)	-1%
Fines & Fees	530,850	495,864	492,731	302,229	(190,502)	-39%
Other Revenue	329,400	924,514	495,000	764,744	269,744	54%
Total Other Revenues	\$ 993,250	\$ 1,550,420	\$ 1,117,731	\$ 1,195,056	\$ 77,325	7%
Sub Total Revenues	\$ 38,280,742	\$ 38,397,173	\$ 43,495,954	\$ 42,398,683	\$ (1,097,271)	-3%
Fund Balance Activity						
Transfer from FB - Capital Projects	3,946,044		3,248,054	-		NA
Transfer to Fund Balance	-	1,365,309	-	18,854,945		NA
Total Sources of Funds	\$ 42,226,786	\$ 37,031,864	\$ 46,744,008	\$ 23,543,738		
Uses of Funds						
Operating Expenditures						
Salaries & Employee Benefits						
Salaries	\$ 13,566,138	\$ 13,365,746	\$ 14,766,591	\$ 9,522,978	\$ (5,243,613)	-36%
Benefits	4,213,500	3,988,172	4,818,086	2,848,291	(1,969,795)	-41%
Total Salaries & Benefits	\$ 17,779,638	\$ 17,353,918	\$ 19,584,677	\$ 12,371,268	\$ (7,213,409)	-37%
Library Books & Materials	\$ 8,273,586	\$ 8,170,418	\$ 8,139,065	\$ 5,158,847	\$ (2,980,218)	-37%
Supplies	1,470,059	1,283,607	1,587,418	780,935	(806,483)	-51%
Vehicles	140,000	104,805	-	-	-	NA
Other Services & Charges	4,840,532	3,407,329	4,370,804	2,568,066	(1,802,738)	-41%
Internal Transactions /Cost Allocation	1,748,514	1,776,357	1,886,026	1,520,190	(365,836)	-19%
Total Operating Expenditures	\$ 34,252,329	\$ 32,096,434	\$ 35,567,990	\$ 22,399,306	\$ (13,168,684)	-37%
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	\$ 9,727,586	\$ 1,065,253	\$ (8,662,333)	-89%
Total Uses of Funds	\$ 42,226,786	\$ 37,031,864	\$ 46,744,008	\$ 23,543,738	\$ (23,200,270)	-50%

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

	2018 Amended Budget	2018 Actual	2019 Amended Budget	YTD Actual 8/31/2019	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	\$ 40,547,909	\$ 41,726,893
Capital Funding	1,673,653	1,655,348	1,949,693	1,850,774	1,949,693
Total Revenues	\$ 38,280,742	\$ 38,397,173	\$ 43,495,954	\$ 42,398,683	\$ 43,676,585
Expenditures					
Operating Expenditures	\$ 34,252,329	\$ 32,096,434	\$ 35,567,990	\$ 22,399,306	\$ 35,106,708
Debt Service	1,486,667	1,486,667	1,448,432	79,179	1,448,432
Capital Projects	6,487,790	3,448,762	9,727,586	1,065,253	4,318,071
Total Expenditures	\$ 42,226,786	\$ 37,031,864	\$ 46,744,008	\$ 23,543,738	\$ 40,873,211
Increase/(Decrease) in Fund Balance	\$ (3,946,044)	\$ 1,365,309	\$ (3,248,054)	\$ 18,854,945	\$ 2,803,374
Ending Fund Balance	\$ 13,545,924	\$ 19,529,543	\$ 14,916,180	\$ 38,384,488	\$ 22,332,917

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		\$ 4,042,191		
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 8/31/2019	Projected Year-End 2019	Variance 2019 Budget
<i>Sources of Funds</i>						
Revenues						
Taxes						
Property Taxes	\$ 35,518,639	\$ 35,130,173	\$ 41,376,815	\$ 39,277,546	\$ 41,376,815	\$ -
Delinquent Taxes	96,167	40,938	105,503	48,155	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	27,152	23,330	-
Total Taxes	\$ 35,613,839	\$ 35,191,405	\$ 40,428,530	\$ 39,352,852	\$ 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	217,330	247,330	(117,670)
Charges for Services	135,050	128,782	127,731	84,899	127,731	-
Investment Income	241,400	592,860	322,000	533,787	550,000	228,000
Library Foundation	30,000	188,415	85,000	122,853	136,353	51,353
E Rate Revenue	58,000	107,068	88,000	93,865	93,865	5,865
Other Revenue	-	36,170	-	14,239	15,000	15,000
Total Revenues	\$ 36,607,089	\$ 36,741,825	\$ 41,546,261	\$ 40,547,909	\$ 41,726,893	\$ 180,631
<i>Uses of Funds</i>						
Operating Expenditures						
Salaries & Employee Benefits						
Salaries	\$ 12,268,624	\$ 11,373,583	\$ 13,872,155	\$ 8,241,089	\$ 13,872,155	\$ -
Awards & Bonuses	120,000	-	125,000	-	125,000	-
Termination Pay	-	158,188	-	47,650	-	-
Temporary Salaries	2,063,934	1,832,115	2,080,360	1,231,885	2,080,360	-
Overtime	14,130	1,860	7,130	2,353	7,130	-
Vacancy Savings	(900,550)	-	(1,318,054)	-	(1,318,054)	-
Benefits	4,213,500	3,988,172	4,818,086	2,848,291	4,818,086	-
Total Salaries & Benefits	\$ 17,779,638	\$ 17,353,918	\$ 19,584,677	\$ 12,371,268	\$ 19,459,677	\$ (125,000)
Library Books & Materials	\$ 6,907,000	\$ 6,859,918	\$ 6,768,000	\$ 4,006,163	\$ 6,768,000	\$ -
Library Computer Materials	1,234,706	1,176,240	1,173,185	1,032,616	1,173,185	-
Library Periodicals	131,880	134,260	197,880	120,068	197,880	-
Sub-Total Library Collections	8,273,586	8,170,418	8,139,065	5,158,847	8,139,065	-
Supplies	\$ 1,470,059	\$ 1,283,607	\$ 1,587,418	\$ 780,935	\$ 1,387,418	\$ (200,000)
Other Services & Charges	4,840,532	3,407,329	4,370,804	2,568,066	4,170,804	(200,000)
Vehicles	140,000	104,805	-	-	-	-
Direct Internal Charges	140,762	173,788	196,182	92,240	162,000	(34,182)
Indirect Cost Allocation	929,085	929,085	1,067,744	711,829	1,067,744	-
Intra County Transactions	678,667	673,484	622,100	716,121	720,000	97,900
Total Supplies and Other	\$ 16,472,691	\$ 14,742,517	\$ 15,983,313	\$ 10,028,038	\$ 15,647,031	\$ (336,282)
Total Uses of Funds	\$ 34,252,329	\$ 32,096,434	\$ 35,567,990	\$ 22,399,306	\$ 35,106,708	\$ (461,282)

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 8/31/2019	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 8/31/2019	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	\$ 1,850,774	\$ 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	\$ 1,850,774	\$ 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	\$ 142,740	\$ 229,559	\$ -
ARM-02 Furniture & Equipment	36,000	17,724	36,000	36,000	14,771	25,000	11,000
ARM-03 Computer Replacement Plan	250,000	163,168	250,000	250,000	96,373	250,000	-
ARM-04 Book Sorter Replacement	350,000	88,954	250,000	250,000	-	200,000	50,000
ARM-05 IT Infrastructure Replacement	351,650	210,774	200,000	200,000	108,469	200,000	-
Alternative Services	-	-	-	250,000	113,193	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	-	67,014	72,566	72,566	(5,552)
2018 Projects							
18-02 Lakewood Fence Replacement	\$ 55,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
18-04 Lakewood Admin Restroom Remodel	48,000	-	-	-	-	-	-
18-05 Evergreen Parking Lot	125,000	-	-	172,000	-	175,240	(3,240)
18-06 Sorter Replacement 0 2 sites	500,000	-	-	-	-	-	-
18-07 LSC Garage & Loading Dock Planning	10,000	-	150,000	169,531	-	169,531	-
18-08 Bookmobile Replacement Sinking Fund	200,000	-	200,000	400,000	-	200,000	200,000
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	-	139,175	139,175	139,175	-
18-01 Belmar Library Remodel	350,000	96,194	6,423,500	6,947,307	377,966	2,050,000	4,897,307
19-03 South County Library	-	-	350,000	350,000	-	125,000	225,000
Total Capital Projects	\$ 6,487,790	\$ 3,448,762	\$ 8,190,500	\$ 9,727,586	\$ 1,065,253	\$ 4,318,071	\$ 5,409,515

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 8/31/19	YTD Encumbrances 8/31/19	YTD Total Actual + Enc	Remaining Budget
ARM-01 Capital Maintenance	\$ 229,559	\$ 142,740	\$ 104,319	\$ 247,059	\$ (17,500)
ARM-02 Furniture & Equipment	36,000	14,771	1,404	16,175	19,825
ARM-03 Computer Replacement Plan	250,000	96,373	-	96,373	153,627
ARM-04 Book Sorter Replacement	250,000	-	-	-	250,000
ARM-05 IT Infrastructure Replacement	200,000	108,469	4,403	112,872	87,128
Library Alternative Services	250,000	113,193	129,430	242,623	7,377
16-14 High Availability Internet Redundancy	72,000	-	-	-	72,000
17-13 Standley Lake Outdoor Learning Envir.	67,014	72,566	-	72,566	(5,552)
18-05 Evergreen Parking Lot	172,000	-	172,240	172,240	(240)
18-07 LSC Garage & Loading Dock	169,531	-	-	-	169,531
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	139,175	139,175	-	139,175	-
18-01 Belmar Library Remodel	6,947,307	377,966	5,645,075	6,023,041	924,267
19-03 South County Library	350,000	-	-	-	350,000
Total Capital Projects	\$ 9,727,586	\$ 1,065,253	\$ 6,056,870	\$ 7,122,124	\$ 2,605,462

Belmar Library Renovation Project to Date - Budget to Actual

August 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>377,966</u>	2019 Actual Expenses
<u>\$6,569,340</u>	Remaining 2019 Budget

Belmar Library Renovation Project
Project - Budget to Actual
Inception-to-Date
Aug 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	109,117	17,320	9,900					136,337
Total 2019	294,215	69,361	9,900	4,490	-	-	-	377,966
Total Expenditures	343,615	116,155	9,900	4,490	-	-	-	474,159
Remaining Budget	\$ 407,370	\$ 103,846	\$ 4,638,300	\$ 35,510	\$ 738,000	\$ 375,174	\$ 271,141	\$ 6,569,341

Operational Updates

Information Technology Department

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: September 9, 2019

RE: Update on Document Management System

JCPL issued a Request for Proposal (RFP) for a document management system (DMS) on July 19, 2019 to create a permission-based central data repository that will allow for collaboration, version control, retention management and easy searching.

Reasons for this project include:

- To create a repository that will be centrally managed, ensuring that organizational documents are stored securely and in compliance with current security standards.
- To allow for role-based permissions for document access and modifications.
- To allow staff to be more efficient through easy searching and retrieval capabilities and customizable dashboards.
- To create a methodology for records management including lifecycle management, archival and retention guidelines.
- To ensure JCPL provides reliable systems with high availability.

Status:

We created a multi-disciplinary committee and completed a needs assessment to determine our requirements for the DMS system. These requirements were included in the RFP. We issued the RFP and received 11 vendor proposals. We assessed all 11 proposals and selected the top five vendors to provide us with product demonstrations. The product demos were completed in early September, and we are currently seeking further details from our top two selections.

The estimated cost for this project includes both one-time implementation costs and on-going expense for software and is between \$250,000 and \$350,000 over five years. The implementation cost for the DMS project is part of the Library's 2019 capital budget.

Operational Updates

Facilities & Construction Projects

memorandum

TO: Donna Walker, Executive Director

FROM: Steve Chestnut, Director of Facilities & Construction

DATE: September 10, 2019

RE: Moving Vendor for Belmar Redesign

Background;

The Belmar Redesign will require removal and storage of the books and some of the equipment while it is under construction. JCPL published an RFP to request services to help us with that scope. The RFP drew 5 responses from vendors with pricing ranging from \$32K to \$85K

Those responses have been evaluated and our recommendation to the Board is that we move forward with Armstrong Relocation for the cost of \$52,281. Armstrong was determined to be the best fit for the dollar for our needs. It should be noted that the cost of the move is already built into the Belmar Capital Budget.

Next Actions;

I would like to ask the Board to authorize the Executive Director to enter into a contract with Armstrong Relocation for the cost of \$52,281 to execute the movement and storage of equipment, materials and collection of Belmar while it is under construction.

memorandum

TO: Donna Walker, Executive Director

FROM: Steve Chestnut, Director of Facilities & Construction

DATE: September 10, 2016

RE: Information JCPL Snow Removal Contract (Excluding Evergreen)

Background;

JCPL snow removal contract with CoCal has come full term in 2019 as a 1 +4 yearly renewal contract that was approved by the Board in 2014. JCPL is in the process of requesting proposals for the 2019-2020 snow season removal. Responses to the RFP are not due until September 30 so the cost and vendor recommendations will not be known until they are submitted as a part of the Board package in October.

Next Actions;

I would like to ask the Board to authorize the Executive Director to enter into an agreement with the recommended vendor for snow removal services at a cost that will be provided to them prior to the Board meeting on October 10, 2019.

memorandum

TO: Donna Walker, Executive Director

FROM: Steve Chestnut, Director of Facilities & Construction

DATE: September 10, 2016

RE: Information JCPL Snow Removal Contract for Evergreen

Background;

JCPL snow removal contract with Bear Creek Landscape (our Evergreen snow contractor) has come full term in 2019 as a 1 +4 yearly renewal contract that was approved by the Board in 2014. JCPL is in the process of requesting proposals for the 2019-2020 snow season removal. Responses to the RFP are not due until September 30 so the cost and vendor recommendations will not be known until they are submitted as a part of the Board package in October.

Next Actions;

I would like to ask the Board to authorize the Executive Director to enter into an agreement for snow removal services with the recommended vendor at a cost that will be provided to them prior to the Board meeting on October 10, 2019.

ADMINISTRATION

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