

BOARD MEETING

JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

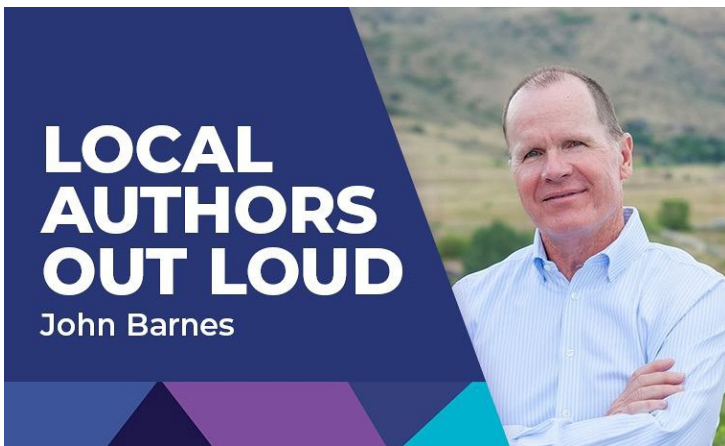
September 15, 2022



Raise A Reader



Fiesta Latina: Celebrate Hispanic Heritage Month



Local Authors Out Loud: John Barnes



Teen Writing Contest Awards Ceremony



Jefferson County
PUBLIC LIBRARY

APPROVAL OF AGENDA

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

ITEM# / ACTION	Thursday, September 15, 2022 – 5:30 pm – HYBRID MEETING <ul style="list-style-type: none"> • <u>ONLINE MEETING VIA ZOOM</u> • <u>IN-PERSON MEETING AT LAKEWOOD LIBRARY MEETING ROOM</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 The Board values public participation. Those who would like to address the Library Board can do so virtually, in-person, or online. The opportunity to address the Library Board does not include a question and answer session or response. Additionally, the Library Board does not respond to anonymous questions or comments. Comments will be acknowledged in the minutes of the meeting. To address the Board of Trustees during Public Comment: <ul style="list-style-type: none"> • <u>Virtually</u>: Send a chat message to the meeting host at JCPL Events with your name and the topic of your comment. • <u>In-Person</u>: Sign up on the form provided. • <u>Online</u>: Submit through the online public comment form at https://jeffcolibrary.org/board-of-trustees/. • People who dial in will not be able to provide Public Comment during the meeting.
5. CONSENT AGENDA Action	Approval of Consent Agenda Chair: Call for motion and second A. Minutes of August 11 Board Meeting B. Library Design Consultant Contract C. Samson Energy Naming Agreement
6. Foundation Update	Foundation Update – Jo Schantz, Executive Director
7. Operational Updates Action as Needed	<u>Executive Director</u> A. Executive Director Report B. South County Expansion Project <u>Business Strategy & Finance</u> <u>Monthly Financials</u> C. Financial Report (July) D. Financial Report (August)

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

	<u>Facilities & Construction Projects</u> E. General Contractor Master Contract Authorization
8. Action as Needed	Items Removed From Consent Agenda (4.3.4) The Board may address and/or vote on any items that were removed from the Consent Agenda
9. Emerging Issues Action as Needed	
10. Action as Needed	Ends. No items.
11. Action as Needed	Board Governance No items.
12. Suggest Agenda Items Action as Needed	<p>BOARD SCHEDULE – NEXT MEETINGS – Location of meetings of the Library Board of Trustees are being determined in cooperation with guidelines from Jefferson County. Information on meeting location will be posted at least one week prior to the scheduled meeting date. <u>2022 Board Meeting Schedule</u></p> <ul style="list-style-type: none"> • October 13, 2022 – Study Session – 5:30 pm (Hybrid) Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room • October 20, 2022 – Board Meeting – 5:30 pm (Hybrid) Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room • November 10, 2022 – Study Session – 5:30 pm Hybrid) Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room • November 17, 2022 – Joint Meeting of the Library & Foundation Boards – Time to be determined - Hybrid) Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room • November 17, 2022 – Board Meeting – 5:30 pm Hybrid) Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room • November 28, 2022 – Joint BCC & Library Board meeting – 11:00 am. WebEx information to be provided.
13. Discussion	Board Questions or Comments Related to Items on the Meeting Agenda
14. Discussion	Evaluate Board Meeting (4.1.9)
15. Information	Announcements/General Information Sharing <ul style="list-style-type: none"> • Report of the Chair – Correspondence, Other • Other Announcements
16. EXECUTIVE SESSION Action	EXECUTIVE SESSION: Guest: Kurt Behn, County Attorney's Office Call for Motion and Second:

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

	<p>To adjourn the special meeting of the Library Board of Trustees and reconvene in Executive Session:</p> <p><u>EXECUTIVE SESSIONS</u></p> <p>A. <u>South County Library Expansion Project</u>. Statutory citations authorizing an executive session for this topic are:</p> <ul style="list-style-type: none">• 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.• Pursuant to 24-6-402(4)(a) Concerning the purchase, acquisition, lease, transfer or sale of Property.• Pursuant to 24-6-402(4)(e)(I) for discussion of strategy and instructions to negotiators. <p>B. <u>CRS 24-6-402(4)(f) Personnel Matters</u>. Trustees review Executive Director's performance and compensation (4.3.6)</p>
17. Adjournment	

CONSENT AGENDA

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

jeffcolibrary.org



Jefferson County
PUBLIC LIBRARY

TO: Library Board of Trustees

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

DATE: September 6, 2022

RE: Consent Agenda for the September 15, 2022 Board Meeting

- A. Library Board of Trustees approve the August 11, 2022 Board Meeting Minutes.
- B. Library Board of Trustees authorize the Executive Director to enter into a contract with Group 4 Architecture in the amount of \$88,920 for Library Design Consultant Services.
- C. Library Board of Trustees authorize the Executive Director to sign the Samson Energy Naming Agreement.

**Minutes of the Regular Meeting of the
JEFFERSON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
August 11, 2022**

CALL TO ORDER – REGULAR MEETING

The regular meeting of the Jefferson County Public Library Board of Trustees was held online via ZOOM and in-person at the Lakewood Library meeting room on August 11, 2022. Library Board of Trustees Chair, Kim Johnson, called the meeting to order at 5:32 p.m. Other Trustees present: Pam Anderson (Vice-Chair), Jill Fellman (Secretary), and Charles Naumer.

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

Staff present: Donna Walker, Executive Director; Julianne Rist, Director of Public Services; Bernadette Berger, Director of Technology and Innovation; Kim McGrigg, Director of Communications and Engagement; Dan Wells, Director of Business Strategy and Finance; Lisa Smith, Director of People and Engagement; Padma Polepeddi, Assistant Director of Library Experience; Amy Bentz, Assistant Director of Library Design Projects and Planning; Lizzie Gall, Assistant Director of Library Experience; Jennifer Reading, Assistant Director of Patron Experience; Amber Fisher, Executive Assistant, Office of the Executive Director; and Katie O'Loughlin, Administrative Coordinator.

There were additional Library staff members attending the meeting.

APPROVAL OF AGENDA

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

PUBLIC COMMENT

The Board values public participation. For those attending in-person, you must sign on the form provided at the door. For virtual public comment, submit the online public comment form on the Board of Trustees webpage or send a chat message to the host, Bernadette Berger, with your name, and the topic of your comment so that at the appropriate time you can be recognized. 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 Jill Fellman the motion passed by unanimous vote of all Trustees present.

Items on the Consent Agenda

- A. Library Board of Trustees approve the July 21, 2022 Board Meeting Minutes.
- B. Library Board of Trustees adopt the following Policy Governance Monitoring Reports:
 - 1) 2.5 Financial Planning, Budgeting
 - 2) 2.6 Compensation and Benefits
 - 3) 2.7 Emergency Executive Director Succession
 - 4) 2.8 Board Awareness and Support
 - 5) 2.9 Materials Selection
- C. Library Board of Trustees authorize the Executive Director to sign the Bear Creek Landscape Snow Removal Renewal Contract.
- D. Library Board of Trustees authorize the Executive Director to sign the CoCal Landscape Snow Removal Renewal Contract.
- E. Library Board of Trustees authorize the Executive Director to sign the Eppstein Uhen Architects, Inc. (EUA) contract amendment to support the community engagement process for the new library in Northwest Jefferson County.
- F. Library Board of Trustees authorize the Executive Director to enter into the easement agreement with Public Service Company of Colorado for the property at Evergreen Library, 5000 Highway 73, Evergreen Colorado 80439, for purposes defined by the agreement.
- G. Library Board of Trustees authorize the Executive Director to enter into an IGA with the City of Arvada, granting the City of Arvada permission to install one exterior camera at the 7525 W. 57th Ave property.

EXECUTIVE TEAM OPERATIONAL UPDATES

Business Strategy & Finance

A. 2022 Mid-year Report

The Executive Director addressed the Board and introduced the topic. The Board's governance process calendar provides for a midyear progress report on the annual strategic plan. There will be another opportunity at the September Study Session for further discussion on any projects or progress. Out of respect for the Trustees time, the Library may provide brief answers and will provide fuller answers later if needed.

Dan Wells, Director of Business Strategy and Finance, addressed the Board and provided information on the 2022 midyear strategic plan report. 2022 is off to an exciting start for Jefferson County Public Library (JCPL), with the first half of the year bringing many accomplishments along with significant groundwork activities necessary to meet 2022 target objectives. As public health restrictions continue to ease, JCPL is actively embracing changes to community needs and trends with the adoption of new access opportunities and technology

capabilities. 2022 promises to be a critical year in achieving the vision established in the 2020-2025 JCPL Strategic Plan.

2020-2025 Strategy

The 2022 Mid-Year Report specifically discusses the progress made and work completed by the JCPL team from January 1, through June 30, 2022. In addition to highlighting project activity, the report captures advancement of our success benchmark measures to quantify how we are meeting the Board's stated ends to provide equity of access, maximize value, create place, and provide leading-edge services.

Annual Plan Deliverables Met Mid-Year 2022



- ✓ Finalized updated **Facility Master Plan**
- ✓ Initialed **concurrent building** project management
- ✓ Conducted **community engagement** for Evergreen redesign
- ✓ Created Evergreen **Program of Service**
- ✓ Opened **Express Library** location
- ✓ Completed construction of **new Bookmobile**
- ✓ Initiated **Cohesive Creative Technologies** project
- ✓ Launched **new library app** (MyJCPL)
- ✓ Deployed **MS Exchange** to all staff
- ✓ Completed **cybersecurity** evaluation

Midyear Success Measures

In addition to highlighting project activity, the report captures advancement of our success benchmark measures to quantify how we are meeting the Board's stated ends to provide equity of access, maximize value, create place, and provide leading-edge services. Highlights include usage patterns, more in person visits, increase in active households, decrease in curbside as more people come indoors, increased program attendance and a decrease in recorded program use.

Success Measures



Mid-Year Report	Mid-Year 2021	Mid-Year 2022	Change Mid-Year 2021-22	% Change Mid-Year 2021-22
Active Households	107,828	110,721	2,893	3%
Active Households (% of total Jeffco households)	43.4%	44.5%	1.2%	3%
Active Cardholders	149,742	146,820	(2,922)	-2%
Net Promoter Score	82.6	83.2	0.6	1%
Program Attendance	11,514	69,313	57,799	502%
Recorded Views (Jan-June Weekly Views)	4,033	994	(3,039)	-75%
Total Collection Use	4,957,302	4,812,707	(144,595)	-3%
Physical Circulation	3,381,429	3,310,269	(71,160)	-2%
Digital Circulation	902,936	920,239	17,303	2%
Database Use	672,937	582,205	(90,732)	-13%
Visits	509,917	830,199	320,282	63%
Curbside Patrons Served	44,631	6,190	(38,441)	-86%

As access and availability returns to pre-pandemic levels, and people become more comfortable being in-person in public settings, activity and usage patterns begin to resume.

- Increase in active households
- Increase in visits
- Decrease in curbside services
- Increase in program attendance
- Decrease in recorded views

In response to questions, the Board was advised that:

- The Library has initiated a hybrid work environment project and decided on the approach. Implementation and formal adoption are coming up.
- Database usage decreased. JCPL had two databases that were provided during the pandemic for in-home use. The vendors stopped providing that service and patrons now have to come into the library to use those databases. Additionally, a lot of schools were online and are now in person.
- Curbside Patrons Served has decreased as physical visits increase, and patrons use the additional offsite services like holds lockers.

The Executive Director asked the Board if there were any additional questions or requests for more information about the midyear report. The Board indicated that there were none at this time and expressed appreciation for the incredible work and achievements.

Communications & Engagement

A. Develop a New Concept in Philanthropy Strategy

The Executive Director addressed the Board and introduced the topic. Before Kim McGrigg, Director of Communications and Engagement shares information on the Philanthropy Strategy, we will touch on the major milestones from 2021. The Library completed the report on securing private funds to supplement public investments, identified resources needed by JCPL to do this work, renewed and extended the Memorandum of Understanding with the Foundation, completed the peer library fundraising comparison study, created this essential function in the

role of the Director of Communications and Engagement and completed the hiring of this position.

Kim McGrigg addressed the Board, provided an update on the philanthropy strategic project and shared the philanthropy philosophy about the future of philanthropy for JCPL. Kim advised the Board that this project was tackled with the same three steps that she applies to any project: Audit, Assess, Action.

2022 Strategic Philanthropy Project Deliverables

- Create a JCPL fundraising plan
- Funder and grant opportunity research
- Begin execution of JCPL fundraising plan
- Codify new roles and responsibilities for fundraising between JCPL and JCLF

Audit and Access

Audit Funding Requests: This audit started by trying to understand how we partner with the Foundation on grants now – when the requests come in, who the resources are, etc. She is currently working with the Foundation to develop 2023 funding requests to align with grantor's areas of focus and past Foundation success.

Identify Resources: What do we provide, and what can we provide to the Foundation that would strengthen our chances of receiving funding. Things like copy, photos, budgets, statistics. Part of this is identifying sponsorship opportunities and developing collateral materials to solicit support for building projects, starting with Evergreen.

Grant Tracking: When we receive money from a funder, our relationship is not over. In fact, it is just beginning. She is working with Jo Schantz and our finance department to track when grants are awarded and keep track of when reports are due. Recording if recognition was promised, how/when we delivered on those promises, and make sure donors know the good work done with funds they provided.

Assess: The Foundation has a great track record of securing funds for programs. We worked with a professional fundraiser to research hundreds of potential grantors in the following categories: General Operating, RFP Specific or Invite Only, and Capital Grants. This provided us with a list of grantors that we are not currently engaging or who had the potential to fund us at higher amounts. We then prioritized the list based on the likelihood that they would fund us, meaning that we are a good match for their areas of focus and that they have funded similar organizations in the past.

2022 JCPL Fundraising Plan



AUDIT

Manage JCPL Funding Requests

Provide Resources to the Foundation

- Copy, Images, Budgets, Statistics

Develop System to Track Grants

- Reporting, Recognition

ASSESS

Research Potential Funders

- General Operating
- RFP Specific or Invite Only Grants
- Capital Grants

Identify JCPL Priority Grantors and Develop Timeline



JCPL Priority Grantors

We identified priority opportunities to ask for \$25k and up. In addition to the list, we gathered background information for each of these funders, including timelines, contact information, areas of focus, and fundraising history that provided the opportunity to see who our priority funders should be and who we could engage.

- Buell Foundation (General Operating/Program)
- Boettcher Foundation (General Operating/Program & Capital)
- The Denver Foundation (General Operating/Program & Capital)
- Gates Family Foundation (General Operating/Program & Capital)
- The Anschutz Foundation (General Operating/Program & Capital)
- El Pomar Foundation (General Operating/Program & Capital)
- Bank of America Charitable Foundation ((General Operating/Program)
- Peierls Foundation (Invite Only)

Action and Next Steps

Kim McGrigg noted that she and Jo Schantz already had the opportunity to meet with the Buell Foundation to discuss some of JCPL's capital projects and they were encouraged to submit a capital grant application for the Evergreen Library children's area.

JCPL is partnering with the Foundation on every step. JCPL just hired a professional grant writer for the Evergreen redesign and plans to use the template as a model to apply on our own in the future. This is a great investment and will see a payoff from that effort. Next, we are in the process of hiring a community engagement coordinator. Part of that role will be to build and strengthen relationships with funders and how the Library, in coordination with the Foundation, makes donors feel appreciated and included. With the additional capacity in Communications, we can offer additional support to the Foundation. For example, on the JCPL

website why donate page, we can help tell the story to potential donors where the money is going and why it is important to support the Library. We could also do a better job of supporting Foundation events and how we can use some existing channels to help our fundraising.

2023 Fundraising Plan

It's exciting to report that we are a little bit ahead of the project plan and have started some implementation already. We are energized by the opportunities and as we started the Evergreen Library redesign, we saw no reason to wait. Jo Schantz has been a terrific partner to work with and everything that has been presented tonight is in addition to what is already happening. It is not a replacement, or instead of, it is in addition to and a win-win for both organizations to set us up for success in 2023.

2023 JCPL Fundraising Plan



ACTION



Partner with Foundation on Major Gift Requests

Create Major (Over \$20,000) Capital Grant Template

Hire community engagement coordinator to build (or strengthen) relationships with major grantors

Provide Additional Communication Support to Foundation

- *Why Donate* landing page
- Donor recognition plan
- Added communication support for Foundation events and campaigns (social media, eConnect, The Buzz)



In response to questions, the Board was advised that:

- In terms of the amount we hope to raise, we do not have a dollar amount today. The results of the peer comparison showed an enormous range, and we don't know where we fall in that range. Our conversations with donors will help inform what kind of grant and what dollar amounts are reasonable to ask for. After we have those meetings, we will have a better idea and apply what percentage of grant applications we can expect will be successful to help develop that number.
- The professional grant writer is a contractor to the Library.
- Conversations about marketing alignment between the Library and Foundation have not yet taken place. On the Library webpage, the link goes directly to the Foundation, and we

feel it is a missed opportunity to tell our story if someone on our website hits the donate button.

The Executive Director asked the Board if there were any additional questions or requests for more information about the philanthropy project. The Board indicated that there were none at this time but there may be questions later and expressed appreciation for the exciting work and direction of the project.

EXECUTIVE DIRECTOR REPORT

Executive Director

A. Executive Director Report

The Executive Director advised the Board that the Library's All Staff Conference is an in-person event this year on October 3, and all Trustees will receive an invitation. The Chair will give opening remarks. The Library is pleased to advise the Board that JCPL has won the CALCON 2022 Innovated Spaces Award for the Express Library. There will be an awards luncheon at the CALCON 2022 conference.

B. South County Expansion Project

The Executive Director advised the Board that two virtual community engagement events for the South County Expansion Project are being scheduled for August 30, and September 13. The public announcement is being drafted and will be sent out for Trustee review. There will be a quick turnaround for that review.

The Chair advised the Board to watch their email for the draft announcement.

Business Strategy & Finance

Monthly Financials

A. Financial Review (June)

There were no questions from the Board on the June financials.

B. Financial Report (July)

There were no questions from the Board on the July financial memorandum in the Board report.

FOUNDATION UPDATE

Jo Schantz provided an update on the activities of the Foundation. The Foundation held its books on film fundraiser and plans for a continuing series. The Foundation does not have numbers on how much was raised yet. The Foundation lost their bookkeeper and is in the process of hiring someone new. Upcoming events include the book drive and shred-a-thon this Saturday from 9:00-12:00 at the Bank of Colorado, 275 Union Boulevard in Lakewood. The dine and donate event at 240 Union is on September 20. The Foundation is gearing up for the fall whale sale. The bookstore continues to do well and up to this point has raised almost \$84,000. Jo

Schantz advised the Board that it has been wonderful to work with Kim McGrigg and her help is appreciated.

ITEMS REMOVED FROM THE CONSENT AGENDA

No items were removed from the consent agenda.

EMERGING ISSUES

There were no emerging issues.

ENDS

There were no items.

BOARD GOVERNANCE

There were no items.

BOARD SCHEDULE – NEXT MEETINGS

Location of meetings of the Library Board of Trustees are being determined in cooperation with guidelines from Jefferson County. Information on meeting location will be posted at least one week prior to the scheduled meeting date.

2022 Board Meeting Schedule

- September 8, 2022 – Study Session - 5:30 pm (Hybrid) Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room
- September 15, 2022 - Board Meeting – 5:30 pm (Hybrid) Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room
- October 13, 2022 – Study Session – 5:30 pm (Hybrid) Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room
- October 20, 2022 – Board Meeting – 5:30 pm (Hybrid) Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room

The Chair advised the Board that we will be tight on quorum until new members come on in October and asked the Trustees to let Amber Fisher know about their attendance plans for the upcoming meetings.

ANNOUNCEMENTS/GENERAL INFORMATION SHARING

No announcements or correspondence.

ADJOURNMENT

The Board meeting was adjourned at 6:17 pm.

Jill Fellman, Secretary

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



jeffcolibrary.org

TO: Donna Walker, Executive Director

FROM: Amy Bentz, Assistant Director Library Design, Projects, and Planning

DATE: September 15, 2022

RE: Library Design Consultant Contract, Group 4 Architecture

History

JCPL's Facility Master Plan (FMP) recommends completing simultaneous construction projects over the next few years. These projects include the two new build libraries in South County and Northwest Jefferson County, as well as ongoing renovations to improve our buildings. The Library Design Consultant will work with JCPL staff to develop a design standard and deliver a template that can be used currently and adapted for future use. The Library Design Standard will increase our efficiencies in design and procurement and create an effective process for all branches to have a look and feel that aligns with the JCPL brand. In June we posted an RFP for a Library Design Consultant. We had seven responses and interviewed four firms that the evaluation team felt aligned with JCPL's Mission, Vision and Values and that have the resources available to complete the Design Standard within our required time frame.

Recommendations

We recommend that JCPL contract with Group 4 Architecture to be our Library Design Consultant. The evaluation team feels that Group 4 Architecture has the skills, innovation, and experience to make this project a success. Group 4 Architecture completed JCPL's original FMP in 2018 as well as the recent FMP update and has experience creating library design standards for multiple library systems.

Budget & Cost

The cost for the Library Design Consultant is \$ 88,920. This work is expected to be complete by June of 2023 and includes the fees associated with creating a Library Design Standard and shelving template that will be used for all remodel and new build projects. This cost is consistent with expectations and is within the 2022 budget estimate for the Library Design Consultant. The cost range from the interviewed vendors was \$78,600 to \$134,160.

Next Actions

I would like to ask the Board to authorize the Executive Director to enter into a contract with Group 4 Architecture in the amount of \$88,920 to be our Library Design Consultant. **This item will be placed on the consent agenda for the September 15, 2022 Library Board meeting unless otherwise instructed by the Board.**

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

jeffcolibrary.org



Jefferson County
PUBLIC LIBRARY

TO: Donna Walker, Executive Director

FROM: Kim McGrigg, Director of Communications and Engagement

DATE: September 8, 2022

RE: Samson Energy Naming Agreement at Golden Library

Samson Energy Naming Agreement

Total Donation:

\$2,000 to name the fireplace area at the Golden Library.

Action Requested:

We are asking the Library Board of Trustees to authorize the Executive Director to sign a naming agreement with the donor, Samson Energy, to renew naming rights in the fireplace area at the Golden Library. **This item will be placed on the consent agenda for the September 15, 2022 Library Board meeting unless otherwise instructed by the Board.**

Foundation Update



■ **SEPTEMBER 2022**

JCLF Executive Director Report

By Jo Schantz, MNM, CFRE, GPC

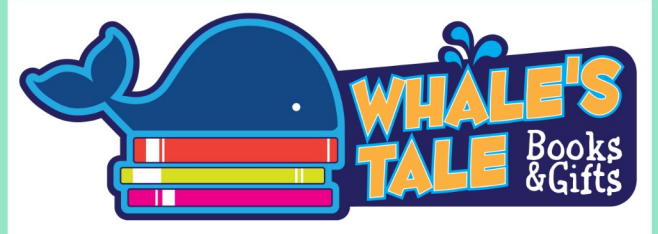
Whale's Tale Bookstore Going -- and Growing -- Strong!

We are proud that our used bookstore -- Whale's Tale Books & Gifts -- continues to be JCLF success story.

Our bookstore budget for this year calls for the little store to generate \$130,000 in gross profits. To date (as of Sept. 8) the shop has brought in \$102,409.28 in net sales, so we are well on our way to meeting, and even exceeding, this goal for the year.

Here are some recent comments from our customers:

- Friendly volunteers, good selection
- I got puzzles at a great price
- So glad this store exists
- Clean store, books good shape and clean. Great bookstore!
- Love the place, love the staff!



Good News from Our 2021 Audit

JCLF recently completed its annual audit from JDS Professional Group, an independent auditing firm. We are pleased to report this brief summary of our main revenues:

- Contributions totaled \$256,521
- Grants brought in \$90,774
- Used book sales (Whale of a Used Book Sales and via our vendor agreements) raised \$143,696
- Whale's Tale Books & Gifts, our storefront in Colorado Mills Mall, generated \$139,667
- Inkind support from the Library was \$75,440

Total cash support from all income categories came to \$916,537.

On the expense side:

- \$243,241 in cash-only support was granted to the Library
- \$562,144 helped fund our Literacy and Reading programs
- \$98,483 supported general administration
- \$83,649 was dedicated to fundraising
- \$39,150 supported our volunteer program

Total expenses came to \$783,426. Seventy-two percent of the Foundation's expenses directly supported literacy and reading programming.

JCLF provided this inkind support to the Library: Total support JCLF provided to the Library was \$707,986. The value of our volunteer efforts (7,478 donated hours) came to \$234,136.

Above all, our auditors pointed out that: "Total support the Foundation provided the Library during 2021 was \$942,122. In summary, the support the Foundation provided the Library was twelve (12) times the inkind that the Library provided the Foundation."

You can see our complete 2021 annual report and audited financials on our website: www.jeffclf.org



SEPTEMBER 2022

JCLF Executive Director Report

Guess What's Coming to JCLF? A New Kitchen!

Thanks to the Golden Home Depot store and General Manager Roger Kubiak, our Foundation is looking forward to having a new kitchen installed in our recently expanded office/warehouse space at the L&K Business Center in Wheat Ridge.

Best of all, the appliances, cupboards, countertops, sink, garbage disposal, dishwasher, refrigerator, flooring, lighting are being DONATED to JCLF. This is part of Home Depot Team Projects initiative, and the store employees are providing all the equipment, power tools and labor, as well!

Many thanks to Home Depot for creating a new kitchen that has modern amenities, will be a quiet space for our staff and volunteers to relax and have lunch or snacks, and will be a real asset to our nonprofit organization!



A Welcome Gift from the Buell Foundation

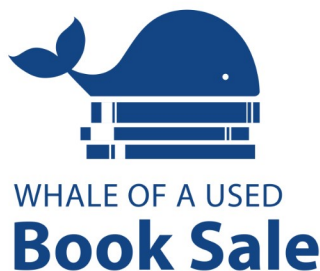
JCLF is pleased to announce that the Buell Foundation -- a long-time supporter of our Foundation and the Library -- has granted us a \$10,000 grant for the 1000 Books Before Kindergarten program.

The Buell Foundation has been an annual supporter of ours since 2015. During that time, we have received nearly \$48,000 in grants from this funder.

We continue to be grateful to the Buell Foundation for upholding our efforts to provide Early Childhood Literacy programs at Jefferson County Public Library.



Fall Whale of a Used Book Sale -- Coming Soon!



Ready, Set, Go! for JCLF's traditional fall Whale of a Used Book Sale!

Sale dates are October 20 - 23, and the event launches with Friends-Only Preview Night on Thursday, October 20, from 6 to 8 p.m. The sale opens to the public on Friday, October 21, with Early Bird entry from 8 to 9 a.m., for an admission fee of \$10 per adult for early admission and the day's shopping.

The Whale Sale continues with general admission from 9 a.m. to 5 p.m. on Friday and Saturday, and 11 a.m. to 3 p.m. on Sunday the 23rd. Admission cost is \$5 per adult per day and children under 18 are free.

We always need volunteers as well as shoppers. You can sign up online for your admission ticket or to volunteer at the sale. Volunteers receive two free books for each 4-hour shift. Visit www.jeffclf.org for details.

Operational Updates

Executive Director Report



SEPTEMBER 2022 EXECUTIVE DIRECTOR REPORT

Third Quarter Focus:

Accelerate our Building Program:

In September, the Library is focusing on,

- Contracting with a General Contractor
- Contracting with Library Design Consultant
- Initiating Library Design Standard activities with consultant

Design a New Library in South County:

In September, the Library is focusing on,

- Responding to community inquiries
- Preparing for and conducting community engagement

Initiate a New Library in Northwest Jefferson County

In September, the Library is focusing on,

- Conducting influencer engagement interviews
- Developing fact sheet
- Continuing site search activities

Develop a New Concept in Philanthropy Strategy

In September, the Library is focusing on,

- Continuing collaborative activities for grant exploration and role definition

Redesign Evergreen Library


In September, the Library is focusing on,

- Initiating and finalizing conceptual design
- Contracting with General Contractor

TRUSTEE ENGAGEMENT OPPORTUNITIES

All Staff Conference: This annual all staff event is our first in-person large event since 2019. It is scheduled for October 3rd, 8 a.m. – 4 p.m. at the Denver Marriott West. Let Amber know if you'd like to attend for any part of the day.

South County Library Virtual Community Meeting on Sept. 28. Trustees are welcome to attend and listen in without participating in the discussion or polling. The library will bring a full output report from these community meetings to the Board in October.





JCPL SERVICE HIGHLIGHTS

Raise A Reader provides kids with fun and easy ways to get ready to read and supports parents and caregivers with tools and resources for building literacy skills. Celebrate lifelong learning this month with a StoryWalk®, sidewalk obstacle courses and a free book giveaway. All the fun culminates in a celebration of early literacy during the Raise A Reader Festival on Saturday, Oct. 1 at the Colorado Railroad Museum.

Hispanic Heritage Month activities include a Fiesta Latina to listen to Uruguayan singer Elisa Garcia and playing the Lotería at the Lakewood Library. Making traditional piñatas is a family activity at Evergreen and at the Celebremos Latinx at the Belmar Library. We also are providing a librarian-curated list of Latin American stories.

PROFESSIONAL ENGAGEMENT

Story Time Excellence training: Staff from our Services to Kids & Families team will teach a class for Red Rocks Community College/Child Care Innovations students. This resumes our partnership with Child Care Innovations, which included offering classes for continuing education credit. We are modifying our curriculum specifically for childcare providers to plan and present story times at their sites, with encouragement to use library resources.

Briana Francis, Public Services manager, and **Rebecca Parson**, Kids & Families librarian, are attending the Association for Library Service to Children (ALSC) National Institute.

Thirteen staff are attending the Colorado Association of Libraries (CAL) Conference. **Jacob Brown**, Library to You patron experience associate, is on the planning committee. The JCPL bookmobile is being showcased at the conference by our vendor. It will be onsite for attendees to tour. **Emily Vrotos**, Teen services librarian, and **Kat LeFreve**, Patron Experience supervisor, are presenting a workshop; *Story Time Underfoot: Adapting Early Literacy Practices to Interactive Floor Activities*. **Padma Polepeddi**, assistant director of Public Services, and I presenting a session on *Speed Mentoring*.


PATRON IMPACT STATEMENTS:


WHEAT RIDGE

A few weeks ago I attended the photo class for seniors. It was my first time to the Wheat Ridge Library. What a delightful surprise to find such a welcoming, cozy, nostalgic place in this time of constant change. It is in great shape and in a quiet area of town. We so need places that offer peace and quiet. Please, Please!! preserve this wonderful neighborhood library. I am looking to spend more time in this little piece of heaven and take more classes here.

STANDLEY LAKE

My family are generally patrons of the Standley Lake library (including kids aged 14 and 11) and when I was there a few weeks ago a book on the "endcap" of the kids section caught my eye - The Civil War of Amos Abernathy. Briefly, it is a fictional story about a middle school boy who





volunteers at a historical park - he is gay and the story focuses on him and his friends as they uncover LGBTQ+ historical figures and try to make the visitors more aware of the stories that are generally not told in history - about people of color, women, LGBTQ communities, etc.

I read this book and loved it, my 14 year old read it and loved it, my 77 year old mother also read it. I just wanted to express my support for the library in ordering, offering and showcasing books that feature LGBTQ kids and other characters and in supporting a broad diversity of patrons at our libraries. I realize we are in a time when certain books are being criticized and even banned and librarians are facing challenges to what is even on the shelves, but this is also a time in which our LGBTQ kids really need our support and to feel welcome in all places, which I feel our libraries do.

HIGHLIGHTS OF EXECUTIVE DIRECTOR COMMUNITY ACTIVITIES, **SEPTEMBER 2022**

- Quarterly meeting with the **Board of County Commissioners (BCC)/Municipalities**
- Presenting the 2023 budget to the **BCC**
- Monthly meeting with **Jefferson County Elected/Appointed Officials**
- Meeting with entities and legal counsel re: South County land potential site acquisition
- Attending **Jeffco** Employee Excellence Awards
- Attending and presenting at **CALCON 2022**
- Attending **Bright Futures Advisory Board** meeting
- Lunch with **JCLF and major donor**
- Meeting with **Jeffco** re: cybersecurity
- Attending **Pen and Podium** with **Jo Schantz**
- Monthly meeting with **Jefferson County Library Foundation (JCLF)** executive director
- Attend **JCLF** Board meeting
- Meeting with **Jack Tate and Mary Berg** re: **Imagination Library**
- **Colorado Association of Libraries (CAL)** Mentorship Interest Group
- Presenting at the **South County Community Engagement**



Operational Updates

Business Strategy and Finance



MEMORANDUM

TO: Donna Walker, Executive Director

FROM: Dan Wells, Business Strategy & Finance Director

RE: Finance Monthly Report

DATE: September 2022

July & August 2022 Financial Tables

The Budget to Actual Tables for July and August 2022 are attached. July and August property tax revenue has not yet been recorded. Year-to-Date property tax revenue recorded and included in the tables is \$50.5M, or 96.4% of the budgeted amount.

Through the end of August, the Library received funding of \$104,747 from the Library Foundation. This is unchanged since June because of Foundation accounts payable resource constraints. In-kind support provided to the Foundation by the Library in 2022 through August is valued at \$56,815.

Operating expenses in July and August are unremarkable for this time of year and capital projects continue to move forward.

TABLE 1
JEFFERSON COUNTY PUBLIC LIBRARY
TOTAL FUND SUMMARY
2022 BUDGET TO ACTUAL

Sources and Uses of Funds	2021 Amended Budget	2021 Actual	2022 Amended Budget	YTD Actual 7/31/2022	\$ Variance 2022 Budget	Budget to Actual %
Sources of Funds	4.5000		4.500			
Revenues						
Taxes						
Property Tax - Operating	\$ 44,134,625	\$ 44,835,152	\$ 49,964,941	\$ 48,236,925	\$ (1,728,016)	-3%
Property Tax - Capital	2,165,680	2,193,145	2,442,681	2,270,497	(172,184)	-7%
Total Taxes	\$ 46,300,305	\$ 47,028,297	\$ 52,407,622	\$ 50,507,422	\$ (1,900,200)	-4%
Federal & State Grants	\$ 121,051	\$ 226,169	\$ 125,000	\$ 148,905	\$ 23,905	19%
Fines & Fees	145,000	37,266	115,000	62,714	(52,286)	-45%
Other Revenue	298,640	389,946	298,640	438,353	139,713	47%
Total Other Revenues	\$ 564,691	\$ 653,381	\$ 538,640	\$ 649,971	\$ 111,331	21%
Sub Total Revenues	\$ 46,864,996	\$ 47,681,678	\$ 52,946,262	\$ 51,157,393	\$ (1,788,869)	-3%
Fund Balance Activity						
Transfer from FB - Capital Projects	2,245,018		12,441,736	-		NA
Transfer to/(from) Fund Balance	-	9,968,351	-	29,183,671		NA
Total Sources of Funds	\$ 49,110,014	\$ 37,713,328	\$ 65,387,998	\$ 21,973,723		
Uses of Funds						
Operating Expenditures						
Salaries & Employee Benefits						
Salaries	\$ 16,081,526	\$ 15,213,963	\$ 16,601,010	\$ 8,857,359	\$ (7,743,651)	-47%
Benefits	5,373,904	4,804,257	5,719,962	2,871,435	(2,848,527)	-50%
Total Salaries & Benefits	\$ 21,455,431	\$ 20,018,220	\$ 22,320,972	\$ 11,728,793	\$ (10,592,178)	-47%
Library Books & Materials	\$ 7,754,177	\$ 7,271,651	\$ 7,937,400	\$ 3,996,173	\$ (3,941,227)	-50%
Supplies	1,515,924	1,179,692	1,559,475	739,124	(820,351)	-53%
Vehicles	-	-	-	-	-	NA
Services & Charges	5,057,772	3,940,079	5,704,984	2,477,928	(3,227,056)	-57%
Internal Transactions /Cost Allocation	2,582,108	2,533,124	2,734,736	1,908,011	(826,725)	-30%
Total Operating Expenditures	\$ 38,365,412	\$ 34,942,766	\$ 40,257,567	\$ 20,850,031	\$ (19,407,536)	-48%
Financing & Debt Service	\$ 621,819	\$ 621,819	\$ 621,945	\$ 21,289	\$ (600,656)	-97%
Capital Projects	\$ 10,122,783	\$ 2,148,743	\$ 24,508,487	\$ 1,102,403	\$ (23,406,084)	-96%
Total Uses of Funds	\$ 49,110,014	\$ 37,713,328	\$ 65,387,998	\$ 21,973,723	\$ (43,414,276)	-66%

TABLE 2A
JEFFERSON COUNTY PUBLIC LIBRARY
FUND BALANCE SUMMARY
2022 BUDGET TO ACTUAL

	2021 Amended Budget	2021 Actual	2022 Amended Budget	YTD Actual 7/31/2022
Beginning Fund Balance	\$ 24,364,581	\$ 33,319,987	\$ 43,288,338	\$ 43,288,338
Revenues	\$ 44,699,316	\$ 45,488,534	\$ 50,503,581	\$ 48,886,896
Capital Funding	2,165,680	2,193,145	2,442,681	2,270,497
Total Revenues	\$ 46,864,996	\$ 47,681,678	\$ 52,946,262	\$ 51,157,393
Expenditures				
Operating Expenditures	\$ 38,365,412	34,942,765.98	\$ 40,257,567	\$ 20,850,031
Debt Service	621,819	621,819.00	621,945	21,289
Capital Projects	10,122,783	2,148,742.58	24,508,487	1,102,403
Total Expenditures	\$ 49,110,014	\$ 37,713,328	\$ 65,387,998	\$ 21,973,723
Increase/(Decrease) in Fund Balance	\$ (2,245,018)	9,968,350.76	\$ (12,441,736)	\$ 29,183,671
Ending Fund Balance	\$ 22,119,563	\$ 43,288,338	\$ 30,846,602	\$ 72,472,009
Committed to Capital Projects - Carryforward				
Committed to Capital Projects - Sinking Fund	\$ 9,000,000	\$ 9,000,000		
Reserve Fund Balance	\$ 13,119,563	\$ 34,288,338	\$ 30,846,602	

Reserve Fund Balance Policy Calculation

	2021 Amended Budget	2021 Actual	2022 Amended Budget	2022 Actual
Year-End Reserve Fund Balance		\$ 34,288,338		
16% - Current Year Budgeted Revenues	\$ 7,498,399	\$ 7,629,069	\$ 8,471,402	
9% - Current Year Budgeted Revenues - Uncertainty	4,217,850	4,291,351	4,765,164	
Total Minimum F/B Reserve Requirements (FLOOR)	\$ 11,716,249	\$ 11,920,420	\$ 13,236,566	
50% of Current Year Budgeted Revenues	\$ 23,432,498	\$ 23,840,839	\$ 26,473,131	
Total Maximum F/B Reserve Requirements (CEILING)	\$ 23,432,498	\$ 23,840,839	\$ 26,473,131	
Above/(Below) Minimum (FLOOR)	\$ 1,403,314	\$ 22,367,918	\$ 17,610,036	
Above/(Below) Maximum (CEILING)	\$ (10,312,935)	\$ 10,447,499	\$ 4,373,471	

TABLE 3
JEFFERSON COUNTY PUBLIC LIBRARY
OPERATING EXPENDITURES
2022 BUDGET TO ACTUAL

Sources and Uses of Funds	2021 Amended Budget	2021 Actual	2022 Amended Budget	YTD Actual 7/31/2022	Projected Year-End 2022	Variance 2022 Budget
<i>Sources of Funds</i>						
Revenues						
Taxes						
Property Taxes	\$ 45,960,543	\$ 46,543,405	\$ 51,839,123	\$ 48,184,993	\$ 51,839,123	\$ -
Delinquent Taxes	48,032	199,454	48,032	50,074	\$ 50,074	2,042
Prior Year Cancellations	(385,353)	(349,283)	(92,339)	-	(92,339)	-
Urban Renewal	(1,509,624)	(1,545,098)	(1,850,902)	-	(1,850,902)	-
Penalties & Interest	21,027	(13,326)	21,027	1,858	\$ 21,027	-
Total Taxes	\$ 44,134,625	\$ 44,835,152	\$ 49,964,941	\$ 48,236,925	\$ 49,966,983	\$ 2,042
Federal & State Grants	\$ 121,051	\$ 226,169	\$ 125,000	\$ 148,905	\$ 148,905	\$ 23,905
Library Fines	40,000	28,124	10,000	17,239	\$ 17,239	7,239
Charges for Services	105,000	9,142	105,000	45,475	\$ 105,000	-
Investment Income	108,000	(201,886)	108,000	180,191	\$ 180,191	72,191
Library Foundation	100,000	199,566	100,000	104,987	\$ 104,987	4,987
E Rate Revenue	90,640	283,030	90,640	135,397	\$ 135,397	44,757
Other Revenue	-	21,638	-	17,778	\$ 17,778	17,778
Transfer	-	87,598	-	-	-	-
Total Revenues	\$ 44,699,316	\$ 45,488,534	\$ 50,503,581	\$ 48,886,896	\$ 50,676,480	\$ 172,899
<i>Uses of Funds</i>						
Operating Expenditures						
Salaries & Employee Benefits						
Salaries	\$ 14,816,028	\$ 13,576,973	\$ 15,829,037	\$ 7,981,049	\$ 15,829,037	\$ -
Awards & Bonuses	135,000	143,689	140,000	7,322	\$ 140,000	-
Termination Pay	110,000	178,014	110,000	119,707	\$ 119,707	9,707
Temporary Salaries	2,095,441	1,308,187	1,687,043	744,033	\$ 1,687,043	-
CARES Reimburse Salaries	-	-	0	-	-	-
Overtime	-	7,099	-	5,247	\$ 5,247	5,247
Vacancy Savings	(1,074,943)	-	(1,165,071)	-	(1,165,071)	-
Benefits	5,373,904	4,804,257	5,719,962	2,871,435	\$ 5,719,962	-
Total Salaries & Benefits	\$ 21,455,431	\$ 20,018,220	\$ 22,320,972	\$ 11,728,793	\$ 22,335,926	\$ 14,954
Library Books & Materials	\$ 7,577,102	\$ 7,152,323	\$ 7,737,400	\$ 3,871,097	\$ 7,737,400	\$ -
Library Periodicals	177,075	119,328	200,000	125,076	\$ 200,000	-
Sub-Total Library Collections	7,754,177	7,271,651	7,937,400	3,996,173	7,937,400	-
Supplies	\$ 1,515,924	\$ 1,179,692	\$ 1,559,475	\$ 739,124	\$ 1,559,475	\$ -
Services & Charges	5,057,772	3,940,079	5,704,984	2,477,928	\$ 5,704,984	-
Vehicles	-	-	-	-	-	-
Interdepartmental Direct Charges	1,500,608	1,177,606	1,264,323	1,050,270	\$ 1,264,323	-
Interdepartmental Indirect Charges	1,081,500	1,355,518	1,470,413	857,741	\$ 1,470,413	-
Total Supplies and Other	\$ 9,155,804	\$ 7,652,895	\$ 9,999,195	\$ 5,125,064	\$ 9,999,195	\$ -
Total Operating	\$ 38,365,412	\$ 34,942,766	\$ 40,257,567	\$ 20,850,031	\$ 40,272,521	\$ 14,954

TABLE 4
JEFFERSON COUNTY PUBLIC LIBRARY
DEBT SERVICE DETAIL
2022 BUDGET TO ACTUAL

Sources and Uses of Funds	2021 Budget	2021 Actual	2022 Budget	YTD Actual 7/31/2022	Projected Year End 2022	Variance 2022 Budget
Debt Service						
Principal - Arvada (2005-2024)	\$ 565,720	\$ 565,720	\$ 579,366	\$ 21,289	\$ 579,366	\$ -
Interest - Arvada (2005-2024)	56,099	56,099	42,578	-	42,578	-
Total Debt Service	\$ 621,819	\$ 621,819	\$ 621,945	\$ 21,289	\$ 621,945	\$ -

Arvada
Total Issue \$8,886,000
Term 2005-2024
Use - Arvada Library Facility

TABLE 5
JEFFERSON COUNTY PUBLIC LIBRARY
CAPITAL IMPROVEMENT PROJECTS
2022 BUDGET TO ACTUAL

Sources and Uses of Funds	2021 Amended Budget	2021 Actual	2022 Budget	2022 Amended Budget	YTD Actual 7/31/2022	Projected Year End 2022	Variance 2022 Budget
Sources of Funds							
Property Tax - Capital - 4.5%	\$ 2,165,680	\$ 2,193,145	\$ 2,442,681	\$ 2,442,681	\$ 2,270,497	\$ 2,442,681	\$ -
Transfer from FB - Capital Expenses	2,267,039					-	-
Total Sources of Funds	\$ 4,432,719	\$ 2,193,145	\$ 2,442,681	\$ 2,442,681	\$ 2,270,497	\$ 2,442,681	\$ -
Uses of Funds							
Annual Replacement & Maintenance Program (ARM) and Recurring Projects							
ARM-01 Capital Maintenance	\$ 250,000	\$ 183,701	\$ 250,000	\$ 250,000	\$ 88,161	\$ 250,000	\$ -
ARM-02 Furniture & Equipment	36,000	468	36,000	62,000	2,064	\$ 62,000	-
ARM-03 Computer Replacement Plan	490,000	412,322	235,000	312,678	240,328	\$ 312,678	-
ARM-04 Book Sorter Replacement	385,130	492,352	500,000	500,000	341,553	\$ 500,000	-
ARM-05 IT Infrastructure Replacement	500,000	480,442	250,000	250,000	125,182	\$ 250,000	-
Alternative Services	495,791	257,868	200,000	430,690	127,862	\$ 430,690	-
2017 Projects							
Bookmobile Replacement	\$ 428,818	111,623	-	317,194	111,644	\$ 317,194	\$ -
2019 Projects							
Document Management System	80,000	2,738	-	77,263		\$ 77,263	\$ -
2021 Projects							
Standley Lake Clerestory Roof	\$ 140,000	143,309	\$ -	\$ -	\$ -	-	\$ -
2022 Projects							
Library Location Holds Lockers	\$ -	\$ -	\$ 205,000	\$ 205,000	\$ -	\$ 205,000	\$ -
Library Belmar Outdoor Space	-	-	-	200,000	26,967	\$ 200,000	-
Library Data Warehouse			125,000	125,000		\$ 125,000	-
Multi-Year Construction Projects							
South County Library	\$ 7,317,045	\$ 63,919	\$ 9,125,536	\$ 16,378,662	\$ 10,077	\$ 16,378,662	\$ -
Evergreen Library Redesign			700,000	700,000	28,566	\$ 700,000	-
NW Arvada Library			4,700,000	4,700,000		\$ 4,700,000	-
Total Capital Projects	\$ 10,122,783	\$ 2,148,743	\$ 16,326,536	\$ 24,508,487	\$ 1,102,403	\$ 24,508,487	\$ -

TABLE 6
JEFFERSON COUNTY PUBLIC LIBRARY
CAPITAL IMPROVEMENT PROJECTS
2022 BUDGET TO ACTUAL

Project	2022 Budget	YTD Actual 7/31/2022	YTD Encumbrances 7/31/22	YTD Total Actual + Enc	Remaining Budget
ARM-01 Capital Maintenance	\$ 250,000	\$ 88,161	\$ 24,136	\$ 112,297	\$ 137,703
ARM-02 Furniture & Equipment	62,000	2,064	24,695	26,759	35,241
ARM-03 Computer Replacement Plan	312,678	240,328	-	240,328	72,350
ARM-04 Book Sorter Replacement	500,000	341,553	83,569	425,121	74,879
ARM-05 IT Infrastructure Replacement	250,000	125,182	22,892	148,074	101,926
Library Alternative Services	430,690	127,862	17,882	145,743	284,947
Bookmobile Replacement	317,194	111,644	-	111,644	205,550
Document Management System	77,263	-	-	-	77,263
Library Location Holds Lockers	205,000	-	159,280	159,280	45,720
Library Belmar Outdoor Space	200,000	26,967	-	26,967	173,033
Library Data Warehouse	125,000	-	-	-	125,000
Multi-Year Projects Construction Projects					
South County Library	16,378,662	10,077	-	10,077	16,368,586
Evergreen Library Redesign	700,000	28,566	-	28,566	671,434
NW Arvada Library	4,700,000	-	-	-	4,700,000
Total Capital Projects	\$ 24,508,487	\$ 1,102,403	\$ 332,453	\$ 1,434,856	\$ 23,073,631

TABLE 1
JEFFERSON COUNTY PUBLIC LIBRARY
TOTAL FUND SUMMARY
2022 BUDGET TO ACTUAL

Sources and Uses of Funds	2021 Amended Budget	2021 Actual	2022 Amended Budget	YTD Actual 8/31/2022	\$ Variance 2022 Budget	Budget to Actual %
<i>Sources of Funds</i>	4.5000		4.500			
Revenues						
Taxes						
Property Tax - Operating	\$ 44,134,625	\$ 44,835,152	\$ 49,964,941	\$ 48,236,925	\$ (1,728,016)	-3%
Property Tax - Capital	2,165,680	2,193,145	2,442,681	2,270,497	(172,184)	-7%
Total Taxes	\$ 46,300,305	\$ 47,028,297	\$ 52,407,622	\$ 50,507,422	\$ (1,900,200)	-4%
Federal & State Grants	\$ 121,051	\$ 226,169	\$ 125,000	\$ 148,905	\$ 23,905	19%
Fines & Fees	145,000	37,266	115,000	77,291	(37,709)	-33%
Other Revenue	298,640	389,946	298,640	435,405	136,765	46%
Total Other Revenues	\$ 564,691	\$ 653,381	\$ 538,640	\$ 661,602	\$ 122,962	23%
Sub Total Revenues	\$ 46,864,996	\$ 47,681,678	\$ 52,946,262	\$ 51,169,023	\$ (1,777,239)	-3%
Fund Balance Activity						
Transfer from FB - Capital Projects	2,245,018		12,441,736	-		NA
Transfer to/(from) Fund Balance	-	9,968,351	-	26,474,228		NA
Total Sources of Funds	\$ 49,110,014	\$ 37,713,328	\$ 65,387,998	\$ 24,694,795		
<i>Uses of Funds</i>						
Operating Expenditures						
Salaries & Employee Benefits						
Salaries	\$ 16,081,526	\$ 15,213,963	\$ 16,601,010	\$ 10,028,341	\$ (6,572,668)	-40%
Benefits	5,373,904	4,804,257	5,719,962	3,265,515	(2,454,447)	-43%
Total Salaries & Benefits	\$ 21,455,431	\$ 20,018,220	\$ 22,320,972	\$ 13,293,856	\$ (9,027,115)	-40%
Library Books & Materials	\$ 7,754,177	\$ 7,271,651	\$ 7,937,400	\$ 4,544,005	\$ (3,393,395)	-43%
Supplies	1,515,924	1,179,692	1,559,475	847,715	(711,760)	-46%
Vehicles	-	-	-	-	-	NA
Services & Charges	5,057,772	3,940,079	5,704,984	2,734,330	(2,970,654)	-52%
Internal Transactions /Cost Allocation	2,582,108	2,533,124	2,734,736	2,064,516	(670,220)	-25%
Total Operating Expenditures	\$ 38,365,412	\$ 34,942,766	\$ 40,257,567	\$ 23,484,423	\$ (16,773,143)	-42%
Financing & Debt Service	\$ 621,819	\$ 621,819	\$ 621,945	\$ 21,289	\$ (600,656)	-97%
Capital Projects	\$ 10,122,783	\$ 2,148,743	\$ 24,508,487	\$ 1,189,083	\$ (23,319,404)	-95%
Total Uses of Funds	\$ 49,110,014	\$ 37,713,328	\$ 65,387,998	\$ 24,694,795	\$ (40,693,203)	-62%

TABLE 2A
JEFFERSON COUNTY PUBLIC LIBRARY
FUND BALANCE SUMMARY
2022 BUDGET TO ACTUAL

	2021 Amended Budget	2021 Actual	2022 Amended Budget	YTD Actual 8/31/2022
Beginning Fund Balance	\$ 24,364,581	\$ 33,319,987	\$ 43,288,338	\$ 43,288,338
Revenues	\$ 44,699,316	\$ 45,488,534	\$ 50,503,581	\$ 48,898,526
Capital Funding	2,165,680	2,193,145	2,442,681	2,270,497
Total Revenues	\$ 46,864,996	\$ 47,681,678	\$ 52,946,262	\$ 51,169,023
Expenditures				
Operating Expenditures	\$ 38,365,412	34,942,765.98	\$ 40,257,567	\$ 23,484,423
Debt Service	621,819	621,819.00	621,945	21,289
Capital Projects	10,122,783	2,148,742.58	24,508,487	1,189,083
Total Expenditures	\$ 49,110,014	\$ 37,713,328	\$ 65,387,998	\$ 24,694,795
Increase/(Decrease) in Fund Balance	\$ (2,245,018)	9,968,350.76	\$ (12,441,736)	\$ 26,474,228
Ending Fund Balance	\$ 22,119,563	\$ 43,288,338	\$ 30,846,602	\$ 69,762,566
Committed to Capital Projects - Carryforward				
Committed to Capital Projects - Sinking Fund	\$ 9,000,000	\$ 9,000,000		
Reserve Fund Balance	\$ 13,119,563	\$ 34,288,338	\$ 30,846,602	

Reserve Fund Balance Policy Calculation

	2021 Amended Budget	2021 Actual	2022 Amended Budget	2022 Actual
Year-End Reserve Fund Balance		\$ 34,288,338		
16% - Current Year Budgeted Revenues	\$ 7,498,399	\$ 7,629,069	\$ 8,471,402	
9% - Current Year Budgeted Revenues - Uncertainty	4,217,850	4,291,351	4,765,164	
Total Minimum F/B Reserve Requirements (FLOOR)	\$ 11,716,249	\$ 11,920,420	\$ 13,236,566	
50% of Current Year Budgeted Revenues	\$ 23,432,498	\$ 23,840,839	\$ 26,473,131	
Total Maximum F/B Reserve Requirements (CEILING)	\$ 23,432,498	\$ 23,840,839	\$ 26,473,131	
Above/(Below) Minimum (FLOOR)	\$ 1,403,314	\$ 22,367,918	\$ 17,610,036	
Above/(Below) Maximum (CEILING)	\$ (10,312,935)	\$ 10,447,499	\$ 4,373,471	

**TABLE 3
JEFFERSON COUNTY PUBLIC LIBRARY
OPERATING EXPENDITURES
2022 BUDGET TO ACTUAL**

Sources and Uses of Funds	2021 Amended Budget	2021 Actual	2022 Amended Budget	YTD Actual 8/31/2022	Projected Year-End 2022	Variance 2022 Budget
Sources of Funds						
Revenues						
Taxes						
Property Taxes	\$ 45,960,543	\$ 46,543,405	\$ 51,839,123	\$ 48,184,993	\$ 51,839,123	\$ -
Delinquent Taxes	48,032	199,454	48,032	50,074	50,074	2,042
Prior Year Cancellations	(385,353)	(349,283)	(92,339)	-	(92,339)	-
Urban Renewal	(1,509,624)	(1,545,098)	(1,850,902)	-	(1,850,902)	-
Penalties & Interest	21,027	(13,326)	21,027	1,858	21,027	-
Total Taxes	\$ 44,134,625	\$ 44,835,152	\$ 49,964,941	\$ 48,236,925	\$ 49,966,983	\$ 2,042
Federal & State Grants	\$ 121,051	\$ 226,169	\$ 125,000	\$ 148,905	\$ 148,905	\$ 23,905
Library Fines	40,000	28,124	10,000	19,676	19,676	9,676
Charges for Services	105,000	9,142	105,000	57,615	105,000	-
Investment Income	108,000	(201,886)	108,000	180,352	180,352	72,352
Library Foundation	100,000	199,566	100,000	104,987	104,987	4,987
E Rate Revenue	90,640	283,030	90,640	100,145	100,145	9,505
Other Revenue	-	21,638	-	49,921	49,921	49,921
Transfer	-	87,598	-	-	-	-
Total Revenues	\$ 44,699,316	\$ 45,488,534	\$ 50,503,581	\$ 48,898,526	\$ 50,675,970	\$ 172,389
Uses of Funds						
Operating Expenditures						
Salaries & Employee Benefits						
Salaries	\$ 14,816,028	\$ 13,576,973	\$ 15,829,037	\$ 9,041,685	\$ 15,829,037	\$ -
Awards & Bonuses	135,000	143,689	140,000	7,422	140,000	-
Termination Pay	110,000	178,014	110,000	123,247	123,247	13,247
Temporary Salaries	2,095,441	1,308,187	1,687,043	850,713	1,687,043	-
CARES Reimburse Salaries	-	-	0	-	-	-
Overtime	-	7,099	-	5,275	5,275	5,275
Vacancy Savings	(1,074,943)	-	(1,165,071)	-	(1,165,071)	-
Benefits	5,373,904	4,804,257	5,719,962	3,265,515	5,719,962	-
Total Salaries & Benefits	\$ 21,455,431	\$ 20,018,220	\$ 22,320,972	\$ 13,293,856	\$ 22,339,493	\$ 18,521
Library Books & Materials	\$ 7,577,102	\$ 7,152,323	\$ 7,737,400	\$ 4,408,865	\$ 7,737,400	\$ -
Library Periodicals	177,075	119,328	200,000	135,141	200,000	-
Sub-Total Library Collections	7,754,177	7,271,651	7,937,400	4,544,005	7,937,400	-
Supplies	\$ 1,515,924	\$ 1,179,692	\$ 1,559,475	\$ 847,715	\$ 1,559,475	\$ -
Services & Charges	5,057,772	3,940,079	5,704,984	2,734,330	5,704,984	-
Vehicles	-	-	-	-	-	-
Interdepartmental Direct Charges	1,500,608	1,177,606	1,264,323	1,084,241	1,264,323	-
Interdepartmental Indirect Charges	1,081,500	1,355,518	1,470,413	980,275	1,470,413	-
Total Supplies and Other	\$ 9,155,804	\$ 7,652,895	\$ 9,999,195	\$ 5,646,562	\$ 9,999,195	\$ -
Total Operating	\$ 38,365,412	\$ 34,942,766	\$ 40,257,567	\$ 23,484,423	\$ 40,276,088	\$ 18,521

TABLE 4
JEFFERSON COUNTY PUBLIC LIBRARY
DEBT SERVICE DETAIL
2022 BUDGET TO ACTUAL

Sources and Uses of Funds	2021 Budget	2021 Actual	2022 Budget	YTD Actual 8/31/2022	Projected Year End 2022	Variance 2022 Budget
Debt Service						
Principal - Arvada (2005-2024)	\$ 565,720	\$ 565,720	\$ 579,366	\$ 21,289	\$ 579,366	\$ -
Interest - Arvada (2005-2024)	56,099	56,099	42,578	-	42,578	-
Total Debt Service	\$ 621,819	\$ 621,819	\$ 621,945	\$ 21,289	\$ 621,945	\$ -

Arvada
Total Issue \$8,886,000
Term 2005-2024
Use - Arvada Library Facility

**TABLE 5
JEFFERSON COUNTY PUBLIC LIBRARY
CAPITAL IMPROVEMENT PROJECTS
2022 BUDGET TO ACTUAL**

Sources and Uses of Funds	2021 Amended Budget	2021 Actual	2022 Budget	2022 Amended Budget	YTD Actual 8/31/2022	Projected Year End 2022	Variance 2022 Budget
Sources of Funds							
Property Tax - Capital - 4.5%	\$ 2,165,680	\$ 2,193,145	\$ 2,442,681	\$ 2,442,681	\$ 2,270,497	\$ 2,442,681	\$ -
Transfer from FB - Capital Expenses	2,267,039					-	-
Total Sources of Funds	\$ 4,432,719	\$ 2,193,145	\$ 2,442,681	\$ 2,442,681	\$ 2,270,497	\$ 2,442,681	\$ -
Uses of Funds							
Annual Replacement & Maintenance Program (ARM) and Recurring Projects							
ARM-01 Capital Maintenance	\$ 250,000	\$ 183,701	\$ 250,000	\$ 250,000	\$ 137,807	\$ 250,000	\$ -
ARM-02 Furniture & Equipment	36,000	468	36,000	62,000	2,064	62,000	-
ARM-03 Computer Replacement Plan	490,000	412,322	235,000	312,678	240,328	312,678	-
ARM-04 Book Sorter Replacement	385,130	492,352	500,000	500,000	343,531	500,000	-
ARM-05 IT Infrastructure Replacement	500,000	480,442	250,000	250,000	132,063	250,000	-
Alternative Services	495,791	257,868	200,000	430,690	128,110	430,690	-
2017 Projects							
Bookmobile Replacement	\$ 428,818	111,623	-	317,194	111,644	317,194	\$ -
2019 Projects							
Document Management System	80,000	2,738	-	77,263		77,263	\$ -
2021 Projects							
Standley Lake Clerestory Roof	\$ 140,000	143,309	\$ -	\$ -	\$ -	-	\$ -
2022 Projects							
Library Location Holds Lockers	\$ -	\$ -	\$ 205,000	\$ 205,000	\$ -	205,000	\$ -
Library Belmar Outdoor Space	-	-	-	200,000	54,893	200,000	-
Library Data Warehouse			125,000	125,000		125,000	-
Multi-Year Construction Projects							
South County Library	\$ 7,317,045	\$ 63,919	\$ 9,125,536	\$ 16,378,662	\$ 10,077	16,378,662	\$ -
Evergreen Library Redesign			700,000	700,000	28,566	700,000	-
NW Arvada Library			4,700,000	4,700,000		4,700,000	-
Total Capital Projects	\$ 10,122,783	\$ 2,148,743	\$ 16,326,536	\$ 24,508,487	\$ 1,189,083	\$ 24,508,487	\$ -

TABLE 6
JEFFERSON COUNTY PUBLIC LIBRARY
CAPITAL IMPROVEMENT PROJECTS
2022 BUDGET TO ACTUAL

Project	2022 Budget	YTD Actual 8/31/2022	YTD Encumbrances 8/31/22	YTD Total Actual + Enc	Remaining Budget
ARM-01 Capital Maintenance	\$ 250,000	\$ 137,807	\$ 6,678	\$ 144,486	\$ 105,514
ARM-02 Furniture & Equipment	62,000	2,064	24,695	26,759	35,241
ARM-03 Computer Replacement Plan	312,678	240,328	-	240,328	72,350
ARM-04 Book Sorter Replacement	500,000	343,531	83,569	427,099	72,901
ARM-05 IT Infrastructure Replacement	250,000	132,063	20,385	152,448	97,552
Library Alternative Services	430,690	128,110	17,882	145,991	284,699
Bookmobile Replacement	317,194	111,644	-	111,644	205,550
Document Management System	77,263	-	-	-	77,263
Library Location Holds Lockers	205,000	-	159,280	159,280	45,720
Library Belmar Outdoor Space	200,000	54,893	-	54,893	145,107
Library Data Warehouse	125,000	-	-	-	125,000
Multi-Year Projects Construction Projects					
South County Library	16,378,662	10,077	-	10,077	16,368,586
Evergreen Library Redesign	700,000	28,566	-	28,566	671,434
NW Arvada Library	4,700,000	-	-	-	4,700,000
Total Capital Projects	\$ 24,508,487	\$ 1,189,083	\$ 312,489	\$ 1,501,572	\$ 23,006,915

**Operational Updates
Facilities & Construction Projects**

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



jeffcolibrary.org

To: Donna Walker, Executive Director

From: Steve Chestnut, Director of Facilities & Construction

Re: Master Contract for General Contractor Services, Fransen Pittman

Date: September 15, 2022

Background

At the Special Meeting of the Board on September 8, we presented information to the Board on our proposed use of a master contract for general contracting services to help us reduce resources required for multiple RFP's/contracts in response to our accelerated Facility Master Plan schedule.

We posted an RFP for General Contractor Services in July 2022. We had eight responses and reduced that list to three contractors that we felt would be a good fit for JCPL and had the resources to work on concurrent projects. The JCPL selection team conducted interviews with those three contractors, and we recommend that we contract with Fransen Pittman.

Fransen Pittman was the General Contractor on the Columbine, Edgewater, and Belmar Library projects. We feel confident that they have the experience and staff resources, as well as an understanding of JCPL, to make our new projects successful.

Budget & Cost

This master contract will not contain a maximum cost because the scope of each project has not been determined. As the projects are initiated, a Not to Exceed (NTE) cost will be developed for each project and that fee will be presented to the Board of Trustees for approval. An element of that approval will be a request for the Board to authorize the Executive Director to sign an amendment to the master contract. The amendment to the contract will be developed by the County Attorney's Office and will include the scope of services, the schedule for completion and the NTE cost for each project.

Next Actions

We request the Board authorize the Executive Director to enter a contract with Fransen Pittman for general contracting services.