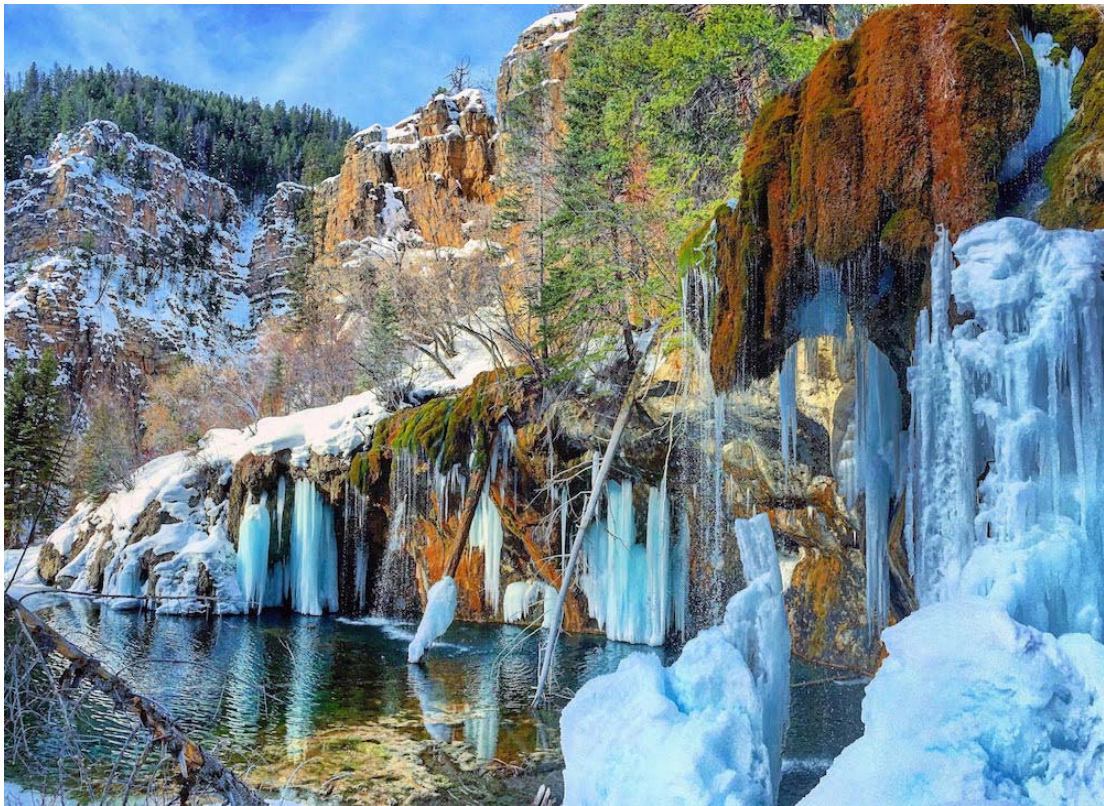


BOARD MEETING

JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

November 21, 2019



Jefferson County
PUBLIC LIBRARY

APPROVAL OF AGENDA

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

ITEM# / ACTION	Thursday, November 21, 2019 – LAKEWOOD LIBRARY MEETING ROOM
1.	Call to order & attendance (4.5.8)
2.	Pledge of Allegiance
3. Action	Approve Agenda Call for motion and second
4.	Public Comment
5. CONSENT AGENDA Action	Approval of Consent Agenda Call for motion and second <ul style="list-style-type: none"> a) October 10, 2019 Board Meeting Minutes b) CLiC Courier Contract Authorization c) Document Management System Contract Authorization
6. Information	<ul style="list-style-type: none"> • Foundation Report – Jo Schantz
7. Operational Updates Action as Needed	<ul style="list-style-type: none"> • Executive Director Update • Finance and Budget <ul style="list-style-type: none"> ▪ Financial Report ▪ Belmar Project Financial Report ▪ 2020 Budget Preview • Facilities and Construction Projects <ul style="list-style-type: none"> ▪ Belmar Project Update – NV5 • Strategy and Engagement <ul style="list-style-type: none"> ▪ Belmar Naming Agreement – Genesee Mountain Foundation ▪ Belmar Naming Agreement - Ponce
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
8. Emerging Issues Action as Needed	
10. Action as Needed	Ends

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

11. Action as Needed	Governing Policies <ul style="list-style-type: none">Trustees Review 2020 Governance Process Calendar (4.3.2 and 4.3.2.B)
12. Suggest Agenda Items	BOARD SCHEDULE – NEXT MEETINGS <ul style="list-style-type: none">December 12 – Board Meeting – 5:30 pm – Lakewood Library Meeting RoomJanuary 9, 2020 – Study Session – 5:30 pm – Pam Nissler Conference Room at Library AdministrationJanuary 16, 2020 – Board Meeting – 5:30 pm – Lakewood Library Meeting RoomFebruary 13, 2020 – Study Session – 5:30 pm – Pam Nissler Conference Room at Library AdministrationFebruary 20, 2020 – Board Meeting – 5:30 pm – Lakewood Library Meeting RoomMarch 12, 2020 – Study Session – 5:30 pm – Pam Nissler Conference Room at Library AdministrationMarch 19, 2020 – 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, OtherOther Announcements
16. 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: November 12, 2019

RE: Consent Agenda for the November 21, 2019 Board Meeting

- a) October 10, 2019 Board Meeting Minutes
 - o Library Board of Trustees approve the minutes of the October 10, 2019 Board Meeting as presented.
- b) Colorado Library Consortium (CLiC) – Colorado Courier Agreement
 - o Library Board of Trustees authorize the Executive Director to approve the agreement with the Colorado Library Consortium for statewide courier services for October 2019 through September 2020 within the approved 2019 and 2020 budgeted amounts.
- c) Document Management System
 - o Library Board of Trustees to authorize the Executive Director to sign a contract with the recommended vendor for up to \$80,000.

**Minutes of the Meeting of the
JEFFERSON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
October 10, 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 October 10, 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, Jill Fellman and Jeanne Lomba.

Trustees not present: German Zarate-Bohorquez.

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 People and Culture; Lizzie Gall, Assistant Director of Library Experience 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 Kim Johnson the motion passed by unanimous vote of all Trustees present.

WELCOME TO NEW TRUSTEES

The Chair introduced Jill Fellman. Jill served as an elected member of the Jefferson County School Board from November 2011 to November 2015. She now serves on the Board of Community Table and on the Sooper Credit Union Foundation Board. The Board and Library staff welcomed Jill Fellman to the Library Board of Trustees. The Chair advised the Board that German Zarate-Bohorquez was also appointed to serve on the Library Board and that Kim Johnson was reappointed. German was not able to attend due to a previous commitment. They will serve 3-year terms from September 30, 2019 to September 30, 2022.

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

FOUNDATION REPORT

The Trustees were provided with a report from the Foundation.

EXECUTIVE TEAM OPERATIONAL UPDATES

Executive Director Update

Donna Walker, Executive Director, provided an update to the Board. The Trustees were reminded of the All Staff Conference on Monday, October 14. The holds pick-up lockers are installed and people are using them. Belmar patrons are also using the Lakewood Library. The Belmar Library building has been cleared and turned over to HDR. In response to a question, the Board was advised that the Library has wanted to install a book drop at the Conifer Library for quite some time. There are many stairs for patrons to climb to return books. The book drop is located in the round a bout and provides better service to our patrons.

Finance and Budget Department

Financial Reports

Barbara Long, Assistant Director of Finance and Budget addressed the Board. Because of the timing of the Board meeting, there are no financials in this month's report. The financials for September will be provided by email before the next board meeting. In response to questions about property tax, the Board was advised that:

- The tax lien sale is set for next Monday, October 14.
- The Library will likely see lower property tax revenue than the budgeted amount in 2019. The Board passes the budget in June, and then there are updates by the County in August/September. The assessor's preliminary certification of value comes out at the end of August and the final certification is in November. There was a drop in the final, which was after the Library's budget was passed and too late to modify. There was a difference to the Library of \$600,000. The Library expects that its revenue will come in lower and plans to put in a projection in the next financial tables. Tax lien revenue will likely be included in the financial tables presented at the November board meeting. For the 2020 budget, the Library made some slight modifications in response to the preliminary report of assessed value

and will inform the board if there significant changes from the preliminary report to the final report this year.

Public Services

Auto Renewal

Julianne Rist, Director of Libraries, addressed the Board and introduced Lizzie Gall, Assistant Director of Library Experience, who presented information on auto-renewal of library materials.

Auto-renewal of library materials is a new service the Library is excited to provide to patrons. Through this service, eligible items checked out on a patron's library account will be automatically renewed providing an easy and convenient customer experience. The system renews the items. Patrons do not have to log into their account online, call or visit a library for eligible items to be renewed. Items that are on hold for another patron, have reached their renewal limit, are some examples of when something would not be eligible for auto-renewal. The Library anticipates that these changes will delight our patrons and increase their usage of library materials and services.

Some of the benefits of auto-renewal include:

- Supporting the strategic initiative to eliminate barriers to physical materials
- Increasing convenience and ease of use for patrons who check out physical items
- Increasing circulation statistics (based on the experience of other libraries with auto-renewal)
- Increasing use by removing worry about due dates, patrons may keep materials longer because they have been renewed
- Providing a better experience for patrons. In staff testing of the service, patrons feel a sense of relief when an item is renewed for them
- Providing better service for patrons who utilize multiple library systems
- Will not impact holds- items on hold are not eligible for auto-renewal
- JCPL stays relevant in the library field and makes policies based on best practices

The auto renewal feature includes the following changes:

- Increased renewal limit to six renewals for most items, 18 weeks for an item that has a three-week circulation period, 6 weeks for a one-week item.
- Automatic renewals for eligible library materials
- Patrons receive a notification that eligible items were automatically renewed 2 days before the due date
- Increase blocked account threshold from \$10 to \$20
- Increase threshold for accounts sent to collections from \$25 to \$50

The Library will be launching this service in 2019. Auto-renewal is a natural corollary to fine free. Providing the service now will set the stage for fine free in 2020. This service will also provide patrons with more support and options during the Belmar Library closure and during future capital projects. The Library moved up the implementation to serve Belmar patrons, in part because we were unable to locate an alternative space for services during the closure. The Library wants to turn on this new service as soon as possible.

In response to questions, the Board was advised that:

- The system renews items two days before the item is due. The new due date will be the full amount of the renewal.
- Lucky day items are ineligible.
- Right now patrons can renew items three times and this feature will extend that to six times. If an item is in demand by someone else, it is not eligible for auto renewal.
- The intent of increasing the block threshold is to make it easier to use the library and remove barriers.
- The lost item fee is based on the actual replacement cost of the item. Some of the Library's DVD sets are over \$100.
- The Library has been concerned for quite some time about the current threshold amount.
- The Library's return on investment on collection services is at least 4 to 1. What happens most of the time is that the Library gets the item back.
- The Library will track and measure the impact of this service during the first year and determine if any adjustments need to be made.
- Locally, five of our neighboring library systems have already implemented auto-renewal. Nationally, JCPL would be more leading edge with this service compared to our benchmarking group.

Facilities & Construction Projects

South County Phase I – Notice to Proceed Authorization

The Chair addressed the Board and noted that the report provided to the Board includes follow-up to some of the Board's questions. South County is a big project and very few Boards have the opportunity to build a new library. Many members of the Library staff have done this before but this Board has not and this project is a different model from what this Board has done before.

The Executive Director expressed appreciation to the Board for their questions about Phase I and giving staff the opportunity to provide more information and connect the dots for the Board on deliverables and costs. The contract with HDR had an option clause to use them for a future project. Steve Chestnut and Julianne Rist reviewed that option and the option of going out for another RFP. Their decision, based on the Library's experience

with HRD was to exercise the option to use them for this project. They did a lot of work to determine what JCPL needs to do for community engagement and the Executive Team believes that what we have in the scope of work is a good value for the taxpayer dollar. This is a \$12 million project with an approved planning budget of \$350,000. There was a question from the Board on comparing this project to Belmar. The Belmar project was about half the size of this project and the scope for this project is twice as much as Belmar.

Steve Chestnut, Director of Facilities and Construction Projects, addressed the Board, provided information and answered questions on the deliverables and costs as outlined in the report.

The Board was provided with a sample of a Fact Sheet that HDR developed and provided for one of its clients. A fact sheet will ensure that we are talking about the project and providing information in the same way. When the Board and the Library is out in the community, everyone can talk about what the South County project is and have a fact sheet to provide. Developing a fact sheet takes a massive amount of data and information and gets it all down to a single page.

Julianne Rist provided information and a demonstration of an online meeting. Online meetings allow for an interactive dialogue. In the past, the Library has done an online community survey. The online meeting is an innovative way to connect with people we might not ordinarily hear from. One of the deliverables for this task is a final report of the community input and engagement findings with data, charts and graphs. Also included in the scope of work are HDR facilitated community engagement and programming meetings.

Steve Chestnut advised the Board that next steps include the initial assessment. If the project team finds something (property/building), HDR would engage their consultants to evaluate the site for feasibility. If the property is promising throughout the initial assessment, there would be a detailed assessment including code analysis, civil, structural and MEP engineering evaluations as well as environmental assessments.

In response to questions, the Board was advised that:

- Response to community meetings and surveys vary. For Edgewater, there were 67 responses, Belmar was 319 responses and Columbine was over 200 responses. The Library expects a good response rate for South County.
- The timeline for the three tasks presented tonight is about three months for the fact sheet and three months for community input. Then the Library will be able to design the program of service and begin the location search in earnest because the Library will have more information and know what to look for. Unknowns are

how long it will take to find the right property, purchase negotiations. Another factor to consider for the timeline is that this is a much larger geographic area. Once the Library finds something it will take about nine months for the design process.

- The Library has used a fact sheet for every project. It has all the information located in one place. Along the way, Library staff have done project fact sheets with varying degrees of quality and success. The Library does not have the capacity to do a fact sheet for South County.
- One of the things the Library has learned from community meetings is that people tell us surprising things. Going out to the community and asking what they envision their library to be and what they want in a library gives us valuable input. For South County, there is no municipality to engage in planning and development. JCPL does not know what the South County business community wants from a library. JCPL does not know what the communities in South County want from a library. The Library would not propose doing a project without community input and South County is a much larger geographic area to serve.

Trustee Anderson noted that one of the obstacles in South County is that there is no municipality to engage with. South County is unique and the Library needs to engage that community and receive feedback, not so much in terms of numbers but the quality of the input is important. The community input and the fact sheet are well worth the cost.

Trustee Johnson noted that the cost for the deliverables is a worthwhile investment. It is a tremendous amount of work and very important. Trustee Johnson further noted that she would be afraid to move forward on a \$20 million project without getting the community engagement. For a project of this size and scope, the Library needs someone to manage this and the Library does not have the staff to do this. The online meeting would provide more in depth responses.

Trustee Fellman noted that she likes the timeline. October, November and December are a great time to do a fact sheet and the beginning of the year is a great time to do community engagement.

Trustee Bodnar noted that he is torn about the necessity of the fact sheet and community input. Is the community going to tell us what we already know? Who would be getting this \$11,000 dollar document? These fact sheets drive the community input. He noted that community feedback is good at some point but he would not approve this.

The Chair thanked the Library staff for the detailed information in the report and that the deliverables are clearly defined. From a fiscal standpoint in terms of the overall budget,

this could be saving money and help to use it more wisely. This South County library will serve for decades to come – and we do not want to make a mistake. We need experts and it would be highly unusual if we did not do this. What is proposed here is best practice. We are expecting the staff to do a lot more than they ever have – we have major capital projects and we are short a very valuable team member. Staff has a lot on their plates and this is reasonable and responsible.

South County Phase I – Notice to Proceed Authorization

MOTION: Kim Johnson moved that the Library Board of Trustees authorize the Executive Director to issue the Notice to Proceed with HDR Architecture as outlined in the Board report in the amount of \$91,949 and to engage with consultants to evaluate potential sites within the approved 2019 South County project planning budgeted amount of \$350,000. Seconded by Pam Anderson the motion passed by majority vote of all Trustees present with John Bodnar voting against the motion.

Facilities & Construction Projects

Snow Removal Contract Authorization - Evergreen

MOTION: Kim Johnson moved that the Library Board of Trustees authorize the Executive Director to sign the contract with Bear Creek Landscape for snow mitigation services at Evergreen within the approved 2019-budgeted amount of \$50,000. Seconded by John Bodnar the motion passed by unanimous vote of all Trustees present.

Facilities & Construction Projects

Snow Removal Contract Authorization

Steve Chestnut addressed the Board and introduced the topic. In response to a question, the Board was advised that under the terms of the contract, the Library is charged only for the location that receives the service. For example, if snow removal is needed only at Standley Lake, the Library is charged only for Standley Lake.

MOTION: John Bodnar moved that the Library Board of Trustees authorize the Executive Director to sign the contract with CoCal Landscape Services Inc. for snow mitigation services at all locations other than Evergreen within the approved 2019-budgeted amount of \$150,000. Seconded by Jill Fellman the motion passed by majority vote of all Trustees present.

ITEMS REMOVED FROM THE CONSENT AGENDA

No items were removed from the consent agenda.

EMERGING ISSUES

The Chair noted an article about e-material that appeared in the Denver Post. The Executive Director advised the Board that there is a conversation going on about e-materials and publishers limiting libraries access to those materials. The Executive Director is gathering information and will be learning more about the issue at the ULC conference next week. There will likely be a call for action and advocacy for the Board. The Executive Director will come back to the Board with useful, succinct information and solid messaging.

BOARD SCHEDULE – NEXT MEETINGS

- 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
- December 12 – Board Meeting – 5:30 pm – Lakewood Library meeting room

ANNOUNCEMENTS/GENERAL INFORMATION SHARING

The Chair advised the Board that he will be attending the All Staff Conference in the morning and encouraged the Trustees to attend. It is a valuable and energizing experience to see the excitement of the entire staff when they come together for this conference. The Board also received a very nice letter expressing appreciation for its support of 1A.

ADJOURNMENT

The Board meeting was adjourned at 6:40 pm.

Pam Anderson, Secretary

FOUNDATION REPORT

JEFFERSON COUNTY LIBRARY FOUNDATION
EXECUTIVE DIRECTOR REPORT
NOVEMBER 2019 (NOV. 1-NOV. 19)
By Jo Schantz, MNM, CFRE

1. News, Meetings and Networking

Last month, I was introduced to author **Barbara Nickless** at the **Rocky Mountain Literary Festival**. I have since had email conversations with Barbara (who lives in Colorado Springs), and I'm delighted to tell you that **she has agreed to be our keynote speaker at the Friends Annual Meeting on Friday, March 13, 2020 (location and time TBD)**. Here is Barbara's bio:

Barbara Nickless is the #1 Amazon and Wall Street Journal bestselling author of the "blisteringly original" Sydney Parnell crime novels featuring a railway cop and her K9 partner. About the series, Jeffery Deaver promises "you'll fall in love with one of the best characters in thriller fiction." The series has won two Colorado Book Awards and the prestigious Daphne du Maurier Award of Excellence and was a *Suspense Magazine* "best of 2016" selection.

Barbara's essays and short stories have appeared in *Writer's Digest*, *Criminal Element*, *Penguin Random House*, and other markets. She also teaches creative writing to veterans at the University of Colorado in Colorado Springs. Barbara is often in the Rocky Mountains where she loves to hike, cave, and drink single malt Scotch—although usually not at the same time.



Our Warehouse Coordinator Don DuBé will be retiring at the end of December, and in mid-October we posted the job description and the call for his replacement. We currently have three top candidates, and have interviewed two of the candidates to date. I'm hopeful that we will have Don's job filled within the next few weeks, and with enough time for Don to help train his replacement prior to leaving JCLF.



I was glad to attend the **South Lakewood Business Association** breakfast meeting on Nov. 5 at Westwoods Community Church in Lakewood, and I also attended the **Wheat Ridge Business Association** breakfast meeting on Tuesday, Nov. 12, at the Wheat Ridge Rec Center.

Our guest speaker at the WRBA meeting was Joyce Deming, Adult Outreach Librarian at JCPL. Her topic was "Finding Your Ideal Client at the Library," with a focus on data mining to assist local businesses with target marketing. As part of the event Steering Committee, I attended the **2020 Good News Breakfast** meeting on Wednesday, Nov. 13.



I'm continuing on with my training in endowment-building and planned giving at the **Rose Community Foundation**. The Foundation hosted a training on marketing and promotion of planned gifts at the November 7th meeting. I'm signed up for 1-1 training with a "mentor" from Rose Community Foundation on November 20th. I also attended Rose Community Foundation's investment seminar on Nov. 14th.

As you know, I'm working with the Library to solicit major gifts and naming rights for the remodeled Belmar Library. One of our long-time gift shop volunteers and former JCLF Board member **Vicki Ponce** has **committed to a**

\$7,500 naming opportunity for the Library's Large Study Room. In addition **Lynn McDonald (Genesee Mountain Foundation Executive Director and a JCLF Board member)** has decided to increase her gift and has **committed to a \$25,000 contribution and naming opportunity for the Family Place Library™ at Belmar.**

JCLF's **Dine & Donate** event on Oct. 23 (at **240 Union Restaurant** in Lakewood) netted our organization \$1,366. **Many thanks to 240 Union Restaurant!** I also was remiss last month in thanking **Board member Ron Marquez** for volunteering to staff the information table at this event...**Thank you, Ron!**

2. Events



Holiday Book Sales

Nov. 15-16 – 9 a.m. to 4 p.m. at Arvada Library

Dec. 6-7 – 9 a.m. to 4 p.m. at Columbine Library



You can book your donation online ahead of time!

<https://www.coloradogives.org/COGIVESDAY>

BOARD MEMBERS, I will ask for some volunteers to place phone calls to our donors that day and thank them for their contributions! Please let me know if you can assist us this year!

3. Grants and Sponsorships Update

Grants Pending:

- Theda & Tamblin Clark Smith Family Foundation -- \$5,000 general operating support
- Hewitt 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
- Believe in Reading Foundation* -- \$5,000 (\$2,500 for **1,000 Books** and \$2,500 for Babies First Books)
- Foundation at Rolling Hills -- \$5,000 general operating support
- Golden Civic Foundation – Letter of Interest (no amount designated) for Golden Library
- MDU Resources Foundation* -- \$5,000 for **1,000 Books**
- Lawrence Foundation* -- \$5,000 for **1,000 Books**
- Max and Victoria Dreyfus Foundation* -- \$10,000 for **1,000 Books** and Babies First Books

Grants Denied:

- The Denver Foundation -- \$5,000 (\$2,500 for **1,000 Books** and \$2,500 for Babies First Books)

Those with an asterisk indicate new funders that JCLF is approaching for the first time.*

Operational Updates

Executive Director Update



November 2019 EXECUTIVE DIRECTOR REPORT

4th Quarter Focus:

1. Fill key Strategy Team positions
2. Finalize draft 2020 Strategic Plan
3. Begin Community Engagement for South County Project
4. Finish out 2019 Strategic Priorities

Community Engagement

Paola Vilaxa Araya, Diversity and Inclusion Outreach librarian and **Karen Walker**, Kids and Families Outreach librarian attending Feria Internacional del Libro de Guadalajara- (Guadalajara Mexico)

Padma Polepeddi, assistant director of Library Experience, attending the Library Journal Director Summit - (San Diego)

Monica Rezac, data analytics support, attending Library Marketing Communications Conference - (St. Louis, MO)

Julianne Rist, director of Libraries, attending Reinventing Your Library Space - (Palo Alto, CA)

Mari Bay, Purchasing agent, and **Jennifer Cook**, Contract and Finance coordinator, attending Government Procurement Certification training


Barbara Long, assistant director of Budget and Finance, attending the Colorado Government Finance Officers Association (CGFOA) conference

JCPL Service Highlights

Alternative Services:

Materials Vending Machine scheduled to be installed in Lakewood Cultural Center garage before Thanksgiving.

Mail Delivery Pilot Six patrons have received their first mail delivery as part of the pilot to 20 patrons experiencing geographic/distance barrier to service. 36 patrons have sent in their interest to participate so far.





First Lego League is a hands-on STEM experience: it is a guided, global robotics competition.

The program is built around theme-based challenges to engage children 4th-7th grade in research, problem solving, coding and engineering.

The League has more than 320,000 participants (40,000 teams) in 98 countries.

Our team, the *Golden Library Sprint Bombs* has 5 members and will

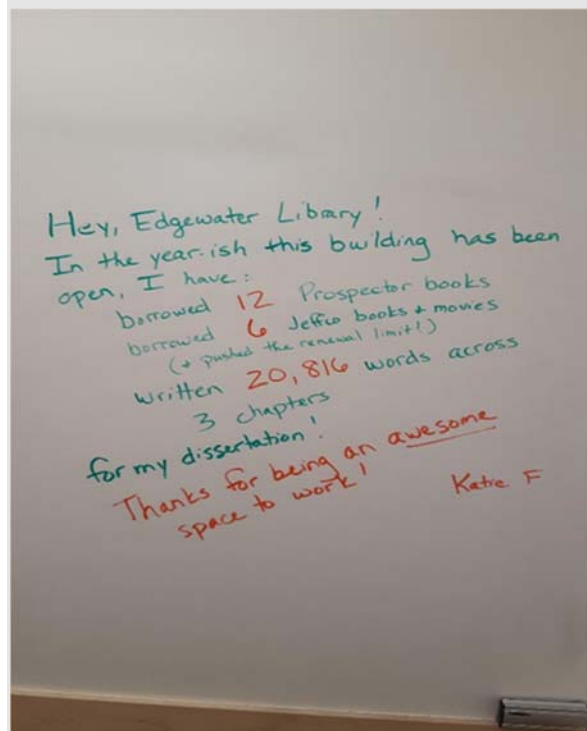
compete in Boulder to qualify for the Colorado State Competition. They are coached and mentored by two Golden staff and a Colorado School of Mines student.

Edgewater Anniversary Celebration | Celebración de Aniversario

Saturday, November 16, 2019

12:00PM – 3:00PM

Edgewater Library celebrates its one-year anniversary with the Mountain Music Duo, followed by Professor Elstun Ravenclaw's Spells and Potion Magic Show. Enjoy crafts, snacks and cake for everyone.



ENGAGEMENT OPPORTUNITIES FOR TRUSTEES

Public Library Association Conference PLA 2020: For the first time in 20 years, PLA's national conference is going to the southeastern part of the country. **February 25–29, 2020.** See Amber to register.

National Library Legislative Day (NNLD): The American Library Association is excited to announce that National Library Legislative Day (NLLD) 2020 will be held at Georgetown University Conference Center in Washington, D.C., on May 4-5.

Advocacy Opportunity: *Issue of Competition in Digital Markets:* The American Library Association has delivered a written [report](#) to the [House Judiciary Committee](#) telling lawmakers that "abuse" by "dominant actors in digital markets" is impeding essential library activities.

New Trustee orientation is under development.

HIGHLIGHTS OF EXECUTIVE DIRECTOR COMMUNITY ACTIVITIES, November 2019

ACTIVITY	PURPOSE	IMPACT
Meeting with Pam Brier, executive director, Action Center	Explore programming and partnership ideas	Exploring opportunities to create programming for convening the community around the topics of hunger and homelessness
Front Range Public Library Directors Meeting	Connect with Colorado library directors. Explore ebook issue actions and messaging.	Toured newly remodeled library; heard from CO library leaders about ebook issues
Jeffco Schools Foundation 2019 Hero awards	Support community partner fundraising efforts	
Women's Summit of the Rockies	Participate as a Board member in West Metro Chamber leadership program	
Elected Officials Personnel Board Meeting	Agenda TBD.	
Lunch with Jill Fellman	Relationship building.	
Meeting with Holly Bjorklund, County IT director	Relationship building. Investigate potential efficiencies.	
Jeffco EDC Board of Governors	Education forum focused on ways in which the business community and education partners can work together to meet workforce needs	
Meeting with Jo Schantz, executive director of the Jefferson County Library Foundation	Maintain relationship with community partner	

Operational Updates

Finance and Budget Department

memorandum



to: Donna Walker, Executive Director
from: Barbara Long, Assistant Director of Finance & Budget
re: 2020 Final Recommended Budget, October 2019 Financial Tables
Date: November 12, 2019

A. 2020 Budget Summary Review and Approval

On November 12th, the Board of County Commissioners will adopt the County's and the Library's 2020 budget. The Board of County Commissioners will certify mill levies for 2020 on November 19th. The Commissioners' adopted budget for the Library conforms to the Trustees' recommended budget. The Library's 2020 budget, which the Board of Trustees voted to approve in June, included estimates for the line items: property tax, salaries, benefits and county charges. These are areas where the library uses numbers from the County budget office for the final budget, and June's estimates are now updated to include this information.

The approved Library mill levy of 4.500 will result in projected property tax net revenue of \$46,300,305. This amount is unchanged from June's proposed budget. Fines and Fees are projected to be \$239,513, reflecting a reduction in revenue from eliminating library fines. Total projected revenues for 2020 are \$47,240,458

Total projected expenditures are \$49,507,497, which include:

- Operating \$37,975,076
- Debt Service \$1,410,421
- Capital Projects \$10,122,000
- Additional 24.0 FTE positions to implement recommendations of the Library's organizational assessment
- Total Authorized and funded positions: 277.0

The 2020 budget includes use of fund balance in the amount of \$2,267,039. This amount will fund capital project expenditures.

B. Budget to Actual Tables

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

TABLE 1
JEFFERSON COUNTY PUBLIC LIBRARY
TOTAL FUND SUMMARY
2020 Budget

Sources and Uses of Funds	2018 Actual	2019 Amended Budget	2020 Budget	\$ Incr(Decr) 2019 to 2020 Budget	% Incr(Decr) 2019 to 2020 Budget
Sources of Funds					
Revenues					
Property Tax (net of adjustments)	\$ 36,846,753	\$ 42,378,223	\$ 46,300,305	\$ 3,922,082	9%
Total Taxes	\$ 36,846,753	\$ 42,378,223	\$ 46,300,305	\$ 3,922,082	9%
Federal & State Grants	\$ 130,042	\$ 130,000	\$ 128,000	\$ (2,000)	-2%
Library Fees	495,864	492,731	239,513	(253,218)	-51%
Other Revenue	924,513	495,000	572,640	77,640	16%
Total Other Revenues	\$ 1,550,419	\$ 1,117,731	\$ 940,153	\$ (177,578)	-16%
Sub Total Revenues	\$ 38,397,172	\$ 43,495,954	\$ 47,240,458	\$ 3,744,504	9%
Transfer from Fund Balance	\$ -	\$ 3,248,054	\$ 2,267,039	\$ (981,015)	-30%
Transfer to Fund Balance	672,267	-	-	-	
Total Sources of Funds	\$ 37,724,905	\$ 46,744,008	\$ 49,507,497	\$ 2,763,489	6%
Uses of Funds					
Operating Expenditures					
Salaries & Employee Benefits					
Salaries	\$ 13,365,746	\$ 14,766,591	\$ 15,935,735	\$ 1,169,144	8%
Benefits	3,988,172	4,818,086	5,288,399	470,313	10%
Total Salaries & Benefits	\$ 17,353,918	\$ 19,584,677	\$ 21,224,134	\$ 1,639,457	8%
Library Books & Materials	\$ 8,170,418	\$ 8,139,065	\$ 8,135,190	\$ (3,875)	0%
Supplies	1,283,607	1,587,418	1,449,965	(137,453)	-9%
Vehicles	104,805	-	-	-	
Other Services & Charges	3,407,329	4,589,726	4,914,583	324,857	7%
Internal Transactions /Cost Allocation	1,776,357	1,886,026	2,251,204	365,178	19%
Total Operating Expenditures	\$ 32,096,434	\$ 35,786,912	\$ 37,975,076	\$ 2,188,164	6%
Financing & Debt Service	\$ 1,486,667	\$ 1,448,432	\$ 1,410,421	\$ (38,011)	-3%
Capital Projects	\$ 3,448,762	\$ 9,508,664	\$ 10,122,000	\$ 613,336	6%
Total Uses of Funds	\$ 37,031,863	\$ 46,744,008	\$ 49,507,497	\$ 2,763,489	6%



TABLE 2A
JEFFERSON COUNTY PUBLIC LIBRARY
FUND BALANCE SUMMARY
2020 Budget

	2018 Actual	2019 Amended Budget	2020 Budget
Beginning Fund Balance	\$ 18,164,234	\$ 18,164,234	\$ 19,529,543
Revenues	\$ 36,741,825	\$ 41,546,261	\$ 45,074,778
Capital Funding	1,655,348	1,949,693	2,165,680
Total Revenues	\$ 38,397,173	\$ 43,495,954	\$ 47,240,458
Expenditures			
Operating Expenditures	\$ 32,096,434	\$ 35,786,912	\$ 37,975,076
Debt Service	1,486,667	1,448,432	1,410,421
Capital Projects	3,448,762	9,508,664	10,122,000
Total Expenditures	\$ 37,031,863	\$ 46,744,008	\$ 49,507,497
Ending Fund Balance	\$ 19,529,543	\$ 14,916,180	\$ 17,262,505
Increase/(Decrease) in Fund Balance	\$ 1,365,309	\$ (3,248,054)	\$ (2,267,039)
Fund Balance Policy Calculation			
	2018 Actual	2019 Amended Budget	2020 Budget
16% - Current Year Budgeted Revenues	\$ 6,143,548	\$ 6,959,353	\$ 7,558,473
9% - Current Year Budgeted Revenues - Uncertainty	3,455,746	3,914,636	4,251,641
Total Minimum F/B Reserve Requirements (FLOOR)	\$ 9,599,293	\$ 10,873,989	\$ 11,810,115
50% of Current Year Budgeted Revenues	\$ 19,198,586	\$ 21,747,977	\$ 23,620,229
Total Maximum F/B Reserve Requirements (CEILING)	\$ 19,198,586	\$ 21,747,977	\$ 23,620,229
Above/(Below) Minimum (FLOOR)	\$ 9,930,250	\$ 4,042,191	\$ 5,452,389
Above/(Below) Maximum (CEILING)	\$ 330,957	\$ (6,831,797)	\$ (6,357,724)



TABLE 3
JEFFERSON COUNTY PUBLIC LIBRARY
OPERATING EXPENDITURES
2020 Budget

Sources and Uses of Funds	2018 Actual	2019 Budget	2020 Budget	\$ Incr(Decr) 2019 to 2020 Budget	% Incr(Decr) 2019 to 2020 Budget
Sources of Funds					
Revenues					
Taxes					
Property Taxes	\$ 35,130,173	\$ 41,376,815	\$ 45,960,543	\$ 4,583,728	11%
Delinquent Taxes	40,938	105,503	48,032	(57,471)	-54%
Prior Year Cancellations	-	(80,608)	(385,353)	(304,745)	378%
Urban Renewal	-	(996,510)	(1,509,624)	(513,114)	
Penalties & Interest	20,294	23,330	21,027	(2,303)	-10%
Total Taxes	\$ 35,191,405	\$ 40,428,530	\$ 44,134,625	\$ 3,706,095	9%
Federal & State Grants	\$ 130,042	\$ 130,000	\$ 128,000	\$ (2,000)	-2%
Library Fees	367,082	365,000	107,950	(257,050)	-70%
Other Fees	128,782	127,731	131,563	3,832	3%
Investment Income	592,860	322,000	322,000	-	0%
Contributions from Private Sources	188,415	85,000	160,000	75,000	88%
E-Rate & Other	143,238	88,000	90,640	2,640	3%
Total Revenues	\$ 36,741,824	\$ 41,546,261	\$ 45,074,778	\$ 3,528,517	8%
Uses of Funds					
Operating Expenditures					
Salaries & Employee Benefits					
Salaries	\$ 11,373,583	\$ 13,872,155	\$ 15,093,111	\$ 1,220,956	9%
Awards & Bonuses	-	125,000	130,000	5,000	4%
Termination Pay	158,188	-	-	-	
Temporary Salaries	1,832,115	2,080,360	2,146,611	66,251	3%
Overtime	1,860	7,130	5,130	(2,000)	-28%
Vacancy Savings	-	(1,318,054)	(1,439,117)	(121,063)	9%
Benefits	3,988,172	4,818,086	5,288,399	470,313	10%
Total Salaries & Benefits	\$ 17,353,918	\$ 19,584,677	\$ 21,224,134	\$ 1,639,457	8%
Library Books & Materials	\$ 6,859,918	\$ 6,768,000	\$ 6,691,154	\$ (76,846)	-1%
Library Computer Materials	1,176,240	1,173,185	1,285,686	112,501	10%
Library Periodicals	134,260	197,880	158,350	(39,530)	-20%
Sub-Total Library Collections	\$ 8,170,418	\$ 8,139,065	\$ 8,135,190	\$ (3,875)	0%
Supplies	\$ 1,283,607	\$ 1,587,418	\$ 1,449,965	\$ (137,453)	-9%
Other Services & Charges	3,407,329	4,589,726	4,914,583	324,857	7%
Vehicles	104,805	-	-	-	
Direct Internal Charges	173,788	196,182	164,067	(32,115)	-16%
Indirect Cost Allocation	929,085	1,067,744	1,145,837	78,093	7%
Intra County Transactions	673,484	622,100	941,300	319,200	51%
Total Supplies and Other	\$ 6,572,099	\$ 8,063,170	\$ 8,615,752	\$ 552,582	7%
Total Operating	\$ 32,096,434	\$ 35,786,912	\$ 37,975,076	\$ 2,188,164	6%



Authorized Positions	2018 Actual	2019 Budget	2020 Budget	Change 2019 to 2020
FTE Positions - Active	229.5	253.0	277.0	24.0
FTE Positions - Reserved	-	-	-	-
Total Authorized Positions	229.5	253.0	277.0	24.0



TABLE 4
JEFFERSON COUNTY PUBLIC LIBRARY
DEBT SERVICE DETAIL
2020 Budget

Sources and Uses of Funds	2018 Actual	2019 Budget	2020 Budget	\$ Change 2019 to 2020 Budget
Debt Service				
Principal - Arvada (2005-2024)	\$ 528,501	\$ 539,667	\$ 552,073	\$ 552,073
Interest - Arvada (2005-2024)	94,823	82,192	69,294	34,647
Principal - Refunding Series 2013	608,264	608,264	608,265	608,265
Interest - Refunding Series 2013	91,544	61,695	31,303	15,652
Principal - COP - Capital Projects	142,143	142,143	142,143	142,143
Interest - COP - Capital Projects	21,392	14,472	7,343	367,137
Total Debt Service	\$ 1,486,667	\$ 1,448,432	\$ 1,410,421	\$ (38,235)

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
2020 Budget

Sources and Uses of Funds	2018 Actual	2019 Amended Budget	2020 Budget	\$ Incr (Decr) 2019 to 2020 Budget
Sources of Funds				
Property Tax - Capital - 4.5%	\$ 1,668,527	\$ 1,949,693	\$ 2,165,680	\$ 215,987
Transfer from FB - Capital Expenses	-	3,248,054	2,267,039	(981,015)
Total Sources of Funds	\$ 1,668,527	\$ 5,197,747	\$ 4,432,719	\$ (765,028)
Uses of Funds				
Annual Replacement & Maintenance Program (ARM) & Ongoing Projects				
ARM-01 Capital Maintenance	\$ 348,088	\$ 229,559	\$ 250,000	\$ 20,441
ARM-02 Furniture & Equipment	17,724	36,000	36,000	-
ARM-03 Computer Replacement Plan	163,168	250,000	180,000	(70,000)
ARM-04 Book Sorter Replacement	88,954	250,000	300,000	50,000
ARM-05 IT Infrastructure Replacement	210,774	200,000	370,000	170,000
Alternative Services	-	-	450,000	450,000
2016 Projects				
16-10 Intranet/Document Management	57,920	-	-	\$ -
16-13 III Database Server	5,560	-	-	-
16-14 High Availability Internet Redundancy	-	72,000	-	(72,000)
2017 Projects				
17-01 Evergreen HVAC Rebuild	\$ 57,536	\$ -	\$ -	\$ -
17-02 Entry Door Replacement	29,605	-	-	-
17-11 Long-Range Facility Master Plan	30,960	-	-	-
17-13 Standley Lake Outdoor Learning Environment	20,735	24,465	-	(24,465)
2018 Projects				
18-05 Evergreen Parking Lot	-	125,000	-	\$ (125,000)
18-07 LSC Garage & Loading Dock Planning	-	150,000	-	(150,000)
18-08 Bookmobile Replacement	-	400,000	-	(400,000)
2019 Projects				
19-01 Standley Lake Clerestory Roof Replacement	\$ -	\$ 35,000	\$ -	\$ (35,000)
19-02 Document Management System	-	160,000	-	(160,000)
2020 Projects				
20-01 Arvada HVAC Control Upgrade	\$ -	\$ -	\$ 140,000	\$ 140,000
20-02 Golden Library	-	-	4,396,000	4,396,000
Multi-Year Construction Projects				
16-16 Columbine Library	\$ 126,270	\$ -	\$ -	\$ -
17-07 Edgewater Library	2,195,273	549,333	-	(549,333)
18-01 Belmar Remodel	96,194	6,677,307	-	(6,677,307)
19-03 South County Library	-	350,000	4,000,000	3,650,000
Total Capital Projects	\$ 3,448,761	\$ 9,508,664	\$10,122,000	\$ 613,336



TABLE 5
JEFFERSON COUNTY PUBLIC LIBRARY
CAPITAL IMPROVEMENT PROJECTS
2020 Budget

Sources and Uses of Funds	2018 Actual	2019 Amended Budget	2020 Budget	\$ Incr (Decr) 2019 to 2020 Budget
Bookmobile Sinking Fund Reserve				
Beginning Balance	\$ -	\$ 200,000	\$ -	
Source	-	200,000	-	
Use	-	400,000	-	
Balance	\$ -	\$ -	\$ -	



TABLE 6
JEFFERSON COUNTY PUBLIC LIBRARY
5 -Year Capital Improvement Plan
2020-2024

Project	2019 Amended Budget	2020	2021	2022	2023	2024	Total 2020-2024
Annual Replacement Plan							
ARM-01 Capital Maintenance	\$ 229,559	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 1,250,000
ARM-02 Furniture & Equipment	36,000	36,000	36,000	72,000	36,000	36,000	216,000
ARM-03 Computer 5-year Replacement Plan	250,000	180,000	250,000	250,000	250,000	250,000	1,180,000
ARM-04 Book Sorter Replacement	250,000	300,000	300,000	300,000	300,000	300,000	1,500,000
ARM-05 IT Infrastructure Replacement (2018 - Hardware: \$195,300; Software: \$126,350)	200,000	370,000	200,000	200,000	200,000	200,000	1,170,000
Alternative Services	-	450,000		200,000		50,000	700,000
Total ARM & Ongoing Projects	\$ 965,559	\$ 1,586,000	\$ 1,036,000	\$ 1,272,000	\$ 1,036,000	\$ 1,086,000	\$ 5,316,000
5-Year Capital Improvement Plan							
16-14 High Availability Internet Redundancy	72,000	-	-	-	-	-	-
17-07 Edgewater Library Tenant Finish	549,333	-	-	-	-	-	-
17-13 Standley Lake Outdoor Learning Environment	24,465	-	-	-	-	-	-
18-01 Belmar Library Remodel	6,677,307	-	-	-	-	-	-
18-05 Evergreen Parking Lot	125,000	-	-	-	-	-	-
18-07 LSC Garage & Loading Dock	150,000	-	-	-	-	-	-
18-08 Bookmobile Replacement	400,000	-	-	-	-	-	-
19-01 Standley Lake Clerestory Roof Replacement	35,000	-	-	-	-	-	-
19-02 Document Management System	160,000	-	-	-	-	-	-
19-03 South County Library	350,000	4,000,000	7,378,000	-	-	-	11,378,000
20-01 Arvada HVAC Control Upgrade	-	140,000	-	-	-	-	140,000
20-02 Golden Library		4,396,000					
21-01 Evergreen Library Remodel		-	350,000	3,170,000		-	3,520,000
21-02 Data Warehouse			125,000				
22-01 Standley Lake Library Remodel	-	-	-		350,000	8,300,000	8,650,000
23-02 ILS Replacement					750,000		
Total CIP	\$ 8,543,105	\$ 8,536,000	\$ 7,853,000	\$ 3,170,000	\$ 1,100,000	\$ 8,300,000	\$ 23,688,000
Total 5-Year Capital Plan	\$ 9,508,664	\$ 10,122,000	\$ 8,889,000	\$ 4,442,000	\$ 2,136,000	\$ 9,386,000	\$ 29,004,000



TOTAL FUND SUMMARY
2019 Budget

Sources and Uses of Funds	2019 Amended Budget	2020 Budget	% Incr(Decr) 2019 to 2020 Budget
Revenues			
Total Revenues	\$ 43,495,954	\$ 47,240,458	9%
Transfer from Fund Balance	3,248,054	2,267,039	-30%
Total Sources of Funds	\$ 46,744,008	\$ 49,507,497	6%
Expenditures			
Total Operating Expenditures	\$ 35,786,912	\$ 37,975,076	6%
Financing & Debt Service	1,448,432	1,410,421	-3%
Capital Development Fund	9,508,664	10,122,000	6%
Total Uses of Funds	\$ 46,744,008	\$ 49,507,497	6%

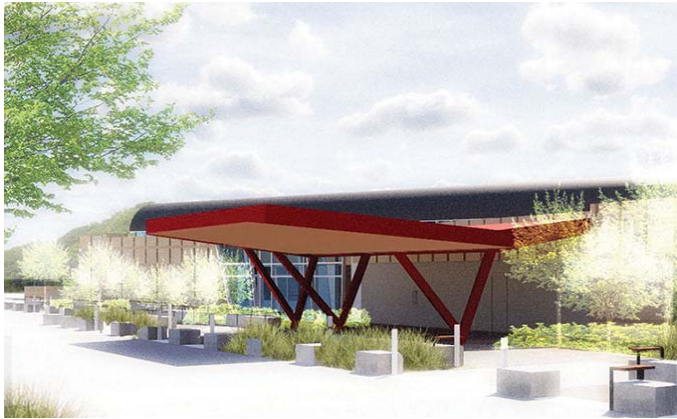




Jefferson County
PUBLIC LIBRARY

JCPL 2020 Proposed Final Budget

Presented to the Library Board of Trustees on 11/21/2019



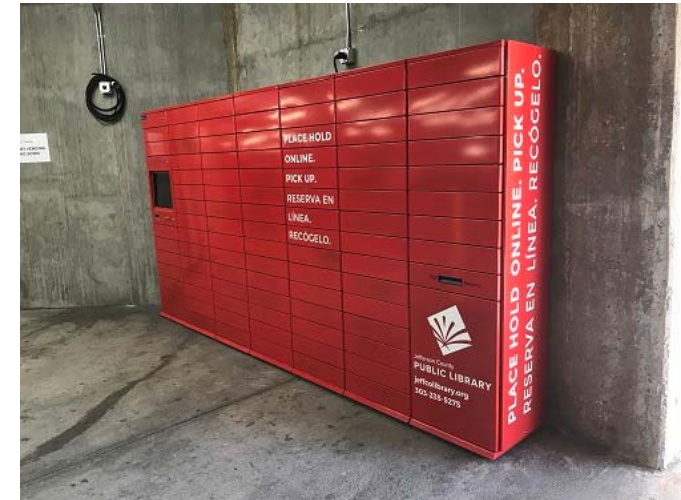
JCPL 2020 Budget

Keeping Promises to the Community



Jefferson County
PUBLIC LIBRARY

- Invest in Underserved Areas:
South County Library & Alternative Services
- Phased Implementation of Staffing Plan
- Address Library Strategic Priorities
Implement Fine Free



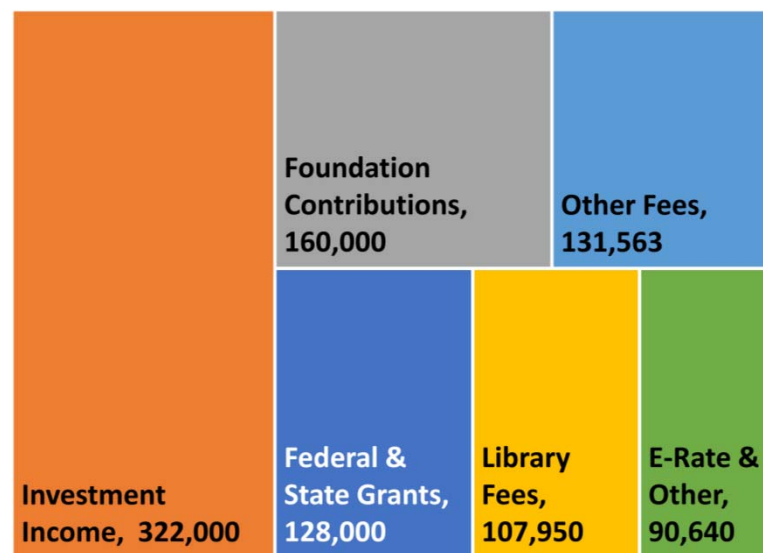
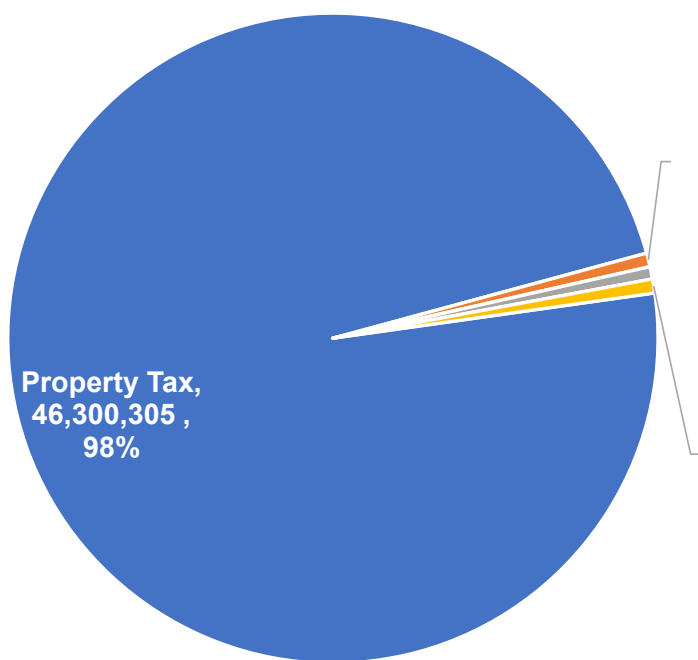
Changes Between Draft Budget and Proposed Final Budget



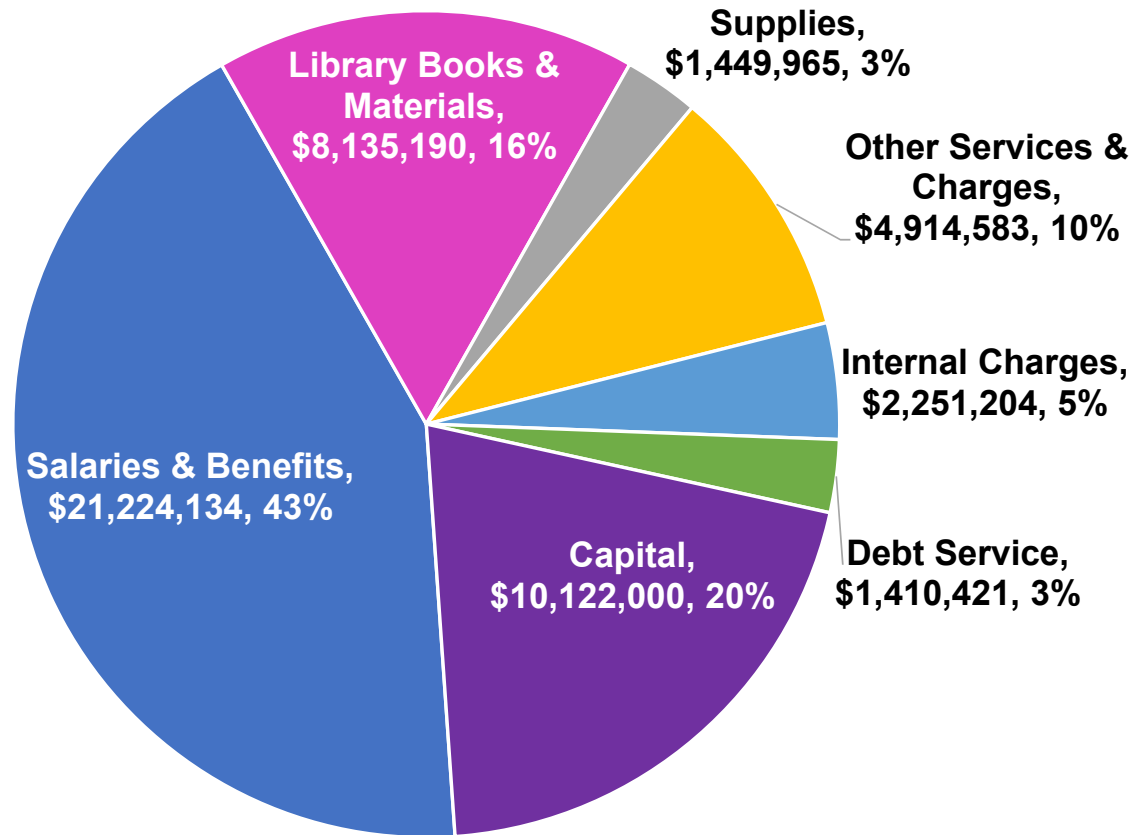
- No net change to budgeted revenue
- Decreased budgeted expenses by \$302K.
- Decreased the use of Fund Balance from \$2.57M to \$2.27M



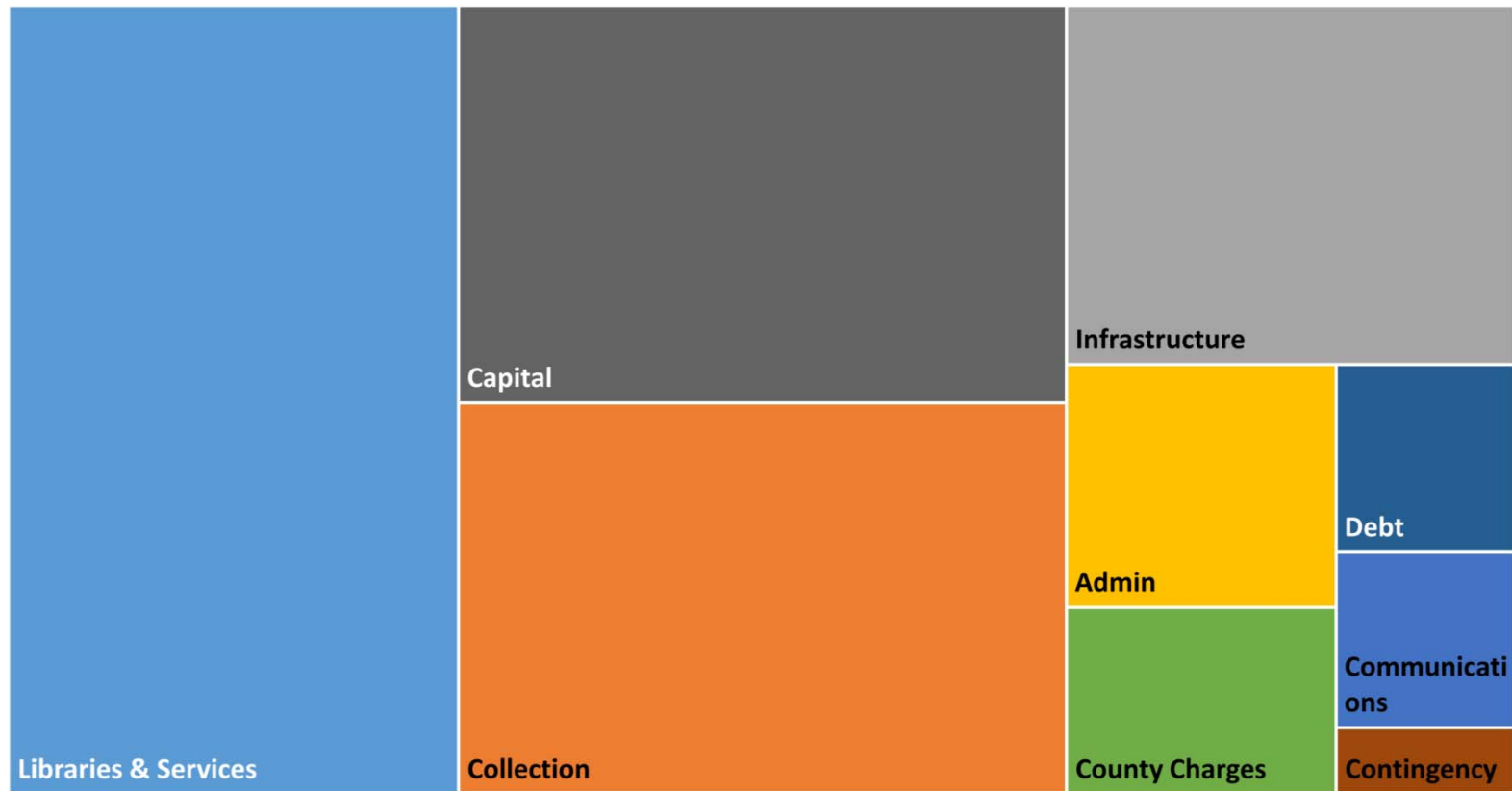
2020 Budget: Total Projected Revenue = \$47,240,458



2020 Total Budgeted Expenses = \$49,507,496



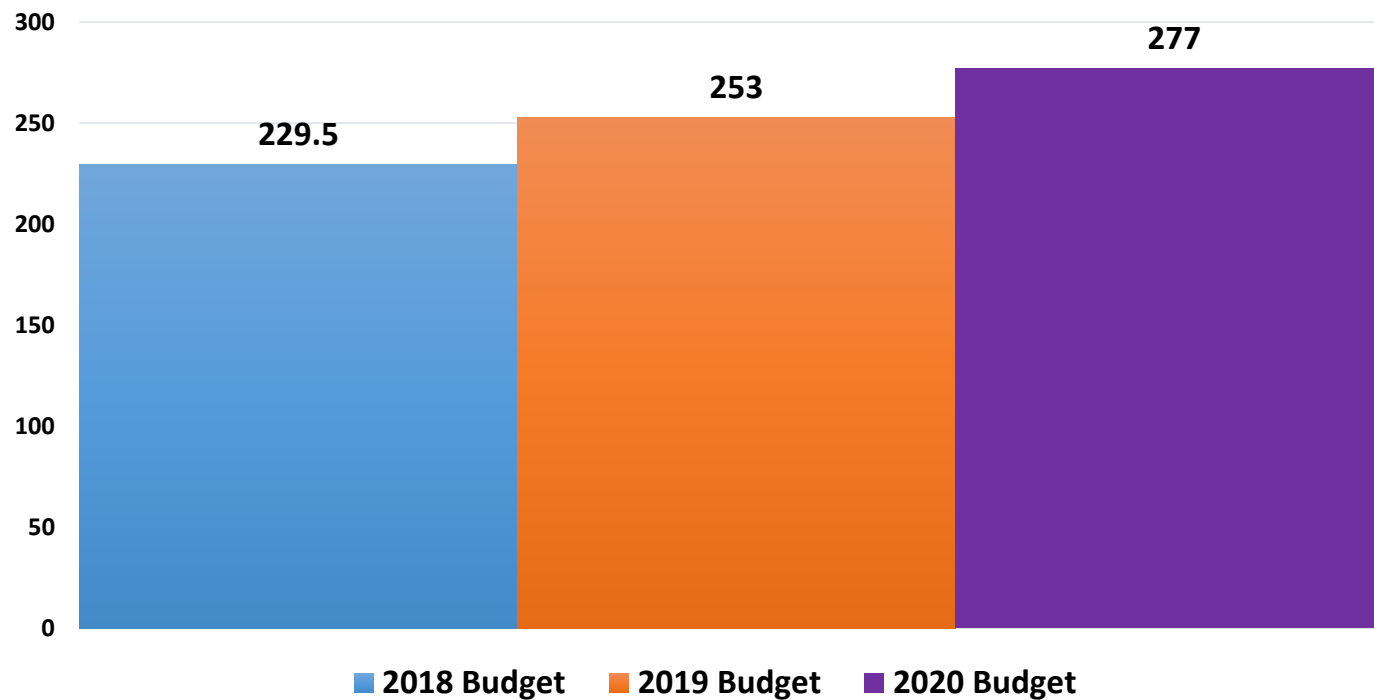
2020 Total Budgeted Expenses = \$49,507,496



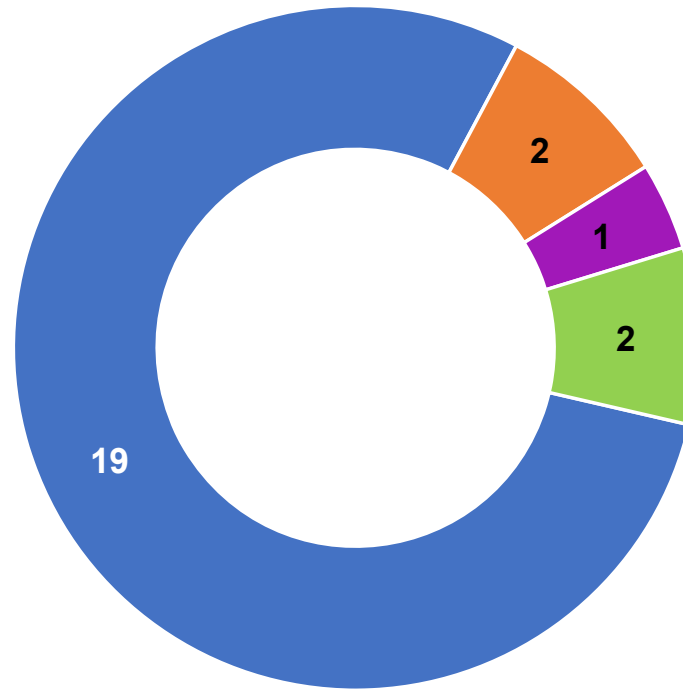
Focus on Staffing – Change in Active FTE's



Jefferson County
PUBLIC LIBRARY

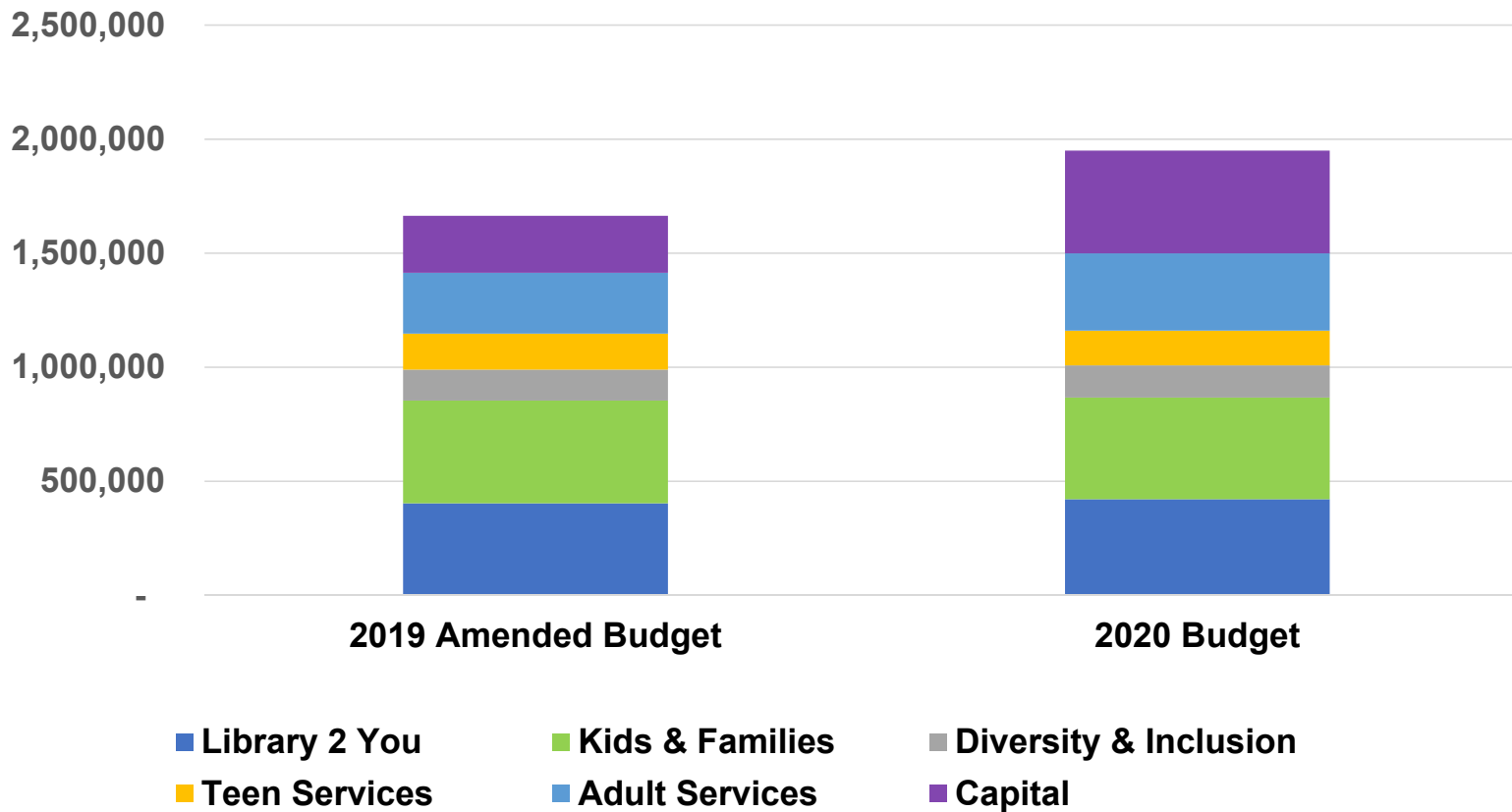


2020 New FTE



■ Libraries & Services ■ Admin ■ Communications ■ Infrastructure

Outreach and Alternative Services



2020 Capital Investments



Annual Replacement Plan & On-Going Projects	
ARM-01 Capital Maintenance	\$ 250,000
ARM-02 Furniture & Equipment	36,000
ARM-03 Computer 5-year Replacement Plan	180,000
ARM-04 Book Sorter Replacement	300,000
ARM-05 IT Infrastructure Replacement	370,000
Alternative Services	450,000
Total ARM	\$ 1,586,000
Capital Projects	
19-03 South County Library	4,000,000
20-01 Arvada HVAC Control Upgrade	140,000
20-02 Golden Library	4,396,000
Total Capital Projects	\$ 8,536,000
Total Capital Improvement Plan	\$ 10,122,000

Questions?





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: November 12, 2019

A. **Budget to Actual Tables**

The Budget to Actual Tables for October are attached. The tables show property tax receipts and interest income through September. Year-to-date (YTD), the Library received funding of \$140,957 from the Library Foundation in October. The Library Foundation also directly purchased \$1,000 in Summer Reading prizes, resulting in total support from the Foundation of \$141,957 YTD. In-kind support provided to the Foundation by the Library through the end of October is valued at \$66,528 (Ratio of 2.13:1).

The October financial statements reflect the budget transfer of \$125,000 from contingency funds to the administrative offices reconfiguration project, which the Board approved at the September 19th meeting (\$100,000 to ARM-01 and \$25,000 to the furniture budget).

The October financial tables include updated projections of year-end revenue and expenses. Property tax revenue for October has not posted yet, so revenue projections are largely unchanged from September. Operating and capital expense projections are updated based on current information and will continue to be refined until year-end. This information is on Table 3 (operating) and Table 5 (capital). The library is evaluating which capital projects will continue into 2020 and be included in the library's carryforward request in January of 2020.

The final debt services payment of 2019 will post in November.

**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 10/31/2019	\$ 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	\$ 39,592,978	\$ (835,552)	-2%
Property Tax - Capital	1,673,653	1,655,348	1,949,693	1,861,693	(88,000)	-5%
Total Taxes	\$ 37,287,492	\$ 36,846,753	\$ 42,378,223	\$ 41,454,671	\$ (923,552)	-2%
Federal & State Grants	\$ 133,000	\$ 130,042	\$ 130,000	\$ 128,084	\$ (1,916)	-1%
Fines & Fees	530,850	495,864	492,731	392,427	(100,304)	-20%
Other Revenue	329,400	924,514	495,000	916,143	421,143	85%
Total Other Revenues	\$ 993,250	\$ 1,550,420	\$ 1,117,731	\$ 1,436,654	\$ 318,923	29%
Sub Total Revenues	\$ 38,280,742	\$ 38,397,173	\$ 43,495,954	\$ 42,891,325	\$ (604,629)	-1%
Fund Balance Activity						
Transfer from FB - Capital Projects	3,946,044		3,248,054	-		NA
Transfer to Fund Balance	-	1,365,309	-	13,569,152		NA
Total Sources of Funds	\$ 42,226,786	\$ 37,031,864	\$ 46,744,008	\$ 29,322,173		
Uses of Funds						
Operating Expenditures						
Salaries & Employee Benefits						
Salaries	\$ 13,566,138	\$ 13,365,746	\$ 14,766,591	\$ 11,729,737	\$ (3,036,854)	-21%
Benefits	4,213,500	3,988,172	4,818,086	3,544,117	(1,273,969)	-26%
Total Salaries & Benefits	\$ 17,779,638	\$ 17,353,918	\$ 19,584,677	\$ 15,273,854	\$ (4,310,823)	-22%
Library Books & Materials	\$ 8,273,586	\$ 8,170,418	\$ 8,139,065	\$ 6,330,513	\$ (1,808,552)	-22%
Supplies	1,470,059	1,283,607	1,612,418	1,018,892	(593,526)	-37%
Vehicles	140,000	104,805	-	-	-	NA
Other Services & Charges	4,840,532	3,407,329	4,245,804	3,150,672	(1,095,132)	-26%
Internal Transactions /Cost Allocation	1,748,514	1,776,357	1,886,026	1,753,563	(132,463)	-7%
Total Operating Expenditures	\$ 34,252,329	\$ 32,096,434	\$ 35,467,990	\$ 27,527,493	\$ (7,940,497)	-22%
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	\$ 9,827,586	\$ 1,715,501	\$ (8,112,085)	-83%
Total Uses of Funds	\$ 42,226,786	\$ 37,031,864	\$ 46,744,008	\$ 29,322,173	\$ (17,421,835)	-37%

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

	2018 Amended Budget	2018 Actual	2019 Amended Budget	YTD Actual 10/31/2019	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	\$ 41,029,632	\$ 41,324,488
Capital Funding	1,673,653	1,655,348	1,949,693	1,861,693	1,949,693
Total Revenues	\$ 38,280,742	\$ 38,397,173	\$ 43,495,954	\$ 42,891,325	\$ 43,274,181
Expenditures					
Operating Expenditures	\$ 34,252,329	\$ 32,096,434	\$ 35,467,990	\$ 27,527,493	\$ 34,831,708
Debt Service	1,486,667	1,486,667	1,448,432	79,179	1,448,432
Capital Projects	6,487,790	3,448,762	9,827,586	1,715,501	4,267,841
Total Expenditures	\$ 42,226,786	\$ 37,031,864	\$ 46,744,008	\$ 29,322,173	\$ 40,547,981
Increase/(Decrease) in Fund Balance	\$ (3,946,044)	\$ 1,365,309	\$ (3,248,054)	\$ 13,569,152	\$ 2,726,201
Ending Fund Balance	\$ 13,545,924	\$ 19,529,543	\$ 14,916,180	\$ 33,098,694	\$ 22,255,744

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 10/31/2019	Projected Year-End 2019	Variance 2019 Budget
Sources of Funds						
Revenues						
Taxes						
Property Taxes	\$ 35,518,639	\$ 35,130,173	\$ 41,376,815	\$ 39,509,262	\$ 40,759,584	\$ (634,462)
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	35,561	40,561	17,231
Total Taxes	\$ 35,613,839	\$ 35,191,405	\$ 40,428,530	\$ 39,592,978	\$ 39,828,530	\$ (600,000)
Federal & State Grants	\$ 133,000	\$ 130,042	\$ 130,000	\$ 128,084	\$ 128,084	\$ (1,916)
Library Fines	395,800	367,082	365,000	284,613	290,000	(75,000)
Charges for Services	135,050	128,782	127,731	107,814	127,731	-
Investment Income	241,400	592,860	322,000	665,364	685,364	363,364
Library Foundation	30,000	188,415	85,000	140,957	154,457	69,457
E Rate Revenue	58,000	107,068	88,000	93,865	93,865	5,865
Other Revenue	-	36,170	-	15,958	16,458	16,458
Total Revenues	\$ 36,607,089	\$ 36,741,825	\$ 41,546,261	\$ 41,029,632	\$ 41,324,488	\$ (221,773)
Uses of Funds						
Operating Expenditures						
Salaries & Employee Benefits						
Salaries	\$ 12,268,624	\$ 11,373,583	\$ 13,872,155	\$ 10,136,418	\$ 13,772,155	\$ (100,000)
Awards & Bonuses	120,000	-	125,000	-	125,000	-
Termination Pay	-	158,188	-	66,325	-	-
Temporary Salaries	2,063,934	1,832,115	2,080,360	1,524,275	2,080,360	-
Overtime	14,130	1,860	7,130	2,719	7,130	-
Vacancy Savings	(900,550)	-	(1,318,054)	-	(1,318,054)	-
Benefits	4,213,500	3,988,172	4,818,086	3,544,117	4,793,086	(25,000)
Total Salaries & Benefits	\$ 17,779,638	\$ 17,353,918	\$ 19,584,677	\$ 15,273,854	\$ 19,459,677	\$ (125,000)
Library Books & Materials	\$ 6,907,000	\$ 6,859,918	\$ 6,768,000	\$ 5,151,909	\$ 6,568,000	\$ (200,000)
Library Computer Materials	1,234,706	1,176,240	1,173,185	1,058,536	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	6,330,513	7,939,065	(200,000)
Supplies	\$ 1,470,059	\$ 1,283,607	\$ 1,612,418	\$ 1,018,892	\$ 1,512,418	\$ (100,000)
Other Services & Charges	4,840,532	3,407,329	4,245,804	3,150,672	3,945,804	(300,000)
Vehicles	140,000	104,805	-	-	-	-
Direct Internal Charges	140,762	173,788	196,182	119,373	142,000	(54,182)
Indirect Cost Allocation	929,085	929,085	1,067,744	889,787	1,067,744	-
Intra County Transactions	678,667	673,484	622,100	744,403	765,000	142,900
Total Supplies and Other	\$ 16,472,691	\$ 14,742,517	\$ 15,883,313	\$ 12,253,639	\$ 15,372,031	\$ (511,282)
Total Uses of Funds	\$ 34,252,329	\$ 32,096,434	\$ 35,467,990	\$ 27,527,493	\$ 34,831,708	\$ (636,282)

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 10/31/2019	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 10/31/2019	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	\$ 1,861,693	\$ 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	\$ 1,861,693	\$ 5,197,747	\$ -
Uses of Funds							
Annual Replacement & Maintenance Program (ARM) and Recurring Projects							
ARM-01 Capital Maintenance	\$ 370,000	\$ 348,088	\$ 200,000	\$ 329,559	\$ 196,528	\$ 329,559	\$ -
ARM-02 Furniture & Equipment	36,000	17,724	36,000	36,000	16,175	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	58,444	250,000	-
ARM-05 IT Infrastructure Replacement	351,650	210,774	200,000	200,000	110,687	200,000	-
Alternative Services	-	-	-	250,000	117,163	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	175,009	175,009	(3,009)
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	-	-	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	-	139,175	139,175	139,175	(0)
18-01 Belmar Library Remodel	350,000	96,194	6,423,500	6,947,307	733,381	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	\$ 9,827,586	\$ 1,715,501	\$ 4,267,841	\$ 5,559,745

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 10/31/19	YTD Encumbrances 10/31/19	YTD Total Actual + Enc	Remaining Budget
ARM-01 Capital Maintenance	\$ 329,559	196,528	\$ 88,165	\$ 284,694	\$ 44,865
ARM-02 Furniture & Equipment	36,000	16,175	-	16,175	19,825
ARM-03 Computer Replacement Plan	250,000	96,373	46,821	143,194	106,806
ARM-04 Book Sorter Replacement	250,000	58,444	175,331	233,775	16,225
ARM-05 IT Infrastructure Replacement	200,000	110,687	77,587	188,273	11,727
Library Alternative Services	250,000	117,163	128,185	245,348	4,652
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	175,009	-	175,009	(3,009)
18-07 LSC Garage & Loading Dock	169,531	-	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	733,381	5,652,542	6,385,923	561,384
19-03 South County Library	350,000	-	-	-	350,000
Total Capital Projects	\$ 9,827,586	\$ 1,715,501	\$ 6,338,163	\$ 8,053,664	\$ 1,773,922

Belmar Library Renovation Project to Date - Budget to Actual

October 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>733,381</u>	2019 Actual Expenses
<u>\$6,213,925</u>	Remaining 2019 Budget

Belmar Library Renovation Project
Project - Budget to Actual
Inception-to-Date
October 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
September	196,341	8,660	3,300	11,761		1,530		221,592
October	34,520	8,860			25,534	64,910		133,823
Total 2019	525,075	86,881	13,200	16,251	25,534	66,440	-	733,381
Total Expenditures	574,475	133,675	13,200	16,251	25,534	66,440	-	829,575
Remaining Budget	\$ 176,510	\$ 86,326	\$ 4,635,000	\$ 23,749	\$ 712,466	\$ 308,734	\$ 271,141	\$ 6,213,925

Operational Updates

Facilities & Construction Projects

Belmar Library Renovation – Progress Reporting

DATE: **November 2019**

I. PROJECT TEAM:

Jefferson County Public Library
JCPL Steering Committee
NV5
HDR
Fransen Pittman

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

II. PROJECT PROGRESS / STATUS:

- A. Building permit drawings are under final review. City of Lakewood has acknowledged they are taking unusually long to get permits issued at this time. Belmar construction team has been in close communication with City of Lakewood Building Dept. Chief Building Official has given verbal approval to proceed with construction as needed while the permit is issued. Construction can proceed until inspections are needed.
- B. Demolition is well underway by Fransen Pittman. Minor RFIs have resulted from demo and no major concerns with progress thus far.
- C. Furniture RFP were issued in early October. JCPL, HDR, and NV5 to meet Nov. 14th to make final selection of vendors to provide furniture.
- D. Shelving RFP were issued in late October. JCPL, HDR, and NV5 to meet Nov. 14th to make final selection of shelving vendor.
- E. Sorter is under contract and the design of system components are underway.

III. CURRENT PROJECT OPPORTUNITIES &/OR RISKS:

- A. Permit issuance date may impact construction schedule. City of Lakewood indicated a permit should be issued very soon but until it is received, this will remain a risk. HDR has addressed the majority of permit comments and we do not anticipate any major comments that would impact cost.

IV. UPCOMING KEY DECISIONS:

- A. Final Selection of Furniture & Shelving Vendors.

V. MEETINGS:

- A. Weekly, Thursdays @ 1:00pm: OAC Meetings & Project Site Walk
- B. Nov. 14th: Review of Furniture & Shelving Vendors for selection

VI. MILESTONES PROJECTED FOR NEXT PERIOD:

- A. Receipt of Building Permit
- B. Completion of Demolition / Wall Framing / Ductwork installation / Site Prep & Concrete

VII. PROGRESS PHOTOS:



Site Work



Demo at Open Stack Area



Demo at Reading Room

Operational Updates

Strategy & Engagement

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

jeffcolibrary.org



TO: Donna Walker, Executive Director

FROM: Jo Schantz, Executive Director, Library Foundation

DATE: November 7, 2019

RE: Genesee Mountain Foundation Naming Agreement (Kevin and Lynn McDonald)

Genesee Mountain Foundation Naming Agreement

Total Donation:

\$25,000 to name the Family Place™ at the redesigned Belmar Library. (Draft agreement attached.)

Action Requested:

We are asking the Library Board of Trustees to authorize the Executive Director to sign a naming agreement with the Genesee Mountain Foundation for a \$25,000 donation to the Belmar Library.

**JEFFERSON COUNTY PUBLIC LIBRARY
BELMAR/PONCE DONATION AND NAMING AGREEMENT**

This Donation and Naming Agreement (“Agreement”), dated for reference purposes only this **xx**th day of **November**, 2019, is between **the Genesee Mountain Foundation/ Lynn McDonald** (“the donor”), the **Jefferson County Library Foundation, Inc.**, a Colorado non-profit corporation (the “Library Foundation”), and **Jefferson County Public Library** (the “Library”). The Donor, Library Foundation, and Library are collectively referred to herein as the “parties”, and hereby agree as follows:

WHEREAS, the Donor desires to make a donation in the amount of **\$25,000** (the “Donation”) for the **Family Place™** in **the redesigned Belmar Library**; and

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

NOW, THEREFORE, the parties hereto agree as follows:

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

The Donor pledges to make a Donation to the Library Foundation of **\$25,000**, payable in one lump sum on or before **December 31, 2019**, to support funding of the Project.

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

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

3. The Donor, Library Foundation, and Library agree that the Donation will be used for the Project to name **the Family Place™** in **the redesigned Belmar Library** and as an expression of appreciation the following text shall be displayed at the project site: Genesee Mountain Foundation.
4. The Donation may be invested, commingled, or merged with and become part of the general endowment funds and investment assets of the Library Foundation. Guidelines established by the Library Foundation Board of Trustees from time to time determine the investment, allocation of return on investment, and distribution of endowment funds and the allocation of income, loss, fees and expenses associated with endowment funds and securing and administering endowment funds. The Donation and all accounting of the Donation will be subject to these guidelines.
5. No items recognizing the Donation will be ordered until the full amount of the Donation has been received by the Library Foundation.

6. The parties agree that this naming is contingent on and subject to prior approval by the Library Board of Trustees. In the event that the Board does not approve, the full Donation will be returned to Donor within 14 business days.
7. If, in the opinion of the Library Board of Trustees or the Executive Director of the Library, all or part of the Donation cannot, in the future, be applied usefully to the above purposes, it may be used for any related purpose which, in the opinion of the Executive Director of the Library will most nearly accomplish the wishes of the Donor as expressed herein.
8. This Agreement is governed by Jefferson County Public Library's Naming Policy and Guidelines, which are incorporated herein. By entering into this Agreement, the Donor agrees to all of the conditions contained therein, including the following:
 - a. Signage:

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

These naming rights are will last through December 31, 2029. Donor will be given first right of renewal at the end of the naming period to extend the naming rights for an additional donation to be mutually determined by the parties.
 - c. Approvals:
 - (i) All naming acknowledgements will be approved by the Library Board of Trustees.
 - (ii) A re-approval process with input by the Donor shall be necessary in the following situations:
 - (a) Major renovation of the space;
 - (b) Sale, destruction, removal or abandonment of the facility; or
 - (c) A change in the name, business focus or viability of the Donor entity.
- Should the Donor for which the space is named violate acceptable standards of integrity and civic leadership, the Library, in its sole discretion, may elect to remove the Donor's name from the Library.
- d. Payment: No donations will be refunded for any reason unless the Library is unable to fulfill their obligations due to unforeseen circumstances.
9. Tax Consequences. Donor, and not the Library Foundation or the Library, is solely responsible for determining the tax consequences to Donor of the within transaction including, without limitation, any monetary value assigned to the naming right.

10. Venue and Governing Law. Venue for any and all legal actions regarding this Agreement shall lie in the District Court in and for the County of Jefferson, State of Colorado, and this transaction shall be governed by the laws of the State of Colorado.
11. Invalid Provisions. If any provision of this Agreement is held to be illegal, invalid or unenforceable under present or future laws, such provisions shall be fully severable; this Agreement shall be construed and enforced as if such illegal, invalid or unenforceable provision had never comprised a part of this Agreement; and the remaining provisions of this Agreement shall remain in full force and effect and shall not be affected by the illegal, invalid or unenforceable provision or by its severance from this Agreement. Furthermore, in lieu of such illegal, invalid or unenforceable provision, there shall be added automatically as a part of this Agreement a legal, valid, and enforceable provision as similar in terms to such illegal, invalid or unenforceable provision as may be possible.
12. Amendments to Agreement. This written Agreement constitutes the entire Agreement of the parties. No representations, promises, terms, conditions or obligations regarding the subject matter of this Agreement, other than those expressly set forth herein, shall be of any force and effect. No modification, change or alteration of this Agreement shall be of any force or effect, unless in writing, signed by both parties.
13. Further Acts. Donor, the Library Foundation, and the Library agree to perform or cause to be performed such further acts as may be reasonably necessary to consummate the transaction contemplated hereby.
14. This Agreement may be executed in two or more counterparts, each of which shall be deemed to be an original, and all of which counterparts together shall constitute but one and the same instrument.
15. Donor, the Library Foundation, and the Library have each been advised by counsel in the drafting of this Agreement, and accordingly hereby agree that in the event a dispute arises between them, the terms of this Agreement shall not be construed against or in favor of either party as draftsman.

[SIGNATURES FOLLOW ON NEXT PAGE]

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

Donor:

By: _____
Lynn McDonald, Executive Director, Genesee Mountain Foundation

Jefferson County Library Foundation

By: Jo Schantz, Executive Director

Date: _____

Jefferson County Public Library

By: Donna Walker, Executive Director

Date: _____

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

jeffcolibrary.org



TO: Donna Walker, Executive Director

FROM: Jo Schantz, Executive Director, Library Foundation

DATE: November 6, 2019

RE: Victoria Ponce Naming Agreement

Victoria Ponce Naming Agreement

Total Donation:

\$7,500 to name the large study room at the redesigned Belmar Library. (Draft agreement attached.)

Action Requested:

We are asking the Library Board of Trustees to authorize the Executive Director to sign a naming agreement with Victoria Ponce for a \$7,500 donation to the Belmar Library.

**JEFFERSON COUNTY PUBLIC LIBRARY
BELMAR/PONCE DONATION AND NAMING AGREEMENT**

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

WHEREAS, the Donor desires to make a donation in the amount of **\$7,500** (the “Donation”) for the **large study room** in **the redesigned Belmar Library**; and

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

NOW, THEREFORE, the parties hereto agree as follows:

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

The Donor pledges to make a Donation to the Library Foundation of **\$7,500**, payable in one lump sum on or before **December 31, 2019**, to support funding of the Project.

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

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

3. The Donor, Library Foundation, and Library agree that the Donation will be used for the Project to name **the large study room at the redesigned Belmar Library** and as an expression of appreciation the following text shall be displayed at the project site: Victoria Ponce Study Room.
4. The Donation may be invested, commingled, or merged with and become part of the general endowment funds and investment assets of the Library Foundation. Guidelines established by the Library Foundation Board of Trustees from time to time determine the investment, allocation of return on investment, and distribution of endowment funds and the allocation of income, loss, fees and expenses associated with endowment funds and securing and administering endowment funds. The Donation and all accounting of the Donation will be subject to these guidelines.
5. No items recognizing the Donation will be ordered until the full amount of the Donation has been received by the Library Foundation.

6. The parties agree that this naming is contingent on and subject to prior approval by the Library Board of Trustees. In the event that the Board does not approve, the full Donation will be returned to Donor within 14 business days.
7. If, in the opinion of the Library Board of Trustees or the Executive Director of the Library, all or part of the Donation cannot, in the future, be applied usefully to the above purposes, it may be used for any related purpose which, in the opinion of the Executive Director of the Library will most nearly accomplish the wishes of the Donor as expressed herein.
8. This Agreement is governed by Jefferson County Public Library's Naming Policy and Guidelines, which are incorporated herein. By entering into this Agreement, the Donor agrees to all of the conditions contained therein, including the following:
 - a. Signage:

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

These naming rights are will last through December 31, 2029. Donor will be given first right of renewal at the end of the naming period to extend the naming rights for an additional donation to be mutually determined by the parties.
 - c. Approvals:
 - (i) All naming acknowledgements will be approved by the Library Board of Trustees.
 - (ii) A re-approval process with input by the Donor shall be necessary in the following situations:
 - (a) Major renovation of the space;
 - (b) Sale, destruction, removal or abandonment of the facility; or
 - (c) A change in the name, business focus or viability of the Donor entity.

Should the Donor for which the space is named violate acceptable standards of integrity and civic leadership, the Library, in its sole discretion, may elect to remove the Donor's name from the Library.
- d. Payment: No donations will be refunded for any reason unless the Library is unable to fulfill their obligations due to unforeseen circumstances.
9. Tax Consequences. Donor, and not the Library Foundation or the Library, is solely responsible for determining the tax consequences to Donor of the within transaction including, without limitation, any monetary value assigned to the naming right.
10. Venue and Governing Law. Venue for any and all legal actions regarding this Agreement shall lie in the District Court in and for the County of Jefferson, State of Colorado, and this transaction shall be governed by the laws of the State of Colorado.

11. Invalid Provisions. If any provision of this Agreement is held to be illegal, invalid or unenforceable under present or future laws, such provisions shall be fully severable; this Agreement shall be construed and enforced as if such illegal, invalid or unenforceable provision had never comprised a part of this Agreement; and the remaining provisions of this Agreement shall remain in full force and effect and shall not be affected by the illegal, invalid or unenforceable provision or by its severance from this Agreement. Furthermore, in lieu of such illegal, invalid or unenforceable provision, there shall be added automatically as a part of this Agreement a legal, valid, and enforceable provision as similar in terms to such illegal, invalid or unenforceable provision as may be possible.
12. Amendments to Agreement. This written Agreement constitutes the entire Agreement of the parties. No representations, promises, terms, conditions or obligations regarding the subject matter of this Agreement, other than those expressly set forth herein, shall be of any force and effect. No modification, change or alteration of this Agreement shall be of any force or effect, unless in writing, signed by both parties.
13. Further Acts. Donor, the Library Foundation, and the Library agree to perform or cause to be performed such further acts as may be reasonably necessary to consummate the transaction contemplated hereby.
14. This Agreement may be executed in two or more counterparts, each of which shall be deemed to be an original, and all of which counterparts together shall constitute but one and the same instrument.
15. Donor, the Library Foundation, and the Library have each been advised by counsel in the drafting of this Agreement, and accordingly hereby agree that in the event a dispute arises between them, the terms of this Agreement shall not be construed against or in favor of either party as draftsman.

[SIGNATURES FOLLOW ON NEXT PAGE]

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

Donor:

By: _____
Victoria Ponce

Jefferson County Library Foundation

By: Jo Schantz, Executive Director

Date: _____

Jefferson County Public Library

By: Donna Walker, Executive Director

Date: _____

Governing Policies

2020 GOVERNANCE PROCESS CALENDAR

JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

Month	Governance Process	Monitoring & Ends	Board Action
January	Begin Trustees planning cycle (4.3.2) Chair presents tentative agenda plan (4.3.2.B) Chair appoints committee to review Board Bylaws (4.4.2D) Chair appoints nominating committee for Board officers (4.4.2D)	<ul style="list-style-type: none"> Trustees review Global Ends Statements 1.0 - 1.4 Review of 2020 Strategic Priorities 	Trustees approve the “Sunshine Resolution” Trustees approve budget transfer requests from the previous calendar year Chair appoints Trustee representative to Foundation Board
February	Governance Policy 3.4.6 (All policies instructing the Executive Director will be monitored – 2.0 – 2.4 annually in February)	2.0 General Management Constraints 2.1 Treatment of Patrons 2.2 Treatment of Staff 2.3 Financial Condition and Activities 2.4 Asset Protection <ul style="list-style-type: none"> Review of Final 2019 Strategic Plan Achievements 	Trustees review, amend as needed and approve Board Bylaws. Nominating Committee Reports to Board Trustees adopt Governance Policies 2.0 through 2.4
March			Trustees elect Board officers
April			
May	Trustees enlist external audit, as needed Trustees set Governance Budget for next year (4.8.2)		
June	Executive Director presents the annual budget to the Trustees (4.2.5.A). May be rescheduled based on the budget development schedule provided by the County.		Trustees authorize the Executive Director to submit the annual budget request to the BCC (4.2.5.C). May be rescheduled based on the budget development schedule provided by the County.
July			
August	Governance Policy 3.4.6 (All policies instructing the Executive Director will be monitored – 2.5 – 2.9 annually in August)	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 <ul style="list-style-type: none"> Strategic Plan Mid-year Update 	Trustees adopt Governance Policies 2.5 through 2.9
September	Trustees review Executive Director’s performance and compensation (4.3.6)		
October			
November	Trustees review 2021 governance process calendar		
December	Trustees adopt 2021 governance process calendar (4.3.2 and 4.3.2.B)		Trustees adopt the 2021 budget and authorize the Executive Director to implement the spending plan
	Trustees adopt the annual budget (4.2.5.A)		
	End Trustees planning cycle (4.3.1)		

Ongoing Board Decisions

Adopt and amend the Board Governance policies
 Adopt and amend Ends policies
 Approve all supplemental appropriations
 Approve fund transfers above the policy limitation
 Approve all property changes

Directs the Executive Director to sign certain contracts and agreements
 Make determinations regarding naming and recognition requests
 Adopt resolutions of support for local election issues
 Approve mill levy proposals
 Approve annual request from the Pine Library

ADMINISTRATION

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

jeffcolibrary.org



Jefferson County

PUBLIC LIBRARY