

BOARD MEETING

JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

April 15, 2021



Call In: Jeffco Free Legal Clinic



Jefferson County
PUBLIC LIBRARY

APPROVAL OF AGENDA

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

ITEM# / ACTION	Thursday, April 15, 2021 – 5:30 pm - <u>ONLINE MEETING VIA WEBEX</u>
1.	Call to order & attendance (4.5.8) Verbal roll call – Each Trustee announces their presence by stating their name.
2.	Pledge of Allegiance
3. Agenda Action	Approve Agenda Chair: Call for motion and second
4. Public Comment	Public Comment Public comments are currently being submitted to the Board via a link on the Board of Trustees webpage. Comments will be acknowledged in the minutes of the meeting.
5. CONSENT AGENDA Action	Approval of Consent Agenda Chair: Call for motion and second <ul style="list-style-type: none"> A. March 11, 2021 Special Board Meeting Minutes B. March 18, 2021 Regular Board Meeting Minutes C. Authorize the Library Executive Director to enter into a contract with Kleen-Tech Services Corporation for carpet and upholstery cleaning services. D. Authorize the Library Executive Director to enter into a contract with Freegal Music Streaming E. Authorize the Library Executive Director to enter into a contract with Ebsco for the Serial Subscription F. Authorize the Library Executive Director to sign the renewal of the Intergovernmental Memorandum of Understanding with Jefferson County Public Schools Regarding Axis 360 Community Share Portal
6. Foundation Report	Foundation Report – Jo Schantz, Executive Director and Kim Johnson, Trustee Representative
7. Operational Updates Action as Needed	Executive Director <ul style="list-style-type: none"> 1. Executive Director Report Strategy, Engagement & Finance <ul style="list-style-type: none"> <u>Finance and Budget</u> <ul style="list-style-type: none"> 1. Financial Report – March <u>Strategy and Engagement</u> <ul style="list-style-type: none"> 1. South County Destination Library Board Input for Community & Stakeholder Engagement. Guests: HDR
8. Action as Needed	Items Removed From Consent Agenda (4.3.4) The Board may address and/or vote on any items that were removed from the Consent Agenda

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

9. Emerging Issues Action as Needed	
10. Action as Needed	Ends <ul style="list-style-type: none">No items
11. Action as Needed	Board Governance <ul style="list-style-type: none">No items
12. Suggest Agenda Items	<p>BOARD SCHEDULE – NEXT MEETINGS –</p> <p>In response to COVID-19, protecting the health and safety of our staff, patrons and community is our number one priority. Board of Trustees meetings will be conducted online, until further notice.</p> <p><u>2021 Board Meeting Schedule</u></p> <ul style="list-style-type: none">May 13, 2021 – Study Session – 5:30 pm – WebExMay 20, 2021 – Board Meeting – 5:30 pm – WebExJune 10, 2021 – Study Session – 5:30 pm – WebExJune 17, 2021 – Board Meeting – 5:30 pm - WebEx
13. Discussion	Board Questions or Comments Related to Items on the Meeting Agenda
14. Discussion	Evaluate Board Meeting (4.1.9)
15. Information	Announcements/General Information Sharing <ul style="list-style-type: none">Report of the Chair – Correspondence, OtherOther Announcements
16. Adjournment	

CONSENT AGENDA

TO: Library Board of Trustees

FROM: Kim Johnson, Chair and Donna Walker, Executive Director

DATE: April 8, 2021

RE: Consent Agenda for the April 15, 2021 Board Meeting

- A. Library Board of Trustees approve the March 11, 2021 Special Board Meeting Minutes
- B. Library Board of Trustees approve the March 18, 2021 Regular Board Meeting Minutes
- C. Library Board of Trustees authorize the Library Executive Director to enter into a contract with Kleen-Tech Services Corporation for carpet and upholstery cleaning services in the base amount of \$109,554.
- D. Library Board of Trustees authorize the Library Executive Director to enter into a contract with Freegal Music Streaming in the amount of \$160,000.
- E. Library Board of Trustees authorize the Library Executive Director to sign the subscription services renewal contract with EBSCO within the approved budgeted amount.
- F. Library Board of Trustees authorize the Library Executive Director to sign the Renewal of the Intergovernmental Memorandum of Understanding with Jefferson County Public Schools Regarding the Axis 360 Community Share Portal.

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

March 11, 2021

CALL TO ORDER – REGULAR MEETING

The regular meeting of the Jefferson County Public Library Board of Trustees was held online via WebEx on March 11, 2021. Library Board of Trustees Chair, Charles Naumer, called the meeting to order at 5:30 p.m. Other Trustees present: Kim Johnson (Vice-Chair), Pam Anderson (Secretary) and Jill Fellman.

Trustees not present: John Bodnar, Jeanne Lomba and German Zarate-Bohorquez.

Staff present: Donna Walker, Executive Director; Julianne Rist, Director of Libraries; Rex Whisman, Director of Strategy, Engagement and Finance; Bernadette Berger, Director of Technology and Innovation; Steve Chestnut, Director of Facilities and Construction Projects; Barbara Long, Assistant Director of Finance and Budget; Lizzie Gall, Assistant Director of Library Experience; Padma Polepeddi, Assistant Director of Library Experience; Amber Fisher, Executive Assistant, Office of the Executive Director; and Katie O'Loughlin, Administrative Coordinator.

Guests: Mel and Pearl Shaw of Saad & Shaw (Consultants); Kurt Behn, County Attorney's Office.

There were additional Library staff members attending the online WebEx meeting.

APPROVAL OF AGENDA

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

PUBLIC COMMENT

Public comments are currently being submitted to the Board via a link on the Board of Trustee's webpage. Comments will be acknowledged in the minutes of the meeting. The Chair reported that an anonymous comment was submitted on February 25. Section 6 of the publicly posted Library Board Bylaws states that the Library Board does not respond to anonymous questions or comments." The Chair wanted to publicly acknowledge that the Library Board and staff greatly value patron feedback and hearing from the community is very important to us.

EXECUTIVE DIRECTOR REPORT

Philanthropy Development Project Progress

The Executive Director addressed the Board and provided an introduction to the topic. The library undertook an investigation and discovery project into philanthropy development in late 2020. As part of that investigation and discovery, the Library put out a request for bid for an outside party to support one of the initial phases of this project. The purpose of this initial phase was to provide investigative and discovery work to help JCPL understand best practices, risks and opportunities regarding the partnership between the Library and the Jefferson County Library Foundation (JCLF).

The scope of work for this phase was limited and intended to gain general information and insights into the following:

- JCPL vision for growth and fundraising
- JCPL/JCLF relationship history and potential for that partnership
- JCLF fundraising history and vision for fundraising
- Best practices of foundations and the libraries they support
- Recommendations for partnership development, grant writing and naming opportunities and capital fundraising
- Fundraising costs and returns for foundations that support public libraries

Mel and Pearl Shaw of Saad & Shaw were selected as the vendor. While they did not have experience with libraries and their foundations, they have many years of experience working with public institutions and their foundations with fundraising and fund development. Based on their experience and what they learned in their conversations with JCPL, JCLF and others, their report is intended to educate the Library and the Trustees about what is possible with our partnership and fundraising and not to provide recommendations for a course of action. Mel and Pearl Shaw were present to answer questions about their report and share general insights. Their final report was provided in the Board's information packet.

The Chair welcomed the Shaws and opened the meeting to questions from the Trustees.

In response to questions to Mel and Pearl Shaw about their report, the Board was advised that:

- Specific information regarding agreements for gift processing fees, common practice or industry standard was not shared by the people participating in the research. However, that is one of the ways organizations can work together. There may be different costs for processing. An organization could be reimbursed for the cost but should not have that fee associated with the gift the Library itself solicits.

- Regarding other findings related to an average percentage for fund raising costs, the cost to raise a dollar varies depending on the amount of money, fixed costs and the maturity of the fundraising program. You would try to keep it at 25% if you can. That 25% is at organizations with very large, heavily staffed operations that can return a larger dollar amount.
- It is correct that it is a different metric than what is provided in the report relative to the amount spent by a non-profit on overhead or infrastructure to support their mission.
- Regarding a feasibility study, the first step is in defining your case for support. Including things like the total anticipated cost for the project, what the funds would be used for, the anticipated impact on the community, talking about the library and what that building enables for the community. It's also a process of identifying stakeholders who you want to test this with; what would encourage them to give what amount. It's like a pre-campaigner and looking at stakeholder attitudes, buy-in, engagement and support. It would include what you are trying to raise money for; buildings, equipment or an endowment to increase funding for annual operations or programs. The type of feasibility study could depend on if it is for a long range plan or one event.
- The specific number of FTE and how many resources the Columbus Metropolitan Library dedicates to their foundation was not provided. However, Saad & Shaw can check and see if they will share that information.
- Many areas depend upon what the relationship is between the libraries and their foundations. That can also come into the feasibility study. The image and standing of the body doing the fundraising, accountability and where the money is going. The relationship is important to address having two entities that are independently governed and how they work together. That may determine if you build a fundraising infrastructure or develop another entity to raise funds for the library. Another consideration is if funds to meet library needs can be raised through board members or other leadership. Those funds could be parked with a foundation and be restricted in perpetuity for the library. For JCPL it seems right now that the capacity is not there within the foundation or the library to increase revenue from private sources or growing an endowment to secure enough funds for unmet needs of the library.
- To grow fundraising muscle boards may take on another level of responsibility. Being involved in fundraising is a different responsibility. With JCPL right now that responsibility rests with the foundation and the library board is not charged with fundraising. The question is where the board is willing to go or ask others to go. Determining if the fundraising efforts are volunteer driven or staff driven starts with the board and bringing in the skills and expertise to take you to the next level. The suggestion about starting a development committee that has a focus on this

could be done, but it does not shift that fundraising responsibility to that committee.

- Regarding legal agreements, what it boils down to is the trust and collaboration. Crafting legal agreements without shared common goals and accountability to each other is very challenging. Those agreements are not cookie cutter; there are many ways libraries craft agreements. Determine if that relationship between those two entities is more financial support or in-kind resources than what the foundation is securing and re-granting to the library.
- It is unusual for a foundation to unilaterally reject library needs and requests. How the two entities are communicating, negotiating and setting goals addresses issues if there are conflicts. The library can want to increase fundraising and communicate with the foundation to see if they want to participate.

Trustee Statements/Comments:

- Trustee Fellman noted that feasibility studies are valuable but expressed concern that they can go on forever. A prudent approach to a feasibility study may be a good idea to look at what kind of appetite we see from potential donors and if the board is committed to the work involved. The Board needs to have that that conversation – are we individually and collectively as a board ready to make a meaningful gift? There is an opportunity to build awareness and engage our potential donors. There are questions to answer like will it or will it not impact the mil levy, what does this mean for donors and patrons, what would they get out of it, naming rights, etc. The consultant's report was thorough and easy to read.
- The Chair noted that he imagines in our situation we're not looking at one project. The goal is more long term. Peer libraries have been at this for much longer and we're starting at ground zero. How to build up over time and a different type of feasibility study for a long range plan rather than one event. Potentially it would be for all facilities in the master facility plan. The new building in South County and the structural remodeling needs for all existing buildings will not go away. It is an unusual opportunity for us to build a new library like we are undertaking now. In some areas the foundation does a good job, like book sales. We should look at partnering with different organizations, look internally and look at the foundation. Look at cultivating donors, capital fundraising, book sales and all the different components to figure out the best way for us – there are lots of options. We are two separate entities; the library can't tell the foundation that we want them to do certain things – the foundation has the freedom to say no. On the flip side the library can choose who to work with. We don't have to work with the foundation for capital fundraising if that is not where their strength lies. We have options and what is the best mix of those options for our community. Over the long term, the next 10-20 years, get to the place some of our peers are at and then decide if that feasibility study is different to determine the

infrastructure you need to have in place. We have identified that our legal agreements and structure of our relationship is not well defined. If we don't have that codified it creates opportunities for misunderstandings and not being aligned.

- Trustee Anderson noted that in talking about a long term approach to capital funding and campaigns, she found more immediate relevance around how do we structure this given our relationships internally and collaboratively and is it the foundation's role. Figuring out what that looks like given the cost of a capital campaign. Here are the questions we need to think about and discuss if we're talking about much larger numbers private or public. I see we have governance conflicts not mission conflicts. I have more questions around the willingness to collaborate that way and around the foundation's interest to grow in their goals. Saying these are going to be our needs and asking them what their interest is in growing their capacity; do they feel like they have a role here and how do they envision that. It is a shared governance and decision structure there that pivots to our internal structure. Here are the library's goals and does the foundation see that as a different mission. Is there a willingness to have shared goals toward serving the library and having a discussion on whether or not those shared goals are possible? Do you have to give up some independence in order to meet the goal? In a campaign of that size (South County) you can't as two independent entities. It has been a difficult relationship for a while and a struggle to get to having real clear agreements built on trust, shared vision and strategy.
- Trustee Johnson noted that she has worked on capital campaigns and it's not just about the money. It's about accessing all of the financial support available. The foundation is perhaps not in a position to do that. They spend a lot of their time and energy on grant writing and it would probably be better to outsource it. It is hard to figure out the direction with so many what ifs and questions. Do we take advantage of the new building and do a capital campaign but there are also issues around regular and ongoing support. Whether it is one building, an endowment or ongoing capital campaigns we don't have experience raising money in our community. We might need a feasibility study to know what Jefferson County has available.

In response to a question to the Executive Director the Board was advised that:

- Early on we drafted several phases to the philanthropy project because it is a big learning curve for most of us. For the questions about the feasibility study, the board could have discussions about if that is the next step you want to take and how much should we aim for. What is our capital buildout for the facility master plan and how much of that would we want to raise. Whether or not we would pursue a feasibility study may depend on how much we want to raise and that may inform the other options available to consider. Thinking about this in terms of setting a goal and then talking to people about the likelihood of meeting that goal and how to structure that longer term strategy.

The Board expressed appreciation to Mel and Pearl Shaw for their report and time. The Shaw's expressed appreciation for the opportunity to work with JCPL.

EXECUTIVE TEAM OPERATIONAL UPDATES

Facilities and Construction Projects

The Board was provided with information on the landscape management contract and advised that the item would be placed on the consent agenda for the March 18, 2021 Board meeting. There were no questions from the Board.

EMERGING ISSUES

There were no emerging issues.

BOARD SCHEDULE – NEXT MEETINGS –

In response to COVID-19, protecting the health and safety of our staff, patrons and community is our number one priority. Board of Trustees meetings will be conducted online, until further notice.

2021 Board Meeting Schedule

- March 18, 2021 – Board Meeting – 5:30 pm – WebEx
- March 25, 2021 – Joint Meeting – Board of County Commissioners – 12:30-1:30pm - WebEx
- April 8, 2021 – Study Session – 5:30 pm – WebEx
- April 15, 2021 – Board Meeting – 5:30 pm – WebEx

ANNOUNCEMENTS/GENERAL INFORMATION SHARING

The Chair advised the Board that he responded to an email correspondence from Mr. Fisk expressing appreciation for his feedback. Staff will be responding to the correspondence as well with more information.

EXECUTIVE SESSION:

The Chair called for a motion to adjourn the special meeting and reconvene in Executive Session. He further noted that the Board requests the attendance of Kurt Behn, County Attorney's Office, Donna Walker, Executive Director, Barbara Long, Assistant Director of Finance & Budget; Rex Whisman, Director of Strategy, Engagement & Finance and Amber Fisher, Executive Assistant in the executive session.

MOTION: At 6:20 pm Pam Anderson moved to adjourn the special meeting of the Library Board of Trustees and reconvene in Executive Session.

- Pursuant to 24-6-402(4)(b) Conferences with an attorney for the local public body for the purposes of receiving legal advice on specific legal questions regarding the existing Memorandum of Understanding (MOU) between the

Jefferson County Public Library and Jefferson County Library Foundation, and options for establishing a new MOU, **and**

- Pursuant to 24-6-402(4)(e)(I) for discussion of strategy and instructions to negotiators with respect to re-negotiating the Jefferson County Public Library's agreement with the Jefferson County Library Foundation

Seconded by Jill Fellman the motion passed by unanimous vote of all Trustees present.

The Chair announced a 5 minute break to allow the Board time to leave the existing WebEx meeting and then join the Executive Session using the information provided in the separate invitation.

The Chair called the Executive Session to order at 6:29 p.m. with the following Trustees present: Kim Johnson, Jill Fellman and Pam Anderson. Also, present were Donna Walker, Executive Director; Kurt Behn, County Attorney's Office; Rex Whisman, Director of Strategy, Engagement and Finance; Barbara Long, Assistant Director of Finance and Budget; and Amber Fisher, Executive Assistant. The Chair noted that the session would be recorded and that the recording would be retained for the required 90 days.

CALL FOR ADJOURNMENT OF EXECUTIVE SESSION AND TO RECONVENE THE SPECIAL MEETING

MOTION: At 7:46 pm Kim Johnson moved to adjourn the Executive Session and reconvene the special meeting in five minutes. Seconded by Pam Anderson the motion passed by unanimous vote of all Trustees present.

At 7:51 p.m. the Chair reconvened the special meeting with the following Trustees present: Kim Johnson, Jill Fellman, Pam Anderson. Also present were Kurt Behn, County Attorney's Office; Donna Walker, Executive Director; Barbara Long, Assistant Director of Finance & Budget; Rex Whisman, Director of Strategy, Engagement & Finance and Amber Fisher, Executive Assistant.

The Chair provided the following Executive Session Summary:

The Library Board of Trustees met in Executive Session to receive legal advice on specific legal questions regarding the existing Memorandum of Understanding (MOU) between the Jefferson County Public Library and Jefferson County Library Foundation, and options for establishing a new MOU and to discuss positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators with respect to re-negotiating the Jefferson County Public Library's agreement with the

Jefferson County Library Foundation. The Trustees held those discussions and this summary is provided as required by Colorado Statute.

ADJOURNMENT

The Special Board meeting was adjourned at 7:52 pm.

Pam Anderson, Secretary

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

March 18, 2021

CALL TO ORDER – REGULAR MEETING

The regular meeting of the Jefferson County Public Library Board of Trustees was held online via WebEx on March 18, 2021. Library Board of Trustees Chair, Charles Naumer, called the meeting to order at 5:30 p.m. Other Trustees present: Kim Johnson (Vice-Chair), Pam Anderson (Secretary), Jill Fellman, Jeanne Lomba and German Zarate-Bohorquez.

Trustees not present: John Bodnar.

Staff present: Donna Walker, Executive Director; Julianne Rist, Director of Libraries; Rex Whisman, Director of Strategy, Engagement and Finance; Bernadette Berger, Director of Technology and Innovation; Steve Chestnut, Director of Facilities and Construction Projects; Barbara Long, Assistant Director of Finance and Budget; Lizzie Gall, Assistant Director of Library Experience; Padma Polepeddi, Assistant Director of Library Experience; Amber Fisher, Executive Assistant, Office of the Executive Director; and Katie O'Loughlin, Administrative Coordinator.

There were additional Library staff members attending the online WebEx meeting.

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

Public comments are currently being submitted to the Board via a link on the Board of Trustee's webpage. Comments will be acknowledged in the minutes of the meeting. There were no public comments.

APPROVAL OF CONSENT AGENDA

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

MOTION: Pam Anderson moved that the Library Board of Trustees approve the items on the consent agenda as presented. Seconded by German Zarate-Bohorquez the motion passed by unanimous vote of all Trustees present.

Items on the Consent Agenda for March 18, 2021

- A. February 18, 2021 Board Meeting Minutes
- B. Authorize the Library Executive Director to enter into a contract with Emerald Isle Landscaping
- C. Trustees Adopt Policy Governance: Monitoring Reports 2.0 to 2.4 and Policy Governance Process Policies Statements and Guidelines 4.9.1 thru 4.9.5.
- D. Trustees adopt Bylaws

FOUNDATION UPDATE

Jo Schantz, Foundation Executive Director, provided an update to the Board. The Foundation was able to distribute \$22,600 to JCPL employees for assistance with childcare costs as a result of the Covid 19 pandemic. The checks ranged from \$400-\$1500 for 21 individuals and the Foundation chipped in a little more to be able to do that. The Foundation received many thankful comments including one from a single mom who said receiving the check made her feel less overwhelmed and alone. The bookstore, Whales Tale is doing well and so far this month has generated \$6,000. The goal each month is \$10,000 gross, and we have exceeded that goal the last couple of months. The Foundation pushed events to the middle and end of the year due to Covid restrictions. The spring book sale in June will be at a new location, the Lakewood Church of the Nazarene. Library Giving Day is April 7, and the Foundation is hoping to raise more than last year which was \$6,000. The Foundation is looking to hire a foundation assistant to help with the donations volume and an assistant to help cover weekend shifts at Whales Tale. Jo reported that she will be giving a presentation tomorrow at the Evergreen Rotary Club.

Trustee Johnson advised the Board that although the Foundation board hasn't officially voted yet, they are likely moving forward with changes to their bylaws. The JCPL representatives will be advisors to the Foundation board instead of members. This wouldn't materially change the way we interact. The current memorandum of understanding (MOU) does state that the JCPL representatives are board members. As housekeeping, we will need to do an amendment to the MOU recognizing that change. Because the MOU is between the two executive directors this is an operational responsibility for the JCPL executive director. The amendment would include a very short term extension of the MOU as well as recognizing the change in JCPL representatives. The amendment does fall under Donna Walker's operational responsibilities to move forward with that amendment. Trustee Johnson encouraged her fellow Trustees to make a donation on library giving day.

The Chair advised the Board that he supports the proposed amendment and asked for Board consensus for Donna Walker to do that amendment. The Trustees present indicated their agreement and consensus.

EXECUTIVE DIRECTOR REPORT

Executive Director Report

The Executive Director addressed the Board and advised the Trustees that yesterday the Library was offered slots for 50 frontline employees to get vaccinated tomorrow. JCPL frontline staff snapped up those slots and the Library let JCPH know that we're ready to take any more slots they may have.

The Board was provided with an update on the vacant leadership position. The Director of People and Culture job posting closes on Sunday.

The Executive Director advised the Trustees that Padma Polepeddi, Assistant Director of Library Experience, received a two year appointment to the American Library Association (ALA) Diversity Committee. The Library is very excited to have Padma represent JCPL on the national front. Julianne Rist, Director of Libraries, did a presentation with Jamie Larue, to the Colorado Association of Libraries (CAL) Futures Interest Group on JCPL's continuity of operations (COOP) plan. Julianne is also serving on a CAL group focused on library trends.

The JCPL south county destination library community engagement survey will go live tomorrow. Input meetings with the community, staff and Library Board are scheduled for April.

The Isabel Allende virtual signature event was an awesome program. The event, Isabel Allende in conversation with Kali Fajardo-Anstine, was an overwhelming success. Over 2400 people registered for the live event with nearly 500 registered to get the recording. The Executive Director expressed appreciation to the programming team, technology and innovation team and the communications team for their exceptional work bringing this program to our community.

The Executive Director expressed appreciation to Charles Naumer, Kim Johnson and Pam Anderson for their service as Chair, Vice-Chair and Secretary. She noted that it has been a wonderful experience and thanked them for their support, guidance and engagement. After the Board votes later in the meeting the Library will welcome Kim Johnson, Pam Anderson and Jill Fellman as the next officers of the Board.

The Chair thanked the Executive Director for her comments.

The Chair advised the Board that he was one of the members of the community that signed up to receive the recording of the Isabel Allende program. He stated that the Library did a wonderful job and the program was so professionally done. The local author,

Kali Fajardo-Anstine was excellent as the moderator. The Chair wanted to call special attention to the introduction by Donna Walker. It was an outstanding introduction that perfectly framed the event, included our mission, vision and values and fit so well with our diversity, engagement and inclusion efforts. He noted that he really appreciated her introduction and the leadership she exemplified by promoting these kinds of events. He stated that he has heard from many, many people about what a great event it was and he thoroughly enjoyed it as well. The Chair encouraged the Trustees to get the recording.

Trustee Zarate-Bohorquez noted that it was a wonderful event and congratulated Donna Walker and her team for the outstanding program. He noted that to receive engagement by 2,400 people was incredible. He stated that he is looking forward to more events like that.

Philanthropy Project

There were no questions or comments.

EXECUTIVE TEAM OPERATIONAL UPDATES

Strategy, Engagement & Finance

Finance and Budget - Financial Review – January 2021

Barbara Long, Assistant Director of Finance and Budget, introduced the topic. There were no questions from the Board.

February Financials

Barbara Long advised the Board that as noted in her report, big pieces of revenue are missing due to issues with Workday. In response to a question, the Board was advised that the revenue is a mathematical formula to make sources equal to resources. At the beginning of the year we have normally not received substantial property tax revenue so it is normal to see greater expenses. It means we're using revenues received in the past to pay operating expenses as matter of cash flow. By June or July, when most of the tax revenue is received we will see a more positive number that we spend down. Transfers are based on the timing of receipts.

Public Services

Update on In-Person Services

The Executive Director introduced the topic and advised the Board that Julianne Rist, Director of Libraries, will share information on in-person services. She has a thoughtful plan that has helped the organization as things change back and forth.

Dial 2.0

Julianne Rist addressed the Board and noted that she expects the State to release another revised dial sometime this month. Jefferson County moved to Level Blue on the state's dial on Friday, February 26. The Library has been monitoring public health orders and adjusting services. During this time, JCPL's philosophy has held constant throughout. We will provide services at our physical locations in an incremental manner, responding to current circumstances and changing conditions, while keeping the health and safety of our staff and community our first priority. JCPL will align our processes with other county agencies. We will adhere to and follow current orders and guidelines from governing authorities.

Expanded Hours

The Board was advised of some of the recent expansions and a few of the plans for the next coming months. The Library has been in constant discussion with the Conifer High School about open hours and is happy to announce that we have added two more days at Conifer. This location will be open four days a week. In addition, the call center has expanded hours and is now available until 8:00 pm Monday thru Thursday, matching our pre pandemic schedules of 65 hours per week. During the last snowstorm all remote staff continued to work and provide services. The call center answered 323 calls and programming staff provided eight virtual programs. This was the first time standing up services while the buildings were closed. The community still used the Library during the snowstorm.

In-Person Services

All locations are operating at increased capacity numbers, which means the Library has doubled the number of people allowed in the building from what we were offering a month ago. We evaluated this increase at all locations from March 5 through 13. Many locations are reporting they did not reach capacity during this time, and for the locations that did reach capacity both the number of times and the amount of wait time was greatly reduced. We have also added tables and chairs and are promoting the use of laptops as an option for those who need to use a computer. We are continuing to evaluate the space and patron use to ensure that we are meeting social distancing standards.

Launchpads for adults were added in January. These devices provide our patrons ways to engage their brain, have fun and learn all in one place. Launchpads are self-contained devices that don't require an internet connection to use with preloaded content.

Launchpads have been available for kids since 2019. Now they are also available to adults, offering a variety of games, puzzles, tools and more. They offer Brain Games help train your mind by challenging memory, reaction time, problem-solving and observation skills, attention span and more. Some of the apps available for adults include games like crossword puzzles and checkers, and fun learning tools that cover subjects like geography, math and science.

Take and Make are craft kits targeted for different ages for people to take home and complete. In February, 10,000 kits for a heart magnet craft went out for Kids and Teens. At Conifer and Evergreen patrons made 45 dragon eggs at home, and 2,000 adults created a three legged pig, which was a tie in to our Isabel Allende program and is considered a token of good luck in Chile and other parts of South America.

New Programs

We have also added to our lineup of virtual programming. You may have enjoyed a Dial-a-Story service as a child. JCPL began to offer this service on Monday, February 1. Kids are invited to call in and hear a new story, in English and Spanish, every Monday. Story Line gives kids the opportunity to listen and use their imagination, is available 24/7 and meets the needs expressed by both parents who are trying to limit screen time, and those who do not have internet access at home. So far 192 people have called in to listen to a story with 40 of those calls for our Spanish version.

Virtual Play and Learn takes our Family Place programming into an online environment. This is an opportunity for caregivers and young kids to socialize and connect with the community. Themes include imaginative play, early literacy, STEAM, and activities and crafts that families can do easily and inexpensively at home. Once each month, a community expert will interact with participants and give them the opportunity to ask questions on topics such as nutrition or developmental milestones.

COVID 19 Vaccine Q&A. In collaboration with Jefferson County Public Health, JCPL hosted a program for the public to hear experts address questions about the vaccine and for community members who have taken it to share their experience. This is a series of six programs, three in English and three in Spanish. If you are interested there is still an opportunity to attend on April 13 in English or April 15 in Spanish.

Community Conversations is a new series of programs that are current community topics. In February we had Janet Damon present how to talk to your kids about race. There were also a series of online book discussions for teens and upper elementary children about race. March 19 is our first Positive Youth Development community conversation focusing on brain development and how to talk to teens. The Library has heard many positive comments from the community about this program.

Looking Forward

We continue to look forward as well. We are waiting to see what changes may occur when the state releases their next version of the Dial dashboard which we expect will happen sometime in the next month. We will continue to evaluate our capacities and increase

them while ensuring that we can maintain the 6 foot social distancing standards. We will be evaluating the one hour time limit as well.

JCPL hopes to receive additional hold lockers this month and are ready to install them at three locations, Belmar, Columbine and Standley Lake. We are hoping the lockers will reduce some of the curbside demand. If this happens then we may be able to utilize the staff that had been providing curbside to expand hours. Now that we are at level Blue we are making plans to provide outdoor in-person programming for summer reading. We're also looking at how we might be able to provide opportunities for teens to volunteer and looking at decreasing quarantine time.

In response to questions, the Board was advised that:

- The Library has been planning for the continuation of virtual work and library services to patrons including programs and call center in the event buildings are closed. The Library was able to stand up those services during the recent building closures due to the snow storm.
- Patrons can check out the Launchpads. They are self-contained and do not require internet access.
- The community conversations program is a great service and does help the Library reach more people and become the "third place".
- The Library is looking at streamlining curbside processes including adding text messages which may be less staff intensive so curbside would not need as much staffing to provide that service.
- The Library is always monitoring its services for impacts like whether or not curbside affects the number of people coming into the building. It will be a delicate balancing act on where we go in the long term with curbside services.
- The Library has experienced an increase in demand for information regarding Covid-19 vaccines, how to get an appointment and how to access government services. When there is anything going on in the community the Library does see an increase in demand around those issues.
- The partnership with Public Health on the Covid-19 Q&A program was a direct response to the needs of our community. The Library provided the platform and JCPH provided the expertise.

ITEMS REMOVED FROM THE CONSENT AGENDA

No items were removed from the consent agenda.

EMERGING ISSUES

The Chair reminded the Trustees to complete the anti-sexual harassment training.

ENDS

There were no items.

BOARD GOVERNANCE

Trustees Elect Officers – Slate of Officers

Kim Johnson for Chair: Two-year term April 2021 to March 2023

Pam Anderson for Vice-Chair: One-year term April 2021 to March 2022

Jill Fellman for Secretary: One-year term April 2021 to March 2022

MOTION: Jeanne Lomba moved that the Library Board of Trustees elect Board Officers with terms as indicated on the slate as presented for their respective positions beginning next month. Seconded by German Zarate-Bohorquez the motion passed by unanimous vote of all trustees present.

Trustee Anderson addressed the Board and thanked Charles Naumer for his chairmanship. She noted that there were many valuable things she took away from his leadership including his passion for strategic planning, connectivity and his positive, warm and inclusive spirit for Board members and staff. Everyone deeply appreciates the service he provided.

Trustee Fellman addressed the Board and expressed deep appreciation to Charles Naumer for his kindness when she first came on the Board. She noted that he was very warm and welcoming and she can't thank him enough for his service.

Trustee Johnson addressed the Board and thanked Charles Naumer for his leadership and hard work. She noted that it was a pleasure working with him and that he is leaving behind some big shoes to fill.

Trustee Zarate-Bohorquez addressed the Board and thanked Charles Naumer for the great service he provided. He noted that he always felt very confident in his leadership from the first meeting. He stated that his strategy for the Board meant a lot and that he set the bar very high.

The Chair addressed the Trustees and noted that he felt very lucky to have this Board. He stated that he has enjoyed working with every single member and is grateful for the support he's always felt, the thoughtful conversations and everything he learned from the experience. He noted that he was also lucky to work with Donna Walker and that they both came into new positions together, figured everything out together and that it was a pleasure to work with such an outstanding Executive Director. He also noted that there was another person who really helped him understand process and keep him organized. He expressed appreciation to Amber Fisher and all she does for the Board silently in the

background. He encouraged the new officers to take advantage of her wise expertise. The Chair addressed the Library staff and expressed appreciation for their support and hard work that made him so proud to be a part of JCPL. He stated that he is very excited to see where the new officers will take the Board next and offered to help out in any way he can.

BOARD SCHEDULE – NEXT MEETINGS

In response to COVID-19, protecting the health and safety of our staff, patrons and community is our number one priority. Board of Trustees meetings will be conducted online, until further notice.

2021 Board Meeting Schedule

- March 25, 2021 – Joint Meeting – Board of County Commissioners – 12:30-1:30pm – WebEx.
- April 8, 2021 – Study Session – 5:30 pm – WebEx
- April 15, 2021 – Board Meeting – 5:30 pm – WebEx
- May 13, 2021 – Study Session – 5:30 pm – WebEx
- May 20, 2021 – Board Meeting – 5:30 pm - WebEx

ANNOUNCEMENTS/GENERAL INFORMATION SHARING

There were no announcements. Staff did respond to Mr. Fisk's very thoughtful comments about our service.

ADJOURNMENT

The Board meeting was adjourned at 6:19 pm.

Pam Anderson, Secretary

Foundation Update

APRIL 2021

Executive Director Report

by Jo Schantz, MNM, CFRE, GPC



GRANTS UPDATE

GRANTS PENDING

- Ent Credit Union -- \$5,000 for Library Summer Challenge
- McInnes Charitable Trust -- \$10,000 for Library Summer Challenge
- Duncan Charitable Trust -- \$10,000 for Library Summer Challenge
- FirstBank -- \$2,500 for Library Summer Challenge
- City of Lakewood -- \$14,978 for 3 programs at Belmar Library
- American Family Dreams Foundation -- \$10,000 for 1000 Books Before Kindergarten



WHALE'S TALE GOING STRONG ON BOOK SALES!

JCLF is pleased to announce that our new Whale's Tale Books & Gifts Shop in Colorado Mills Mall is still going strong -- and beating our 2021 budgeted income goals by more than \$2,000 each month.

After we signed a year's lease on the storefront, our Finance Committee revised JCLF's 2021 budget to reflect a gross monthly income of \$10,000 from this new venture. And each of the last three months, we have surpassed that goal.

In January and February, the storefront generated \$12,251 and \$12,617 in gross profits, respectively. In March, Whale's Tale nearly topped \$13,000 in sales, with a total income of \$12,987. In addition, last December's bookstore income reached \$17,986 -- a new record for JCLF's holiday sales revenues!

"I thought the bookstore would do well over the holidays," says JCLF Board Secretary Linda Fleming. "I am delighted that its sales continue to do so well in support of our two organizations."

Many thanks to area book lovers and supporters for making our store such a huge success!



Whale's Tale volunteers Aiden Mueldener and Dayton Fisher model the store's new logo aprons.

APRIL 2021

PAGE 2

SPECIAL DATES TO REMEMBER!



Library Giving Day

LibraryGivingDay is a one-day fundraising event occurring on April 7, 2021, and JCLF is encouraging all library-lovers to donate during this annual campaign. Your gifts will help us support Jefferson County Public Library's year-round services, materials, events, programs and activities, serving more than 300,000 cardholders in Jeffco!

WHALE OF A USED BOOK SALE!

JUNE 23-27

LAKEWOOD CHURCH OF THE
NAZARENE, 1755 DOVER ST.



RESERVATIONS REQUIRED!

ENTRY FEES -- \$5 PER PERSON -- \$10 PER
FAMILY (UP TO 4 PEOPLE) PER SHOPPING
HOUR. COVID SAFETY RESTRICTIONS APPLY!

www.jeffcolibraryfoundation.org



Executive Director Report

FRIENDS GIFT & BOOK SHOP REOPENS WITH A NEW NAME



We are lifting a line from Shakespeare's *Romeo and Juliet* when we ask, "What's in a name?" And our Foundation has taken that question to heart as we consider the changes the year 2020 has brought to us.

Most notably, the Foundation launched a new bookstore venture in Colorado Mills, and named it *Whale's Tale Books & Gifts* to make a strong connection to our ever-popular *Whale of a Used Book Sales*.

With that in mind, and because we will soon be reopening our little gift and book shop in Belmar Library, it became time for us to re-think that shop's previous name – the *Friends Gift & Book Shop* – and tie it to our other successful book sales venues.

When the Foundation can again open the shop in that new space, you'll get to know us by a new name and logo as the *Baby Whale Bookstore*!

This will be a smaller version of our successful *Whale's Tale* bookstore, but it will be operated just the same with our hard-working JCLF staff and valiant volunteers. Stay tuned to our Foundation's website and social media for details on when the *Baby Whale Bookstore* will be open for business!

Operational Updates

Executive Director Report



April 2021 EXECUTIVE DIRECTOR REPORT

Second Quarter Focus:

1. COVID-19 Service & Staffing Response
2. South County Expansion
3. Philanthropy Development

COVID-19 Service & Staffing Response:

In April, the Library is focusing on,

- Transitioning in-person service

South County Expansion:

In April, the Library is focusing on,

- Project Management
- Community Input meetings
- Architect Request For Proposal (RFP)

Philanthropy Development:

In April, the Library is focusing on,

- Researching options for a valid peer library fundraising comparison
- Amending and extending current JCPL/JCLF agreement

Advocacy and Engagement Opportunities for Trustees

[ALAAnnual Virtual](#): June 23-29, 2021. Registration is open. Contact Amber to register.

CALCON 2021: Dates not set. Registration not open yet. More details will be provided when they become available.

In conjunction with the American Library Association's efforts, Colorado Association of Libraries is urging all library supporters to ask our Colorado Representatives and Senators to co-sponsor the Build America's Libraries Act of 2021. Two of Colorado's representatives—Diana DeGette and Jason Crow—are already listed as co-sponsors. Introduced in the Senate on January 28 (S. 127), and the House on March 3 (H.R. 1581), the Build America's Libraries Act would provide \$5 billion in funding to repair, modernize, and construct library facilities in underserved and marginalized communities. Learn more at <http://www.ala.org/advocacy/buildlibraries>





JCPL SERVICE HIGHLIGHTS

Programming

Know Your Housing Rights: This program will help attendees learn about their rights when facing eviction, reasonable accommodations, service and emotional support animals in housing, the warranty of habitability, rights under the Mobile Home Park Act and more. They will walk away with a better understanding of their options and community resources. Co-presented with the Colorado Poverty Law Project.

Professional Engagement:

Robyn Lupa, manager of services to Kids & Families, has been invited to be on the American Library Association (ALA) Council for RUSA's Collection Development and Evaluation Section (CODES).

10 staff will be attending the Colorado Teen Literature Conference.


5 staff attending a workshop on Building Diverse Collections by Library Journal.

Community Engagement:

Impact Statement from Jefferson County Public Health:

We appreciate so much the work you are doing in the community. I want to highlight that your Spanish programs team has been side by side with our teams of community members/volunteers/public health helping with food distribution, cash and rents assistance, and other initiatives. They go and register people for library cards, do one-on-one support (schedule a librarian) on site, etc. Truly amazing work!

HIGHLIGHTS OF EXECUTIVE DIRECTOR COMMUNITY ACTIVITIES, April 2021

- **Conifer Area Council** presentation to JCPL executive team
 - Monthly meeting with **Jefferson County Elected/Appointed Officials**
 - Strategic Planning with **Jefferson County Elected/Appointed Officials**
 - **Jeffco Connections** regular meeting of Combined Management leadership and **Communities that Care (CTC)** Key Leaders.
 - **South County Destination Library** Community Input meetings
 - Cost Allocation interviews with **Jefferson County**
 - **Colorado Association of Libraries (CAL)** Mentorship Interest Group
 - **West Metro Chamber of Commerce** Board of Directors
 - **CTC Annual Youth Voices** event
 - Weekly meetings with **Jefferson County Public Health (JCPH)** and local elected/appointed officials
 - Monthly call with **Colorado Public Library Directors (CPLD)**
 - Monthly call with **Urban Libraries Council Directors (ULC)**
 - Monthly meeting with **Jefferson County Library Foundation (JCLF)** executive director
- 

Operational Updates

Strategy, Engagement and Finance

memorandum

To: Donna Walker, Executive Director
From: Barbara Long, Assistant Director for Budget & Finance
Re: Finance Monthly Report
Date: April 8, 2021

Budget to Actual Tables

The Budget to Actual Tables for March 2021 will be forwarded before the meeting and will include the analysis discussion.

memorandum



To: Donna Walker, Executive Director
From: Barbara Long, Assistant Director for Finance & Budget
Re: Finance Monthly Report
Date: April 12th, 2021

Budget to Actual Tables March

The Budget to Actual Tables for March 2021 are attached. Workday implementation is still causing a delay in getting revenue entered into the financial system, so the financial tables do not yet show any property tax revenue. The Jefferson County Treasurer reports that Jefferson County has received over 36% of budgeted property tax revenue in the first quarter of 2021. Through the end of March, the Library received funding of \$35,266 from the Library Foundation. In-kind support provided to the Foundation by the Library in 2020 through March is valued at \$18,446 (Ratio of 1.91:1).

First quarter operating expenses are unremarkable for this time of year except that cost allocation charges are not yet included, likely due to Workday implementation issues. The March tables show the Board's approval of carryforward funds in Table 2, as a commitment of fund balance, and the capital tables will include carryforward budget amounts after the supplemental request is approved by the Board of County Commissioners (BCC) on April 27th.

TABLE 1
JEFFERSON COUNTY PUBLIC LIBRARY
TOTAL FUND SUMMARY
2021 BUDGET TO ACTUAL

Sources and Uses of Funds	2020 Amended Budget	2020 Actual	2021 Amended Budget	YTD Actual 3/31/2021	\$ Variance 2021 Budget	Budget to Actual %
<i>Sources of Funds</i>	4.500		4.500			
Revenues						
Taxes						
Property Tax - Operating	\$ 44,134,625	\$ 44,550,056	\$ 44,134,625	\$ -	\$ (44,134,625)	-100%
Property Tax - Capital	2,165,680	2,194,337	2,165,680	-	(2,165,680)	-100%
Total Taxes	\$ 46,300,305	\$ 46,744,393	\$ 46,300,305	\$ -	\$ (46,300,305)	-100%
Federal & State Grants	\$ 128,000	\$ 161,962	\$ 121,051	\$ 125,817	\$ 4,766	4%
Fines & Fees	239,513	47,797	145,000	2,923	(142,077)	-98%
Other Revenue	572,640	797,130	298,640	95,387	(203,253)	-68%
Total Other Revenues	\$ 940,153	\$ 1,006,889	\$ 564,691	\$ 224,126	\$ (340,565)	-60%
Sub Total Revenues	\$ 47,240,458	\$ 47,751,282	\$ 46,864,996	\$ 224,126	\$ (46,640,870)	-100%
Fund Balance Activity						
Transfer from FB - Capital Projects	8,311,655		498,235	-		NA
Transfer to/(from) Fund Balance	-	8,955,407	-	(9,721,054)		NA
Total Sources of Funds	\$ 55,552,113	\$ 38,795,875	\$ 47,363,231	\$ 9,945,180		
<i>Uses of Funds</i>						
Operating Expenditures						
Salaries & Employee Benefits						
Salaries	\$ 15,935,735	\$ 13,055,682	\$ 16,081,526	\$ 3,571,419	\$ (12,510,108)	-78%
Benefits	5,288,399	4,566,527	5,373,904	1,182,287	(4,191,618)	-78%
Total Salaries & Benefits	\$ 21,224,134	\$ 17,622,209	\$ 21,455,431	\$ 4,753,705	\$ (16,701,725)	-78%
Library Books & Materials	\$ 8,135,190	\$ 7,354,512	\$ 7,754,177	\$ 2,789,851	\$ (4,964,326)	-64%
Supplies	1,449,965	1,111,151	1,515,924	288,504	(1,227,420)	-81%
Vehicles	-	-	-	-	-	NA
Services & Charges	4,914,583	3,350,808	5,197,772	1,699,522	(3,498,250)	-67%
Internal Transactions /Cost Allocation	2,251,204	2,177,691	2,582,108	22,814	(2,559,294)	-99%
Total Operating Expenditures	\$ 37,975,076	\$ 31,616,370	\$ 38,505,412	\$ 9,554,396	\$ (28,951,016)	-75%
Financing & Debt Service	\$ 1,410,421	\$ 1,409,294	\$ 621,819	\$ -	\$ (621,819)	-100%
Capital Projects	\$ 16,166,616	\$ 5,770,211	\$ 8,236,000	\$ 390,784	\$ (7,845,216)	-95%
Total Uses of Funds	\$ 55,552,113	\$ 38,795,875	\$ 47,363,231	\$ 9,945,180	\$ (37,418,051)	-79%

TABLE 2A
JEFFERSON COUNTY PUBLIC LIBRARY
FUND BALANCE SUMMARY
2021 BUDGET TO ACTUAL

	2020 Amended Budget	2020 Actual	2021 Amended Budget	YTD Actual 3/31/2021
Beginning Fund Balance	\$ 19,529,543	\$ 24,364,581	\$ 33,319,988	\$ 33,319,988
Revenues	\$ 45,074,778	\$ 45,556,945	\$ 44,699,316	\$ 224,126
Capital Funding	2,165,680	2,194,337	2,165,680	-
Total Revenues	\$ 47,240,458	\$ 47,751,282	\$ 46,864,996	\$ 224,126
Expenditures				
Operating Expenditures	\$ 37,975,076	\$ 31,616,370	\$ 38,505,412	\$ 9,554,396
Debt Service	1,410,421	1,409,294	621,819	-
Capital Projects	16,166,646	5,770,211	8,236,000	390,784
Total Expenditures	\$ 55,552,143	\$ 38,795,875	\$ 47,363,231	\$ 9,945,180
Increase/(Decrease) in Fund Balance	\$ (8,311,685)	\$ 8,955,407	\$ (498,235)	\$ (9,721,054)
Ending Fund Balance	\$ 11,217,858	\$ 33,319,988	\$ 32,857,859	\$ 23,598,934
Committed to Capital Projects - Carryforward		\$ 1,746,783	\$ 1,746,783	
Committed to Capital Projects - Sinking Fund		\$ 9,000,000	\$ 9,000,000	
Reserve Fund Balance		\$ 22,573,205	\$ 22,111,076	

Reserve Fund Balance Policy Calculation

	2020 Amended Budget	2020 Actual	2021 Amended Budget	2021 Actual
Year-End Reserve Fund Balance		\$ 22,573,205		
16% - Current Year Budgeted Revenues	\$ 7,558,473		\$ 7,498,399	
9% - Current Year Budgeted Revenues - Uncertainty	4,251,641		4,217,850	
Total Minimum F/B Reserve Requirements (FLOOR)	\$ 11,810,115		\$ 11,716,249	
50% of Current Year Budgeted Revenues	\$ 23,620,229		\$ 23,432,498	
Total Maximum F/B Reserve Requirements (CEILING)	\$ 23,620,229		\$ 23,432,498	
Above/(Below) Minimum (FLOOR)		\$ 10,763,090		
Above/(Below) Maximum (CEILING)		\$ (1,047,024)		

TABLE 3
JEFFERSON COUNTY PUBLIC LIBRARY
OPERATING EXPENDITURES
2021 BUDGET TO ACTUAL

Sources and Uses of Funds	2020 Amended Budget	2020 Actual	2021 Amended Budget	YTD Actual 3/31/2021	Projected Year-End 2021	Variance 2021 Budget
Sources of Funds						
Revenues						
Taxes						
Property Taxes	\$ 45,960,543	\$ 46,568,712	\$ 45,960,543		\$ 45,960,543	\$ -
Delinquent Taxes	48,032	80,773	48,032		48,032	-
Prior Year Cancellations	(385,353)	(708,709)	(385,353)		(385,353)	-
Urban Renewal	(1,509,624)	(1,402,175)	(1,509,624)		(1,509,624)	-
Penalties & Interest	21,027	11,456	21,027		21,027	-
Total Taxes	\$ 44,134,625	\$ 44,550,056	\$ 44,134,625	\$ -	\$ 44,134,625	\$ -
Federal & State Grants	\$ 128,000	\$ 161,962	\$ 121,051	\$ 125,817	\$ 121,051	\$ -
Library Fines	107,950	15,537	40,000	2,353	40,000	-
Charges for Services	131,563	32,260	105,000	570	105,000	-
Investment Income	322,000	298,834	108,000		108,000	-
Library Foundation	160,000	160,490	100,000	35,266	100,000	-
E Rate Revenue	90,640	146,448	90,640	53,826	90,640	-
Other Revenue	-	43,917	-	6,294	6,294	6,294
Transfer		147,441		-	-	-
Total Revenues	\$ 45,074,778	\$ 45,556,945	\$ 44,699,316	\$ 224,126	\$ 44,705,610	\$ 6,294
Uses of Funds						
Operating Expenditures						
Salaries & Employee Benefits						
Salaries	\$ 15,093,111	\$ 13,493,744	\$ 14,816,028	\$ 3,221,038	\$ 14,816,028	\$ -
Awards & Bonuses	130,000		135,000		135,000	-
Termination Pay		172,528	110,000	48,983	110,000	-
Temporary Salaries	2,146,611	1,273,728	2,095,441	300,139	2,095,441	-
CARES Reimburse Salaries		(1,887,045)			-	-
Overtime	5,130	2,726	-	1,259	-	-
Vacancy Savings	(1,439,117)		(1,074,943)		(1,074,943)	-
Benefits	5,288,399	4,566,527	5,373,904	1,182,287	5,373,904	-
Total Salaries & Benefits	\$ 21,224,134	\$ 17,622,209	\$ 21,455,431	\$ 4,753,705	\$ 21,455,431	\$ -
Library Books & Materials	\$ 6,691,154	\$ 5,984,769	\$ 6,191,154	\$ 2,045,160	\$ 6,191,154	\$ -
Library Computer Materials	1,285,686	1,197,604	1,385,948	725,040	1,385,948	-
Library Periodicals	158,350	172,139	177,075	19,650	177,075	-
Sub-Total Library Collections	8,135,190	7,354,512	7,754,177	2,789,851	7,754,177	-
Supplies	\$ 1,449,965	\$ 1,111,151	\$ 1,515,924	288,504	\$ 1,515,924	\$ -
Services & Charges	4,914,583	3,350,808	5,197,772	1,699,522	5,197,772	-
Vehicles	-		-		-	-
Direct Internal Charges	164,067	111,388	145,090	22,814	145,090	-
Indirect Cost Allocation	1,145,837	1,145,837	1,355,518	-	1,355,518	-
Intra County Transactions	941,300	920,466	1,081,500	-	1,081,500	-
Total Supplies and Other	\$ 8,615,752	\$ 6,639,650	\$ 9,295,804	\$ 2,010,840	\$ 9,295,804	\$ -
Total Operating	\$ 37,975,076	\$ 31,616,370	\$ 38,505,412	\$ 9,554,396	\$ 38,505,412	\$ -

TABLE 4
JEFFERSON COUNTY PUBLIC LIBRARY
DEBT SERVICE DETAIL
2021 BUDGET TO ACTUAL

Sources and Uses of Funds	2020 Budget	2020 Actual	2021 Budget	YTD Actual 3/31/2021	Projected Year End 2021	Variance 2021 Budget
Debt Service						
Principal - Arvada (2005-2024)	\$ 552,073	\$ 552,073	\$ 565,720		\$ 565,720	\$ -
Interest - Arvada (2005-2024)	69,294	69,294	56,099		56,099	-
Principal - Refunding Series 2013	608,265	608,265	-		-	-
Interest - Refunding Series 2013	31,303	30,176	-		-	-
Principal - COP - Capital Projects	142,143	142,143	-		-	-
Interest - COP - Capital Projects	7,343	7,343	-		-	-
Total Debt Service	\$ 1,410,421	\$ 1,409,294	\$ 621,819	\$ -	\$ 621,819	\$ -

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
2021 BUDGET TO ACTUAL

Sources and Uses of Funds	2020 Amended Budget	2020 Actual	2021 Budget	2021 Amended Budget	YTD Actual 3/31/2021	Projected Year End 2021	Variance 2021 Budget
Sources of Funds							
Property Tax - Capital - 4.5%	\$ 2,165,680	\$ 2,194,337	\$ 2,165,680	\$ 2,165,680		\$ 2,165,680	\$ -
Transfer from FB - Capital Expenses	2,267,039		2,267,039			-	-
Total Sources of Funds	\$ 4,432,719	\$ 2,194,337	\$ 4,432,719	\$ 2,165,680	\$ -	\$ 2,165,680	\$ -
Uses of Funds							
Annual Replacement & Maintenance Program (ARM) and Recurring Projects							
ARM-01 Capital Maintenance	\$ 307,000	\$ 161,086	\$ 250,000	\$ 250,000	\$ 46,725	\$ 250,000	\$ -
ARM-02 Furniture & Equipment	36,000	5,148	36,000	36,000	468	36,000	-
ARM-03 Computer Replacement Plan	180,000	134,156	200,000	200,000	111,710	200,000	-
ARM-04 Book Sorter Replacement	470,000	384,870	300,000	300,000	65,035	300,000	-
ARM-05 IT Infrastructure Replacement	370,000	147,545	350,000	350,000	163,889	350,000	-
Alternative Services	450,000	54,209	100,000	100,000	2,957	100,000	-
2016 Projects							
16-14 High Availability Internet Redundancy	\$ 41,000	\$ 33,108	\$ -	\$ -	\$ -	\$ -	\$ -
2017 Projects							
18-07 LSC Garage & Loading Dock Planning	122,583	135,783	-	-	-	-	-
18-08 Bookmobile Replacement	547,411	118,623	-	-	-	-	-
2019 Projects							
19-02 Document Management System	160,000	80,000	-	-	-	-	-
2020 Projects							
20-01 Arvada HVAC Upgrade	\$ 140,000	\$ 49,870	\$ -	\$ -	\$ -	-	\$ -
Multi-Year Construction Projects							
18-01 Belmar Library Remodel	4,602,522	4,438,756	-	-	-	-	-
19-03 South County Library	4,344,100	27,055	7,000,000	7,000,000	-	7,000,000	-
20-02 Golden Library	4,396,000			-			
Total Capital Projects	\$ 16,166,616	\$ 5,770,211	\$ 8,236,000	\$ 8,236,000	\$ 390,784	\$ 8,236,000	\$ -

TABLE 6
JEFFERSON COUNTY PUBLIC LIBRARY
CAPITAL IMPROVEMENT PROJECTS
2021 BUDGET TO ACTUAL

Project	2021 Budget	YTD Actual 3/31/21	YTD Encumbrances 3/31/21	YTD Total Actual + Enc	Remaining Budget
ARM-01 Capital Maintenance	\$ 250,000	\$ 46,725	\$ 11,502	\$ 58,227	\$ 191,773
ARM-02 Furniture & Equipment	36,000	468		468	35,532
ARM-03 Computer Replacement Plan	200,000	111,710	197,813	309,523	(109,523)
ARM-04 Book Sorter Replacement	300,000	65,035	-	65,035	234,965
ARM-05 IT Infrastructure Replacement	350,000	163,889	21,810	185,699	164,301
Library Alternative Services	100,000	2,957	217,853	220,810	(120,810)
Bookmobile Replacement	-		223,247	223,247	(223,247)
Document Management System	-			-	-
Multi-Year Projects Construction Projects					
South County Library	7,000,000	-	62,294	62,294	6,937,706
Total Capital Projects	\$ 8,236,000	\$ 390,784	\$ 734,519	\$ 1,125,303	\$ 7,110,697

Memo

Date: Monday, April 05, 2021

Project: Jefferson County Public Library – South County Expansion Project

To: Donna Walker, Executive Director, JCPL

From: Julianne Scherer, Managing Principal, HDR Architecture, Inc

Subject: Summary of Board of Trustees engagement activities

HDR began work on the South County Expansion project in Fall of 2019 for a scope of work that consisted of developing a Fact Sheet, Virtual Community Engagement Survey, and Community Engagement Meetings. After completion of the Fact Sheet and development of the Virtual Engagement Survey had begun, the project was placed on hold due to COVID-19. Prior to the project being placed on hold, HDR had two meetings with the Jefferson County Public Library (JCPL) Board of Trustees (BOT) with the purpose of receiving input from the BOT on the development of key messaging for the project and the Fact Sheet for the community.

A summary of the previous meetings below:

11/14/2019 - JCPL Board of Trustees Meeting - Work Session Summary

1. Icebreaker – “Share a library memory”
2. Defined the role of the Board of Trustees for the process moving forward
3. Input on key messaging for the Fact Sheet
4. Identify key community stakeholders

The feedback gathered in this meeting was incorporated into the development of the key messaging of the project and guided the direction of the Fact Sheet.

12/12/2019- JCPL Board of Trustees Meeting Summary

1. Reviewed the Southern Jefferson County service area map and data gathered by JCPL to receive input by the BOT
2. Reviewed key messages and Fact Sheet progress and received feedback
3. Activity: How do you define the “ideal” library?

The feedback gathered during the service area map and fact sheet review was incorporated into the final Fact Sheet. The input collected during the Activity will support the development of the Guiding Principles for the project, which is used for messaging purposes. See attachment for 12/12/2019 meeting documentation by HDR.

The project is currently in the Community Engagement Meetings phase to inform the site selection and the purchase of a property to become the new destination library. The Virtual Community Engagement Survey is live and has received over 500 responses as of this date, and JCPL and HDR will soon host a series of Virtual Community Engagement Meetings to solicit more in-depth feedback from the community. BOT input will be requested to inform the Guiding Principles by discussing what will determine success, planning for future growth, and expanding services for all generations.

A modern office interior with people working at desks and a large wall covered in sticky notes. The office has a bright, open feel with large windows and a pink carpet. In the foreground, there are white desks with laptops and office chairs. In the background, a large white wall is covered with many colorful sticky notes, and a person is standing near it, possibly organizing them. Other people are visible working at desks in the background.

1

BOT Activity: Defining Library

ACTIVITY: Defining the “ideal” South County Library

THINK

If you could define an ideal library or library experience in 5 words or phrases, what would they be?

Each group was asked to list and then prioritize 5 words or phrases that define their ideal library, place those words on a colored card that they attribute to that word, and then prioritize their top 5.

25 minutes.

Looks like:

				
1	2	3	4	5
Why:	Why:	Why:	Why:	Why:
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

BOT Team #1 Responses

TOP 5 WORDS / PHRASES, DESCRIBING AN IDEAL LIBRARY AND THE COLOR CHOICE

WELCOMING

WHY: "FITS JCPL'S VISION, MISSION AND VALUES"

"GREEN IS A COLOR THAT WELCOMES"

**AESTHETICALLY
PLEASING**

WHY: "TO BE A MAGNET, IT NEEDS TO LOOK GOOD"

"THIS IS A PLEASING COLOR"

**ENGAGING, FUN,
CREATIVE**

WHY: "A GOOD LIBRARY IS A PLACE PEOPLE WANT TO BE"

"YELLOW IS A FUN COLOR"

**CONVENIENT &
ACCESSIBLE**

WHY: THOUGHTFUL MAPPING

"BLUE IS THE COLOR OF ACCESSIBILITY"

**COMMUNITY
CENTERED**

WHY: FOCUS AS A GATHERING PLACE FOR THE PEOPLE

"PURPLE IS HAPPY"



BOT Team #2 Responses

TOP 5 WORDS / PHRASES, DESCRIBING AN IDEAL LIBRARY AND THE COLOR CHOICE

WELCOMING

WHY: "WARM ACTIVE COLOR"

RESOURCES
(PEOPLE + THINGS)

WHY: "GREEN MEANS GO GET IT"
"REMINISCENT OF BEING CLOSER TO THE MOUNTAINS"

LEARNING

WHY: BROWN REPRESENTS BEING GROUNDED AND SOLID, CONCRETE

COMFORT
"SENSE OF PLACE"

WHY: "SENSE OF PLACE" A COMMON THEME AND PHRASE USED
BLUE IS OPEN TO THE SKY

INCLUSIVE
(LANGUAGE & ACCESS)

WHY: PROVIDE ACCESS TO PEOPLE OF ALL LANGUAGES
"PEOPLE PAY ATTENTION TO BRIGHT COLORS"



Agenda

Project:	South County Expansion – Community Engagement	
Subject:	Board of Trustees - Input Meeting	
Date:	Thursday, April 15, 2021	
Location:	Virtual	
Attendees:	JCPL Board of Trustees (BOT)	HDR

MEETING TIME: 60 MINUTES

1. HDR - Project Phase Introduction 15-20 minutes
 - a. Future Library Trends and Inspiration
2. Activity #1 – DEFINING SUCCESS 10 minutes
 - a. PROMPT QUESTIONS:
 - i. What will success look like when this new library is complete?
3. Activity #2 - DEFINING ADAPTABLE FOR FUTURE GROWTH 10 minutes
 - a. PROMPT QUESTIONS:
 - i. What are some of the ways you expect this new library to provide flexibility for future growth?
 - ii. What are some of the ways this new library could support economic development beyond initial expectations?
4. Activity #3 – EXPANSION OF SERVICES FOR ALL GENERATIONS 10 minutes
 - a. PROMPT QUESTIONS:
 - i. How can this new destination library expand services for all generations?
 - ii. What types of innovations would you expect this new library to provide?
What resources are lacking in Jefferson County that this library could address?
5. Feedback and thoughts for next steps 5-10 minutes

ADMINISTRATION

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Jefferson County

PUBLIC LIBRARY