BOARD MEETING

JEFFERSON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
December 8, 2016

Jefferson County
PUBLIC LIBRARY

APPROVAL OF AGENDA

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

ITEM# / ACTION	Thursday, December 8, 2016 – LAKEWOOD LIBRARY MEETING ROOM
1.	**Call to order & attendance (4.5.8)**
2.	**Pledge of Allegiance**
3. Action	**Approve Agenda** Call for motion and second
4. Action	**Approval of Minutes for** Call for motion and second • <u>MOTION</u>: To approve the minutes of the November 10, 2016 Board Meeting
5.	**Public Comment**
6. Information	• Foundation Report – Jo Schantz

7. Operational Updates
 Action as Needed
	• Executive Director Update
	 • Public Services
	    • Bibliocommons - Digital Engagement
	 • Finance Department
	    • <u>STAT Courier Renewal Contract</u>
	 Recommend that the Library Board of Trustees authorize the Executive Director to exercise the Library's third STAT Courier contract renewal option for the period October 15, 2016 through and including October 14, 2017, in the amount of $278,566.
	 <u>Action</u>: Call for motion and second
	
	    • <u>BiblioCommons (Digital Discovery and Engagement) Contract</u>
	 Recommend that the Library Board of Trustees authorize the Executive Director to contract with BiblioCommons in an amount not to exceed $203,114.
	 <u>Action</u>: Call for motion and second
	
	    • <u>Budget Carry Forward Items</u>
	     o Wheat Ridge HVAC RTU Project
	     o Security Camera Upgrade Project
	     o Self-Check Stations Project
	
	    • <u>2017 Budget Adoption</u>
	 Recommend that the Library Board of Trustees adopt the 2017 budget and authorize the Executive Director to implement the spending plan contained therein.
	 <u>Action</u>: Call for Motion and Second
	
	 • Public Services
	    • Columbine Library Remodel

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

8. <mark>Action</mark> as Needed	**Consent Agenda (4.3.4)** • **Action Item**: Recommend the Library Board of Trustees adopt the 2017 Governance Process Calendar. Call for Motion and Second • Review Sunshine Resolution LB 01-19-17 for adoption at the January 19, 2016 Library Board Meeting.
9. Emerging Issues <mark>Action</mark> as Needed	
10. <mark>Action</mark> as Needed	**Ends** • No Items
11. <mark>Action</mark> as Needed	**Governing Policies: Management Limitations (Monitoring Reports)** • No Items
12. Suggest Agenda Items	**BOARD SCHEDULE – NEXT MEETINGS** • January 12, 2017 – Study Session – 5:30 pm – Administration Conference Room • January 19, 2017 – Board Meeting – 5:30 pm – Lakewood Library Meeting Room • February 9, 2017 – Study Session – 5:30 pm – Administration Conference Room • February 16, 2017 – Board Meeting – 5:30 pm – Lakewood Library Meeting Room • March 9, 2017 – Study Session – 5:30 pm – Administration Conference Room • March 16, 2017 – Board Meeting – 5:30 pm – Lakewood Library Meeting Room • April 13, 2017 – Study Session – 5:30 pm – Administration Conference Room • April 20, 2017 – Board Meeting – 5:30 pm – Arvada Library Meeting Room • May 11, 2017 – Study Session – 5:30 pm – Administration Conference Room • May 18, 2017 – Board Meeting – 5:30 pm – Columbine Library Meeting Room
13. Discussion	**Board Questions or Comments Related to Items on the Meeting Agenda**
14. Discussion	**Evaluate Board Meeting (4.1.9)**
15. Information	**Announcements/General Information Sharing** • Report of the Chair – Correspondence, Other • Other Announcements
16. Adjournment	

APPROVAL OF MINUTES

Minutes of the Meeting of the
JEFFERSON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
November 10, 2016

CALL TO ORDER – REGULAR MEETING

The regular meeting of the Jefferson County Public Library Board of Trustees was held in the Library Administration Conference room on November 10, 2016. Library Board of Trustees Chair, Brian DeLaet, called the meeting to order at 5:30 p.m. Other Trustees present: Julia Hill-Nichols (Vice-Chair), Ben Davis, Deborah Deal, Kim Johnson and Charles Naumer.

Trustees not present: John Bodnar

Guests: Owners Representative**:** Katie Welfare, Project Manager NV5. Architect: Kelly Wemple, Designer Humphries Poli. General Contractor: Dave Eddy, Chief Estimator Fransen Pittman.

Staff present: Pam Nissler, Executive Director; Donna Walker, Director of Public Services; Richard Sosa, Director of Budget & Finance; Julianne Rist, Assistant Director of Public Services; Sandie Coutts, Director of Employee Relations and Development; Rebecca Winning, Director of Communications; Danny LaGage, IT Operations Supervisor; Brigitte Lindner, Data Specialist; and Amber Fisher, Executive Assistant, Office of the Executive Director.

The Chair announced that Kim Johnson has been appointed to the Library Board of Trustees. The Trustees and Library staff welcomed Kim Johnson to the Library Board.

APPROVAL OF AGENDA

MOTION: Deborah Deal moved that the Library Board of Trustees approve the agenda as presented. Seconded by Julia Hill-Nichols the motion passed by unanimous vote of all Trustees present.

APPROVAL OF MINUTES

MOTION: Charles Naumer moved approval of the minutes of the October 13, 2016 Study Session. Seconded by Ben Davis the minutes were approved by unanimous vote of all Trustees present.

MOTION: Ben Davis moved approval of the minutes of the October 20, 2016 Joint Board Meeting and Regular Board Meeting. Seconded by Charles Naumer the minutes were approved by unanimous vote of all Trustees present.

PUBLIC COMMENT
No Public comment.

FOUNDATION REPORT
Jo Schantz reported on the activities of the Foundation. The Foundation is gearing up for this year's Rare and Novel event, Holmes for the Holidays. The event will be held next Thursday, November 17, at Baldoria on the Water from 6:00-9:30 pm. Holiday book sales are coming up; December 2, at Columbine Library and December 11, at Standley Lake Library. There will be a book and gift sale at the Belmar Library the entire month of December. Colorado Gives Day starts December 6.

SENIOR MANAGEMENT TEAM (SMT) OPERATIONAL UPDATES
Executive Director Update
Pam Nissler, Executive Director, provided an update to the Board. The Library had its first session with the contractor for the demographic study. Staff is looking forward to presenting the findings to the Board in February, 2017. The Executive Director distributed a memorandum outlining the Board's role in the Columbine remodel project and advised the Trustees that members of the Columbine remodel team are present and will provide a project update later in the meeting.

Finance Department
Monthly Financial Report
Richard Sosa, Director of Budget and Finance provided information on the activities of the Budget and Finance Department. The Trustees were advised that there will be an update to the October financials at the December Board meeting and an opportunity to ask questions.

Background on Lakewood Parking Lot
The Library issued RFP's for reconstruction of parking lots at Library Service Center (LSC) and Lakewood Public Library. The contract was awarded to Martin Marietta for a not to exceed price of $336,553 from funds budgeted in the 2016 Capital Budget. Due to weather conditions and unknown underground conditions, Steve Chestnut advised the Board of Trustees of possible change orders and any such change orders would be verified against the specifications in the RFP responses. A change order for $8,400 was processed for the Lakewood Library Parking lot project due to additional costs for unknown depth of asphalt removal conditions. This additional amount is covered within the funds approved for this project in its Capital budget.

Lakewood Library Parking Lot
> **MOTION**: Julia Hill-Nichols moved that the Library Board of Trustees authorize the Executive Director to make a payment to Martin Marietta for the change order

related to the Lakewood Library Parking lot project in the amount of $8,400. Seconded by Ben Davis the motion passed by unanimous vote of all Trustees present.

Kleen-Tech Janitorial Services Contract Renewal
The Board of Trustees approved a one-year contract with Kleen-Tech Janitorial Services for system-wide janitorial services in the amount not to exceed $319,668, for the period September 30, 2015 to September 29, 2016. The agreement had the option to renew the contract up to four years and the services and vendor performance would be monitored by Facilities Director, Steve Chestnut. On October 1, 2016 a first option to renew the contract was presented to the vendor contingent upon approval by the Board of Trustees. A transmittal was prepared for a contract signature that included County legal review, Department head and Budget review, completed on October 12th. The contract amount for the first year renewal options is in the 2017 budget, a portion will be spent in 2016 and a portion in 2017 since this service contract spans both years.

In response to a question from a Trustee, the Library advised the Board that the original Request for Proposals for janitorial services was issued in 2015.

> **MOTION**: Julia Hill-Nichols moved that the Library Board of Trustees authorize the Executive Director to renew the contract with Kleen-Tech for janitorial services for the period October 1, 2016 through September 30, 2017 in the amount of $411,526.32. Seconded by Charles Naumer the motion passed by unanimous vote of all Trustees present.

Public Services Department
Bibliocommons - Digital Engagement RFP
Donna Walker, Director of Public Services, advised the Trustees that at the December meeting, the Library will be presenting a recommendation that the Board authorize the Executive Director to sign a contract with BiblioCommons for the development and implementation of the Library's 2016 Strategic Initiative: Digital Discovery and Engagement.   This service improvement will provide the citizens of Jefferson County with a digital discovery catalog experience that will be similar to browsing the shelves at the library. The goals of this project are to: Enhance the discovery, engagement and presentation of library resources and services across the catalog, website, and events calendar; and improve the consistency of brand, identity and functionality between JCPL's digital properties. Donna Walker offered to provide a demonstration of the services and/or a copy of the RFP with the requirements list at the December Board meeting. The Board indicated that they would like both the demonstration and the requirements list. The RFP will be provided to the Board in advance of the December meeting.

Benchmarking Report
Brigitte Lindner, Data Specialist, presented the 2015 benchmarking report. The benchmarking study measures and evaluates how Jefferson County Public Library (JCPL) has invested their funds in facilities, staff, and materials in 2015, and how the outputs are reflected in the use of the library in terms of visits, circulations, program attendance, and technology usage. A number of performance indicators were benchmarked against comparative library peer data. The purpose is to benchmark JCPL resources and performance indicators against comparative US libraries (peer group). The results are used to evaluate current library services and to illustrate areas for service improvements and resource allocation. The full report was provided to the Trustees and posted to the website. The Executive Summary from the report follows:

Finances (Revenues & Expenditures): 2015 showed that JCPL was still facing budget challenges, ranking 7th within the peer group and remaining 12 percent under the median relative to the peers in operating revenue. JCPL ranked 6th in overall expenditures, maximizing its library materials expenditures with 14.43 percent of operating expenditures being allocated to the collection, to keep it current. Ranking 6th within the peer groups, JCPL is also in line with the overall library average of 12 percent and more found commonly in PLDS studies. JCPL ranked 8th in staff expenditures which were low at a percentage of 56.06 of operating expenditures in correlation with the restricted open hours. With this result JCPL is not only below average within its peer group, but also below the overall library average ranging commonly at 60-70 percent of operating expenditures in PLDS studies.

Inputs (facilities, open hours and staffing, collection): JCPL ranked 10th in number of branches, with currently 10 branches operating, relative to its peers that show a median of 15 branches in 2015. JCPL also ranked below average in square footage per capita (8th with 0.40 square feet per capita). JCPL ranked 10th in public service hours (24,192 annual open hours) which are key to providing access to JCPL services and collection. Staffing levels relative to the use parameters visits, circulations, and program attendance show JCPL staff being very busy in comparison to peers. Collection size, generally a limiting factor for number of circulations, did not have this effect on JCPL. Ranking 9th with a collection size 39 percent below the median peer value, JCPL achieved 3rd highest circulation. Even though JCPL had set a clear focus on investing in the collection in 2015, the budget could not sustain collection size when staff continued systematic weeding of damaged and low interest items throughout the year.

Outputs and library use (visits, circulation, program attendance, technology usage):
JCPL ranked 6th in visits with 2,458,315 physical library visits in 2015. Visits have declined slightly by 3 percent over the past three years, while the peers have seen growth of 3 percent during the same time frame. Despite ranking 4th in percentage of cardholders, and

62 percent of the Jefferson County community being registered users, we do not see this reflected in the visits. This may be due to an increase in digital users as well as the inconvenience of open hours. 2016 is therefore expected to increase the number of visits with the planned 25 percent increase of public service hours. About 8 percent of JCPL's visitors attended JCPL programs. JCPL ranked 4th in the number of programs offered (7,788 programs) and 4th in program attendance with 208,354 people attending programs. Circulations are JCPL's biggest success factor in 2015. With a total of 7,202,744 circulations JCPL ranked 3rd relative to the peers. Given the smaller collection size, this confirms selection, currentness and popularity of JCPL's collection since it is used to such an extent. Turnover shows possible limitations and also the potential to increase the number of total circulations with a greater collection size and the planned extension of open hours in 2016. Lastly, JCPL saw an increase in wireless sessions, but a decrease in public sessions that were started from the public access computers available at branches. JCPL's access to public computers is limited by both number of computers and open hours. In view of the growing segment of wireless users JCPL plans to increase bandwidth and speed of Wi-Fi in 2016.

Columbine Library Remodel
Kelly Wemple, Designer with Humphries Poli addressed the Board and presented information on the Columbine Library remodel project. The presentation began with the vision for the project: The library is a customizable experience. It fits them just right; they can use the library alone or engage with each other; and they find just the right help at just the right time and place. The vision also reflects the Board's end statements of providing equal access to resources and technologies, encouraging a sense of community participation and collaboration, advancing community education/outcomes, maximizing the return on the communities shared investment, and creating safe and inviting spaces for the residents of Jefferson County. The information received from the community helped the project team in developing the schematic design. Humphries Poli Architects (HPA) is finalizing the Schematic Design.   The schematic design consists of a one-page building plan that shows the new layout (location of, study rooms, new entry area, new bathrooms, etc.). This plan is used to begin laying out shelving and furniture to establish correct fit and needs. The schematic design plan will be issued to Fransen Pittman for pricing to ensure the design is within the overall project budget. Once schematic design is reviewed by JCPL and pricing is verified to be within budget range, HPA will begin working on the next phase of design, Design Development (DD) phase. There are two community meetings scheduled at Columbine for November 12, from 10:00-12:00 and November 19 from 1:00-3:00. The community will have an opportunity to review the schematic design and continue to provide input.

In response to a question from a Trustee, the Executive Director advised the Board that with input from more than 400 residents, the Library feels it has substantive feedback from a variety of patrons. In response to a question from a Trustee regarding the timing of a

decision to close or stay open during construction, Katie Welfare, Project Manager with NV5 advised the Board that the project team is currently analyzing what is best for everybody. The Executive Director noted that although the Board does not have to vote on whether or not the Columbine Library closes or stays open during construction, the Library will bring a recommendation to the Trustees at the December 8, Board meeting.

CONSENT AGENDA

The Trustees reviewed the proposed 2017 Governance Process Calendar for adoption at December 8, 2016 Board meeting. In response to a question from a Trustee regarding moving approval of the Bylaws to March, the Chair indicated that there may not be revisions to the Bylaws as there was extensive review performed by the Bylaws Committee in 2016.

BOARD SCHEDULE – NEXT MEETINGS
- December 1 – Library Board & BCC Meeting – 1:00-2:00, 5th Floor
- December 8 – Combined Study Session & Board Meeting – 5:30 pm – Lakewood Library Meeting Room
- January 12, 2017 – Study Session – 5:30 pm – Administration Conference Room
- January 19, 2017 – Board Meeting – 5:30 pm – Lakewood Library Meeting Room
- February 9, 2017 – Study Session – 5:30 pm – Administration Conference Room
- February 16, 2017 – Board Meeting – 5:30 pm – Lakewood Library Meeting Room

ADJOURNMENT

The Board meeting was adjourned at 6:53 p.m.

John Bodnar, Secretary

FOUNDATION REPORT

FOUNDATION EXECUTIVE DIRECTOR REPORT
DECEMBER 2016 (NOV. 11 – DEC. 7)
By Jo Schantz

1) Fundraising and special events (past and upcoming)

- **2016 *Holmes for the Holidays* gala benefit on Nov. 17**
  - Grossed nearly $21,000 in ticket sales, table sales, sponsorships, call for donations and silent auction revenues
- **Holiday Book Sales –** Dec. 2/3 at Columbine Library; Dec. 10/11 at Standley Lake; month-long book and gift sale at Belmar (month of December)
- **Colorado Gives Day –** December 6
- **End-of-Year direct mail campaign** – December

2) Major gifts/grants update

- City of Wheat Ridge voted to approve $1,300 for the Wheat Ridge Library (for the purchase of hand puppets and supplies)
- $500 contribution received from the Frederick G. Fish Foundation (unrestricted)
- $10,000 gift from Merril Hume (restricted to Standley Lake Library)

3) Meetings and networking

a. Nov. 12 – Dress rehearsal for entertainment (Rare & Novel) at Baldoria on the Water
b. Nov. 15 – Attended Board meeting for Community Services Advisory Board
c. Nov. 15 – Walk-through and sound check at Baldoria on the Water (Rare & Novel)
d. Nov. 17 – attended West Chamber breakfast event to honor outstanding women in Jefferson County
e. Nov. 22 – lunch meeting with Deb Deal-Blackwell, Library Trustee
f. Nov. 29 – site visit at Foundation and meeting with Rita Carver and Tanya Kaanta re: collaboration for the 2017 Rocky Mountain Literary Festival (on Oct. 21, 2017)
g. Nov. 29 – Major donor visit at the Foundation – Lisbeth Kalstein, President of the Frederick G. Fish Foundation
h. Nov. 30 – networking event at the West Chamber Serving Jefferson County

4) Communications and outreach

a. Presentations
   A. Nov. 16 – Arvada Jefferson Kiwanis Club; breakfast presentation for 50 club members at the Arvada Center
   B. Dec. 8 – for Golden K Kiwanis club
   C. Upcoming presentations:
      1. Jan. 10 – for National Assn. of Retired Federal Employees

5) General Administration

a. Events management for the 2016 Rare & Novel benefit
   A. Follow-up with thank-you letters to sponsors/donors; budget final; wrap up meeting with staff
b. Exploring the possibility for a Warehouse Assistant (student intern or work-study position) for 2017
c. 2017 Foundation budget prepared and pending approval from Board of Directors
d. **OFFICE CLOSURES: Nov. 24-28; December 24 – Jan. 2**

Operational Updates

Executive Director Update

To: Library Board of Trustees

From: Pam Nissler, Executive Director

Re: Executive Director Update – December, 2016

This month, I attended both Columbine Community Meetings that were held by Humphries Poli and NV5. There was good attendance at both meetings. The community members were appreciative to be updated on the project and to be able to provide feedback on what features they think are appropriate for the Columbine remodel.

I also attended a meeting with our demographic/market analysis contractor, Orange Boy. They reported on their preliminary findings regarding market segmentation and on our reach in the community. The final report will not be complete until January.

I went to the West Chamber's Legislative Meet and Greet.

I was honored to be recognized at the West Chamber's Celebrate Women Breakfast. Commissioner Rosier graciously presented me for the honor.

I attended the Library Foundation's Rare and Novel dinner, "Holmes for the Holidays" at Baldoria on the Water. It was a lovely, festive event.

I met with Julia and Chic regarding the proposed changes that they would like to present to the Board.

I participated in the West Chamber Board's retreat.

I attended the Metro Director's monthly lunch.

I had my monthly meeting with Ralph Schell.

I participated in the Elected Officials' Personnel Board meeting.

Operational Updates

Public Services

JEFFERSON COUNTY PUBLIC LIBRARY

JEFFERSON COUNTY PUBLIC LIBRARY
Public Services
10200 W 20th Ave
Lakewood CO 80215

Contents

1. **General Information**

Jefferson County Public Library (JCPL) is requesting proposals from qualified vendors to explore ways to enhance discoverability and engagement among JCPL's external digital properties. The goals of the project are to:
- Enhance the discovery, engagement and presentation of library resources and services across the catalog, website, and events calendar while ensuring that patrons can easily perform top user tasks.
- Improve the consistency of brand, identity and functionality between JCPL's digital properties.

1.1   Overview

Jefferson County Public Library is the third-largest library in the state of Colorado, serving a population of more than 570,000. Services are delivered via 10 libraries, a bookmobile, a mobile computer training lab, homebound services and robust outreach services to kids and families, teens, adults, and underserved populations. We consider our digital properties (the website, the catalog, an event calendar and room booking software) to be an online branch. We are seeking to enhance engagement and discoverability of our online branch while ensuring that top user tasks (such as searching the catalog, viewing location information, reserving and renewing books, and downloading EContent) are easy to perform. Patrons who are viewing our digital properties should have the same feeling as browsing books and learning about services at one of our locations. It is important that our site provides the right balance of content between what patrons need and what we would like them to know.

1.2   Administrative Information

1.2.1   Proposed award is projected to be by September 7, 2016.

1.2.2   JCPL is seeking a one-year contract term with annual renewals for software maintenance. JCPL shall have the unilateral option of extending the term of the agreement in one (1) year increments. Options shall be exercised upon notification (mailed or otherwise furnished per contract terms) to the Contractor at least sixty (60) calendar days prior to the expiration of the agreement and acceptance of the Contractor within 45 days of receipt of notice. Any change in agreement price, during the optional period, will be negotiated between the parties. Notice of such change in pricing to be provided by Contractor no less than 90 days before the end of any contract term. The exercise of this option is a prerogative of the Jefferson County Public Library, not a contractual obligation of JCPL.

1.2.3   The Library intends to select one Contractor to provide the requested system.

1.2.4   Bidders are expected to examine the specifications and all instructions. Failure to do so will be at bidder's risk. Before submitting a proposal, each bidder shall carefully examine the documents, fully inform themselves of existing conditions and limitations and include in their proposal all sums sufficient to provide all items and services required for the stated scope of work. No site walk is scheduled for this RFP.

1.2.5   If necessary, the Library will schedule online demonstrations with short-listed vendors and may, at its option, request interviews or follow-up information.

1.2.6   After bid opening, no allowances will be made for changes in scope of work and/or price due to items which should have been apparent by examination of bid documents and the sites.

1.2.7   Proposal must be signed by a person formally authorized to find the Contractor to its provisions for the period identified therein.

1.2.8   Prices identified in Contractor's proposal shall be good for the full term of any Contract. Any request for escalation must be fully identified in Contractor's proposal, to include the contract year and percent increase proposed for such escalation. **In no instance shall pricing be increased without an express written document signed by both parties.**

1.2.9   Proposals are to be sent electronically to the Jefferson County Public Library at the address below **only** and should not be submitted or copied to any committee member. A selection committee will review and evaluate replies/proposals for content and will schedule an interview with finalists before making a recommendation to the Executive Director for approval.

1.2.10 To be considered, Proposals must be received by 3:00 p.m. Mountain on **Wednesday, August 24, 2016** and addressed to jcplrfp@jeffcolibrary.org with the subject line "RESPONSE TO DIGITAL DISCOVERY AND ENGAGEMENT RFP"

1.2.11 If clarifications to Proposals are required, the Library may, at its option, request a Best and Final Offer from finalist contractors. Such a request will indicate specific areas of Contractor's proposal that are in question and include specific response instructions. Library Committee will re-score any revised proposals submitted using the original criteria and scoring before making a final decision.

1.2.12 JCPL reserves the right to reject any and/or all proposals, to further negotiate with the successful Contractor, to waive informalities and minor irregularities in proposals received, to accept any portion of the proposal if deemed to be in the best interest of JCPL to do so, to seek clarification and request a Best and Final Offer, and to cancel this project at any time prior to the signing of a contract.

1.2.13 This RFP does not represent a guarantee of any contract utilization.

1.2.14 Contractor shall operate within all governing laws at all times.

1.2.15 **All information submitted by the Contractor in response to this RFP is considered public information.** Any marking, statements, or other indications delineated on Contractor's response to this RFP to otherwise identify any information as anything but public information will be deemed as an erroneous marking and not adhered to in any instance.

1.2.16 All portions of/or contents and materials that make up the Contract are considered as public information and not confidential information and copies may be released by JCPL to anyone at any time, after the RFP due date, at the sole discretion of JCPL.

1.2.17 Contractor will protect JCPL from claims involving infringement of patent and/or copyright.

1.2.18 JCPL reserves the right to enforce the performance of any contract issued pursuant to this RFP in any manner prescribed by law or deemed to be in the best interest of JCPL in the event of breach or default by the Contractor.

1.2.19 Questions regarding this proposal will be addressed only by e-mail and should be directed to ruth.gelston@jeffcolibrary.org.

1.3 RFP Timeline

RFP Issued	Monday, August 1, 2016	
Intent to Bid Due	Friday, August 5, 2016	Contractor to send notice of intent to bid, including company name, name, direct phone and e-mail of contact, to procurement.JCPL@jeffcolibrary.org by 5:00 pm Mountain
Questions from Vendors	Friday, August 12, 2016	Vendor questions to be sent to procurement.JCPL@jeffcolibrary.org no later than 3:00 pm Mountain
Responses to Questions from Vendors	Wednesday, August 17, 2016	Responses from Library to Vendor Questions will be provided by 5:00 pm Mountain
Proposals Due	Wednesday, August 24, 2016	Proposals due to jcplrfp@jeffcolibrary.org no later than 3:00 pm Mountain. **No late responses will be accepted**.
Best and Final Offer	*Through August 31, 2016*	*Library will contact Contractors for clarification as needed.*
Vendor Selection	Friday, September 16, 2016	Library notification of vendor selection

2 Scope of Work

**2.1	Contractor Responsibilities, General**

2.1.1	Requirements are listed in Attachment A. Contractor should respond to each requirement by completing shaded columns with a Yes/No response and a description of variance or exception. Separate pages may be attached where more detailed explanation is required, and should be labeled with the item number.

2.1.2	If selected, Contractor will be expected to schedule any required software maintenance in advance through Library Representative, and to notify Library promptly of any planned outages of software systems.

2.1.3	The Contractor shall respond to Library needs in a timely, responsive, and flexible manner. Contractor's proposal is to include a service level agreement regarding response times for critical outages.

2.1.4	In performing the Services for the Library hereunder, Contractor may have access to or be exposed, directly or indirectly, to data, knowledge or information including patron data or other data protected by Colorado Library Law. Contractor will be required to protect the confidentiality of any patron data. Contractor may not use, disclose, transmit, sell, assign, lease or otherwise share or dispose of, or make available for access by any third party, any Library data for any purpose other than that of fulfilling Contractor's obligations under this Agreement.

2.1.5	The Contractor will require all employees, including Supervisors, to display Company identification when on site at Library facilities. Contractor and its staff will be required to follow security procedures when accessing facilities.

## 3	Response Instructions and Evaluation

### 3.1	Response Instructions - General

3.1.1	This Request for Proposal is JCPL's good faith effort to detail its requirements for qualified contractors to provide a Digital Discovery and Engagement system and to give each respondent equal opportunity to submit a response to meet JCPL's needs.

3.1.2	Response Due Date **– Your response must be received no later than 3:00 PM on Wednesday, August 24, 2016.** Each respondent is solely responsible for the timely delivery of its response. Failure to meet the response due date and time deadline will result in rejection of the response.

3.1.3	No pre-bid conference is scheduled for this RFP. Respondents are advised to carefully review the proposed scope and provided materials and to take full advantage of the "questions" period allowed in this process.

3.1.4	Delivery Instructions - All responses must be sent electronically (via e-mail) in pdf format with "RESPONSE TO DIGITAL DISCOVERY AND ENGAGEMENT RFP" listed in the subject line and submitted to jcplrfp@jeffcolibrary.org . Contractor is advised to keep proof of date and time of sent mail. Should Contractor encounter difficulties with delivery of response, it may contact procurement.JCPL@jeffcolibrary.org for assistance. Proof of date and time of failed attempt will be required.

3.1.5	Response Costs – JCPL will not be liable for costs incurred by the respondent in preparation, delivery, and/or presentation of their response.

3.1.6	Questions and Inquiries - Any questions regarding this RFP should be directed BY E-MAIL ONLY to: procurement.JCPL@jeffcolibrary.org.

**3.2	Response Evaluation**

Responses will be evaluated by a selection team. During the evaluation period, additional information or proposal corrections may be requested as a part of the library's *Best and Final Offer* process. Following *Best and Final Offer*, personal interviews may be requested. JCPL reserves the right to check both references offered in the response and also any other references, regardless of the source. JCPL will be the sole judge of the completeness of all information requested and submitted by respondents.

**3.3	Rejection of Responses**

JCPL reserves the right to make all decisions regarding this procurement, including, without limitation, the right to decide whether a response does or does not substantially comply with RFP requirements or bidding procedures and requirements.

3.4 Selection Criteria

Contractor selection will be determined by selection team's assessment of best value to JCPL. Assessment will be based on demonstration of ability to meet library needs in a cost-effective manner, knowledge, expertise and successful experience. Proposals will be scored based on their ability to best meet the project goal of enhancing the discovery, engagement and presentation of library resources and services across the catalog, website, and events calendar systems. Award of the contract related to this RFP is not based solely on low bid. The following criteria will be used as the basis for selection:

3.4.1   Quality of Response –The ability to which the Contractor is able to satisfy project requirements as outlined in Attachment A. Requirements have been classified as either "Required," "Preferred" or "Desirable." We will score proposals based on these importance levels giving higher weighting to requirements that are "required", then "preferred," and lastly "desirable." The completeness and adequacy of information provided, and compliance with instructions provided in this Request for Proposal will also be considered. – **35 points**

3.4.2   Contractor Experience – An ideal Contractor will have at least five years of experience working with libraries that are similar in size to JCPL, have experience integrating with the Sierra ILS, and can demonstrate success in improving discovery, engagement and presentation of public library resources and services on similar platforms. The Contractor shall be licensed to do business in the State of Colorado, County of Jefferson and each local jurisdiction, where required by such entity. Contractor must be in good standing with the office of the Colorado Secretary of State. (Proof of standing is not required at the time of response.) – **30 points**

3.4.3   References – Respondents shall have experience providing these services, and provide a listing of and references as indicated in 3.5.3 below. JCPL reserves the right to fully investigate all references, and to communicate with and investigate other references regardless of the source from which the reference was secured. – **15 points**

3.4.4   Price – Respondents must provide pricing in the format specified in this document. Award will be based on best value for services, not necessarily low bid. – **20 points**

3.5   RFP Response Requirements and Format
When responding to the RFP no specific format is required but all of the following questions should be addressed somewhere in your submittal.

3.5.1   General Company Data
Proposals are required to contain the following information:
- Company Name
- Contact Name
- Company Address
- City, State, Zip
- Phone Number
- Fax Number
- Number of Years in Business
- Contact e-mail address
- Company web address
- Name of person who would be "Contractor Representative" on any awarded contract
- Name and title of person legally authorized to bind Contractor/sign contract

3.5.2   Software Upgrades
Describe your method of communicating preventive, planned or anticipated software upgrades and rolling those out to your customers. List anticipated frequency of software upgrades and impact on users during upgrade process.

3.5.3 Business References

Proposals should list at minimum three (3) current business references comprised of sites and long-term customers that have recently ordered and implemented a similar program.

Include, for each:

- Business Name
- Contact Name, Phone and E-Mail
- Business Address
- Number of locations and licenses you provide services for

3.5.4 Pricing

1) Provide a total cost for proposed scope of work, to include all elements described in the scope of work. Pricing is to be inclusive of expenses including travel, mileage, reproduction, etc.
2) If applicable, provide cost breakdown for initial year software license, software support and implementation costs.
3) Quote additional years (up to 5) software license. If escalation is anticipated, state maximum annual escalation, by percentage.
4) Quote additional years (up to 5) software support. If escalation is anticipated, state maximum annual escalation, by percentage.

3.5.5 Attachment A

Respond to each requirement in Attachment A, indicating compliance or, if non-compliant, any exception to stated requirements.

3.5.6 Value Added

Provide information about any value added features provided standard with purchase that are not specifically identified in Attachment A but that directly relate to provision the digital discovery and engagement system. Such information may be added to Attachment A as additional rows, but should be clearly marked as "value added".

3.5.7 Sample Contract Language

Provide a copy of your standard Agreement for the System software and maintenance. The Library will require specific statutory language related to non-appropriation of funds, as follows:

> *"Non-Appropriation. The payment of Library obligations in fiscal years subsequent to the current year is contingent upon funds for this Contract being appropriated and budgeted. If funds for this Contract are not appropriated and budgeted in any year subsequent to the fiscal year of execution of this Contract, this Contract shall terminate. The Library's fiscal year is currently the calendar year."*

The Library cannot indemnify a Contractor, and will require modification to indemnity language accordingly.

3.5.8 Contracting

The Library will review the sample contract provided in Contractor's response and may, at its discretion, negotiate modifications to such contract or may provide a Contract that contains statutory and County-required language. The RFP and the Contractor's response to RFP and any negotiations reduced to writing will be made a part of the Contract Documents ("the Contract")

----END OF RFP----

	Requirement Type	Requirement	Required	Preferred	Desirable	Com- plies (Y/N)	Exception/ Explanation	SCORE 2 pts - Req'd 1 pt - Pref'd .5 pt - Desired
1	Usability	Site must be mobile friendly	X					
2	Usability	Site must give users the ability to search and browse across platforms, collections and communication channels.	X					
3	Usability	Site should be intuitive, allowing users to perform functions easily balancing top user tasks with discover and promotion.	X					
4	Usability	My Account login must be prominent and easy for users to find	X					
5	Usability	Users must have easy access to databases and e-resources	X					
6	Usability	Users must be able to easily find and place a hold.	X					
7	Engagement	Site should promote engagement by highlighting the variety of JCPL's offerings – collection, lists, events, news, etc.	X					
8	Engagement	Homepage should evoke a feeling of wanting to dive in and see what else is there.	X					
9	Engagement	Home page presentation should be organized in a way that promotes usability.	X					
10	Engagement	Home page should present preview/teaser text that is clear enough for users to understand what it is.	X					
11	Engagement	Home page should be flexible enough to accommodate a main feature element if necessary.	X					
12	Engagement	JCPL should have the flexibility to organize and highlight content as needed.	X					
13	Engagement	Every page and every system should reflect consistent styling and branding. Users should pass seamlessly between systems (web, catalog, event management) without knowing they are on different sites.	X					
14	Integration	System should display digital resources when patrons search the catalog	X					
15	Search and Results	Search must be prominent and easy for users to find allowing users to easily perform tasks.	X					
16	Search and Results	System must allow users to drill down search results based on typical facets (title, author, date, format, branch, launguage, etc)	X					

17	Search and Results	System must provide advanced search techniques for power users	X						
18	Search and Results	System must support merchandising of the library's collection by providing the ability to browse lists (such as new DVDs, books on order, etc.)	X						
19	ILS	System must pull holds from the bib-record level (not by item)	X						
20	ILS	System must support volume-level holds	X						
21	SEO	System should promote SEO discoverablity allowing our web pages, collection and events to rank high in Internet searches.	X						
22	General Functions	System should offer "Remember Me" options for patrons who are logging into My Account.	X						
23	Site Maintainability	System/Code base should be easy to maintain to allow for frequent updates.	X						
24	Create Events	Staff should have the ability to easily create an event with data fields: event title, event description (WYSIWYG editor with spell check), date, begin time, end time, set up time, location, contact, registration details, category/audience tags, initiative-specific internal tags, internal notes field, and ability to apply multiple tags.	X						
25	Create Events	Staff should have the ability to modify or delete existing event information before or after it is approved.	X						
26	Create Events	Staff should have the ability to create and edit multiple, recurring, or series events at one time, and create templates for repeating events.	X						
27	Create Events	Staff should have the ability to customize event displays with links, logos, images, photos, videos, embedded maps (visual branding for different event types, etc.)	X						
28	Create Events	Staff should have the ability to do everything that needs to be done (create the event, attach a registration form, set up reminders, etc) at one time.	X						
29	Find Events (Search and Filter)	Staff should have the ability to filter events by tag/category/facets, and ability to select multiple facets. Facets: dates, location, region, audience, type/topic.	X						
30	Find Events (Search and	Staff should have the ability to easily search for events by keyword (from calendar itself, from website, from Google,	X						

	Filter)	etc).							
31	Find Events (Search and Filter)	Staff should have the ability to select from multiple filters, then execute a search, instead of waiting for each filter to finish one by one.	X						
32	Event Display	Staff should have the ability to display events in customizable and print-friendly ways: month format, list format, today, tomorrow, next week, next month, by audience, by type, by geographical region, global, , etc.	X						
33	Event Display	System should only display published events (published = approved).	X						
34	Event Display	System should allow some events, and some fields within event entries, to be hidden from the public view.	X						
35	Event Display	System should be Section 508 compliant or offer other accessibility options	X						
36	Event Management	Patrons should have the ability to clearly see whether there is a need for registration, see current registration totals, ability to easily register for an event, come back to see registrations (requires account), sync registrations to their personal calendar, print registrations, and cancel registrations.	X						
37	Event Management	Staff should have the ability to easily create a registration form, customize the data needed on that form, indicate total capacity, indicate waiting list, create templates for often-used forms, attach to multiple events at once, and control when the form displays to the public	X						
38	Event Management	Staff should have the ability to search all registrants, and print a list of registrants for a certain event.	X						
39	Event System needs	The system should allow for different levels of logins and a certain number of each. Creator can create events, public can submit room requests, administrators can approve/publish events.	X						
40	Event System needs	The system should have the capacity for 15 locations, 10 rooms within each of those locations, and 6,000 events/year, but also accommodate adding off-site locations without reconfiguring software.	X						

41	Event System needs	The system should allow the administrator to create rooms, designate room hours, closures, etc.	X						
42	Event System needs	The system should enable collection and export of various statistics, and have ability to automate reporting.	X						
43	Event System needs	The system should have acceptable performance speed, with 95% of all response time less than 5 seconds.	X						
44	Event System needs	Staff should have the ability to enter events more than one year in the future, as well as maintain archive of past events.	X						
45	Event System needs	Staff should have the ability to lock down an event so it cannot be edited.	X						
46	Event Emarketing / CRM	Patrons should have the ability to receive text, email, or phone call reminders about an event, whether registration is required or not.	X						
47	Event Room Booking	Patrons should have the ability to search room reservations quickly and easily, with customizable views (e.g. look at all on a certain date, or choose to look at certain locations individually, etc.).	X						
48	Event Room Booking	Patrons should have the ability to request a room booking, entering data fields: date, time, set up time, location, contact, description, URLs, agree to policies	X						
49	Event Room Booking	Staff members should be able to reserve a room at the same time an event is created.	X						
50	Event Room Booking	Patrons should have the ability to search for room availability (by location, by date) before requesting a booking.	X						
51	Event Room Booking	Staff administrators should have the ability to review and approve reservations (and modifications and deletions) made by patrons.	X						
52	Event Room Booking	Administrators should have the ability send a confirmation email and invoice to patrons, with instructions about payment and policies.	X						
53	Event Room Booking	Patrons should have the ability to modify or delete existing room booking, then wait for approval.	X						
54	Event Room Booking	The system should not allow booking conflicts.	X						
55	Event Emarketing / CRM	Patrons should have the ability to opt in to receive custom/targeted notices (email/text) about future events.		X						

56	Event Display	Text of event title, type tag, audience should be linked to other events with the same title/tag/audience.		X					
57	Event Display	Staff should have the ability to see event information (date, time, location, description, audience, category, registration) in a clear, concise, appealing display.		X					
58	Whole System Integration	Content from catalog should be able to be easily published across website, social media and other channels.		X					
59	Usability	Contact Us should be easy to find.		X					
60	Usability	Users should have the ability to see what items are available by location.		X					
61	Engagement	The homepage should display social media content -- not just icons on bottom of page.		X					
62	Engagement	The home page should provide some sort of indication that there is more to see so they know to scroll.		X					
63	Search and Results	Would be nice to have one big search box on the home page that allows users to search for anything on the website or in the catalog.		X					
64	Search and Results	JCPL must have the ability to customize facets.		X					
65	Search and Results	It would be nice if catalog search results are FRBR-ized, and format icons are listed at the top for limiting. (For example, each book listing should cross reference the other forms of media that are available. For instance, when I look at Breakfast of Champions by Kurt Vonnegut I should see references to the audiobook, the e-book, large-print, etc...)		X					
66	Search and Results	Search recognizes when a keyword search is actually a format or genre search.		X					
67	Search and Results	Patrons have the ability to save searches.		X					
68	Search and Results	Patrons should have the ability to limit searches to Fiction or Nonfiction.		X					
69	Reading History	Patron reading history contains regular collection, ebooks, Innreach, and ILL.		X					
70	General Functions	Patrons should have the ability to receive text notifications.		X					

71	Search and Results	System should offer phrase index searching, or an alternative to one-box keyword searching for those patrons who need it.			X			
72	Event Management	Staff should have the ability to indicate that one registration is for a whole series, and let the registrant information carry over to all parts of the series.			X			
73	Event System needs	Event approvers will be notified that an unapproved event needs review.			X			
74	Event Emarketing / CRM	Patrons should have the ability to share event participation with friends (email, social media, etc.).			X			
75	Event Emarketing / CRM	Patrons should have the ability to ask for a reminder for when registration opens.			X			
76	Integration	System should automatically integrate event listings with collection information.			X			
77	Integration	System should automatically integrate the collection with event listing information.			X			
78	Search and Results	Patrons should have the ability to filter by age range, lexile range, accelerated reader rating, etc.			X			
79	Holds	Patrons should have the ability to do batch requests/holds.			X			
80	Reading History	Patrons should have the ability to search Reading History.			X			
81	Reading History	Patrons should have the ability to create personal lists.			X			
82	Reading History	Reading list should update with current status of on hold or checked out, or checked out in the past information.			X			
83	Location Enhancements	Patrons should have the ability to look up a location/branch based on zip code or user location.			X			
84	Event Display	Staff should have the ability to defer/schedule publication of an event.			X			
85	Event Display	The system should suggest "similar events."			X			
86	Event Management	Patrons should have the ability to see events they have registered for in their library account (My Account).			X			
87	Event Management	Patrons should have the ability to register for more than one event at the same time (select events, register for all).			X			

#	Category	Requirement						
88	Event Management	Patrons should have the ability to optionally scan library card when they attend an event to track attendance.			X			
89	Event System needs	Staff should have the ability to request room setup support, and notify building services of the request.			X			
90	Event Emarketing / CRM	The system should provide a method for collecting evaluations.			X			
91	Event Room Booking	The system should be able to integrate with other non-room resource booking software (outreach equipment).			X			
92	Engagement	Site should provide access to community events and artists.			X			
93	Holds	Patrons should have the ability to freeze holds.			X			
94	Event Room Booking	The system should allow for fee collection (ecommerce), and indicate when a fee has been paid.			X			
95	Reading History	Patrons should have the ability to limit searches to titles that are not in their Reading History.			X			
96	General Functions	Patrons should have the ability to sync due dates with personal calendar.			X			
97	Location Enhancements	It would be nice to have the option to display branch information in different colors.			X			
98	Usability	The system should include automatic translation features.			X			
							TOTAL (out of 138)	
Please price the following requirements separately from the requirements above:								
1	Summer Reading	Must be able to provide a way for patrons to track reading minutes as part of the Summer Reading program.		x				
2	Summer Reading	Patrons should be able to register and create an account.			x			
3	Summer Reading	Patrons should be able to sign in and log reading time.			x			
5	Summer Reading	Patrons should be able to access summer reading event information.			x			
4	Summer Reading	Staff should be able to recommend materials based on the JCPL collection.			x			
6	Summer Reading	Staff should be able to track participation of all registered users.			x			

7	Summer Reading	Staff should be able to export user data for reporting or communications.			x			
8	Summer Reading	Staff should be able to identify finishers (those that accomplish a set amount of minutes).			x			
9	Summer Reading	Staff should be able to update patron records or reset passwords.			x			
10	Summer Reading	If above requirements 1-9 above aren't available, we will need the ability to seamlessly integrate our current Summer Reading web pages (built in Drupal) with the same branding and styling that will be applied to the CMS, catalog and event pages.	x					
							SUMMER READ TOTAL	

Quality of Response - 35 points:

Requirements points - Highest possible score: 28 points:
Enter the total requirement points from Attachment A (cell K100)

Summer Reading points - Highest possible score: 2 points:
Enter the points from the Summer Reading section of Attachment A (cell K112).

Completeness/Quality of RFP - Highest possible score 5 points:
Give up to 5 points based on completeness and adequacy of information provided, and compliance with instructions provided.

Contractor Experience – 30 points:
Give up to 30 points based on the following: Does this contractor have at least five years of experience working with libraries that are similar in size to JCPL? Does this contractor have experience integrating with the Sierra ILS? Can this contractor demonstrate success in improving discovery, engagement and presentation of public library resources and services on similar platforms?

References – 15 points:
Give up to 15 points based on the quality of the references provided.

Price – 20 points:
Give up to 20 points based on the price of the services provided.

TOTAL = | 0

SENIOR MANAGEMENT TEAM (SMT) OPERATIONAL UPDATES

Budget & Finance Department

to: Pam Nissler, Executive Director

from: Richard Sosa, Director of Finance & Budget

re: Finance Monthly Report

- Financial Report
- STAT Courier contract renewal
- BiblioCommons contract – Digital Discovery and Engagement
- Wheat Ridge Library HVAC RTU project carryforward
- Security Cameras upgrade project carryforward

date: December 8, 2016

A. Financial Report
The data for the November 30, 2016 financial report is not available. Since the Board of Trustees are meeting one week earlier in November and December, the financial report will be presented in your Red Folder at the December 8 meeting. In January, the meeting schedule will return to normal and your financial report will be in your packet with sufficient time to review the information presented.

2017 Library Budget Review and Approval
The Board of County Commissioners is scheduled to approve the 2017 Library Budget, as recommended by the Trustees, on December 6, 2016. The mill levy for the budget has not changed from the proposed budget and is listed as 4.5 mills. The 2017 Budget schedules and approved mill levy will be included in each Trustee's Red Folder. The Director of Budget and Finance will provide an overview of the budget process and final schedules approved.

Library Debt Presentation
Finance is focused on financial statements and 2017 BCC Approved budget schedules for December 8 BOT update and will make a Library Debt presentation on January 12 Board Study Session or Regular Board meeting on January 19.

B. STAT Courier Renewal contract
On August 20, 2015, Trustee Julia Hill-Nichols moved that the Library Board of Trustees authorize the Executive Director to sign a one-year contract with STAT Courier Services for delivery and courier services in the amount of $278,566 for the period October 15, 2015 to October 14, 2016. Seconded by John Bodnar the motion was approved by unanimous vote of all Trustees present.

The Director of Budget and Finance requests to renew this contract by exercising the Library's third renewal option for a period from October 15, 2016 through and including October 14, 2017. The contract amount shall be a not-to-exceed amount of $278,566, which is unchanged from the prior term. The amount is covered by budgeted funds.

C. BiblioCommons (Digital Discovery and Engagement) contract
The Director of Public Services, Donna Walker, presented to the Board of Trustees an overview of BiblioCommons, including project purpose, timeline and why BiblioCommons was the vendor selected.

The Director of Budget and Finance requests to contract with BiblioCommons for development and implementation of the Library's 2016 Strategic Initiative: Digital Discovery and Engagement in an amount not to exceed $203,114. The amount includes an annual subscription totaling $117,053.98 and one-time implementation cost of $86,059.17, totaling $203,113.15. The implementation of this project in 2017, replaces costs that were budgeted and would have occurred without this subscription in the amount of $90,451.13, consequently, a budget savings of this amount is recognized in 2017. The contract amount is covered by 2017 budgeted funds.

D. **Wheat Ridge HVAC RTU project budget carry forward to 2017 for $48,000**
This project was budgeted and scheduled for the equipment change out in the fall when outside temperatures would be mild and there would be minimal impact on patron comfort. After our project assessment begin, it was discovered that the unit would be a special order product which extended the project timeline significantly. An RFP could not be completed, along with the related work at the site, in time for the replacement of the unit to occur when the weather would be reasonable to do so. This project and budget will be a carryforward to 2017.

On October 18, 2016 an RFP was posted for the Wheat Ridge HVAC RTU Replacement. Vendors had until October 27, 2016 to submit questions and their final RFPs were due on November 4. Vendor evaluations are underway with a formal award scheduled for December 8, 2016 and actual work to complete the project will occur in 2017. There is no adverse or safety concerns to Library patrons in carrying forward this project to 2017.

E. **Security Cameras upgrade budget carryforward to 2017 for $50,000 (Capital ARM-05)**
On September 16, 2016 an RFP was completed for the Security Camera Project, with proposals due by October 5th, 2016. This project would upgrade the existing Security Camera system, by seeking an industry-standard, fully operational and turn-key integrated video surveillance system for Library facilities. Upon internal review of the proposals and scope of work timelines, the time table to complete the project in the fourth quarter is in conflict with other prioritized Network Project upgrades that are being completed currently.   Director of Budget and Finance recommends that the actual work on this project be completed in 2017. There is no adverse or safety concerns to Library patrons in carrying forward this project to 2017.

F. **Self-Check Stations carryforward to 2017 for any remaining balance (TBD) of $320,000.50 budgeted for 2016.**
In August 2016, JCPL submitted an RFP and subsequently conducted the procurement process to replace Self Check Stations in all the Libraries to upgrade and to meet Payment Card Industry (PCI) compliance, which is required by Jefferson County. On September 14, 2016, Biblioteca Inc. was selected as the vendor to replace legacy technology with self-check machines, training and support, that would update the library system-wide with new self-check machines.

The machines are scheduled to arrive in December and Library IT will inspect and prepare them but a number of the them will not be located in all the Libraries by the end of the year. A significant portion of the annual payment will be made in 2016 but it is anticipated that a remaining balance, yet to be determined, will still be due on this project. In order that the budget established for 2017

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is not adversely impacted by any funding needed to close this project, a project carry forward for 2017 is requested for the Self-Check Stations project, in the amount of any balance remaining from the 2016 budget total. There is no adverse or safety concerns to Library patrons in carrying forward this project to 2017.

to: Pam Nissler, Executive Director

from: Richard Sosa, Director of Finance & Budget

re: Finance Monthly Report

- A. Financial Report
- B. 2017 Budget Ratification

date: December 8, 2016

A. Financial Report

This financial report presents year-to-date actual revenue (sources), expenses (uses) and financial comparative year over year through November 30, 2016, for Jefferson County Public Library (JCPL). The information presented is from the Library general fund in JDE (Jefferson County Financial System) and includes both operating and capital transactions. This report is composed of this narrative; a summary of the total Library Fund for operating, capital and debt service, compared to Budget and Actual for 2015 (Table 1); Changes to Library Fund Balance, compared to Budget and Actual for 2015 (Table 2A); and Library operating sources and uses actual year-to-date with projected year-end balances (Table 3); Library debt service with actual year-to-date and projected year-end balances (Table 4) and Library capital projects and annual maintenance and repair (ARMs) actual year-to-date and projected year-end balances (Table 5). Due to the shortened Board of Trustee meeting time table for November and December, this financial report will be included in the BOT Red Folder on December 8th.

Overview

Revenue collection has occurred at a faster pace than monthly budgeted expenses through the year, resulting in a high positive year-to-date fund balance reported through the last two quarters. Actual revenue to budget for property taxes is 4.2% higher than budgeted. Year-to-date, all revenue sources including capital projects total $35.4 million dollars, compared to year-to-date operating and capital expenses totaling $24.9 million. As a result, year-to-date fund balance transfer presentation changed from $13.3 million in October to $10.4 million dollars through November. An updated projection of ending fund balance is presented below. In November, property taxes are over budget by 4% but other revenue sources are under budget. A new year end projection has been prepared for November. The net change for November revenues is 2.8% over budget. Actual property tax collected over the budget, moves to fund balance and makes up the net positive change in fund balance year-to-date. The Library's resources are secure through December and current spending remains on track as projected within the budget overall. The projects teams have identified the following 2017 budget carry forward requests for Wheat Ridge HVAC RTU and system-wide security cameras upgrade both totaling $98,000 and Self check technology equipment and upgrade carry forward for an amount to be determined (as of the date of this report).

Revenues (sources)

Operating revenues (not including capital) from Table 3, total $33.9 million, primarily from Property Tax (97%) and Library Fines (1%). Through the remaining year, revenues should not change significantly. In November revenue collected was $215,000 in total from all sources, of which 67% was property taxes. JCPL Finance analysis of year end property tax revenue for operating is $32.2 and Library fine revenue is projected to come under budget by $125,000. The fine revenue budget was based on 2015 actual, which was $600,000, but this source is variable depending on circulation and materials type.

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Expenses (uses)

From Table 3, salaries and benefits expense through November year-to-date total $13.6 million dollars, 55% of the total uses budget. An accrual (estimate) was made for the second payroll in November, which will be reversed when the actual amount is posted in JDE. The largest investments are in staff resources and Library books and materials, both are costs that fulfil our promises to the community for expanded services in increased hours open and materials available for patrons.

The following Chart includes both operating and capital expenses (uses).

Jefferson County Public Library - YTD Operating & Capital Uses

- Capital Projects, 634,980 , 2%
- Capital Projects ARMs, 676,746 , 3%
- Supplies, 759,258 , 3%
- Other Services and Charges, 2,409,172 , 10%
- Library Books & Materials, 5,353,410 , 22%
- Intergovernmental, 82,353 , 0%
- Indirect Cost Allocation,…
- Intra County Transactions, 543,567 , 2%
- Salaries & Employee Benefits, 13,675,161 , 55%
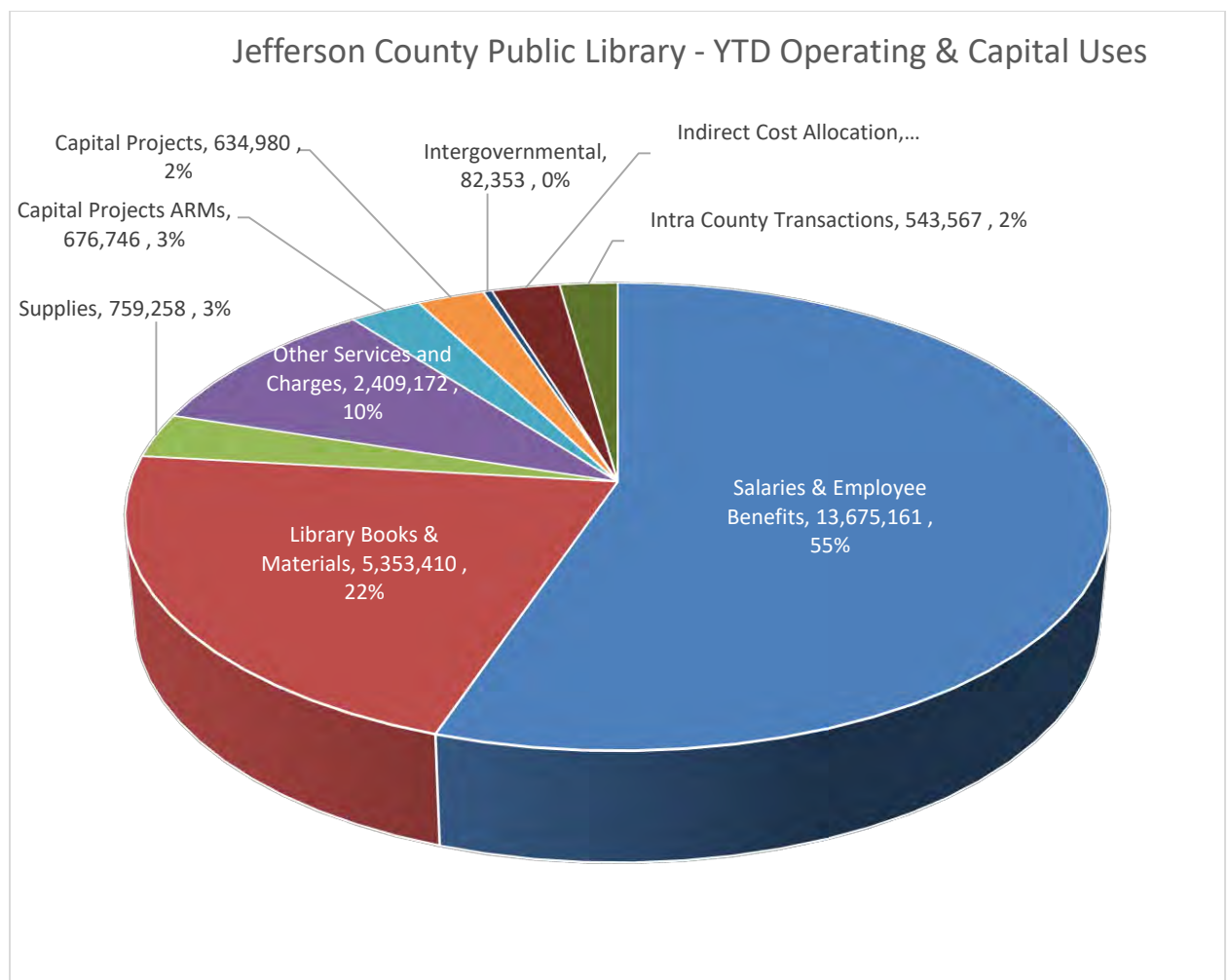
A comparative year over year (2015 –Blue to 2016 - Red) for non-salary and benefit uses is below. While each year is distinctive in its pacing and spending pattern, comparing the two years assists JCPL Finance to discern patterns for the current year.

Jefferson County
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Jefferson County Public Library - Non Salary Comparative Expenses

YTD 2015   YTD 2016
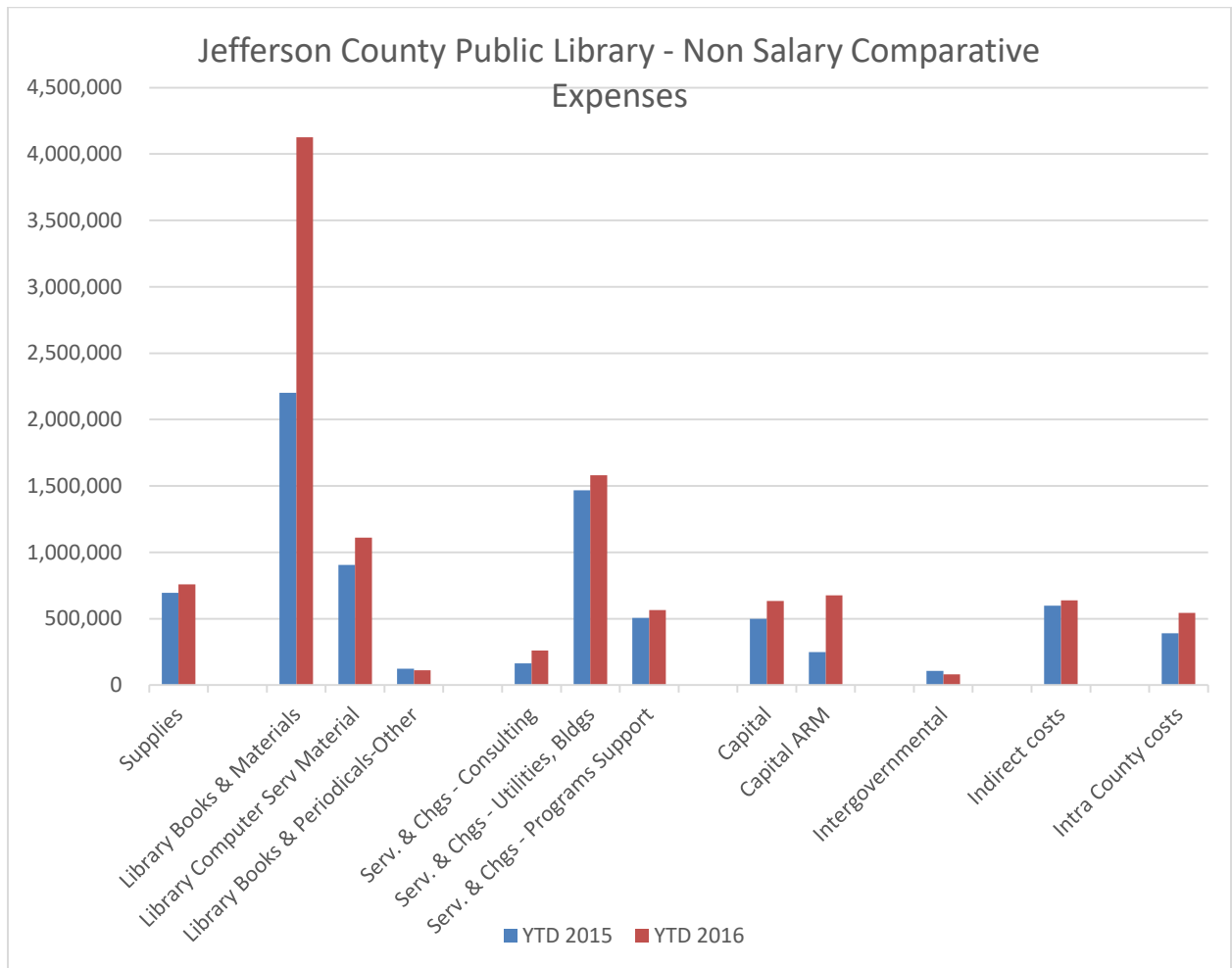
Year-to-date through November 2016, show supplies expenses to be relatively equal to 2015. Library books and materials expenses, including books, computer materials, periodicals and other media, is $5.3 million dollars year-to-date, a 66% increase over 2015. This increased spending reflects the execution of the approved higher annual books and materials budget. Services and Charges for Services are higher than 2015, roughly 65% and primarily due to expenses related to consulting and professional services. Services and charges for services for Utilities and building operations are now on pace with 2015. Increases over 2015 includes telephone, HVAC and janitorial and costs that are under the 2015 level include utilities and snow removal. Capital project are completing and in October and November, capital costs have begun to match the capital amended budget. The total for capital projects and ARM capital projects is 75% higher than the prior year, at this point in time. Supplies, Library materials and services and charges for services and programs increases are a direct result of our increased hours, materials budget and programing.

Intergovernmental, Indirect and Intra County costs are shared or allocated costs that the Library pays to Jefferson County. The budget line items have not changed between 2015 and 2016. Intra County costs reflect higher property insurance and treasury fees in 2016 over 2015.

Capital Projects

Capital projects are detailed in Table 5. In working with this particular Table, Finance wishes to improve it for 2017 because, while it shows the property tax allocation dedicated to capital, it does not show the resources that cover Annual Repair and Maintenance projects, so sources and uses do not balance. The amended budget that covers all capital projects including ARMs is $2.4 million. Capital project expenses were $312,000 in November and year-to-date total of $1,311,726.

All capital projects are assigned a business unit in the budget to segregate and track the capital expenses. In 2016, the Library has a dedicated property tax allocation of $1.5 million for annual capital repair and maintenance (ARMs) and $1.19 million for defined capital projects, both total $2.3 million.

Large projects currently in the works include on-going Columbine remodel planning, IT system upgrades and PCI compliant self-check stations. The chart below shows capital projects, comparing the amended budget to actual capital expenses YTD, Finance analysis of active projects with commitments including encumbrances, contracts, POs, and departmental commitments of funds to a project; active projects that will be completed in 2017 (carry forward) and a non-active project total, which is $200,000 set aside annually in Fund Balance for future major sorter equipment capital replacement.

YTD November - Active and Pending Capital Projects Compared to Budget
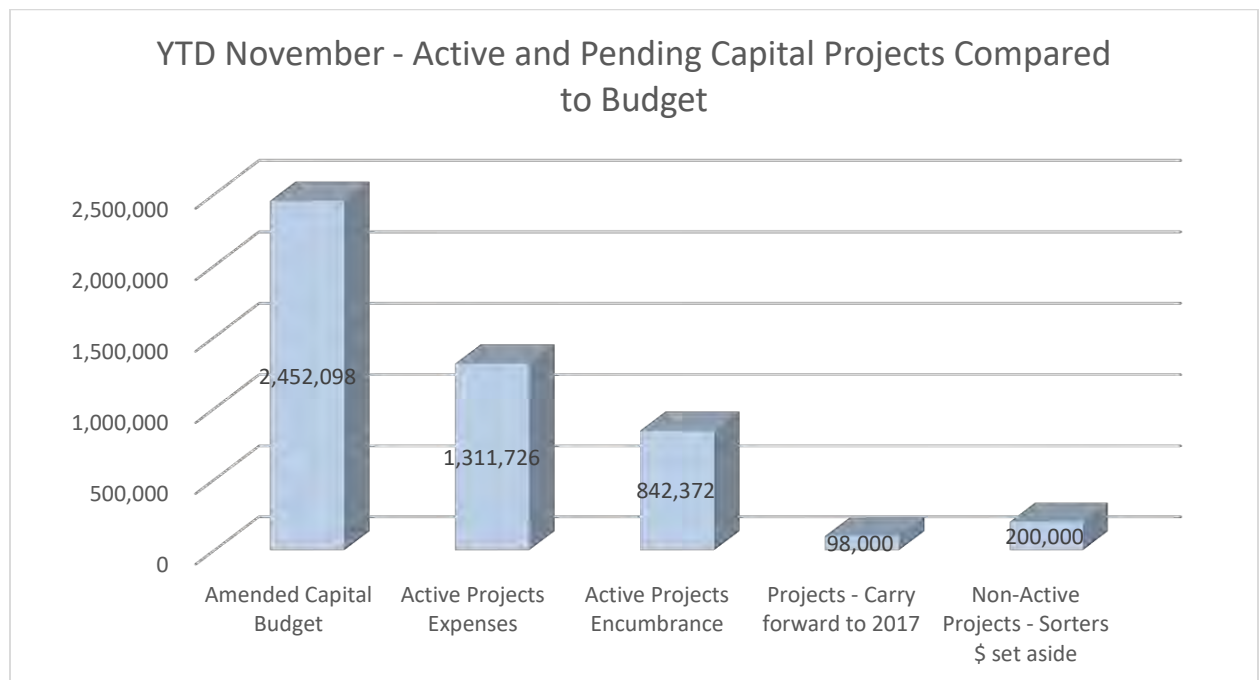
Debt Service

Table 4 provides the detail for Library debt service. In November, there were no transactions to report. The Library has a budget of $1.58 million for these payments, which reflect the County audited debt service schedule. JCPL Finance team, in consultation with County Treasury, continues to coordinate so that the full amount is expended by the end of 4th quarter. The Library debt service payment for principal and interest covers three debt instruments:

Build America Bonds 2011-2020, $6,886,000 used for Lakewood HVAC; Energy conservation, book sorters and Library Service Center (LSC) remodel.
Certificate of Participation (COP) Refunding term 2014-2020, $995,000 used for Belmar roof replacement; Columbine HVAC; Columbine and Standley Lake parking lot repairs.
County bond debt 2005-2024, $8,886,000 used for the acquisition and construction of the Arvada library facility.

A JCPL Finance debt service presentation and discussion is planned for the Board of Trustees in January 2017.

Fund Balance

Table 2A provides the detail for the Library Fund Balance. In working with this particular Table, Finance wishes to improve it for 2017 because, while it expresses the fund balance policy, it is difficult to discern a projected fund balance on a monthly basis. Both capital and operating sources year-to-date total $35.4 million which is offset by expenses year-to-date totaling $24.9 million. The net change is a year-to-date fund balance transfer presentation of $10.5 million dollars. The Library's 2016 Budgeted Ending Fund Balance is $13.2 million. JCPL Library Finance continues to refine its analysis of accounts and trends impacting Fund Balance and estimates the year-end total to be as follows:

Fund Balance Projection at Year-End Dec 31, 2016

Beginning Fund Balance	13,108,502
Projected YE Revenues (Op)	33,500,315
Projected YE Revenues (Capital)	1,519,998
Projected YE Expenses (Op)	(28,420,278)
Projected YE Expenses (Capital)	(1,519,998)
Debt Service	(1,584,388)
Appropriated FB Reserve 2016	(2,057,647)
Capital Expenses that Carryforward	98,000
Projected Ending Fund Balance	14,644,504
Ending 2016 Budget Fund Balance	13,323,649
Variance	1,320,855

Potential Causes of variance:
Net Revenues Over Budget   (961,000)
Underspending Salaries & Benefits   (360,000)

The variance from the 2016 Budgeted projected ending balance is due primarily to the net increase of revenues collected over budget and actual vacancy savings over budgeted which translates to lower actual salary and benefit expenses compared to budget.

B. **2017 Budget Summary Review and Approval**
On December 6th, the Board of County Commissioners adopted the County's and the Library's 2017 budget and certified mill levies for 2017. The Commissioners' adopted budget for the Library conforms to the Library Board of Trustees' recommended budget presented to them in August.

The 2017 Budget Tables are attached for your review. Table 1 is the summary of the total budget.

The approved Library mill levy of 4.5 will result in projected property tax net revenue of $36,392,968. Fines and Fees are projected to be $792,970, Grants $130,000 and Other Revenue $546,220. Total projected revenues for 2017 will be $37,862,158.

Total projected expenditures are $39,298,874, including the following:
- Operating $31,388,971
- Debt Service $1,548,403
- Capital Projects $6,361,500

The 2017 budget will use Fund Balance of $1,436,716 to balance the budget, which is from the appropriation reserve budgeted in 2016 for Columbine Library capital expenses.

The annual budget development has routine changes that occur since the August presentation, including final payroll and benefit totals and final intra governmental budget adjustment of $10,000, both items are prepared by County Budget office in November.

Action item: Staff recommends that the Library Trustees Adopt the 2016 budget and authorize the Executive Director to implement the spending plan contained in the budget.

Sources and Uses of Funds	Final 2015 Budget	Final 2015 Actual	2016 Budget	YTD Actual 11/30/2016	YTD Actual to 2016 Budget	Budget to Acutal %
Sources of Funds						
Revenues						
Property Taxes						
Property Taxes - Operating	$ 23,138,482	$ 22,541,641	$ 31,558,023	$ 32,882,515	$ 1,324,492	104.20%
Property Taxes - Capital	553,389	1,081,881	1,519,998	1,456,420	(63,578)	95.82%
Total Taxes	**$ 23,691,871**	**$ 23,623,522**	**$ 33,078,021**	**$ 34,338,935**	**$ 1,260,914**	**103.81%**
Federal & State Grants	$ 108,000	$ 116,960	$ 126,734	$ 131,085	$ 4,351	103.43%
Fines & Fees	807,805	720,927	794,000	578,898	(215,102)	72.91%
Other Revenue	456,515	514,393	455,021	365,890	(89,131)	80.41%
Total Other Revenues	**1,372,320**	**1,352,280**	**1,375,755**	**1,075,873**	**(299,882)**	**78.20%**
Sub Total Operating & Cap. Revenues	**$ 25,064,191**	**$ 24,975,802**	**$ 34,453,776**	**$ 35,414,808**	**$ 961,032**	**102.79%**
Transfer from Fund Balance	$ 524,261	$ -	$ -			N/A
Transfer to Fund Balance	-	862,857	2,057,647	10,493,662	8,436,015	N/A
Total Sources of Funds	**$ 25,588,452**	**$ 24,112,945**	**$ 32,396,129**	**$ 24,921,146**	**$ (7,474,983)**	**76.93%**
Uses of Funds						
Operating Expenditures						
Salaries & Employee Benefits						
Salaries	$ 10,852,945	$ 10,432,207	$ 12,623,293	$ 10,734,983	$ (1,888,310)	85.04%
Benefits	3,240,112	3,063,396	3,846,731	2,940,178	(906,553)	76.43%
Sub-Total Salaries & Benefits	**$ 14,093,057**	**$ 13,495,603**	**$ 16,470,024**	**$ 13,675,161**	**$ (2,794,863)**	**83.03%**
Collection: Library Books & Materials	$ 3,476,010	$ 3,433,873	$ 5,854,776	$ 5,353,410	$ (501,366)	91.44%
Supplies	891,610	800,732	1,035,154	759,258	(275,896)	73.35%
Other Services & Charges	3,092,078	2,480,884	3,644,414	2,409,172	(1,235,242)	66.11%
Internal Transactions /Cost Allocation	1,249,317	1,158,655	1,450,848	1,264,229	(186,619)	87.14%
Total Operating Expenditures	**$ 22,802,072**	**$ 21,369,747**	**$ 28,455,216**	**$ 23,461,230**	**$ (4,993,986)**	**82.45%**
Financing & Debt Service	**$ 1,611,600**	**$ 1,611,599**	**$ 1,584,388**	**$ 148,190**	**$ (1,436,198)**	**9.35%**
Capital Projects	**$ 1,174,780**	**$ 1,131,599**	**$ 1,961,525**	**$ 1,311,726**	**$ (649,799)**	**66.87%**
Total Uses of Funds	**$ 25,588,452**	**$ 24,112,945**	**$ 32,001,129**	**$ 24,921,146**	**$ (7,079,983)**	**77.88%**

TABLE 2A
JEFFERSON COUNTY PUBLIC LIBRARY
FUND BALANCE REQUIREMENTS
2016 ACTUAL TO BUDGET

	Final 2015 Budget	Final 2015 Actual	2016 Budget	YTD Actual 11/30/2016	$ Incr(Decr) 2015 Actual to 2016 Adopted
Beginning Fund Balance	$ 11,240,502	$ 12,245,645	$ 11,240,502	$ 13,108,502	$ (1,005,143)
Revenues					
Operating Revenues	$ 24,510,802	$ 23,808,921	$ 32,933,778	$ 33,958,388	$ 9,124,857
Capital Funding	553,389	1,166,881	1,519,998	1,456,420	353,117
Total Revenues	$ 25,064,191	$ 24,975,802	$ 34,453,776	$ 35,414,808	$ 9,477,974
Expenditures					
Operating Expenditures	$ 22,802,072	$ 21,369,747	$ 28,455,216	$ 23,461,230	$ 7,085,469
Debt Service	1,611,600	1,611,599	1,584,388	148,190	(27,211)
Capital Projects	1,174,780	1,131,599	1,961,525	1,311,726	829,926
Total Expenditures	$ 25,588,452	$ 24,112,945	$ 32,001,129	$ 24,921,146	$ 7,888,184
Increase/(Decrease) in Fund Balance	$ (524,261)	$ 862,857	$ 2,452,647	$ 10,493,662	$ 1,589,790
Ending Fund Balance	$ 10,716,241	$ 13,108,502	$ 13,693,149	$ 23,602,164	$ 584,647
Above/(Below) Minimum	$ 4,450,193	$ 6,842,454	$ 5,079,705	$ 14,988,720	$ (1,762,749)
Above/(Below) Maximum	N/A	N/A	$ (3,533,739)	$ 6,375,276	N/A
Fund Balance Policy					
Minimum Fund Balance 16% of Current Year Budgeted Revenues	$ 4,010,271		$ 5,512,604		
9% of Current Year Budgeted Revenues - Uncertainty	2,255,777		3,100,840		
Total Minimum F/B Reserve Requirement	6,266,048		8,613,444		
50% of Current Year Budgeted Revenues			17,226,888		
Total Maximum F/B Reserve Requirement	N/A		$ 17,226,888		

TABLE 2B
JEFFERSON COUNTY PUBLIC LIBRARY
POSITION AUTHORIZATIONS (FTEs)
2016 ACTUAL TO BUDGET

	Adopted 2015 Budget	Actual 2015	Adopted 2016 Budget	Revised 2016 Budget	Change 2015 to 2016
FTE Positions - Active	181.50	181.50	207.50	208.50	27.00
FTE Positions - Reserved	33.50	33.50	7.50	6.50	-27.00
Total Authorized Positions	215.00	215.00	215.00	215.00	0.00

TABLE 3
JEFFERSON COUNTY PUBLIC LIBRARY
OPERATING EXPENDITURES
2016 ACTUAL TO BUDGET

Sources and Uses of Funds	Final 2015 Budget	Final 2015 Actual	2016 Budget	YTD Actual 11/30/2016	Projected Year-End 2016	Variance 2016 Budget to Projected
Sources of Funds						
Revenues						
Taxes						
Property Taxes - Operating	$ 23,702,058	$ 22,959,917	$ 32,257,736	$ 32,858,490	$32,950,000	$ 692,264
Delinquent Taxes	20,200	59,618	45,241	-	45,241	-
Prior Year Cancellations	(101,000)	(43,772)	(116,244)	-	(116,244)	-
Urban Renewal	(507,016)	(454,528)	(667,853)	(167)	(667,853)	-
Penalties & Interest	24,240	20,406	39,143	24,193	39,143	-
Total Taxes	$ 23,138,482	$ 22,541,641	$ 31,558,023	$ 32,882,515	$ 32,250,287	$ 692,264
Federal & State Grants	$ 108,000	$ 116,960	$ 126,734	$ 131,085	$ 131,085	$ 4,351
Library Fines	646,480	621,284	650,000	482,800	525,000	$ (125,000)
Other Fees	161,325	99,643	144,000	96,097	110,000	(34,000)
Investment Income	135,715	172,373	149,021	173,072	175,000	25,979
Conference Room Rental	13,500	11,913	-	2,943	2,943	-
Contributions from Private Sources	200,000	155,426	200,000	120,189	200,000	-
Other Revenue	107,300	89,681	106,000	69,686	106,000	-
Total Revenues	$ 24,510,802	$ 23,808,921	$ 32,933,778	$ 33,958,388	$ 33,500,315	$ 563,594
Uses of Funds						
Operating Expenditures						
Salaries & Employee Benefits						
Salaries	$ 10,050,731	$ 9,083,743	$ 11,231,588	$ 9,311,914	$ 11,222,688	$ (8,900)
Awards & Bonuses	-	300	83,796	5,100	83,796	
Termination Pay	90,000	88,828	-	105,012	16,000	16,000
Temporary Pay	1,508,567	1,259,336	1,806,537	1,312,958	1,815,437	8,900
Vacancy Savings	(796,353)	-	(498,628)	-	(403,628)	95,000
Benefits	3,240,112	3,063,396	3,846,731	2,940,178	3,696,568	(150,163)
Total Salaries & Benefits	$ 14,093,057	$ 13,495,603	$ 16,470,024	$ 13,675,161	$16,430,861	$ (39,163)
Library Books & Materials	$ 2,451,010	$ 2,397,326	$ 4,822,476	$ 4,125,294	$ 4,822,476	$ -
Library Computer Materials	900,000	916,153	901,650	1,111,537	901,650	-
Library Periodicals	125,000	120,394	130,650	116,579	130,650	-
Sub-Total Library Collections	3,476,010	3,433,873	5,854,776	5,353,410	5,854,776	-
Supplies	891,610	800,732	1,035,154	759,258	1,035,154	-
Other Services & Charges	3,092,078	2,480,884	3,644,414	2,409,172	3,648,639	4,225
Direct Internal Charges	129,852	115,041	127,061	82,353	127,061	-
Indirect Cost Allocation	653,953	653,953	696,338	638,310	696,338	-
Intra County Transactions	465,512	389,661	627,449	543,567	627,449	-
Total Operating Expenditures	$ 22,802,072	$ 21,369,747	$ 28,455,216	$ 23,461,230	$ 28,420,278	$ (34,938)
Total Uses of Funds	$ 22,802,072	$ 21,369,747	$ 28,455,216	$ 23,461,230	$ 28,420,278	$ (34,938)

Sources and Uses of Funds	Final 2015 Budget	Final 2015 Actual	2016 Budget	YTD Actual 11/30/2016	Projected Year-End 2016	Variance 2016 Budget to Projected
Debt Service						
Principal - Arvada (2005-2024)	$ 493,764	$ 493,764	$ 507,411	$ 88,548	$ 507,411	-
Interest - Arvada (2005-2024)	131,086	131,086	119,285	-	119,285	-
Principal - Refunding Series 2013	632,690	632,690	632,690	59,642	632,690	-
Interest - Refunding Series 2013	173,041	173,041	149,314	-	149,314	-
Principal - COP - Capital Projects	142,143	142,143	142,143	-	142,143	-
Interest - COP - Capital Projects	38,876	38,875	33,545	-	33,545	-
Total Debt Service	**$1,611,600**	**$ 1,611,599**	**$ 1,584,388**	**$ 148,190**	**$ 1,584,388**	**$ -**

Arvada
Total Issue $8,886,000
Term 2005-2024   June & Dec
Use - Arvada Library Facility

0%

Build America Bonds
Total Issue $6,293,000
Original Term 2011-2020
Refunding Term 2013-2024 June & Dec
Use - Lakewood HVAC
Energy Conservation
Book Sorters
Library Service Center Remodel

Certificates of Participation (COP)
Total Issue $995,000
Term 2014-2020   June & Dec
Use - Belmar Roof Replacement
Columbine HVAC
Columbine Parking Lot
Standley Lake Parking Lot

TABLE 5 JEFFERSON COUNTY PUBLIC LIBRARY CAPITAL PROJECTS 2016 ACTUAL TO BUDGET						
Sources and Uses of Funds	**Final 2015 Budget**	**Final 2015 Actual**	**2016 Budget**	**YTD Actual 11/30/2016**	**Projected Year-End 2016**	**Variance 2016 Budget to Projected**
Sources of Funds						
Property Tax - Capital - 4.5%	$ 1,081,881	$ 1,081,881	$ 1,519,998	$ 1,456,420	$ 1,519,998	$ -
Contribution - City of Golden	-	85,000	-	-	-	-
Transfer from Fund Balance	524,261	-	-	-	-	-
Total Sources of Funds	**$ 1,606,142**	**$ 1,166,881**	**$ 1,519,998**	**$ 1,456,420**	**$ 1,519,998**	**$ -**
Uses of Funds						
Capital Projects - ARM						
Computer 5 Yr Replacement Plan ARM 01	310,330	314,271	250,000	218,330	250,000	-
IT Infrastructure Replacement-Equip ARM 05	-	-	137,000	239,043	137,000	-
IT Infrastructure Replacement-Software ARM 05	-	-	(125,000)	21,603	(125,000)	-
Capital Maintenance ARM 01	224,134	176,014	250,000	144,838	250,000	-
Furniture & Equipment ARM 02	118,889	88,257	76,550	52,932	76,550	-
Book Sorter Reserve ARM 04	-	-	-	-	2,943	(2,943)
Capital Projects						
Golden - Remodel New Service Model	305,964	315,134	-	-	-	-
Golden Furniture	30,000	22,065	-	-	-	-
Golden Remodel - Technology	43,300	43,299	-	-	-	
LSC - Roof Repair/Replace	64,163	108,394	175,000	-	175,000	
Lakewood Irrigation System	50,000	49,225	-	-	-	-
Irrigation Controllers	28,000	14,940	-	-	-	-
16-18 Data Cabeling	-	-	-	26,344	-	-
Wireless Upgrade - Outside 16.09	-	-	35,000	8,221	35,000	-
Records Management Software 16.10	-	-	25,000	-	25,000	-
Increase Wireless Access Points 16.11	-	-	60,000	16,614	60,000	-
Next Generation Firewall 16.12	-	-	71,000	27,294	71,000	-
III Database Server 16.13	-	-	56,000	87,796	56,000	-
High Availability Internet Reduncancy 16.14	-	-	38,000	-	38,000	-
Lakewood Parking Lot 16.01	-	-	372,975	247,789	372,975	-
LSC Parking Lot 16.02	-	-	95,000	1,500	95,000	-
Admin Space Plan/Reconfiguration 16.06	-	-	10,000	8,031	10,000	-
Belmar Carpet Repair 16.07	-	-	12,000	5,939	12,000	-
Columbine Tree / Sidewalk Replacemt 16.08	-	-	25,000	27,807	25,000	-
Replace DVD/CD Disk Washer 16.15	-	-	10,000	7,990	8,000	2,000
Columbine - Phase 1 Planning 16.16	-	-	90,000	58,884	90,000	-
Wheat Ridge HVAC Replacement 16.04	-	-	48,000	-	48,000	-
Standley Lake Boiler Replacement 16.05	-	-	75,000	56,567	75,000	-
Evergreen AHU Rebuild 16.03	-	-	140,000	54,204	140,000	-
Data Connection - Edge Internet Connect	-	-	-	-	-	-
South County - Phase 1 Planning 16.17	-	-	35,000	-	35,000	-
Total Capital Projects	**$ 1,174,780**	**$ 1,131,599**	**$ 1,961,525**	**$ 1,311,726**	**$ 1,962,468**	**$ (943)**
Ending Balance	**$ 431,362**	**$ 35,282**	**$ (441,527)**	**$ 144,694**	**$ (442,470)**	**$ (943)**

TABLE 1 JEFFERSON COUNTY PUBLIC LIBRARY TOTAL FUND SUMMARY 2017 BUDGET					
Sources and Uses of Funds	**Actual 2015**	**Amended 2016 Budget**	**Adopted 2017 Budget**	**$ Incr(Decr) 2016 Amended to 2017 Adopted**	**% Incr(Decr) 2016 Amended to 2017 Adopted**
Sources of Funds					
Revenues					
Taxes					
Property Tax (net of adjustments)	23,623,522	33,078,021	36,392,968	3,314,947	10.02%
Total Taxes	**$ 23,623,522**	**$ 33,078,021**	**$ 36,392,968**	**$ 3,314,947**	**10.02%**
Federal & State Grants	$ 116,960	$ 126,734	$ 130,000	$ 3,266	2.58%
Fines & Fees	720,926	799,000	792,970	(6,030)	-0.75%
Other Revenue	514,394	450,021	546,220	96,199	21.38%
Total Other Revenues	**1,352,280**	**1,375,755**	**1,469,190**	**93,435**	**6.79%**
Sub Total Revenues	**$ 24,975,802**	**$ 34,453,776**	**$ 37,862,158**	**$ 3,408,382**	**9.89%**
Transfer from Fund Balance	$ -	$ -	$ 1,436,716	$ 1,436,716	N/A
Transfer to Fund Balance	-	(2,057,647)	-	2,057,647	N/A
Total Sources of Funds	**$ 24,975,802**	**$ 32,396,129**	**$ 39,298,874**	**$ 7,523,676**	**21.31%**
Uses of Funds					
Operating Expenditures					
Salaries & Employee Benefits					
Salaries	$ 10,432,206	$ 12,623,293	$ 12,522,392	$ (100,901)	-0.80%
Benefits	3,063,397	3,846,731	3,793,380	(53,351)	-1.39%
Total Salaries & Benefits	**$ 13,495,603**	**$ 16,470,024**	**$ 16,315,772**	**$ (154,252)**	**-0.94%**
Library Books & Materials	$ 3,433,872	$ 5,854,776	$ 8,205,413	$ 2,350,637	40.15%
Supplies	802,676	1,035,874	1,247,585	211,711	20.44%
Operating Capital	-	60,000	40,000	(20,000)	100.00%
Other Services & Charges	2,480,789	3,583,694	4,008,650	424,956	11.86%
Internal Transactions /Cost Allocation	1,158,656	1,450,848	1,571,551	120,703	8.32%
Total Operating Expenditures	**$ 21,371,596**	**$ 28,455,216**	**$ 31,388,971**	**$ 2,933,755**	**10.31%**
Financing & Debt Service	**$ 1,611,599**	**$ 1,584,388**	**$ 1,548,403**	**$ (35,985)**	**-2.27%**
Capital Development Fund	**$ 1,129,749**	**$ 2,356,525**	**$ 6,361,500**	**$ 4,004,975**	**169.95%**
Total Uses of Funds	**$ 24,112,944**	**$ 32,396,129**	**$ 39,298,874**	**$ 6,902,745**	**21.31%**
Net	**862,858**	**-**	**-**		
		-			

	TABLE 2A JEFFERSON COUNTY PUBLIC LIBRARY FUND BALANCE SUMMARY 2017 BUDGET			

	Actual 2015	Amended 2016 Budget	Adopted 2017 Budget	% Incr(Decr) 2016 Amended to 2017 Adopted
Beginning Fund Balance	**$ 12,245,645**	**$ 13,108,503**	**$ 15,166,150**	**15.70%**
Revenues	23,808,921	32,933,778	36,197,327	9.91%
Capital Funding	1,166,881	1,519,998	1,664,831	9.53%
Total Revenues	**24,975,802**	**34,453,776**	**37,862,158**	
Expenditures				
Operating Expenditures	21,371,596	28,455,216	31,388,971	10.31%
Debt Service	1,611,599	1,584,388	1,548,403	-2.27%
Capital Projects	1,129,749	2,356,525	6,361,500	169.95%
Total Expenditures	**24,112,944**	**32,396,129**	**39,298,874**	**21.31%**
Ending Fund Balance	**$ 13,108,503**	**$ 15,166,150**	**$ 13,729,434**	**-9.47%**
Increase/(Decrease) in Fund Balance	**$ 862,858**	**$ 2,057,647**	**$ (1,436,716)**	

Fund Balance Policy				
16% of Current Year Revenues	$ 3,996,128	$ 5,512,604	$ 6,057,945	
9% of Current Year Revenues - Uncertainty	2,247,822	3,100,840	3,407,594	
Total Fund Balance Reserve Requirement	**$ 6,243,951**	**$ 8,613,444**	**$ 9,465,540**	

	TABLE 2B JEFFERSON COUNTY PUBLIC LIBRARY POSITION AUTHORIZATIONS (FTEs) 2017 BUDGET			

	Actual 2015	Amended 2016 Budget	Adopted 2017 Budget	Change 2016 to 2017
FTE Positions - Active	**181.50**	**207.50**	**208.50**	**1.00**
FTE Positions - Reserved	**33.50**	**7.50**	**6.50**	**(1.00)**
Total Authorized Positions	**215.00**	**215.00**	**215.00**	**-**

Sources and Uses of Funds	Actual 2015	Amended 2016 Budget	Adopted 2017 Budget	$ Incr(Decr) 2016 Amended to 2017 Adopted	% Incr(Decr) 2016 Amended to 2017 Adopted
Sources of Funds					
Revenues					
Taxes					
Property Taxes	$ 22,959,916	$ 32,257,736	$ 35,331,413	$ 3,073,677	9.53%
Delinquent Taxes	59,618	45,241	50,124	4,883	10.79%
Prior Year Cancellations	(43,772)	(116,244)	(76,556)	39,688	-34.14%
Urban Renewal	(454,529)	(667,853)	(606,610)	61,243	-9.17%
Penalties & Interest	20,406	39,143	29,766	(9,377)	-23.96%
Total Taxes	**$ 22,541,641**	**$ 31,558,023**	**$ 34,728,137**	**$ 3,170,114**	**10.05%**
Federal & State Grants	$ 116,960	$ 126,734	$ 130,000	$ 3,266	N/A
Library Fines	621,284	650,000	639,500	(10,500)	-1.62%
Other Fees	99,643	149,000	153,470	4,470	3.00%
Investment Income	172,372	149,021	149,200	179	0.12%
Conference Room Rental	11,914	-	-	-	#DIV/0!
Contributions from Private Sources	155,426	200,000	200,000	-	0.00%
Other Revenue	89,682	101,000	197,020	96,020	95.07%
Total Revenues	**$ 23,808,921**	**$ 32,933,778**	**$ 36,197,327**	**$ 3,263,549**	**9.91%**
Uses of Funds					
Operating Expenditures					
Salaries & Employee Benefits					
Salaries	$ 9,083,543	$ 11,222,688	$ 11,398,213	175,525	1.56%
Awards & Bonuses	$ 300	$ 83,796	$ 100,000		
Termination Pay	88,828	-	-	-	#DIV/0!
Temporary Salaries	1,259,336	1,806,537	1,876,245	69,708	3.86%
Overtime	199	8,900	13,900		
Vacancy Savings	-	(498,628)	(865,966)	(367,338)	73.67%
Benefits	3,063,397	3,846,731	3,793,380	(53,351)	-1.39%
Total Salaries & Benefits	**$ 13,495,603**	**$ 16,470,024**	**$ 16,315,772**	**$ (175,456)**	**-1.07%**
Library Books & Materials	$ 2,392,880	$ 4,822,476	$ 6,900,603	$ 2,078,127	43.09%
Library Computer Materials	916,153	901,650	1,173,430	271,780	30.14%
Library Periodicals	124,839	130,650	131,380	730	0.56%
Sub-Total Library Collections	3,433,872	5,854,776	8,205,413	2,350,637	40.15%
Supplies	802,676	1,035,874	1,247,585	211,711	20.44%
Other Services & Charges	2,480,789	3,583,694	4,008,650	424,956	11.86%
Operating Capital	-	60,000	40,000	(20,000)	100.00%
Direct Internal Charges	115,042	127,061	150,688	23,627	18.60%
Indirect Cost Allocation	653,953	696,338	758,653	62,315	8.95%
Intra County Transactions	389,661	627,449	662,210	34,761	5.54%
Total Operating Expenditures	**$ 21,371,596**	**$ 28,455,216**	**$ 31,388,971**	**$ 2,932,551**	**104.46%**
Total Uses of Funds	**$ 21,371,596**	**$ 28,455,216**	**$ 31,388,971**	**$ 2,932,551**	**10.31%**

Sources and Uses of Funds	Actual 2015	Amended 2016 Budget	Adopted 2017 Budget	$ Incr(Decr) 2016 Amended to 2017 Adopted	% Incr(Decr) 2016 Amended to 2017 Adopted
Debt Service					
Total Debt Service	$ 1,611,599	$ 1,584,388	$ 1,548,403	$ (35,985)	-2.27%

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

Build America Bonds
Total Issue $6,293,000
Original Term 2011-2020
Refunding Term 2013-2024
Use - Lakewood HVAC
Energy Conservation
Book Sorters
Library Service Center Remodel

Certificates of Participation (COP)
Total Issue $995,000
Term 2014-2020
Use - Belmar Roof Replacement
Columbine HVAC
Columbine Parking Lot
Standley Lake Parking Lot

TABLE 5
JEFFERSON COUNTY PUBLIC LIBRARY
CAPITAL IMPROVEMENT PROJECTS
2016 BUDGET

Sources and Uses of Funds	Actual 2015	Amended 2016 Budget	Adopted 2017 Budget	$ Incr(Decr) 2016 Amended to 2017 Adopted	% Incr(Decr) 2016 Amended to 2017 Adopted
Sources of Funds					
Property Tax - Capital - 4.5%	1,081,881	1,519,998	1,664,831	144,833	9.53%
Contribution - City of Golden	85,000				
Total Sources of Funds	**$ 1,166,881**	**$ 1,519,998**	**$ 1,664,831**	**$ 144,833**	**9.53%**
Uses of Funds					
Annual Replacement & Maintenance Program (ARM)					
ARM-01 Capital Maintenance	148,311	250,000	250,000	-	0.00%
ARM-02 Furniture & Equipment	116,325	76,550	56,000	(20,550)	-26.85%
ARM-03 Computer Replacement Plan	314,271	250,000	250,000	-	0.00%
ARM-04 Book Sorter Sinking Fund	-	200,000	200,000	-	0.00%
ARM-05 IT Infrastructure Replacement	-	382,000	462,000	80,000	100.00%
2015 Projects					
Golden Remodel/Refurbishment	315,135	-	-	-	N/A
Golden Furniture	19,754	-	-	-	N/A
Golden Remodel - Technology	43,299	-	-	-	N/A
LSC - Roof Repair/Replace	108,490	-			
Lakewood Irrigation	49,225	-	-	-	#DIV/0!
Irrigation Controllers	14,939	-	-	-	#DIV/0!
2016 Projects				-	
16-01 Lakewood Parking Lot	-	372,975		(372,975)	#DIV/0!
16-02 LSC Parking Lot	-	95,000		(95,000)	#DIV/0!
16-03 Evergreen AHU Rebuild	-	140,000		(140,000)	#DIV/0!
16-04 Wheat Ridge HVAC Replacement	-	48,000		(48,000)	#DIV/0!
16-05 Standley Lake Boiler Replacement	-	75,000		(75,000)	#DIV/0!
16-06 Admin Space Plan/Reconfiguration	-	10,000		(10,000)	#DIV/0!
16-07 Belmar Carpet Repair	-	12,000		(12,000)	#DIV/0!
16-08 Columbine Tree & Sidewalk Replacement	-	25,000		(25,000)	#DIV/0!
16-09 Implement Wireless Upgrade	-	35,000		(35,000)	#DIV/0!
16-10 Records Management Software	-	25,000	50,000	25,000	50.00%
16-11 Increase Wireless Access Points	-	60,000		(60,000)	#DIV/0!
16-12 IT Software Projects	-	71,000		(71,000)	#DIV/0!
16-13 III Database Server	-	56,000		(56,000)	#DIV/0!
16-14 High Availability Internet Redundancy	-	38,000		(38,000)	#DIV/0!
16-15 Replace DVD/Disk Washer	-	10,000	8,000	(2,000)	-25.00%
16-16 Columbine Remodel	-	90,000	4,250,000	4,160,000	97.88%
16-17 South County - Phase 1 Planning	-	35,000		(35,000)	#DIV/0!
2017 Projects				-	
17-01 Evergreen HVAC Rebuild	-	-	135,000	135,000	100.00%
17-02 Entry Door Replacement	-	-	36,800	36,800	100.00%
17-03 Virtual Servers upgrades	-	-	91,000	91,000	100.00%
17-04 Encore Server	-	-	37,000	37,000	100.00%
17-05 Implement RFID/Self Check	-	-	250,000	250,000	100.00%
17-06 Belmar Remodel	-	-	-	-	#DIV/0!
17-07 Edgewater Library	-	-	80,000	80,000	100.00%
17-08 Large Format Printer	-	-	10,000	10,000	100.00%
17-09 JCPL Mobile Experience	-	-	15,700	15,700	100.00%
17-10 Mobility Solution	-	-	25,000	25,000	100.00%
17-11 Long-Range Facility Master Plan	-	-	75,000	75,000	100.00%
17-12 Current Year Facility Expansion	-	-	80,000	80,000	100.00%
Total Capital Projects	**$ 1,129,749**	**$ 2,356,525**	**$ 6,361,500**	**$ 3,169,475**	**134.50%**

Book Sorter Sinking Fund Reserve					
Beginning Balance	$ -	$ -	$ 200,000	$ -	
Source	-	200,000	200,000	200,000	100.00%
Use	-	-	-	-	
Balance	**$ -**	**$ 200,000**	**$ 400,000**	**$ 200,000**	

TABLE 6
JEFFERSON COUNTY PUBLIC LIBRARY
5 YEAR CAPITAL PLAN

Project	2017	2018	2019	2020	2021	Total 5-yr Plan
ARM-01 Capital Maintenance	250,000	250,000	250,000	250,000	250,000	1,250,000
ARM-02 Furniture & Equipment	56,000	36,000	36,000	36,000	36,000	200,000
ARM-03 Computer Replacement Plan	250,000	250,000	250,000	250,000	250,000	1,250,000
ARM-04 Book Sorter Sinking Fund	200,000	200,000	200,000	200,000	200,000	1,000,000
ARM-05 IT Infrastructure Replacement Plan	462,000	130,000	130,000	130,000	330,000	1,182,000
16-10 Records Management Software	50,000	-	-	-	-	50,000
16-14 High Availability Internet Redundancy	-	36,000	36,000	36,000		108,000
16-15 Replace CD/DVD Disk Washer	8,000	8,000	-	10,000	10,000	36,000
16-16 Columbine Remodel	4,250,000	-	-	-	-	4,250,000
17-01 Evergreen HVAC Rebuild	135,000	-	-	-	-	135,000
17-02 Entry Door Replacement	36,800	18,525	-	-	-	55,325
17-03 Virtual Servers upgrades	91,000	-	-	-	91,000	182,000
17-04 Encore Server	37,000	-	-	-	-	37,000
17-05 Implement RFID/Self Check	250,000	-	-	-	-	250,000
17-06 Belmar Remodel	-	4,000,000	-	-	-	4,000,000
17-07 Edgewater Library	80,000	1,000,000	-	-	-	1,080,000
17-08 Large Format Printer	10,000	-	-	-	-	10,000
17-09 JCPL Mobile Experience	15,700	35,000	25,000	25,000	25,000	125,700
17-10 Mobility Solution	25,000	-	-	-	-	25,000
17-11 Long-Range Facility Master Plan	75,000	-	-	-	-	75,000
17-12 Current Year Facility Expansion	80,000	-	-	-	-	80,000
18-01 Lakewood Fence Replacement	-	55,000	-	-	-	55,000
18-02 Lakewood Public Restroom Expansion	-	120,000	-	-	-	120,000
18-03 Lakewood Admin Restroom Remodel	-	48,000	-	-	-	48,000
18-05 Evergreen Remodel	-	30,000	2,000,000	-	-	2,030,000
18-06 Golden Parking Lot	-	125,000	-	-	-	125,000
19-01 Standley Lake Clerestory Roof Replacement	-	-	70,000	-	-	70,000
19-02 Westminster Express Service	-	-	100,000	30,000	-	130,000
19-03 Lakewood Remodel	-	-	30,000	2,000,000	-	2,030,000
17-08 Paperless Office Project	-	-	20,000	-	-	20,000
20-01 Belmar AHU	-	-	-	165,000	-	165,000
20-02 Belmar Chiller Replacement	-	-	-	145,000	-	145,000
21-01 Arvada Remodel	-	-	-	30,000	2,000,000	2,030,000
Total	**6,361,500**	**6,341,525**	**3,147,000**	**3,307,000**	**3,192,000**	**22,349,025**

Operational Updates

Public Services – Columbine Library Remodel

Columbine Library Renovation – Progress Reporting

DATE: December 2016

I. PROJECT TEAM:

Jefferson County Public Library	Owner
JCPL Steering Committee	Advisory Group
NV5	Owner's Representative
Humphries Poli Architects	Architect/Design Team
Fransen Pittman	General Contractor

II. PROJECT PROGRESS / STATUS:

A. Schematic Design has been completed by HPA – this is the zones/adjacencies, general furniture layout and new entry point for the remodel.

   a. Two community meetings were held and facilitated by HPA; the Schematic Design was reviewed and general input was received from the community.

   b. HPA also held a "focus group" meeting with the Teen Advisory group to review design progress and get input into what they might like to have in their space.

B. Humphries Poli Architects (HPA) is currently working on Design Development Drawings.

   a. Design Development drawings will build off of the Schematic Design and begin to incorporate detail (e.g., door locations, wall finishes, door types, new entry details, etc.).

C. Fransen Pittman, HPA, NV5 and JCPL participated in a Cost Modeling Exercise. This was led by Fransen Pittman and was an interactive work session that HPA and their sub-consultants/engineers provided project information to Fransen Pittman to clarify pricing assumptions and develop options. The pricing developed from this exercise will be modified as we move forward and will make subsequent pricing exercises much more efficient.

III. CURRENT PROJECT RISKS &/OR OPPORTUNTIES:

A. NV5 is assisting JCPL in obtaining options & prices that will allow Columbine to provide services during the construction phase of the project.

IV. UPCOMING KEY DECISIONS:

A. Construction Schedule – NV5, JCPL and Fransen Pittman are working through options regarding construction schedule. Options being discussed include how the library services will continue if

Columbine is completely shut down during construction; or how the construction schedule is affected if the library keeps small portions of the library open through the duration of construction. Costs associated with these options are being developed to help with the decision.

V. BUDGET:

A. Project budget is working toward a Not To Exceed amount of $4 Million.

B. No major concerns at this time with budget.

VI. MEETINGS:

A. Weekly (on-going), Tuesdays @ 1:30pm: Design meetings are being held and attended by JCPL Steering Committee, NV5, HPA and Fransen Pittman.

B. November 12th & 19th – Community Meetings to Present Schematic Design. Held at Columbine Library.

C. November 30th – Cost Modeling Workshop

D. December 1st – Teen Advisory Group Meeting

E. December 8th – Board Meeting

VII. MILESTONES PROJECTED FOR NEXT PERIOD:

A. HPA to continue work and issue Design Development Drawings.

B. Establish preliminary construction schedule (exact dates may change due to final design and permitting durations, but the goal will be to determine the approach and how to provide services to patrons during construction).

Pam Nissler

Summary of experience in library design and construction

Edwin A. Bemis Public Library, Littleton, Colorado – 1st Remodel and Addition. Created "scope of work document", participated in the selection of a contractor, in conjunction with the contractor created a phased construction plan, participated in all construction meetings, participated in interior design, supervised the move into the completed building and planned for the re-opening.

Koelbel Library, Arapahoe County, Colorado – A new construction project. Participated in the site selection, created a building plan that detailed the expectations for the project, participated in the selection of the Owner's Rep, the Interior Designer, the Architectural firm and the Contractor, participated in all construction meetings, provided oversight in adherence to the building plan, worked closely with the interior designer on color palate, furniture selection, shelving specifications, and installation plan, supervised the move into the completed building and participated in the planning for the grand opening.

Highlands Ranch Library, Douglas County, Colorado – A new construction project. Created the building plan that detailed the expectations for the project, participated in the selection of the Owner's Rep, the Interior Designer, the Architectural firm and the Contractor, participated in all construction meetings, provided oversight in adherence to the building plan, worked closely with the interior designer on color palate, furniture selection, shelving specifications and installation plan, supervised the move into the completed building and participated in the planning for the grand opening and a business showcase.

Roxborough Library, Douglas County, Colorado – Tenant finish of a leased space in a shopping center. Participated in the selection of a design firm and a contractor. Articulated a space design and service model similar to our Golden Library project. Provided supervision to the library manager on the project.

Lone Tree Library, Douglas, County, Colorado – Remodel that adhered to the new service model created at Roxborough . Participated in the selection of the design firm and contractor, provided supervision to the library manager on the project.

Collaboration with the City of Lone Tree and Ridge Gate developers in creating the schematic design of a joint library and performing arts center. The project was not built because of strong opposition by the community. They did not want their library to be moved to a different site.

City of Parker, Douglas County, Colorado – Worked with an interior designer to create a building plan and preliminary schematic design for a new library. This project was discussed as a stand- alone library and also as a joint library and performing arts center. It was not built during the time I was employed in Douglas County.

JULIANNE RIST   PROJECT LIST

Pikes Peak Library District, 2003 - 2013

Remodel - Rockrimmon Make Over - November 2011 PPLD
- Reconfiguring a 20 year old location without any construction.
- Focus on maximum impact for minimum cost.
- Responsible for planning, designing and all coordination with other PPLD departments.
- Involved all Rockrimmon staff in the planning process using a team approach.
- Budget of $15,000, timeline 6 months from approval to completion.
- Impact Self check percentage up 17%, laptop checkouts doubled, computer sessions up 20%, reference questions up by 17%.

New Construction - High Prairie Library – Opened October 2010 PPLD
- 6000 square foot facility, project budget $3.2 million; $1.8 million raised through donations and grants.
- Responsible for project from design to opening.
- Library representative for general contractor, architect, and community.
- Managed and operated building after opening.
- Hired trained and created team of 8 F.T.E. for facility open 52 hours per week.
- Coordinated grant funding on project for Department of Transportation, and Department of Local Affairs.
- Created marketing plan for library.

Service Implementation - RFID Security Gates and Self Check Conversion – Completed June 2010 PPLD
- Project manager.
- $1.8 million dollar budget.
- Inventoried and converted over 1 million items to RFID.
- Self-checks installed at 15 locations, security gates installed at 7 locations.
- Responsible for staff education, training, and communication.
- Installation completed in two months for entire project.
- Project completed on time and under budget.

Historic Preservation - Old Colorado City Library Completed October 2008 PPLD
- 104-year-old Carnegie building historic preservation campaign
- Project divided into three phases to minimize impact to library services, and allow for fundraising, overall project spanned 2003 (initial State Historic Fund Grant Application) - 2008 (grand reopening)
- Project budget of $1.2 million, privately raised through grants, fundraisers, and individual donations.
- Wrote grant applications.
- Led and managed 3 successful special event fundraisers.
- Library representative for general contractor, architects, & Colorado State Historical Fund
- Led staff and volunteer citizen advisory and fundraising committee ensuring a successful completion of the preservation.
- Coordinated State Historical Grants ensuring construction met Secretary of Interior historical renovation standards.
- Completed phase 1, exterior repair, window restoration and foundation stabilization in 2006, phase 2 interior renovations in 2008.

- The building received historical renovation award from Colorado Springs Historical Preservation Alliance.
- Expanded hours from 52 per week to 60 hours per week with an increased staff of 2 F.T.E.
- Managed and operated building.

New Construction - Fountain Library – Opened July 2006 PPLD
- New building construction 2005 – 2006, 9600 square feet, $1.9 million budget ($685,000 raised through grants and donations.)
- Expanded staff from 3.5 F.T.E. to 10.5 F.T.E and hours of service from 52 to 60 hours per week.
- Library representative for general contractor, and architects.
- Responsible for project from design to opening.
- Coordinated city council presentations.
- Led a citizen committee in designing and developing a local historical news wall.
- Managed and operated building after opening.
- Library received El Pomar Community Partnership award 2007, and Ft Carson Sustainability Award 2008.

SUMMARY OF EXPERIENCE

Steve Chestnut

<u>General Construction</u>

- Concrete work - specifications, slump testing, flatwork, forms, structural and installation **25 years**
- Electrical work – primarily commercial/industrial, new install, repairs, controls, lighting, etc. **30 years**
- Solar - both passive and active, installation and repair **5 years**
- Heavy Equipment Operations – dozer, backhoe, front loader, trencher, skid steer, fork truck **15 years**
- Cabinet making – ran side business making fine furniture and cabinets **15 years**

<u>Construction Inspection</u>

- ICC Certified Inspector – inspection of construction activities to verify they conformed to specs, codes and standards **3 years**
- Construction Quality Control Engineer – assessed specifications and construction methods and verified constructability, appropriate adoption of codes and standards **8 years**
- Facilities Manager – specified and monitored construction activities to assure work was performed in a manner that met specs, requirements and needs of the organization **5 years**

<u>Construction Management</u>

- Decontamination and Decommissioning of contaminated plutonium facilities – multi-billion dollar Superfund project.   Managed 120 personnel including, 4 construction superintendents and 2 construction planners. **5 years**
- Managed electrical construction of multiple projects including high voltage, communications, new installations, underground and industrial/commercial remodel. **5 years**

<u>Other Areas of Experience</u>

- Welding – gas, arc, MIG and TIG
- Plumbing
- Painting
- Drywall
- Roofing
- Framing – steel and wood
- Utility installation
- Irrigation
- HVAC
- Materials Handling Systems
- Specialized Equipment
- Generation Equipment

Consent Agenda

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PROPOSED
2017 GOVERNANCE PROCESS CALENDAR
JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

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Month	Governance Process	Monitoring & Ends	Board Action
January	Begin Trustees planning cycle (4.3.2) Chair presents tentative agenda plan (4.3.2.B) Chair appoints committee to review Board Bylaws (4.4.2D) Chair appoints nominating committee for Board officers (4.4.2D) Trustees review Executive Director's performance and compensation (4.3.6)	1.0 - 1.4 Ends Statements • Review of Final 2016 Strategic Priorities Ends Statements • Review of 2017 Strategic Priorities	Trustees approve the "Sunshine Resolution" Trustees approve budget transfer requests from the previous calendar year Chair appoints Trustee representative to Foundation Board
February		2.0 General Management Constraints 2.1 Treatment of Patrons 2.2 Treatment of Staff 2.3 Financial Condition and Activities 2.4 Asset Protection	Trustees review, amend as needed and approve Board Bylaws. Nominating Committee Reports to Board
March			Trustees elect board officers
April		Ends Statements • Review of 1ST Quarter 2017 Strategic Priorities	
May	Trustees enlist external audit, as needed Trustees set Governance Budget for next year (4.8.2)	Trustees review Global Ends Statements	
June	Executive Director presents the annual budget to the Trustees (4.2.5.A). May be rescheduled based on the budget development schedule provided by the County.		
July	Trustees authorize the Executive Director to submit the annual budget request to the BCC (4.2.5.C). May be rescheduled based on the budget development schedule provided by the County.	Ends Statements • Review of 2nd Quarter 2017 Strategic Priorities	
August		2.5 Financial Planning, Budgeting 2.6 Compensation and Benefits 2.7 Emergency Executive Director Succession 2.8 Board Awareness and Support 2.9 Materials Selection	
September			
October		Ends Statements • Review of 3rd Quarter 2017 Strategic Priorities	
November	Trustees review 2018 governance process calendar		
December	Trustees adopt 2018 governance process calendar (4.3.2 and 4.3.2.B) Trustees adopt the annual budget (4.2.5.A) End Trustees planning cycle (4.3.1)		

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

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

BEFORE THE BOARD OF TRUSTEES

OF THE JEFFERSON COUNTY PUBLIC LIBRARY

RESOLUTION NO.: LB 01-19-17

WHEREAS, effective June 1, 1991, the Board of Trustees of the Jefferson County Public Library is subject to the provisions of Senate Bill 91-33 (the "Colorado Sunshine Act"); and

WHEREAS, pursuant to Section 24-6-402(2) (c), the Board is required to give notice of meetings, which notice must be posted in a designated public place within the boundaries of the local body no less than twenty-four (24) hours prior to the meeting; and

WHEREAS, the public place in which such notice will be posted must be designated annually.

WHEREAS, the notice must include specific agenda information where possible.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Jefferson County Public Library hereby designates a public bulletin board in each branch of the Jefferson County Public Library as the location where notice and agenda information for public meetings of the Board of Trustees of the Jefferson County Public Library will be posted.

Date: January 19, 2017