BOARD MEETING

JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

December 12, 2019







BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

ITEM# / ACTION	Thursday, December 12, 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 a) November 14, 2019 Study Session Minutes b) November 21, 2019 Board Meeting Minutes c) Trustees adopt 2020 Governance Process Calendar
6. Information	Foundation Report – Jo Schantz
7. Operational Updates Action as Needed	 Executive Director Update Finance and Budget Financial Report Belmar Project Financial Report 2020 Budget Adoption Call for Motion and second Recommend that the Library Board of Trustees adopt the 2020 budget and authorize the Executive Director to implement the spending plan contained therein. Facilities and Construction Projects Belmar Project Update – NV5 South County Input Session Strategy and Engagement Call for Motion and second Belmar Library Naming Agreement – Naishtut Call for Motion and second Belmar Library Naming Agreement - The Melvin & Elaine Wolf
	Foundation

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

8. Action as Needed8. Emerging IssuesAction 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
10. Action as Needed	Ends
11. Action as Needed	Governing Policies No items
12. Suggest Agenda Items	 BOARD SCHEDULE - NEXT MEETINGS 2020 Adopted Library Board Meeting Schedule (Included in Board Packet) January 9, 2020 - Study Session - 5:30 pm - Pam Nissler Conference Room at Library Administration January 16, 2020 - Board Meeting - 5:30 pm - Lakewood Library Meeting Room February 13, 2020 - Study Session - 5:30 pm - Pam Nissler Conference Room at Library Administration February 20, 2020 - Board Meeting - 5:30 pm - Lakewood Library Meeting Room March 12, 2020 - Study Session - 5:30 pm - Pam Nissler Conference Room at Library Administration March 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 Report of the Chair – Correspondence, Other Other Announcements
16. Adjournment	



ADMINISTRATION

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

jeffcolibrary.org



TO: Library Board of Trustees

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

DATE: December 5, 2019

RE: Consent Agenda for the December 12, 2019 Board Meeting

a) November 14, 2019 Study Session Minutes

 Library Board of Trustees approve the minutes of the November 14, 2019 Study Session as presented.

b) November 21, 2019 Board Meeting Minutes

 Library Board of Trustees approve the minutes of the November 21, 2019 Board Meeting as presented.

c) 2020 Governance Process Calendar

o Library Board of Trustees adopts the 2020 Governance Process Calendar.

Jefferson County Public Library Board of Trustees Study Session November 14, 2019 – 5:30 pm Administration Conference Room

TOPICS:

- Financial Review of September 2019 Financials
- CLiC Courier Contract Information
- Document Management System Contract Information
- South County Expansion Project Input Session

Call to Order

Charles Naumer, Chair, called the Study Session to order at 5:29 p.m.

Other Trustees present: Kim Johnson (Vice-Chair), Pam Anderson (Secretary), John Bodnar, Jill Fellman and German Zarate-Bohorquez.

Trustees not present: Jeanne Lomba.

Staff present: Donna Walker, Executive Director; Julianne Rist, Director of Libraries; Bernadette Berger, Director of Information Technology; Barbara Long, Assistant Director of Finance and Budget; Sandie Coutts, Director of People and Culture; Steve Chestnut, Director of Facilities and Construction Projects; Padma Polepeddi, Assistant Director of Library Experience; Lizzie Gall, Assistant Director of Library Experience; and Amber Fisher, Executive Assistant, Office of the Executive Director.

Guests: Julianne Scherer, Managing Principal / Associate Vice President, HDR

Welcome to New Trustee German Zarate-Bohorquez

The Chair welcomed German Zarate-Bohorquez to the Board. German is a founding member of the Latino Commission at Habitat for Humanity. As the founder of the Southeast Arvada Youth soccer program, he was named a 7Everyday Hero for his work with third, fourth and fifth graders in Jefferson County. The Board and Library staff welcomed German to the Library Board of Trustees. The Chair advised the Board that German's 3-year term is September 30, 2019 to September 30, 2022.

Welcome to Rex Whisman

The Executive Director introduced Rex Whisman, Director of Strategy and Engagement. Rex has a background in brand strategy, strategic planning and communications. The Board and Library staff welcomed Rex.

Financial Review of September 2019 Financials

Barbara Long, Assistant Director of Finance and Budget addressed the Board. Due to the timing of the October Board meeting, the September financial statements are being presented at this Study Session. The October financial statements will be presented as usual at the Board meeting next week.

The September tables begin to show the Library's year-end projected position. In October, the Chair asked about the shortfall in property tax. The overall projected shortfall in property tax revenue is \$600,000. The projected saving in operations are about \$200,000 more than the projected shortfall. The projected balances for capital projects reflect timing rather than savings.

In response to questions, the Board was advised that:

- The Library aggressively budgeted for vacancy savings partially because of the hiring market.
- The Library's policy and practice is to use the County's tax projections. Every year the assessor does a preliminary projection in August and the final comes out at the end of November. The budget cycles does not allow for the final numbers so the Library uses the preliminary projection.
- In capital projects, for Belmar, expenditure of most of those funds are anticipated in the first quarter, 2020.

CLiC Courier Contract Information

Julianne Rist, Director of Libraries, introduced the topic. The Library is presenting a renewal/extension of the courier contract for next year. This service is utilized for the prospector items JCPL ships back and forth between participating libraries. In response to a question, the Board was advised that volume is up 10% and the agreement reflects an increase of 3% per item.

Document Management System Contract Information

Bernadette Berger, Director of Information Technology, addressed the Board and introduced the topic. The Library has a need for document management system (DMS) to increase our ability to respond to CORA requests and comply with archival and Colorado and Federal archival and retention regulations. The Library presented information on this project to the Board in September. Due to the high long-term cost, the Library re-scoped the project to reduce risk while maintaining efficiency requirements in high need areas.

- Records that are five years or older will be kept in cold storage and will not be stored in the DMS cloud where they would incur charges.
- The DMS system implementation includes methods to assist the Library with determining which documents will be excluded from cloud storage.

The Trustees thanked the staff for the detail in the memorandum and the effort to save money and increase efficiencies.

South County Expansion Project Board Input Session

The Chair addressed the Board and expressed appreciation to the staff for the opportunity to get the Trustees involved in the project. The Executive Director introduced Julianne Rist, Director of Libraries.

Service Area Map

Julianne shared the Library Service Area map of the entire county, which is based on the address associated with patrons' library card. The map indicates that Columbine Library is the only location for South County, which was built for a much smaller community. In the future, the Library will be bringing maps that are more detailed for the South County area. In response to a question, the Board was advised that the Library has detailed information including population statistics.

The Board's Role in the South County Expansion Project

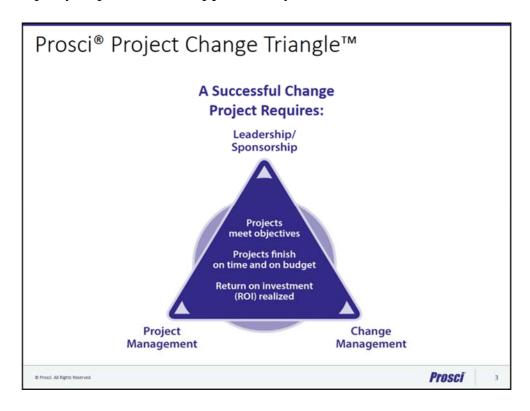
Sandie Coutts, Director of People and Culture, addressed the Board and noted that she would be facilitating a discussion to reach a shared understanding of the Board's important role in the South County Expansion Project.

When the future of JCPL was secured through a successful mill levy initiative we knew that there would be an exciting period of change and expansion ahead of us. We wanted to execute the changes well so we engaged in a lot of careful research and planning. We also identified the need to determine our organization's readiness and competency for change.

In the spring of 2018, JCPL made an investment to bring the expertise needed on board to develop our organizational competency. We selected PROSCI, one of the most widely known and highly recommended resources for the past 20 years. A worldwide provider of change management expertise, based right here in Colorado. We were already doing a good job of managing change, thanks to the expertise on this team. Over the past 12 months, we have been designing and building that common approach through training, assessment, coaching and the strategic deployment of evidence based practices and tools.

Here is what 20 years of research has confirmed: change initiatives succeed when the foundational elements of leadership, project management and change management are in place. This is the Prosci PCT Model. It provides a framework and an assessment tool for ensuring that projects are positioned for success.

The executive team directs the work of teams, managers and vendors to make sure that the technical side of the change and the people side of the change are executed. They are equally important and happen side by side.



The research shows that sponsors are often the decision makers. They have the power and influence to ensure adequate time, effort and resources are available for the project. Great sponsors embrace an active and visible role during change, communicate directly with stakeholders and engage with the project team. When sponsorship is strong the success rate of the project increases. Prosci talks about the sponsors creating a coalition of sponsorship by engaging other key stakeholders. Communication is key.

The most effective communications plans identify the impacted groups and create key messages appropriate for that group. Research shows that stakeholders prefer to hear strategic messages from their executive leaders. Those are messages about why the change is being made and how it aligns with the vision and mission.

The Board participated in a discussion and provided input to the following questions:

- What do you see as the role of the Library Board with the south county project?
- As leaders/sponsors of this change, how will you play an active and visible role?
- What will you communicate with whom?
- How will you provide leadership to ensure a successful project?

The responses from the Board included:

- Budget
- Scope and size
- Time period for this to take place
- Community outreach
- Ambassadorship why it is so important to have these services in the south
- Listeners what do folks want and need
- Communication the hub
- Vision and strategy support and supporting leadership team and community
- Being nimble when necessary
- Community and stakeholder communication
- Critical eye on resources allocation where to be nimble and where to navigate
- Short term, midterm and long term. Short term –engage media /social media. Long term – people trust the library – need to listen to them
- Different cultures in the community another way to engage be open to their language we are always learning from other cultures
- Strategic plan important to adjust and revise
- Financial oversight capital investment and ongoing operating impact
- Community engagement our involvement participate and support that process
- Evaluate final location evaluate options and be a sounding board for the team and our representation of the taxpayers
- Defining the vision for success if we're going to knock this out of the park how are we best serving the needs of the community –
- How do we define return on investment (ROI) and how do we know we are achieving that?

Sandie thanked the Board for their participation and noted that their responses and comments will be compiled for alignment around their role in the South County Expansion project.

Key Messaging from the Board and the Fact Sheet

Julianne Scherer, Managing Principal / Associate Vice President, HDR, addressed the Board and introduced Whitney Grant, Design Coordinator and Katie Angell, strategic communications. The Board engaged in activities to gather input on key messaging from the Board to be used in the creation of the Fact Sheet.

The exercise began with sharing library memories and a review of the Vision, Mission and Global Ends Statements.

Vision: Jefferson County Public Library will be the essential destination where all generations connect, discover and create.

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

Global Ends Statements: The Jefferson County Public Library helps to build an educated and vibrant community by providing equal access to information and opportunities.

- 1. All Jefferson County residents have equal opportunity to access information, resources, ideas and technology, and they are supported in using these resources.
- 2. All Jefferson County residents have safe, convenient, and radically welcoming places to go to access information and resources and participate in community life.
- 3. Jefferson County Public Library adds value to the community by providing leading-edge services that advance our common goals.
- 4. JCPL maximizes return on shared investment by delivering services of the greatest possible value to Jefferson County residents through effective and efficient use of our resources.

Additional Board input for information to be reflected in the Fact Sheet included:

- Promises made, promises kept
- Convenient Access
- Service Area
- Most likely area for conflict so background on location is important "the why"
- High growth
- Facts and figures the hard data
- Use county GIS

Board input on information they would like to see and/or discuss at future meetings included:

- Want to know what data was used not deep dive but what data was used and more of an understanding of that data
- Timeline and risk assessment
- Maybe more of a process what are the steps we will take to get there as opposed to when those steps will take place
- Maybe the timeline for the community engagement
- Multi-year process this should be included
- Public engagement
- Budget

Vision	South County Library	Service Area	Density does not
 All generations – connect, discover, create South County Jeffco is a place for growth for all generations 	Purpose Promises made, promises kept (provide promises made when levy passed) Convenient Access Look into the future. Plan for growth, adaptability	Most likely area for conflict so background on location is important. "The Why" High growth in this area – many might not remember Good category for facts & figures – census data What does the Board agree is	necessarily indicate need – drive times, etc. – lead to convenient access Utilize County GIS – available building stock with population data analysis Most densely populated unincorporated area in the County
Criteria of Location Selection Board prefers to see backup data to support selection Top line criteria	 Timeline Risk assessment of level of detail Align with budget timeline Provide community engagement timeline Multi-year process 	South County Public Engagement How do you get more engaged — And tell them Communication that JCPL and the Board want to do this right — we want real feedback	 Budget Tie into mil levy language Transparency
		 Quantify number and types 	

Stakeholder Identification

The Board provided their thoughts on identifying stakeholders. Following are the responses:

- HOAs in South County strong network
- Schools, PTAs, school groups
- Megachurches
- Lockheed Martin (partnership)
- Political figures
- Key influencers
- House District State Legislature (incumbent and house dist.)
- JCPL non users and current users
- Small businesses
- Clubs, recreation
- Government entities
- Botanic gardens

The Board was advised that the next steps include a follow-up session at the December Board meeting where a draft fact sheet, a combination of graphics and words, will be reviewed.

The fact sheet is a tool, a document with key messages to support the awareness of the project, educate the stakeholders and solicit feedback from the public.

The Board expressed appreciation to the staff and guests from HDR.

ADJOURNMENT

The Study Session was adjourned at 7:12 p.m.

Pam Anderson, Secretary

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

November 21, 2019

CALL TO ORDER – REGULAR MEETING

The regular meeting of the Jefferson County Public Library Board of Trustees was held in the Lakewood Library meeting room on November 21, 2019. Library Board of Trustees Chair, Charles Naumer, called the meeting to order at 5:30 p.m. Other Trustees present: Kim Johnson (Vice-Chair), John Bodnar, Jill Fellman and German Zarate-Bohorquez.

Trustees not present: Trustees Absent Pam Anderson (Secretary), Jeanne Lomba.

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; Rex Whisman, Director of Strategy and Engagement; Barbara Long, Assistant Director of Finance and Budget; and Lizzie Gall, Assistant Director of Library Experience.

APPROVAL OF AGENDA

MOTION: Kim Johnson moved that the Library Board of Trustees approve the agenda as presented. Seconded by Jill Fellman the motion passed by unanimous vote of all Trustees present.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF CONSENT AGENDA

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

MOTION: Jill Fellman moved that the Library Board of Trustees approve the items on the consent agenda. Seconded by John Bodnar the consent agenda was approved by unanimous vote of all Trustees present.

FOUNDATION REPORT

The Trustees were provided with a report from the Foundation. Trustee Johnson, liaison to the Foundation, advised the Board that at the November 19, Foundation Board meeting the 2020 Budget was presented and it looks similar to 2019. There was a presentation by the Foundation's social media person. Trustee Johnson noted that there may be some

opportunity for collaboration between the Library and the Foundation. In response to questions, the Board was advised that:

- Rebecca Winning was contracted to put together the naming package and Jo Schantz is going out to do the solicitations.
- Response at this point seems to be greater than past solicitations.
- The Executive Director and Jo Schantz have an appointment to meet with the donors for the Standley Lake Outdoor Discover Together area to see if they would like to donate to Belmar's outdoor area.
- The Foundation Board members have the responsibility to assist in the solicitation.

EXECUTIVE TEAM OPERATIONAL UPDATES

Executive Director Update

Donna Walker, Executive Director, provided an update to the Board. In response to a question, the Board was advised that Karen Walker is not related to the Executive Director. The Chair acknowledged the request to add conferences, including National Library Legislative Day, to a future agenda for Board discussion and determining attendance at conferences.

Finance and Budget Department

<u>Financial Report</u>

Barbara Long, Assistant Director of Finance and Budget addressed the Board and provided an overview. The October Finance report budget to actual tables were provided to the Board. Yearend projections have been added to tables 3 and 5. In response to questions, the Board was advised that:

- The \$4 million is for Golden in 2020.
- Other revenue that is reporting as over budget include investment income. The Library received the estimates from the County and they were conservative.
- There will be an opening day collection purchase in 2020.

2020 Budget Preview

Barbara long shared a 2020 Budget PowerPoint Presentation. The themes for 2020 are; invest in underserved areas; South County Library and alternative services, continuing the phased implementation of the staffing plan, address library strategic priorities and implement fine free. Changes between the draft budget and the proposed final budget include; a decrease in budgeted expenses by \$302,000. When actual numbers from the County were applied there was a decreased use for the fund balance from \$2,570,000 to \$2,270,000. Projected revenue is just over \$47,000,000 and budgeted expenses are just over \$49,000,000. Charts showing the 2020 projected revenue and budgeted expenses were shown to the Board, along with expenses by division, staffing, outreach and alterative

services. A table for the capital investments was also shown. There were some changes to categories but there is no net change to budgeted revenue.

The Chair thanked Barbara for the presentation and for providing helpful context. There was a lot of discussion about the 2020 budget in June, when the Board authorized the submittal to the County. Next month the Board will authorize Donna to implement spending the 2020 budget. It was nice to have the review before our approval.

At the request of the Chair, the Executive Director informed the Board that every year the Commissioners certify the mill levy for the budget, and this year they have a slightly different process. On November 19, the Commissioners adopted the 2020 budget and certified the Sherriff's mill levy but they were still deciding where to set rest of the county's mill levy. They will do that at the December 10 meeting. There is no concern about the library's mill levy.

In response to questions, the Board was advised that:

- Salaries are included with each division along with all their expenses in the square chart.
- In the pie chart of 2020 total budgeted expenses, the categories are for the Library as a whole. It is two different ways to look at the budget expenses.
- The Library has a dedicated fund balance that was changed to a reserve policy, this change will take effect in 2020. The budget shows how the Library plans to use the fund balance such as in 2020 to cover the differences of \$47 million in revenues and \$49 million in expenses.
- The fund balance cap is 50% of revenues, and this ensures the Library spends funds in a timely manner. The fund balance the floor is 25%. Trustee Johnson commented that once funds are committed to a project the fund balance will show where we are saving and where we will spend the money.
- The infrastructure category includes operating investments in facilities and information technology.
- The Library will be bringing information to the Board next month about what the Golden project might look like. The City of Golden has purchased the property. The Golden City Council is scheduled to discuss the property in a council meeting next month if they will keep or demolish the building. The Library did include the Golden project in the 2020 budget to give the Library the ability to respond to the opportunity if it is feasible and if the Library wants to participate. The Chair noted that there would be more conversation about the project as we learn more about the City's plans. Trustee Johnson noted that the Board and the Library delayed other projects to put the Golden funds in the budget and that if Golden did not move forward we would be able to shift these projects again. The Executive Director

- noted that this project will be brought to the Board for further discussion when more information from the City of Golden is available.
- The South County project is a multiyear project that spans 2020, 2021 and 2022. Staff for South County is currently in 2022. The FTE in 2020 is implementing the next phase of the organization analysis.

Facilities & Construction Projects

Belmar Project Update - NV5

A video was shared with the Board that detailed the progress on the Belmar redesign project. The Chair expressed appreciation for the photographer and noted that it is a great way for the Board to stay up to date on the project.

Sara Lara with NV5 presented the report for Belmar. Sara introduced herself to the Board and the owner's representative for Belmar, that she had the privilege of working with JCPL on the Columbine remodel. She informed the Board that a risk to the project is that the permit for Belmar has not been issued yet. The plans were submitted to the City of Lakewood three months ago and it is taking much longer than anticipated, and is beyond the timeline given by the city when the plans were submitted. Demolition and work is continuing. Everything has been taken out of the building. Fransen Pittman will be laying out where new walls are going. There is a risk to the schedule if we do not have the permit by the time we need to call for inspections. Requests for Proposals (RFPs) for furniture and shelving have been received, and there was a meeting last week and today finalizing selections. Most items have an 8-10 week lead-time so by the time purchase orders are done we should be in a good position receiving all the items. The sorter is under contract, and design drawings are completed. Weekly construction meetings are being held, and Requests for Information (RFI's) and change orders are being tracked. The demolition did not reveal any big bogeys. At this point, the only concern is the permit. In response to questions, the Board was advised that:

- A RFI is a request for information and sometimes can mean a request for money.
 Any change is tracked in the change order log, which allows us to make budget decisions. We have some alternates such as the reading decks and fireplace that we would like to be able to put back into the project. Tracking all of this allows us to make those decisions. There are no updates to the costs at this point and we are still saving our contingency.
- The permit could affect the schedule. We have done many reviews with the City and have already supplied the information they have asked for and we are not expecting a lot of changes. However, it could impact the schedule.
- We had talked with the City before creating the schedule and the City's timeline was if we submitted on August 1, we should have a permit by October 1.

- The risk is it will take longer, and we will need to pay the general contractor, architect and owner's representative more money for their additional time.
- Steve Chestnut, Director of Facilities and Construction advised the Board that he
 has been talking to the city daily. The architects and general contractor have also
 talked with the city regularly. One of the issues is we submitted our plans just
 before the City's restrictions on new development took effect, and many other
 people did the same, so there were a large number developers trying to get ahead of
 the restrictions who also submitted plans for the city to review.

The Chair noted that he and Trustee Fellman went on the dusty boots tour of Belmar with the Executive Director and enjoyed it. The Executive Director advised that Board that they will be invited to all of the dusty boot tours.

Strategy and Engagement

The Executive Director advised the Board that there are two naming opportunities for Belmar in their packet. Per Board policy, the Board needs to approve naming agreements. In response to a question, the Board was advised that there is not a formal vetting process. However, Victoria Ponce is known to the Library and personally as a former Foundation Board member and longtime Foundation Volunteer. She wanted to participate in the Edgewater naming, but the opportunities had already been claimed. The Genesee Mountain Foundation Executive Director is Lynn Macdonald who is also a Foundation Board member. The Chair also noted that he personally knows both individuals. The Executive Director advised the Board that they have the ability to pull a naming agreement.

Belmar Naming Agreement – Genesee Mountain Foundation

MOTION: Kim Johnson moved that the Library Board of Trustees authorize the Executive Director to sign the donation and naming agreement between the Jefferson County Public Library, the Jefferson County Library Foundation and the Genesee Mountain Foundation for a \$25,000 donation to the Belmar Library. Seconded by Jill Fellman the motion passed by unanimous vote of all Trustees present.

Belmar Naming Agreement – Victoria Ponce

MOTION: Jill Fellman moved that the Library Board of Trustees authorize the Executive Director to sign the donation and naming agreement between the Jefferson County Public Library, the Jefferson County Library Foundation and Victoria Ponce for a \$7,500 donation to the Belmar Library. Seconded by German Zarate-Bohorquez the motion passed by unanimous vote of all Trustees present.

ITEMS REMOVED FROM THE CONSENT AGENDA

No items were removed from the consent agenda.

EMERGING ISSUES

There were no emerging issues.

GOVERNING POLICIES

Proposed 2020 Governance Process Calendar

The Trustees reviewed the proposed 2020 Governance Process Calendar for adoption at December 12, 2019 Board meeting. The Chair provided highlights of the Calendar. In January, the Chair appoints a committee to review the Board Bylaws and a committee to nominate new officers, and the Board reviews the Ends. In February, there are Policy Governance Monitoring Reports and the committees for both the Bylaws and officer nominations report back to the Board. Board officer elections take place in March. June is scheduled for reviewing the 2021 budget and authorizing the Executive Director to submit the budget to the County. The Executive Director's annual performance and compensation review is in September. Trustee Fellman commented that she likes the format and the color-coding. The Chair noted that it is an important planning document and that Amber Fisher has done a great job doing this and keeping the Board on track.

BOARD SCHEDULE - NEXT MEETINGS

- December 12 Board Meeting 5:30 pm Lakewood Library Meeting Room
- January 9, 2020 Study Session 5:30 pm Pam Nissler Conference Room at Library Administration
- January 16, 2020 Board Meeting 5:30 pm Lakewood Library Meeting Room
- February 13, 2020 Study Session 5:30 pm Pam Nissler Conference Room at Library Administration
- February 20, 2020 Board Meeting 5:30 pm Lakewood Library Meeting Room
- March 12, 2020 Study Session 5:30 pm Pam Nissler Conference Room at Library Administration
- March 19, 2020 Board Meeting 5:30 pm Lakewood Library Meeting Room

Trustee Fellman had a question about which meetings were in what rooms. The Chair advised the Board that Study Sessions are located in the Administration Conference room (where the Board was last week) and Meetings are held in this room (Lakewood Library meeting room). Beginning in April, the Board meetings travel to the different library locations.

ANNOUNCEMENTS/GENERAL INFORMATION SHARING

None

The Board meeting was adjourned at 6:24 pm.

Pam Anderson, Secretary

PROPOSED 12-12-19

2020 GOVERNANCE PROCESS CALENDAR JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

Mandh	JEFFERSON COUNTY PU		
Month	Governance Process	Monitoring & Ends	Board Action
January	Begin Trustees planning cycle (4.3.2) Chair presents tentative agenda plan	• Trustees review Global Ends Statements 1.0 - 1.4	Trustees approve the "Sunshine Resolution"
	(4.3.2.B)	Review of 2020 Strategic	Trustees approve budget transfer
	Chair appoints committee to review Board	Priorities	requests from the previous calendar
	Bylaws (4.4.2D)	THOMAS	year
	Chair appoints nominating committee for		Chair appoints Trustee representative
	Board officers (4.4.2D)		to Foundation Board
February	Governance Policy 3.4.6 (All policies instructing the Executive Director will be	2.0 General Management Constraints	Trustees review, amend as needed and approve Board Bylaws.
	monitored $-2.0 - 2.4$ annually in February)	2.1 Treatment of Patrons	Nominating Committee Reports to
	monitored 2.0 2.1 dimedity in reordary)	2.2 Treatment of Staff	Board
		2.3 Financial Condition and	Trustees adopt Governance Policies
		Activities	2.0 through 2.4
		2.4 Asset Protection	
		Review of Final 2019	
		Strategic Plan	
Mana		Achievements	Total Day 1 00
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		Trustees authorize the Executive
	budget to the Trustees (4.2.5.A). May be		Director to submit the annual budget
	rescheduled based on the budget		request to the BCC (4.2.5.C). May be
	development schedule provided by the		rescheduled based on the budget development schedule provided by the
	County.		County.
July			
August	Governance Policy 3.4.6 (All policies	2.5 Financial Planning,	Trustees adopt Governance Policies
, and the second	instructing the Executive Director will be	Budgeting	2.5 through 2.9
	monitored $-2.5 - 2.9$ annually in August)	2.6 Compensation and Benefits	
		2.7 Emergency Executive	
		Director Succession	
		2.8 Board Awareness and	
		Support 2.9 Materials Selection	
		Strategic Plan Mid-year	
		Update Update	
September	Trustees review Executive Director's	Ориш	
	performance and compensation (4.3.6)		
October	•		
November	Trustees review 2021 governance process		
	calendar		
December	Trustees adopt 2021 governance process		Trustees adopt the 2021 budget and
	calendar (4.3.2 and 4.3.2.B)		authorize the Executive Director to
	T-4 (4254)		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



JEFFERSON COUNTY LIBRARY FOUNDATION EXECUTIVE DIRECTOR REPORT DECEMBER 2019 (NOV. 20 – DEC. 12) By Jo Schantz, MNM, CFRE

1. Upcoming events and activities



Holiday Book Sale

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





OUR FOUNDATION OFFICES WILL BE CLOSED FROM DECEMBER 24, 2019, THROUGH JANUARY 1, 2020!

2. News, Meetings and Networking

I'm pleased to announce that we have hired a new Warehouse Coordinator – Neil Thoreson. Neil was previously



the Warehouse Manager at Green Sheen Paint, a paint recycling operation in Denver, and before that, Neil was the Program Director at Sustainability/Parker Personal Care Homes in Arvada. The latter organization provides housing and job training for developmentally disabled individuals and hosts a recycling business dealing with electronics disassembly and sorting/processing of recyclables. Neil is also a former firefighter and medic, and he holds an associate's degree in Fire Technology and Administration. In addition, he completed coursework in Marketing Communications and Journalism at the University of Wisconsin at River Falls.

Neil started working with JCLF on November 25, and is training with our current Warehouse Coordinator **Don DuBé**, who will be retiring at the end of December. The Foundation is hosting a retirement celebration for Don on Thursday, December 19, from 5:30 to 7 p.m. at Luke's Steak House in Wheat Ridge.

As part of my training in endowment building and planned giving at the **Rose Community Foundation,** I participated in a 90-minute, 1-1 training with two mentors from Rose Community Foundation on November 20th.





The Jefferson County Library Foundation was a breakfast sponsor for the **South Lakewood Business Association** holiday meeting on December 3rd at Westwoods Community Church in Lakewood. This sponsorship gave me an opportunity to announce our Holiday Book Sale at Columbine Library (on December 6/7) and give an appeal for support of JCLF through the upcoming Colorado

Gives Day donation campaign. JCLF's Office Coordinator Susan Spring and I attended the **Wheat Ridge Business Association** holiday lunch meeting on Tuesday, December 10, at the Wheat Ridge Rec Center. Our guest speaker was Peter Lynch, whose presentation was titled: *The Impact Method – the Art of Connection in the Age of Distraction*.

I continue to work with the Library to solicit major gifts and naming rights for the remodeled Belmar Library. One of my major donors and Belmar Library patrons, **Rachelle Naishtut**, has agreed to a \$1,000 naming opportunity for one of the service kiosks. Also, the **Melvin & Elaine Wolf Foundation** has committed to a \$5,000 gift to name A/V equipment in the Children's section of the new Belmar Library. These donations are on top of the previous gifts of \$7,500 for the large study room (courtesy of former JCLF Board member and Belmar Gift Shop volunteer **Vicki Ponce**), and \$25,000 for the Family Place Library™ contributed by **Lynn McDonald**, the Foundation's Board Secretary, and the Genesee Mountain Foundation.

3. Grants and Sponsorships Update

Grants Pending:

- 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
- 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
- Harmes C. Fishback Foundation* -- \$5,000 for general operating support

Grants Received:

• Theda & Tamblin Clark Smith Family Foundation -- \$4.500 via Goldilocks and The Little Bear fundraiser (for Conifer and Evergreen Libraries)

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

Operational Updates

Executive Director Update

December 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

Golden Civic Center: The City of Golden closed their purchase on the property at 311 10th Street. Code upgrades required for assembly space – like for a library or museum – have higher costs associated with them than they anticipated. According to the City Manager, the City Council may decide in December on next steps with the building and potential for redevelopment of the entire Clear Creek Corridor. If they decide not to use that building for a civic center, a planning calendar for community engagement in 2020 will be presented to the Council. The Library would be included in that planning.

Conifer High School: In 2018, Jeffco Schools passed a bond initiative for capital improvements to school facilities. Conifer High School, which houses our Conifer Library, is included in the first round of schools undergoing a capital improvement. Lizzie Gall, Assistant Director of Library Experience, and Jessica Paulsen, Public Services Manager for the Mountain Libraries and Patron Experience, were invited to represent JCPL on the Design Advisory Group (DAG) which gave input on the project scope. We anticipate the library will be minimally impacted by the construction. The next step is schematic design, with construction anticipated to begin in the Spring.

JCPL Service Highlights:

Impact Statements from our Patrons:

♣ I already like this new system for automatic renewal. I do a lot of research for my
writing and am always having to return a book that I still need. This will be a big help! I
am glad Prospector will renew once as I often have to return those books because they
won't renew.

I have also wanted to tell you how grateful I am for the **book drop at Conifer**. That is so good for older or sick people. Those steps have about killed me a couple of times and it's a pain to drive to Evergreen all the time because of steps.

Thanks for all the great progressive changes!

- ♣ I just want to express how delighted I am with the automatic renewals, and ESPECIALLY with the increase to six renewals! Thank you! We needed this!
- Subject: Woo hoo on auto renew Thank you!
 - What a great service! Thank you not only for what you are providing, but how you rolled this out to the public. This is well thought out (from a technical perspective*), easy to understand this new service/feature**, and geez thanks for anticipating*** my needs © * kudos to your Business Analysts and development team thorough requirements and technical development. You managed all the anticipated gottchas from inter library loans, wait lists and what date to renew from etc.
 - ** kudos to your communication, marketing and graphic design staff. Easy to read email. It is easy on the eyes and informative. I am a 'scanner', but read the whole email and even clicked learn more.
 - *** This new service/feature would only come about, successfully, from a leadership that held a mission/vision which included exceeding their constituents expectations, and believing in and empowering their staff (groups mentioned above) to do what they do well.
 - wapplause all around!
- ♣ At age 86 I have lived in Jefferson County for the past 26 years, used libraries in several other areas and in the course of receiving degrees at 4 levels at 3 universities and colleges. Lots and lots of library experience.

This new change [autorenewal] is yet another example of why my experience through Jefferson County Libraries generally and Standley Library especially frequently show the best, highest level of service-through your people first and also with all the kinds of resources available.

The **leadership** at **County** and **local levels** has been superb along with the very high professionalism of people like Sean, Bonnie, Lauren, Sally and others at **Standley Lake** is recognized.

We moved from Colorado in August and unfortunately will no longer be using the Jeffco public library system....

I do want to let you know that I the Jeffco Library system has been the absolute best I have ever experienced and I am sad that I am no longer able to use it. I used the **Standley Lake Library** primarily and the **staff** was always extremely courteous, knowledgeable, and extremely helpful as I had a few random and challenging to procure requests. It was also a life savor as a stay at home dad who was able to bring my son it to play trains and blocks.

Thank you for being such a great system...!

ENGAGEMENT OPPORTUNITIES FOR TRUSTEES

Public Library Association Conference <u>PLA 2020</u>: 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. Early bird rates for registration good through December 20th.

<u>National Library Legislative Day</u> (NNLD): National Library Legislative Day (NLLD) 2020 will be held at Georgetown University Conference Center in Washington, D.C., on May 4-5. A two-day educational event designed to provide attendees the opportunity to learn from policy experts and raise awareness among federal legislators about how and why libraries are vital to communities across America.

Advocacy Opportunity: *Issue of Competition in Digital Markets*: The American Library Association has delivered a written <u>report</u> to the <u>House Judiciary Committee</u> 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, December 2019

ACTIVITY	PURPOSE	IMPACT
West Metro Chamber of	Participate as a Board of Director	Jeffco business
Commerce Annual Vision	in planning for 2020	community outcomes are
Retreat		supported.
Finance for non-financial	Improve my skills in reading and	
managers class at University	understanding budgets for	
of Denver	government and non-profits. Meet	
Scheduled for Dec 9-11	Board expectations.	
Elected Officials Personnel	Focus on 2020 budget impacts.	
Board Meeting		
Scheduled for Dec 12		
Jeffco Connections	Align our collaborative efforts for	
Scheduled for Dec 13	2020. Review subcommittee work	
	in relationship to the Jeffco	
	County Community Health Needs	
	Assessment.	
Epic STEM Fair	Support community outcome for	
Scheduled for Dec 13	workforce readiness in science,	
	technology, engineering and	
	math.	
Meeting with Jo Schantz,	Maintain relationship with	
executive director of the	community partner	
Jefferson County Library		
Foundation		
Scheduled for Dec 23		

Operational Updates

Finance and Budget Department



memorandum

To: Donna Walker, Executive Director

From: Barbara Long, Assistant Director of Finance & Budget

Re: November 2019 Financial Tables

Date: December 10, 2019

A. Budget to Actual Tables

The Budget to Actual Tables for November are attached. The tables show property tax receipts and interest income through the end of October. This wraps up expected property tax revenue for 2019 which is under budget for the year. Year-to-date (YTD), the Library received funding of \$147,457 from the Library Foundation in November. The Library Foundation also directly purchased \$1,000 in Summer Reading prizes, resulting in total support from the Foundation of \$148,457 YTD. Information on the value of in-kind support provided to the Foundation by the Library is not yet available and will be included with next month's financial report.

Updated projections of the Library's year-end position are shown in Table 3 (operating) and Table 5 (capital). The estimate of year-end salary savings is increased and savings are also expected in other operating categories. Anticipated operating savings include unspent contingency funds of \$156,078. The Library's second debt service payment posted in November and all debt service expenses for 2019 are now included in the financial tables.

TABLE 1 JEFFERSON COUNTY PUBLIC LIBRARY TOTAL FUND SUMMARY 2019 ACTUAL TO BUDGET

Sources and Uses of Funds	20	18 Amended Budget	2	018 Actual	20	19 Amended Budget		YTD Actual 11/30/2019	\$ Variance 2019 Budget		Budget to Actual %
Sources of Funds		4.000				4.500					
Revenues											
Taxes			_						_		
Property Tax - Operating	\$	35,613,839	\$	35,191,405	\$	40,428,530	\$		\$, ,	-2%
Property Tax - Capital	Ļ	1,673,653		1,655,348	Ļ	1,949,693	_	1,871,214		(78,479)	-4%
Total Taxes	\$	37,287,492	\$	36,846,753	\$	42,378,223	\$	41,677,903	\$	(700,320)	-2%
5- dayal 0 04-4- 04-	φ.	400.000	Φ.	100.010	φ.	400.000	Φ.	400.004	Φ.	(4.040)	40/
Federal & State Grants	\$	133,000	\$	130,042	\$	130,000	\$	- ,	\$		-1%
Fines & Fees		530,850		495,864		492,731		415,625		(77,106)	-16%
Other Revenue	•	329,400 993,250	•	924,514	•	495,000	•	980,133	•	485,133	98% 36%
Total Other Revenues	\$	993,250	\$	1,550,420	\$	1,117,731	\$	1,523,842	\$	406,111	36%
Sub Total Revenues	\$	38,280,742	¢	38,397,173	\$	43,495,954	\$	43,201,745	\$	(294,209)	-1%
Fund Balance Activity	Ψ	30,200,742	Ψ	30,337,173	Ψ	40,490,904	Ψ	43,201,743	Ψ	(234,203)	-1/0
Transfer from FB - Capital Projects		3,946,044				3.248.054		_			NA
Transfer to Fund Balance		-		1,365,309		5,240,054		9,420,270			NA NA
Total Sources of Funds	\$	42,226,786	\$	37,031,864	\$	46,744,008	\$				1973
Total Courses of Funds	Ψ	42,220,700	Ψ	07,001,004	Ψ	40,144,000	Ψ	00,701,470			
Uses of Funds											
Operating Expenditures											
Salaries & Employee Benefits											
Salaries	\$	13,566,138	\$	13,365,746	\$	14,766,591	\$	12,835,836	\$	(1,930,755)	-13%
Benefits	*	4,213,500	Ψ	3,988,172	۳	4,818,086	Ψ	3,891,135	Ψ	(926,952)	-19%
Total Salaries & Benefits	\$		\$	17,353,918	\$	19,584,677	\$		\$	(2,857,706)	-15%
Library Books & Materials	\$	8,273,586		8.170.418		8.139.065	\$	6.961.034		(1,178,031)	-14%
Supplies	1	1,470,059	*	1,283,607	*	1,612,418	*	1,078,493	7	(533,925)	-33%
Vehicles		140.000		104,805		-		-		-	NA
Other Services & Charges		4,840,532		3,407,329		4,245,804		3.424.807		(820,997)	-19%
Internal Transactions /Cost Allocation		1,748,514		1,776,357		1,886,026		1,861,994		(24,032)	-1%
Total Operating Expenditures	\$	34,252,329	\$	32,096,434	\$	35,467,990	\$	30,053,299	\$	(5,414,691)	-15%
Financing & Debt Service	\$	1,486,667	\$	1,486,667	\$	1,448,432	\$	1,448,432	\$	0	0%
Conital Projects	•	6 407 700	¢	2 440 760	ø	0 027 500	ø	2 270 744	¢	(7 547 040)	770/
Capital Projects	\$	6,487,790	\$	3,448,762	\$	9,827,586	\$	2,279,744	\$	(7,547,842)	-77%
Total Uses of Funds	\$	42,226,786	\$	37,031,864	\$	46,744,008	\$	33,781,475	\$	(12,962,533)	-28%

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

	20	18 Amended Budget	2	2018 Actual	20	19 Amended Budget	YTD Actual 11/30/2019	Fı	Year End Projected und Balance
Beginning Fund Balance	\$	17,491,968	\$	18,164,234	\$	18,164,234	\$ 19,529,543	\$	19,529,543
Revenues Capital Funding	\$	36,607,089 1,673,653	\$	36,741,825 1,655,348	\$	41,546,261 1,949,693	\$ 41,330,531 1,871,214	\$	41,331,855 1,949,693
Total Revenues	\$	38,280,742	\$	38,397,173	\$	43,495,954	\$ 43,201,745	\$	43,281,548
Expenditures Operating Expenditures Debt Service Capital Projects	\$	34,252,329 1,486,667 6,487,790	\$	32,096,434 1,486,667 3,448,762	\$	35,467,990 1,448,432 9,827,586	\$ 30,053,299 1,448,432 2,279,744	\$	34,656,708 1,448,432 4,267,470
Total Expenditures	\$	42,226,786	\$	37,031,864	\$	46,744,008	\$ 33,781,475	\$	40,372,610
Increase/(Decrease) in Fund Balance	\$	(3,946,044)	\$	1,365,309	\$	(3,248,054)	\$ 9,420,270	\$	2,908,938
Ending Fund Balance	\$	13,545,924	\$	19,529,543	\$	14,916,180	\$ 28,949,813	\$	22,438,481

Fi	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	20	18 Amended Budget	2	018 Actual	8 Actual 2019 Amended YTD Actual Projected Year 11/30/2019 End 2019		-	Var	iance 2019 Budget			
Sources of Funds												
Revenues												
Taxes												
Property Taxes	\$	35,518,639	\$	35,130,173	\$	41,376,815	\$	39,711,327	\$	40,676,815	\$	(765,000)
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		47,207		52,207		28,877
Total Taxes	\$	35,613,839	\$	35,191,405	\$	40,428,530	\$	39,806,689	\$	39,757,407	\$	(671,123)
	_	400.000		100.015		400.000	_	400.00.	_	400.00.		/
Federal & State Grants	\$	133,000	\$	130,042	\$	130,000	\$	-,	\$	128,084	\$	(1,916)
Library Fines		395,800		367,082		365,000		299,481		305,000		(60,000)
Charges for Services		135,050		128,782		127,731		116,144		127,731		-
Investment Income		241,400		592,860		322,000		722,853		742,853		420,853
Library Foundation		30,000		188,415		85,000		147,457		160,957		75,957
E Rate Revenue		58,000		107,068		88,000		93,865		93,865		5,865
Other Revenue		-		36,170		-		15,958		15,958		15,958
Total Revenues	\$	36,607,089	\$	36,741,825	\$	41,546,261	\$	41,330,531	\$	41,331,855	\$	(214,406)
Uses of Funds												
Operating Expenditures												
Salaries & Employee Benefits												
Salaries	\$	12,268,624	\$	11,373,583	\$	13,872,155	\$	11,103,182	\$	13,707,155	\$	(165,000)
Awards & Bonuses		120,000		-		125,000		-		125,000		-
Termination Pay		-		158,188		-		68,794		-		-
Temporary Salaries		2,063,934		1,832,115		2,080,360		1,661,141		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	<u>.</u>	4,213,500		3,988,172		4,818,086		3,891,135		4,733,086		(85,000)
Total Salaries & Benefits	\$	17,779,638	\$	17,353,918	\$	19,584,677	\$	16,726,971	\$	19,334,677	\$	(250,000)
Library Books & Materials	\$	6,907,000	\$	6,859,918	\$	6,768,000	\$	5,775,763	\$	6,568,000	\$	(200,000)
Library Computer Materials		1,234,706		1,176,240		1,173,185		1,064,841		1,173,185		-
Library Periodicals		131,880		134,260		197,880		120,430		197,880		-
Sub-Total Library Collections		8,273,586		8,170,418	L	8,139,065	Ļ	6,961,034		7,939,065		(200,000)
Supplies	\$	1,470,059	\$	1,283,607	\$	1,612,418	\$	1,078,493	\$	1,462,418	\$	(150,000)
Other Services & Charges		4,840,532		3,407,329		4,245,804		3,424,807		3,945,804		(300,000)
Vehicles		140,000		104,805		-		-		-		-
Direct Internal Charges		140,762		173,788		196,182		123,219		142,000		(54,182)
Indirect Cost Allocation		929,085		929,085		1,067,744		978,765		1,067,744		-
Intra County Transactions	L.	678,667	Ļ	673,484	L.	622,100		760,010	Ļ	765,000		142,900
Total Supplies and Other	\$	16,472,691	\$	14,742,517	\$	15,883,313	\$	13,326,328	\$	15,322,031	\$	(561,282)
Total Uses of Funds	\$	34,252,329	\$	32,096,434	\$	35,467,990	\$	30,053,299	\$	34,656,708	\$	(811,282)

TABLE 4 JEFFERSON COUNTY PUBLIC LIBRARY DEBT SERVICE DETAIL 2019 ACTUAL TO BUDGET

Sources and Uses of Funds	20)18 Budget	2	018 Actual	20	019 Budget		TD Actual 11/30/2019			Va	Variance 2019 Budget	
Debt Service													
Principal - Arvada (2005-2024)	\$	528,501	\$	528,501	\$	539,667	\$	539,667	\$	539,667	\$	-	
Interest - Arvada (2005-2024)		94,823		94,823		82,192		82,192		82,192		-	
Principal - Refunding Series 2013		608,264		608,264		608,264		608,264		608,264		-	
Interest - Refunding Series 2013		91,544		91,544		61,695		61,695		61,695		-	
Principal - COP - Capital Projects		142,143		142,143		142,143		142,143		142,143		-	
Interest - COP - Capital Projects		21,392		21,392		14,472		14,472		14,472		-	
Total Debt Service	\$	1,486,667	\$	1,486,667	\$	1,448,432	\$	1,448,432	\$	1,448,432	\$	-	

Arvada

Total Issue \$8,886,000 Term 2005-2024

Use - Arvada Library Facility

Build America Bonds

Total Issue \$6,293,000
Term 2011-2020
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 Amend Budget	ed	2018 Actual	20	2019 Budget		2019 Amended Budget		TD Actual 1/30/2019				ariance 2019 Budget
Sources of Funds													
Property Tax - Capital - 4.5%	\$ 1,673,65	3 :	\$ 1,655,348	\$	1,949,693	\$	1,949,693	\$	1,871,214	\$	1,949,693	\$	_
Transfer from FB - Edgewater Library Project	2,600,00		2,600,000	_	-	1	-	*	.,,	*	-	_	_
Transfer from FB - Capital Expenses	1,346,04		1,346,044		1,929,890		3,248,054				3,248,054		-
Total Sources of Funds	\$ 5,619,69	7	\$ 5,601,392	\$	3,879,583	\$	5,197,747	\$	1,871,214	\$	5,197,747	\$	-
Uses of Funds													
Annual	Replacement	& M	laintenance F	ro	gram (ARM)) aı	nd Recurring	y Pı	rojects				
ARM-01 Capital Maintenance	\$ 370,00	-		\$	200,000	\$		\$,	\$	329,559	\$	-
ARM-02 Furniture & Equipment	36,00		17,724		36,000		36,000		16,175		25,000		11,000
ARM-03 Computer Replacement Plan	250,00		163,168		250,000		250,000		143,194		250,000		-
ARM-04 Book Sorter Replacement	350,00		88,954		250,000		250,000		58,444		250,000		-
ARM-05 IT Infrastructure Replacement Alternative Services	351,65	0	210,774		200,000		200,000		111,503		200,000		-
Alternative Services			- 2046 D	:	-		250,000		153,096		250,000		
16-10 Intranet/Document Management	\$ 171.28	2	2016 P \$ 57,920	roj \$	ects	\$		\$		\$		\$	
16-13 III Database Server	Φ 171,20	°2 `	5,560	Φ	-	Φ	-	Φ	-	Φ	-	Ф	-
16-14 High Availability Internet Redundancy	36.00	ın l	5,500		36.000		72.000		_		72.000		_
10-14 High Availability Internet redundancy	30,00		2017 P	roi	,	<u> </u>	72,000		_		72,000		
17-01 Evergreen HVAC Rebuild	\$ 57,53	6 [3	\$ 57,536	\$	-	\$	_	\$	-	\$	-	\$	_
17-02 Entry Door Replacement	18,60		29,605	_	-	1	-		-	ľ	-	_	-
17-11 Long-Range Facilities Master Plan	30,96		30,960		-		-		-		-		-
17-13 Standley Lake Outdoor Learning Env.	45,20	0	20,735		-		67,014		72,195		72,195		(5,181)
			2018 P										
18-02 Lakewood Fence Replacement	\$ 55,00	-	\$ -	\$	-	\$	-	\$	-	\$	-	\$	-
18-04 Lakewood Admin Restroom Remodel	48,00	-	-		-		-		-		-		-
18-05 Evergreen Parking Lot	125,00		-		-		172,000		175,009		175,009		(3,009)
18-06 Sorter Replacement 0 2 sites	500,00		-		-		-		-		-		-
18-07 LSC Garage & Loading Dock Planning	10,00		-		150,000		169,531		-		169,531		-
18-08 Bookmobile Replacement Sinking Fund	200,00	0	-	L.	200,000	L	400,000			<u> </u>	-		400,000
40.04 Chandley Lake Changeton Deef	Φ.	<u> </u>	2019 P	_		Φ.	25.000	φ.		· ·		Φ.	25.000
19-01 Standley Lake Clerestory Roof	\$ -	- ['	\$ -	\$	35,000 60.000	\$	35,000 160.000	\$	-	\$	160.000	\$	35,000
19-02 Document Management System Multi-Year Construction Projects			-	<u> </u>	60,000	<u> </u>	160,000		-		160,000		
16-16 Columbine Library Remodel	\$ 798,34	2 1	\$ 126,270	Φ		\$		\$		\$	_	φ	
17-16 Columbine Library Remodel 17-07 Edgewater Library	\$ 798,32 2,684,22		2,195,273	Φ	-	٩	- 139.175	Ф	- 139,175	Ф	- 139,175	\$	- (0)
17-07 Edgewater Library 18-01 Belmar Library Remodel			2,195,273 96,194		6,423,500		6,947,307		,		2,050,000		(0)
	350,00	U	90, 194		350.000		350.000		1,199,258				4,897,307
19-03 South County Library Total Capital Projects	\$ 6,487,79	n (\$ 3,448,762	\$	8,190,500	\$,	\$ '	2,279,744	\$	125,000 4,267,470	\$	225,000 5,560,116
Total Gapital Projects	Ψ 0,401,13	· ·	ψ J,44U,10Z	Ψ	0,190,000	Ψ	3,021,000	Ψ	L, L 1 3, 1 74	Ψ	7,201,710	Ψ	3,300,110

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 Project				TD Actual	_	YTD	`	/TD Total	Б	
DM 04 O-wit-l M-internal	Φ	Amended Budget		YTD Actual 11/30/19		umbrances 11/30/19	YTD Total Actual + Enc			Remaining Budget
ARM-01 Capital Maintenance	\$	329,559	\$	211,695	\$	169,549	\$	381,244	\$	(51,685)
ARM-02 Furniture & Equipment		36,000		16,175		-		16,175		19,825
ARM-03 Computer Replacement Plan		250,000		143,194		-		143,194		106,806
ARM-04 Book Sorter Replacement		250,000		58,444		181,601		240,045		9,955
ARM-05 IT Infrastructure Replacement		200,000		111,503		77,587		189,089		10,911
ibrary Alternative Services		250,000		153,096		92,253		245,348		4,652
6-14 High Availability Internet Redundancy		72,000		-		30,484		30,484		41,516
7-13 Standley Lake Outdoor Learning Envir.		67,014		72,195		-		72,195		(5,181)
8-05 Evergreen Parking Lot		172,000		175,009		-		175,009		(3,009)
8-07 LSC Garage & Loading Dock		169,531		-		169,531		169,531		-
8-08 Bookmobile Replacement		400,000		-		-		-		400,000
9-01 Standley Lake Clerestory Roof		35,000		-		-		-		35,000
9-02 Document Management System		160,000		-		-				160,000
Multi-Year Projects Construction Projects										
7-07 Edgewater Library		139,175		139,175		-		139,175		_
8-01 Belmar Library Remodel		6,947,307		1,199,258		5,188,807		6,388,065		559,242
9-03 South County Library		350,000		-		91,949		91,949		258,051
otal Capital Projects	\$	9,827,586	\$	2,279,744	\$	6,001,760	\$	8,281,504	\$	1,546,082

-

Belmar Library Renovation Project to Date - Budget to Actual

November 30, 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

\$7,043,500 Total Project Budget

2018 Timeline

\$350,000 2018 Budget

\$96,194 2018 Actual

\$253,806 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

1,199,258 2019 Actual Expenses

\$5,748,048 Remaining 2019 Budget

Belmar Library Renovation Project Project - Budget to Actual Inception-to-Date November 30, 2019

	esign & gineering	R	Owner's equirements (Rep)	Construction	Su	urvey, Testing, Permits	FFE	Technology	С	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	22,525		8,860				25,534	64,910)		121,829
November			10,160	465,571			1,211	930)		477,872
Total 2019	513,081		97,041	478,771		16,251	26,745	67,370		-	1,199,258
Total Expenditures	562,481		143,834	478,771		16,251	26,745	67,370		-	1,295,452
Remaining Budget	\$ 188,504	\$	76,166	\$ 4,169,429	\$	23,749	\$ 711,255	\$ 307,804	\$	271,141	\$ 5,748,048



memorandum

to: Donna Walker, Executive Director

from: Barbara Long, Assistant Director of Finance & Budget

re: Financial Information, 2020 Budget

Date: December 3, 2019

A. Budget to Actual Tables

The Budget to Actual Tables for November 2019 will be forwarded before the meeting if all material transactions are posted, and will include the analysis discussion.

B. <u>2020 Budget Summary Review and Approval</u>

On November 12th, the Board of County Commissioners adopted the County's and the Library's 2020 budget. The Board of County Commissioners will certify mill levies for 2020 on December 17th. The Commissioners' adopted budget for the Library conforms to the Trustees' recommended budget. Information on the Library's 2020 budget was presented at the November 21st board meeting.

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.

Action Item:

Staff recommends that the Library Trustees adopt the 2020 budget and authorize the Executive Director to implement the spending plan contained therein.

Jefferson County PUBLIC LIBRARY

memorandum

C. <u>Project Carryforward Information</u>

Several of the Library's 2019 capital projects will continue into 2020. Funding for these projects will be included in the Library's carryforward request. These projects are:

Lakewood Sorter Replacement Library Services Center Garage New Bookmobile Document Management System Belmar Library Renovation South County Library Planning

Board approval for project carryforward funding will be requested at the February 2020 meeting.

TABLE 1 JEFFERSON COUNTY PUBLIC LIBRARY TOTAL FUND SUMMARY 2020 Budget

			2019					% Incr(Decr)
Sources and Uses of Funds		2018 Actual	Amended		2020 Budget		cr(Decr) 2019 2020 Budget	2019 to 2020
		Actual	Budget		Duuget		2020 Budget	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	Ψ	495,864	492,731	Ψ	239,513	Ψ	(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%
Total Gillor Hovolidos	Ť	1,000,110	• 1,111,101	Ť	0.10,100	—	(111,010)	1070
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	-	*	-	*	-	0070
Total Sources of Funds	\$	37,724,905	\$ 46,744,008	\$	49,507,497	\$	2,763,489	6%
Uses of Funds								
Uses of Fullas								
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%
Oupital 1-10jects	Ψ	0,140,102	Ψ 3,300,00 4	Ψ	10,122,000	Ψ	010,000	
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 Capital Funding	\$ 36,741,825 1,655,348	\$	41,546,261 1,949,693	\$	45,074,778 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 Po	licy	Calculation				
		2018 Actual	20	19 Amended Budget	2	020 Budget
16% - Current Year Budgeted Revenues 9% - Current Year Budgeted Revenues - Uncertainty	\$	6,143,548 3,455,746	\$	6,959,353 3,914,636	\$	7,558,473 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) 19 to 2020 Budget	% Incr(Decr) 2019 to 2020 Budget
Sources of Funds									
Revenues									
Taxes		05 400 470		44.070.045	_	45,000,540	_	4 500 700	
Property Taxes	\$	35,130,173	\$	41,376,815	\$	45,960,543	\$	4,583,728	11%
Delinquent Taxes Prior Year Cancellations		40,938		105,503 (80,608)		48,032		(57,471) (304,745)	
Urban Renewal		-		\ ' '		(385,353)			378%
Penalties & Interest		20,294		(996,510) 23,330		(1,509,624) 21,027		(513,114) (2,303)	100/
Total Taxes	\$	35,191,405	\$	40,428,530	\$	44,134,625	\$	3,706,095	-10% 9%
								,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	
Federal & State Grants	\$	130,042	\$		\$	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		-		0.440.044		-	
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 Benefits		- 2 000 172		(1,318,054)		(1,439,117)		(121,063)	9%
Total Salaries & Benefits	\$	3,988,172 17,353,918	\$	4,818,086 19,584,677	\$	5,288,399 21,224,134	\$	470,313 1,639,457	10% 8%
Library Books & Materials	\$	6,859,918	\$	6,768,000	\$	6,691,154	\$	(76,846)	-1%
Library Computer Materials	ΙΨ	1,176,240	Ψ	1,173,185	Ι Ψ	1,285,686	Ι Ψ	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	2,188,164	6%
Total Operating	P	32,030,434	Ą	33,700,312	Ψ	31,313,010	Ψ	2,100,104	0 /0



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						0 Budget	Change 2019 to 2020 Budget
	Debt Serv	ice								
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

20	2U D	suaget						
Sources and Uses of Funds		2018 Actual		2019 Amended Budget		2020 Budget		Incr (Decr) 19 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 & Maintena	ince			M) & Ongo				
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
	16 Pi	rojects						
16-10 Intranet/Document Management		57,920		-		-	\$	-
16-13 III Database Server		5,560		-		-		-
16-14 High Availability Internet Redundancy		-		72,000		-		(72,000)
		rojects						
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)
	18 Pi	rojects						
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)
		rojects						
19-01 Standley Lake Clerestory Roof Replacement	\$	-	\$	35,000	\$	-	\$	(35,000)
19-02 Document Management System		-		160,000		-		(160,000)
		rojects						
20-01 Arvada HVAC Control Upgrade	\$	-	\$	-	\$	140,000	\$	140,000
20-02 Golden Library		-		-		4,396,000		4,396,000
Multi-Year Co				cts	C C		•	
16-16 Columbine Library	\$	126,270	\$	-	\$	-	\$	- (5.40.000)
17-07 Edgewater Library	2	2,195,273		549,333		-		(549,333)
18-01 Belmar Remodel		96,194		6,677,307		-		(6,677,307)
10.02 Courth Courty Library	1		1	350,000		4,000,000	I	3,650,000
19-03 South County Library Total Capital Projects		3,448,761		9,508,664		0,122,000		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 S	Sinking Fund I	Reserve								
Beginning Balance Source Use	\$ - - -	\$ 200,000 200,000 400,000	\$ - - -							
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
	ļ.	Annu	al Replacem	nent l	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	1,036,000	\$ 1,272,000	\$ 1,036,000	\$ 1,086,000	\$ 5,316,000
	5-Ye	ear Ca	apital Impro	veme	ent 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	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	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	3,889,000	\$ 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	05 700 040		201
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%

Operational Updates

Facilities & Construction Projects





Belmar Library Renovation - Progress Reporting

DATE: December 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 was issued by City of Lakewood on 11/27. JCPL & Fransen Pittman picked up the permit the same day. FP subcontractors can now get individual/trade permits required.
- B. Wall framing has begun by Fransen Pittman and plumbing & electrical rough-ins continue.
- C. Furniture vendors have been selected and orders will be placed this month.
- D. Shelving orders will be placed this month.

III. CURRENT PROJECT OPPORTUNTIES &/OR RISKS:

A. Now that permit has been received, Fransen Pittman will re-sequence their schedule if needed and determine if any delays have impacted the construction schedule.

IV. UPCOMING KEY DECISIONS:

A. Minor RFI and Material/Submittal decisions are on-going.

V. MEETINGS:

A. Weekly, Thursdays @ 1:00pm: OAC Meetings & Project Site Walk

VI. MILESTONES PROJECTED FOR NEXT PERIOD:

A. Wall Framing / Slab prep at Reading Room/ Ductwork installation / Site Prep & Concrete

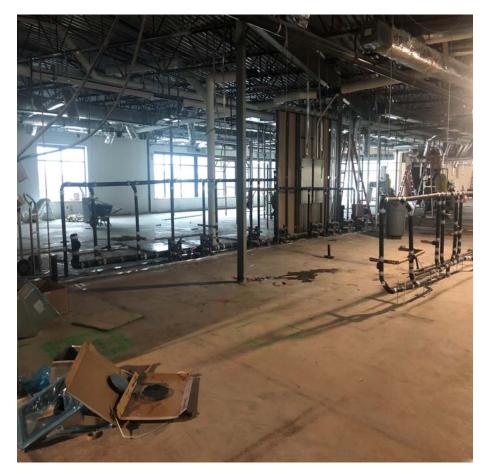
VII. PROGRESS PHOTOS:



NV5



Demo'd ramp & ceiling at Reading Room



Rough In Plumbing for New Bathrooms







Rough Grading at New Canopy/Entry



Cleared, Demo'd Stack Area – Ready for Ductwork and Wall Layout

MEMORANDUM



TO: Library Board of Trustees

FROM: Donna Walker

RE: South County Expansion Project, Board Input

DATE: 12/4/19

In February of 2018, our Facility Master Plan recommended the construction of a new destination library of at least 30,000 square feet in south Jefferson County. The following actions are completed:

- December of 2018, the Board authorized a planning and design budget for 2019 of \$350,000.
- May of 2019, the Board was provided the anticipated costs of 3 different options for a south county library. Consensus was to budget for purchasing an existing building for renovation.
- June of 2019, the Board adopted the 2020 Capital Improvement Plan that recommends a South County Expansion starting in 2021 and approved submission of that plan to the Board of County Commissioners as part of the 2020 budget.
- October 10, 2019, the Board authorized a notice to proceed with HDR to begin the process of searching, starting with these three tasks:
 - Using input from Staff and the Board, create a Fact Sheet for key messages to educate the public and solicit feedback.
 - 2. Using data provided by the Library and input with Staff, create an online public meeting.
 - 3. Engage the community at large and JCPL to establish guiding principles, priorities, and program.
- November 14, 2019 trustees engaged in facilitated activities that clarified the boundaries of South County, gathered input on trustee roles in the project, and potential messages for the fact sheet.



MEMORANDUM

At the December 12, 2019 Board Meeting, Trustees will engage in the following activities:

- Reach consensus on Trustee role in the project see below*
- > Review and discuss demographic maps of South County provided in packet
- Provide next level input on the Fact Sheet see agenda below**

*Trustee Role in South County Project

Budget: Be responsible for resource allocation and capital oversight. Focus on long-term impact of project and return on investment for "ownership" (residents) by representing the taxpayers.

Advocacy, Outreach and Engagement: Be the conduit linking the ownership (residents) to the operational by being ambassadors, defining and communicating the message, being able to explain the "why" of the project.

Strategy: Assess and represent the needs of the community through your public process and defining a vision for the successful outcome.

In addition to using trustee input from the November 14 study session, I reviewed Board Policy Governance for key phrases that aligned with that input

**Fact Sheet Input Agenda – Facilitated by HDR

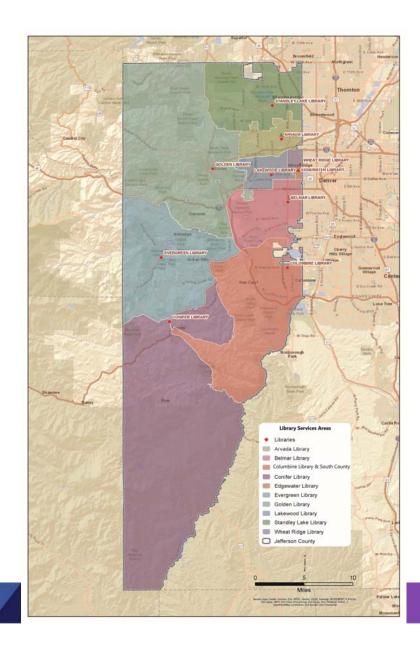
1.	Review Key Messages	(draft provided in packet)	25 minutes
2.	Activity – How do you defi	ne library? (5 words)	20 minutes
3.	Next Steps		5 minutes



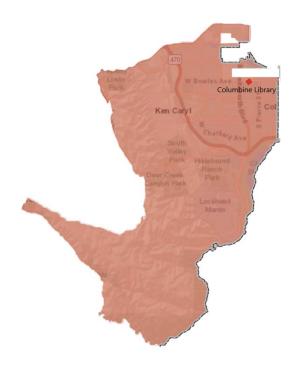
Mapping South County

December 12, 2019 | Julianne Rist, Director of Libraries

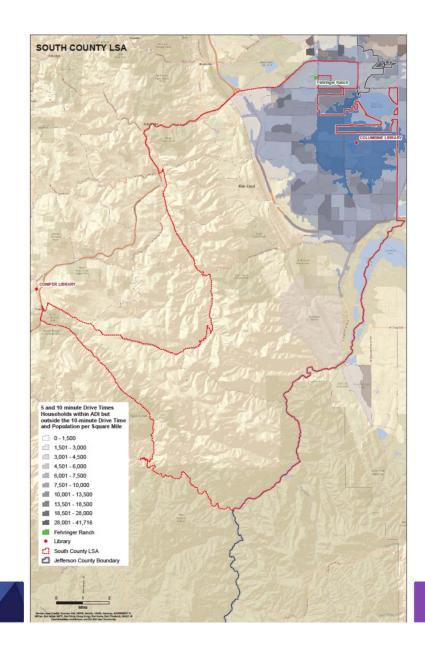
Jefferson County Public Library Service Areas



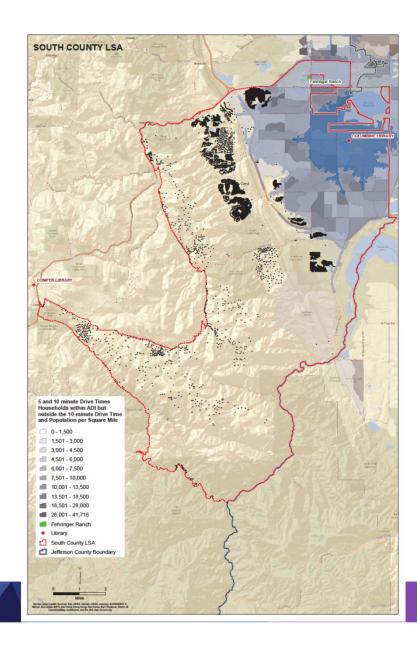
South County Library Service Area



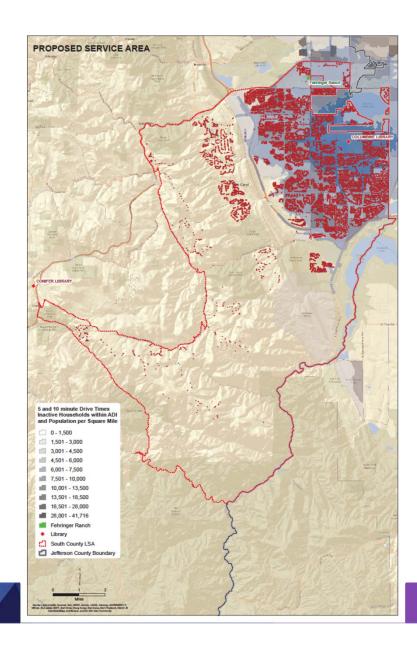
Total Population 141,211



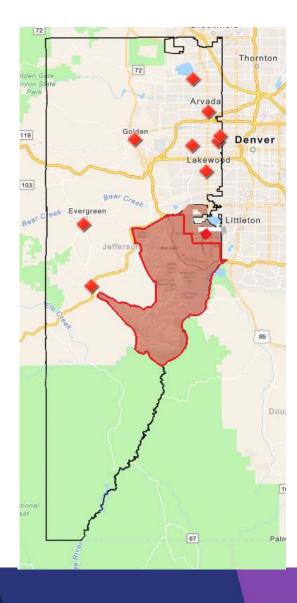
Active
Households
Outside a
10 Minute Drive
Time



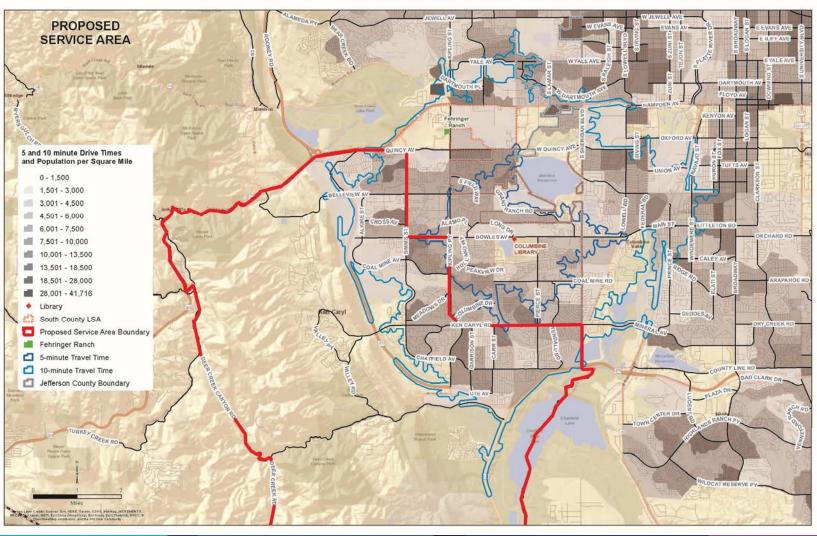
Inactive
Households in
South County
Library Service
Area



Current Locations and the Proposed Service Area for a New South County Location



Proposed South County Service Area For The New Library





Questions?

Key Message Development Date: December 2019

Below is a table of the key messages for the fact sheet developed (right column) based on feedback received from the Board of Trustees at the November 14 Study Session (middle column) for each main topic regarding the South County Library (left column). Red text indicates areas to be discussed further.

Topic	Board of Trustees Notes	Proposed Key Message
Vision	All generations connect, discover, and create.	Jefferson County Public Library will be the essential destination where all generations connect, discover and create.
	A place for growth	To be discussed further
South County Library Purpose	Promises made, promises kept – provide promises made when Levy passed	In 2015, voters in Jefferson County approved to increase the maximum mill levy for the Jefferson County Public Library from 3.5 to 4.5 mills for the purposes of restoring the level of library services including but not limited to: Restoring library hours Restoring investments in books and materials Providing access to updated technology Repairing and refurbishing existing facilities Improving service in underserved areas and Stabilizing long term finances
r urpose	Convenient access	Jefferson County Public Library helps to build an educated and vibrant community by providing equal access to information and opportunities. (JCPL Mission Statement) Population growth has outpaced library space. JCPL has identified the need to build a new destination library in South County to connect the community and provide access to information and opportunities.
	Plan for future growth and adaptability	Project to be adaptable to consider future growth beyond initial expectations.

hdrinc.com Document for Dec. 12, 2019 Board of Trustees Meeting

Topic	Board of Trustees Notes	Proposed Key Message
Service area background	Most likely area for conflict so background on location is important "the why" High growth in this area — many might not remember Good category for facts and figures — census data Density does not necessarily indicate need — Drive times, lead to convenient access Utilize county GIS — available data with population analysis Most densely populated unincorporated area in the county	Service area background can be indicated on a map rather than through key messages. Information that can be included on map graphic include: • JCPL boundaries • South County Service area • Nearby libraries • Current drive times • Population densities • Census data (age, income, etc.)
Location Selection	Prefers to see backup data to support selection Top line criteria	The specific location of the new library has not yet been selected, though is anticipated to be within the library services area labeled on the map. We will consider partnership opportunities for site acquisition and/or joint facility development, as well as opportunities to acquire an existing building to convert into a library. The site section will be evaluated using criteria such as: Capacity Visibility and accessibility Characteristics Compatibility Acquisition and development Cost Availability Community input / Public participation

hdrinc.com

Document for Dec. 12, 2019 Board of Trustees Meeting

Topic	Board of Trustees Notes	Proposed Key Message	
	Risk assessment of level of detail	Timeline can be shown as a graphic with the following information: Community outreach: Spring 2020 Site selection and purchase: TBD Design: 9-12 months Permitting: 3-6 months Construction: 12-18 months	
·	Align with budget timeline		
Timeline	Provide community engagement timeline		
	"multi-year process"		
	"How do you get more engaged?" Tell them!	Share your ideas! [Direct to website, online meeting, in person meetings, email, phone, etc. TBD]	
Public Engagement	Communicate that JCPL and board want to do this right	Our success in creating the South County Library depends on your input! We want to build a destination that provides easy access to information and opportunities.	
	We want real feedback – quantify # and types		
Budget	Tie into mil levy language	The tax increase passed in 2015, increase JCPL funds by \$8,860,000 annually (estimated revenues in the year 2016) and by whatever additional amounts are received.	
		JCPL maximizes return on shared investment by delivering services of the greatest possible value to Jefferson County residents through effective and efficient use of our resources.	
Other	Transparency	Based on what we have done and plan to do is a transparent process and this fact sheet content exemplifies transparency.	

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: December 3, 2019

RE: Rachelle Naishtut Naming Agreement

Rachelle Naishtut Naming Agreement

Total Donation:

\$1,000 for a service kiosk in 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 Rachelle Naishtut for a \$1,000 donation to the Belmar Library.

JEFFERSON COUNTY PUBLIC LIBRARY BELMAR/NAISHTUT DONATION AND NAMING AGREEMENT

This Donation and Naming Agreement ("Agreement"), dated for reference purposes only this 3rd day of December, 2019, is between **Rachelle Naishtut** ("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 \$1,000 (the "Donation") for a service kiosk 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 \$1,000, 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 a service kiosk in the redesigned Belmar Library and as an expression of appreciation the following text shall be displayed at the project site: Rachelle Naishtut.
- 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. <u>Tax Consequences</u>. 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. <u>Venue and Governing Law</u>. 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. <u>Invalid Provisions</u>. 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. <u>Amendments to Agreement</u>. 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. <u>Further Acts</u>. 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 3rd day of December, 2019.

Donor:
By:Rachelle Naishtut
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: December 3, 2019

RE: The Melvin & Elaine Wolf Foundation, Inc., Naming Agreement

The Melvin & Elaine Wolf Foundation, Inc., Naming Agreement

Total Donation:

\$5,000 to name the audio/visual support equipment for the Children's Area 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 Melvin & Elaine Wolf Foundation, Inc., for a \$5,000 donation to the Belmar Library.

JEFFERSON COUNTY PUBLIC LIBRARY BELMAR/WOLF FOUNDATION DONATION AND NAMING AGREEMENT

This Donation and Naming Agreement ("Agreement"), dated for reference purposes only this day of December, 2019, is between Kelly Ann Hodges/The Melvin & Elaine Wolf Foundation, Inc. ("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 \$5,000 (the "Donation") for the audio/visual support for the Children's area 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 \$5,000, 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 audio/visual equipment in the Children's area in the redesigned Belmar Library and as an expression of appreciation the following text shall be displayed at the project site: The Melvin & Elaine Wolf Foundation, Inc.
- 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. <u>Tax Consequences</u>. 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. <u>Venue and Governing Law</u>. 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. <u>Invalid Provisions</u>. 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. <u>Amendments to Agreement</u>. 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. <u>Further Acts</u>. 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 ____day of December, 2019.

Donor:
By: Kelly Ann Hodges, Executive Director The Melvin & Elaine Wolf Foundation, Inc.
Jefferson County Library Foundation
By: Jo Schantz, Executive Director
Date:
Jefferson County Public Library
By: Donna Walker, Executive Director
Detail

Informational 2020 Library Board Meeting Schedule

ADMINISTRATION

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

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JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES ADOPTED 2020 BOARD MEETING SCHEDULE

LIBRARY BOARD STUDY SESSIONS			
	<u>5:30 PM</u>		
<u>Date</u>	<u>Location</u>		
January 9	Administration Conference Room		
February 13	Administration Conference Room		
March 12	Administration Conference Room		
April 9	Administration Conference Room		
May 14	Administration Conference Room		
June 11	Administration Conference Room		
July 9	Administration Conference Room		
August 13	Administration Conference Room		
September 10	Administration Conference Room		
October 8	Administration Conference Room		
November 12	Administration Conference Room		

LIBRARY BOARD MEETINGS		
<u>5:30 PM</u>		
<u>Date</u>	<u>Location</u>	
January 16	Lakewood Library Meeting Room	
February 20	Lakewood Library Meeting Room	
March 19	Lakewood Library Meeting Room	
April 16	Arvada Library Meeting Room	
May 21	Columbine Library Meeting Room	
June 18	Evergreen Library Meeting Room	
July 16	Golden Library Meeting Room	
August 20	Standley Lake Library Meeting Room	
September 17	Belmar Library Meeting Room	
October 15	Lakewood Library Meeting Room	
November 19	Lakewood Library Meeting Room	
December 10	Combined Study Session & Board Meeting	
	Lakewood Library Meeting Room	

Arvada Library	Belmar Library
7525 West 57th Avenue, Arvada	555 S. Allison Parkway, Lakewood
Columbine Library	Evergreen Library
7706 West Bowles Avenue, Littleton	5000 Highway 73, Evergreen
Golden Library	Standley Lake
1019 10th Street, Golden	8485 Kipling Street, Arvada

ADMINISTRATION

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

jeffcolibrary.org

