

BOARD MEETING

JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

March 16, 2017



Jefferson County
PUBLIC LIBRARY

APPROVAL OF AGENDA

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

ITEM# / ACTION	Thursday, March 16, 2017 – 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 <ul style="list-style-type: none"> • February 9, 2017 Study Session Minutes • February 16, 2017 Board Meeting Minutes
5.	Public Comment
6. Information	<ul style="list-style-type: none"> • Host Report: Padma Polepeddi, Manager of Lakewood Library and Library-2-You. • Foundation Report – Jo Schantz
7. Operational Updates Action as Needed	<ul style="list-style-type: none"> • Executive Director Update • Finance Department • Information Technology Department <u>Security Camera Contract Authorization</u> <ul style="list-style-type: none"> • Action Item: Recommend that the Library Board of Trustees authorize the Executive Director to enter into a three year contract with Avant Datacomm Solutions, Inc. in a not to exceed amount of \$250,000. • Public Services <ul style="list-style-type: none"> ○ Edgewater Project Update ○ Columbine Library Remodel
8. Action as Needed	Call for motion and second <ul style="list-style-type: none"> • Trustees elect Board officers
9. Emerging Issues Action as Needed	
10. Action as Needed	Ends <ul style="list-style-type: none"> • No items
11. Action as Needed	Governing Policies: Management Limitations (Monitoring Reports)

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

	Monitoring Executive Director's Performance <ul style="list-style-type: none">• No items
12. Suggest Agenda Items	BOARD SCHEDULE – NEXT MEETINGS <ul style="list-style-type: none">• April 13 – Study Session – 5:30 pm – Administration Conference Room• April 20 – Board Meeting – 5:30 pm – Arvada Library Meeting Room• May 11 – Study Session – 5:30 pm – Administration Conference Room• May 18 – Board Meeting – 5:30 pm – Belmar Library Meeting Room• June 8 – BCC & Library Board Quarterly Meeting – 11:30am-12:30pm – 5th Floor Conference Room• June 8 – Study Session – 5:30 pm – Administration Conference Room• June 15 – Board Meeting – 5:30 pm – Evergreen Library Meeting Room
13. Discussion	Board Questions or Comments Related to Items on the Meeting Agenda
14. Discussion	Evaluate Board Meeting (4.1.9)
15. Information	Announcements/General Information Sharing <ul style="list-style-type: none">• Report of the Chair – Correspondence, Other• Other Announcements
16. Adjournment	

APPROVAL OF MINUTES

Jefferson County Public Library Board of Trustees
Study Session
February 9, 2017 – 5:30 p.m.
Administration Conference Room

TOPICS:

- Long Term Debt and Fund Balance presentation
- E Vendor RFP Information
- Brand RFP Information
- Security Camera RFP Information

Call to Order

The Study Session was called to order at 5:30 p.m. by Brian DeLaet, Chair.

Other Trustees present: Julia Hill-Nichols (Vice-Chair), John Bodnar (Secretary), Deborah Deal, Kim Johnson and Charles Naumer.

Trustees not present: All Trustees were present

Guests: Jefferson County Budget Office: Dan Conway, Manager of Budget and Marlin McDaniel, Budget Analyst.

Staff present: Pam Nissler, Executive Director; Richard Sosa, Director of Budget & Finance; Sandie Coutts, Director of Employee Relations & Development; Steve Chestnut, Director of Facilities & Construction Projects; Pat Klein, Director of Information Technology; Julianne Rist, Assistant Director of Public Services; Debbi Mikash, Collections Manager; and Amber Fisher, Executive Assistant, Office of the Executive Director.

Request for Additional Topic and Board Authorization

The Executive Director advised the Board that a permitting item related to the Columbine Library Remodel Project had recently come to the Library's attention. The Executive Director asked for the Board's consideration to bring the item before the Board at the meeting.

The Chair addressed the Board and brought forward the Jefferson County Development Permit Application to be included on the agenda. The Board reached consensus to add the item to the meeting agenda.

Columbine Remodel Project – Jefferson County Development Permit Application

Steve Chestnut, Director of Facilities & Construction Projects, advised the Board that the Jefferson County Planning and Zoning Division requires the owner of the property to submit a Development Permit Application for the Columbine Remodel. It is anticipated that the Division will review the project plans related to sidewalk access and traffic flows.

MOTION: Julia Hill-Nichols moved that the Library Board of Trustees authorize the Executive Director to sign the Jefferson County Colorado Planning & Zoning Division Development Permit Application for changes to traffic flows and sidewalk accesses related to the Columbine Library Remodel Project. The permit will authorize Dennis Humphries of Humphries Poli Architects to act as the Library's representative in any manner regarding the application. Seconded by Deborah Deal the motion passed by unanimous vote of all Trustees present.

Long Term Debt and Fund Balance Presentation

Richard Sosa, Director of Budget and Finance, addressed the topic and introduced Dan Conway, Jefferson County Manager of Budget and Marlin McDaniel, Jefferson County Budget Analyst. Richard Sosa advised the Board that the information presented will cover the following areas:

- Component Unit
- Long-term debt historical context
- Current debt conditions
- JC Treasury and Budget
- Constraints and Opportunities
- Fund Balance
- Recommendations
- Discussion and Next Steps

Component Unit

For financial reporting purposes JCPL is a component unit of Jefferson County. Governmental Accounting Standards (GASB) establishes standards for defining and reporting a financial "entity". Entity consists of three situations, (1) the primary government; (2) organizations for which the primary government is financially accountable and (3) other organizations for which the nature and significance of their relationship with the primary government are such that exclusion from financial statements would cause the financial reporting entity's financial statements to be misleading or incomplete.

Financial accountability is defined by four criteria:

1. Board of County Commissioners (BCC) appoints the Library Board of Trustees (Trustees) as the organization's governing body.
2. The BCC has the responsibility to approve a component unit's budget presented by the Trustees and the Trustees determine how the budget is executed through the year.
3. The BCC can establish a component unit's rates, tax levies, or charges.
4. The BCC can approve or modify the issuance of a component unit's debt.

The elected officials of the primary government are financially accountable for the Public Library. The BCC is financially accountable for JCPL and their role in the Library's financial condition is supported by these four criteria that define a component unit that is not financially independent from its primary government. This is the financial landscape used to develop the information being provided to the Trustees.

Long-term debt historical context

In 2004 Jefferson County issued Certificates of Participation (COP) debt for capital facilities and equipment using the County General Fund, collateralized by the Courts and Administration building, and repaid from mill levy increases to the Capital Expense Fund. Refinanced (refunded) in 2013 for \$24,355,000 for 2.39%, and matures in 2024. The Library project included in this debt structure was the Arvada Library (project cost \$8.8 million).

On November 5, 2009 Jefferson County Finance Corporation issued \$67,715,000 in COP's Series 2009 A and B debt, which qualified as Build America Bonds (BAB) with interest rates ranging from 3.1% to 6.25%. This debt was refinanced (refunded) in 2013 with a new maturity date of 2029. County-wide capital projects included expansion of the County Detention Facility Complex; free standing Community Corrections Facility; Laramie Building Data Center and County Work Force and renovation of Court facilities and animal shelter center. A year later JCPL requested funding for capital projects and was added to this debt structure. The Library's major capital projects included in this debt series totaled \$6,886,000. Those projects included the Lakewood Library HVAC, Energy Conservation Projects, Book Sorters and the Library Service Center (LSC) Remodel. All of these capital projects represented significant cost savings and efficiencies and met the most critical needs.

In 2013 the BAB debt was refinanced and included additional debt for capital projects totaling \$995,000. Those projects included the Belmar roof replacement; Columbine HVAC; Columbine parking lot capital repair; and the Standley Lake parking lot capital repair.

Library debt using BAB bonds included the projects outlined above, totaling \$7.2 million. The County maintains one debt service schedule for both of these amounts (same debt instrument). Similar to many governmental entities, the typical process has been to use long term debt to replace and repair deferred capital infrastructure projects, typically wait listed until critical.

From the most current debt service schedules the following is the total of each debt instrument with the Library portion. For both debt instruments the Library shares in the total debt and pays its share of the amounts borrowed through these debt instruments. These debt instruments are County Wide, the Library did not separately agree to individual debt.

Current Debt

Build America Bonds	Principal	Interest	Total
County-wide Debt	\$50,977,010	\$26,121,792	\$77,098,802
Library Portion (Capital Projects)	\$7,192,990	\$1,671,131	\$8,864,121
Total	\$58,170,000	\$27,792,923	\$85,962,923
2013 COP Refunded Series	Principal	Interest	Total
County-wide General Fund COP Debt	\$14,071,973	\$1,556,586	\$15,628,558
Library Debt (Arvada Library)	\$6,043,027	\$920,889	\$6,963,917
Total	\$20,115,000	\$2,477,475	\$22,592,475

Included in the study session materials provided in advance and in the packet provided at the meeting were the debt schedules created for JCPL from County Accounting. The schedules were modified to show the balances remaining as of December 31, 2016. The Library has a total of \$8,353,964 in debt and interest on the totals is \$865,759. The Build American Bonds (BAB) mature in December 2020 and the COP mature December 2024.

Current Context

Build America Bonds	Principal	Interest	Total
Library Portion (Capital Projects)	\$7,192,990	\$1,671,131	\$8,864,121
Paid through 2016	\$4,191,362	\$1,297,804	\$5,489,166
Total Remaining Debt Balance	\$3,001,628	\$373,327	\$3,374,955
2013 COP Refunded Series	Principal	Interest	Total
Library Debt (Arvada Library)	\$6,043,027	\$920,889	\$6,963,917
Paid through 2016	\$1,559,451	\$425,457	\$1,984,908
Total Remaining Debt Balance	\$4,483,576	\$495,432	\$4,979,009

Both debt instruments are Certificates of Participation (COP). A COP is an alternative to a government municipal bond. In a COP investor(s) buy a share in the improvements or infrastructure that the governmental entity intends to fund. COPs are used most typically when a governmental entity has a chartered mandated debit ceiling. COPs are structured debt without voter approval. A COP is a structured Trust Agreement.

Constraints

The long-term debt is initiated and serviced by Jefferson County. Both the BAB and County's General Fund debt are for planned Jefferson County capital and equipment projects. The debt schedule of the COP Trust Agreements is not within the Library's control.

A COP is a certificate executed by a trustee under a trust agreement that acknowledges the owner is entitled to receive a proportionate distribution of the funds received by the Trustee from the rental payments to be made by on behalf of a governmental body (Jefferson County). Similar to a bond issue there are stated serial and term payment dates; specific prepayment options and related primary and secondary market investor disclosure responsibilities under the federal securities laws. The Library is very limited in how it can affect the structure of the debt agreements for both of these debt instruments.

Opportunities

Revenues received in excess of budgeted expenses are added to Library Fund Balance. The Library Board can utilize unreserved and undesignated Fund Balance by formally requesting additional expenditure authority from the Board of County Commissioners through a supplemental budget request process.

Jefferson County Treasury

Debt structure prevents the Library from accelerating debt payments against the County debt instrument. If the Library submits a lump sum payment for future principle and interest payments for long term debt, the County will hold this amount in escrow, most likely in the County General Fund – "Fund Balance" or Capital Projects Fund.

Jefferson County Budget

Jefferson County would continue to make all regularly scheduled debt payments until maturity. JCPL's budget would be established every year to reflect annual P&I payments plus the additional payments JCPL wishes to make. If a budget transfer is to


occur in 2017, the Library Board will need to have approval through a budgetary supplemental request to the Board of County Commissioners. If approved, a transfer from the Library to County General Fund Balance as a County un-budgeted inter-departmental transfer source would occur. The amount would be moved from undesignated unreserved Library Fund Balance and given a transfer object code.

- Any JCPL change to the debt structure is basically a request to refinance the County’s debt and bond structure.
- The Library does not have the authority to refinance or prepay the established County debt schedules.
- The Library can use undesignated fund balance to increase their spending authority.
- Increased spending authority is granted by the BCC quarterly.
- A transfer from Library Fund Balance to County General Fund Balance can occur within the year granted.

Fund Balance Recap

COMPREHENSIVE ANNUAL FINANCIAL REPORT YE 2015			
1	ASSETS	\$47,190,600	
2	LIABILITIES	(\$908,700)	
3	DEFERRAL-UNAVAILABLE PROPERTY TAX	(\$33,173,400)	
4	FUND BALANCE - NON SPENDABLE	(\$440,000)	
5	FUND BALANCE - RESTRICTED	0	
6	FUND BALANCE - ASSIGNED BY MGT	(\$12,668,500)	
7	Total Liabilites, Deferred & FB	(\$47,190,600)	

**FUND
BALANCE
BEGINNING
2016**



\$13,108,500

Sample Calculation:

Use \$250,000 each for COP and BAB debt.

Pay off COP 3 years early

Pay off BAB 1.5 years early

Use \$2,250,000 of current year’s funds

We save \$252,000 debt interest

We lose \$59,000 in Investment interest

Additional Discussion Points:

- The Director of Budget and Finance would not recommend paying off debt early because the Library will lose the momentum gained by the mill levy to address deferred infrastructure needs
- The Library would also lose the leverage to execute the promises made to the community within our current five and ten year plans.
- Columbine Library renovation / remodel will provide up-to-date cost data to better estimate future projects.
- Library budgeting will improve with better execution and modeling and this will inform the five and ten year planning.
- The Board's Ends Statement (Governance Policies) on stewardship require that finance staff examine the financial position; monthly budget; initiatives and projects planned; 5 and 10 year plan to, and if necessary, recommend requesting lower mill levy.
- Unreserved and Undesignated available for pre-payment of debt should be amounts that exceed the ceiling set by the Library Board.
- At the start of 2017 the Library is under the ceiling because revenue is higher in 2017 to match planned projects on deck this year.
- In 2017 the Library intentionally under spent to hold funds over (\$2.0 million for the Columbine project in 2017; sorter cost; vacancy savings (budget plus potential Edgewater Library expansion; cost savings and efficiencies; and project carryforward that were not expended in 2016.

In response to questions from the Board, the following information was provided by staff and other Trustees:

- The Library's fund balance ceiling is 50% of revenues
- The Library was not \$2.0 million over the ceiling in 2016; the Library was \$200,000 - \$300,000 over the ceiling in 2016
- The 2017 fund balance ceiling is \$17.2 million
- The Library's future capital projects are in the 5-Year plan. Every year the Library's capital projects are included in the budget request for that year.
- The Library's fund balance can be used for capital projects if included in the budget and approved.
- Trustee Johnson is correct; one of the things that are not in the capital budget is anything to address usage pressure in the north – in terms of whether our capital budget is as robust as we need it to be – it probably is not.

There was a wide-ranging discussion on the presentation and its implications. The Trustees were asked to provide specific questions to the Library.

E Vendor RFP Information

Julianne Rist, Assistant Director of Public Services, and Debbi Mikash, Collections Manager presented information on the E Vendor RFP. The Library posted an RFP in September for vendors providing e-content. This process was undertaken in order to be in compliance with the county's finance rules. Six vendors responded to the RFP but only three of them; Cloud Library, OverDrive and Axis 360, had e-content that would fit the needs of our patrons. The purpose of this project is to provide the best value for Jefferson County residents in the provision of e-content: best content, best experience at the best cost. The evaluation team scored bid responses and is recommending that JCPL move to contract with one e-content provider - Axis 360, a Baker and Taylor product. This is a vendor and product that JCPL currently does not use for eMaterials. This decision means that patrons will be transitioned from using Overdrive and Cloud Library (previously 3M) to this new platform. In choosing one vendor, Axis 360, will provide an improved patron experience for several reasons: Improved availability, more content, Improved experience: streamlined searching and browsing, internet and web app; and Improved access: less confusion about where to find content. In addition, by choosing one vendor rather than two, JCPL will save \$23,000 annually in platform fees for each year of the contract beginning in 2018. E-content that is currently owned by JCPL can be moved, with a few exceptions, as long as that vendor also offers that publisher's e-content. When JCPL makes this change we will heavily publicize the benefits to our patrons. We will also prorate our existing vendors' platform fees as Cloud Library's renewal was in November and OverDrive's is in February. The team feels that it will take a minimum of three months to publicize the migration from and implement the transition to a new vendor. The Library will bring this contract before the Board at the February 16, Board Meeting.

Brand RFP Information

Rebecca Winning, Director of Communications, presented information on the Brand RFP. The Library issued an RFP seeking qualified vendors to assist with a 2017 project to codify and align the JCPL brand. This was a key strategic recommendation from the recently completed Communications Audit. The Library was seeking an outside agency with extensive experience and demonstrated success in strengthening and extending strong emotional connections between a brand and its customers. The Library evaluated the responses, conducted interviews and selected Actualize Marketing to assist with the initiative. The funds for this initiative were approved and included in the budget in a not to exceed amount of \$50,000. The Board was advised that the Library anticipates bringing this contract before the Board at the March Board Meeting. After some discussion related to the timing of this initiative and the Bibliocommons initiative, the Board suggested that the Library bring the contract

forward at the February 16, 2016 Board meeting and asked that this item be added to the agenda. Amber Fisher will provide the process to amend the agenda.

Security Camera RFP Information

Pat Klein, Director of Information Technology provided information on the Security Camera RFP. The Library has a strategic goal of upgrading the Security Camera systems. This project will be completed over multiple years and started in 2016 with an RFP that was posted in September 2016. Six responses to the RFP were received and from those submitted, the Library selected two based on technology, reputation and cost. The two that we moved to the second phase were: Avant Datacomm Solutions, Inc. and HSS Security Systems Integration, Inc. The costs were very similar (within 5%) for the sample site that was selected (Belmar Library). HSS did put a remark on their quotes that stated that they felt that the Library should have a server at each site which would add \$12,000 to each site. Considering that option, HSS would be significantly higher. The Library has \$52,000 for this project that will roll over from last year; and \$82,000 budgeted for 2017. In response to a question, the Board was advised that the Library has included ongoing maintenance and support in the scope of the project. The Library is in the final contract negotiating phase and anticipates bring the contract forward at the March Board meeting.

ADJOURNMENT

The study session was adjourned at 7:00 p.m.

John Bodnar, Secretary

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

February 16, 2017

CALL TO ORDER – REGULAR MEETING

The regular meeting of the Jefferson County Public Library Board of Trustees was held in the Lakewood Library meeting room on February 16, 2017. 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), John Bodnar (Secretary), Ben Davis, Deborah Deal and Kim Johnson.

Trustees not present: Charles Naumer

Guests: Owners Representative: Dan Killian, Senior Project Manager, NV5

Staff present: Pam Nissler, Executive Director; Donna Walker, Director of Public Services; Richard Sosa, Director of Budget and Finance; Pat Klein, Director of Information Technology; Sandie Coutts, Director of Employee Relations & Development; Julianne Rist, Assistant Director of Public Services; Steve Chestnut, Director of Facilities & Construction Projects; Debbi Mikash, Manager of Collections; and Amber Fisher, Executive Assistant, Office of the Executive Director.

APPROVAL OF AGENDA

MOTION: Julia Hill-Nichols moved that the Trustees approve the agenda as amended to include the Actualize Marketing Contract Authorization. Seconded by Kim Johnson the motion passed by unanimous vote of all Trustees present.

APPROVAL OF MINUTES

MOTION: John Bodnar moved approval of the minutes of the January 12, 2017 Board Study Session. Seconded by Julia Hill-Nichols the minutes were approved by unanimous vote of all Trustees present.

MOTION: John Bodnar moved approval of the minutes of the January 19, 2017 Board Meeting. Seconded by Kim Johnson the minutes were approved by unanimous vote of all Trustees present.

PUBLIC COMMENT

No public comment.

Social Media Policy

The Trustees asked that the Social Media Policy be added to the agenda for the March 16, 2017 Board Meeting.

Host Report: Debbi Mikash, Manager of Wheat Ridge and Collection Services

Debbi Mikash, Manager of Wheat Ridge and Collection Services introduced the following staff to the Trustees: Franca Rosen Acquisitions and Interlibrary Loan Supervisor; Cynthia Wilson, Cataloging and Database Maintenance Supervisor; and Alison McCombe, Wheat Ridge Library Supervisor. Debbi and her team provided the host report. One of the trends in e-Content is to have one aggregate company instead of multiple companies to avoid duplicate content and platform fees. In the publishing industry eBooks are down and audio is going through the roof – 50% of what is checked out from Hoopla is audio books. The Acquisitions team has been purchasing to the new budget and planning for the opening day collection for the Columbine Library. The Columbine community will have some wonderful new materials to choose from. The Cataloging, Receiving and Processing teams are working to get materials out to the libraries as quickly as possible and focusing on database maintenance. Several major 2017 strategic initiatives (Access 360, Bibliocommons, and Collection HQ) all require good data in the background to make sure each of those projects work a peak performance. With the increase in hours and staff, the Wheat Ridge Library has increased services to Spanish speaking patrons. With the new Spanish speaking staff story times and intercambio programs are now offered weekly. Attendance for Spanish story times has increased from an average of 11 attendees to 52 attendees. Support from the new Special Populations Coordinator, Simone Groene-Nieto, has made a big difference to our patrons.

FOUNDATION REPORT

Jo Schantz, Foundation Executive Director provided an update on the activities of the Foundation. The Foundation received \$2500 from the Golden Civic Foundation to support the DIY makerspace. The Friends Annual meeting is March 17, 2017 at the Wheat Ridge Recreation Center. The Board received a copy of the Foundation's footnotes newsletter.

SENIOR MANAGEMENT TEAM (SMT) OPERATIONAL UPDATES

Executive Director Update

Pam Nissler, Executive Director, provided an update to the Board. The County Attorney's office reviewed the proposed Edgewater Intergovernmental Agreement and Lease and provided comments to the City of Edgewater's attorney.

Trustee Hill-Nichols noted that the Library's Special Populations presentation at the Foundation Board meeting should be provided to the Library Board at some point.

Budget and Finance Department

Richard Sosa, Director of Budget and Finance reported on the activities of the Finance department. The Board was advised that the County is still working to close out 2016. The Trustees made the following requests and comments:

- It would be helpful on the monthly financials to have a separate set of cells that shows the current fund balance
- Show the minimum and maximum range for the fund balance and where the fund balance is each month so the Board can determine if they need to take action
- It would be helpful to have information ahead of the meetings so the Board has time to review that information. Example is the debt service presentation at the February Study Session.
- It would be helpful to add the month/date to each page of the financials so if the Trustees go back to look at them it is apparent what month the financials reflect

FF&E Services – Columbine Remodel Project

In response to a question, the Trustees were advised that the \$10,800 reflects a flat fee and not an hourly rate for the full furniture, fixtures and equipment (FF&E) services provided by Gulash Designs.

MOTION: Kim Johnson moved that the Library Board of Trustees authorize a payment in the amount of \$10,800 to Humphries Poli for full FF&E services provided by Gulash Designs for the Columbine Remodel Project. Seconded by John Bodnar the motion passed by majority vote of all Trustees present with Deborah Deal voting against the motion and stating that she did so “just to shake things up”.

Additional Design, Engineering and Permitting Services – Columbine Remodel Project

MOTION: Julia Hill-Nichols moved that the Library Board of Trustees authorize a payment in the amount of \$20,565 to Humphries Poli for additional design engineering and permitting services for modification of the entry area and drive up book drop for the Columbine Remodel Project. Seconded by Kim Johnson the motion was delayed for further discussion.

In response to questions the Trustees were advised of the following:

- The design process was initiated in September 2016 and included options for moving the entry and having a drive up book. These options were two of the highest interest items received from the community input meeting.
- The final decision to include the entry relocation and drive up book drop was not made until October 2016 after the cost projections for these items were received and determined to be within the budget.
- The entry relocation and book drop were not included in the RFP or the related walkthrough so as not to influence the design.

- The fee for the exterior work and permitting is a reasonable request for additional funding because at time the Library was soliciting proposals from the architect (August 2016) it was not known if moving the entry and having a drive up book drop, as desired by the community, was possible with our budget. Therefore, that scope was not included in the architect RFP nor was it discussed in the walk through. The cost projections were provided to the Library on October 3, 2016 which is several weeks after Humphries Poli was brought on board (8-18-2016). It wasn't until the costs were developed that the Library determined it was actually \$33k less expensive to do the side entry option.
- The funds for the additional design engineering and permitting services will come from the preconstruction contingency.
- The Library anticipates providing detailed Columbine Remodel Project budget information at the April Board meeting.

MOTION: Julia Hill-Nichols moved that the Library Board of Trustees authorize a payment in the amount of \$20,565 to Humphries Poli for additional design engineering and permitting services for modification of the entry area and drive up book drop for the Columbine Remodel Project. Seconded by Kim Johnson the motion passed by unanimous vote of all Trustees present.

Pine Library Gift

In response to a question, the Trustees were advised that the 2016 gift to the North Fork Library Association was \$1,000.

MOTION: Deborah Deal moved that the Library Board of Trustees authorize a gift in the amount of \$1,000 to the North Fork Library Association to support the operation of the Pine Library in 2017. Seconded by Julia Hill-Nichols the motion passed by unanimous vote of all Trustees present.

Communications Department

Brand Initiative Contract

MOTION: Julia Hill-Nichols moved that the Library Board of Trustees authorize the Executive Director to sign a contract with Actualize Marketing to complete a brand codification project in a not-to-exceed amount of \$50,000. Seconded by John Bodnar the motion passed by unanimous vote of all Trustees present.

Public Services – E-content Vendor Contract

Donna Walker, Director of Public Services provided information on the E-content vendor contract. The Trustees were advised that the cost of moving e-content is approximately 25% of the original purchase price for each item. The Library will review all e-content prior to

moving that content to make sure there is a return on the investment and the items are high interest.

MOTION: Kim Johnson moved that the Library Board of Trustees authorize the Executive Director to sign a contract with Baker and Taylor for provision of e-content in a not-to-exceed amount of \$1.5 million. The four year contact terms consists of one year (2017) plus three renewal years. Seconded by Julia Hill-Nichols the motion passed by unanimous vote of all Trustees present.

Columbine Library Remodel

Dan Killian, Senior Project Manager with NV5 provided an update on the Columbine Library remodel project. The project progress and status report was provided to the Trustees. Pricing review on the Design Development drawings is in line with the budget. The Construction drawings are about 50% complete and on target to be completed March 9. The project will then move to the permitting phase which will take about four weeks. Construction is scheduled to begin in mid-April. The project team is holding bi-weekly meetings. Landscape and furniture design is underway. The lease for the temporary space has been signed with an anticipated moving date of April 10. The team is considering the location of the trash enclosure.

In response to questions, the Trustees were advised of the following:

- Detention pond is the correct term as opposed to a retention pond. The plan is to detain the water for a while, not to retain the water.
- The Library's Facilities Staff is responsible for moving into and setting up the temporary leased space.
- The Library just received the results from the asbestos testing. Samples were taken from several areas of the building and all samples came back negative for asbestos.

CONSENT AGENDA

Nominating Committee report to the Board

Trustees Deborah Deal and John Bodnar, members of the nominating committee, advised the Trustees that the nominations for Board Officers are: Julia Hill-Nichols for Chair, Charles Naumer for Vice-Chair, and Kim Johnson for Secretary. There was discussion on the decision process including the committee's intent to move people through the officer positions and share the responsibilities. The Chair expressed objection to the nominations. The Board did not continue the discussion to acceptance of the nominations.

Bylaws Committee Appointments

The Chair announced the appointment of Kim Johnson as the replacement committee member to review the Board Bylaws (4.4.2D). Trustee Johnson replaces Ben Davis who resigned from the Board in January.

Informational Only: Adopted Sunshine Resolution

The Trustees were provided with a copy of the adopted Sunshine Resolution.

Emerging Issues

Board Recruitment

The Trustees were advised that one recommendation from staff was submitted regarding a potential Library Board candidate. Additionally, the notice sent out to members of the Citizens Advisory Committee regarding the State of the Library meeting included a note about the vacancy on the Library Board. The Library is not aware of any Library Board applications that may have been received by the Board of County Commissioners.

GOVERNING POLICIES

Management Limitations (Monitoring Reports)

Policy 2.0: General Management Constraints

MOTION: John Bodnar moved that the Library Board of Trustees accept the Library Director's interpretation of Policy 2.0: General Management Constraints as presented. Seconded by Kim Johnson the motion passed by unanimous vote of all Trustees present.

Policy 2.1: Treatment of Patrons

MOTION: Julia Hill-Nichols moved that the Library Board of Trustees accept the Library Director's interpretation of Policy 2.1: Treatment of Patrons as presented. Seconded by John Bodnar the motion was delayed for further discussion.

The Chair expressed concern related to the process by which the Library obtains patron consent citing an example of consent related to reading history and only asking the patron once for consent. The Library will review the process and policy and respond.

WITHDRAW MOTION: Julia Hill-Nichols moved to withdraw the motion until further information is received regarding Policy 2.1: Treatment of Patrons. Seconded by John Bodnar the motion to withdraw was accepted by majority vote of all Trustees present.

Policy 2.2: Treatment of Staff

MOTION: Kim Johnson moved that the Library Board of Trustees accept the Library Director's interpretation of Policy 2.2: Treatment of Staff as presented. Seconded by John Bodnar the motion passed by unanimous vote of all Trustees present.

Policy 2.3: Financial Condition and Activities

MOTION: John Bodnar moved that the Library Board of Trustees accept the Library Director's interpretation of Policy 2.3: Financial Condition and Activities as presented. Seconded by Julia Hill Nichols the motion passed by unanimous vote of all Trustees present.

Policy 2.4: Asset Protection

MOTION: Kim Johnson moved that the Library Board of Trustees accept the Library Director's interpretation of Policy 2.4: Asset Protection as presented. Seconded by Jon Bodnar the motion passed by unanimous vote of all Trustees present.

BOARD SCHEDULE – NEXT MEETINGS

- March 9 – Library Board & BCC Quarterly Meeting – 11:30-12:30 – BCC Board Room
- March 9 – Study Session – 5:30 pm – Administration Conference Room
- March 16 – Board Meeting – 5:30 pm – Lakewood Library Meeting Room
- April 13 – Study Session – 5:30 pm – Administration Conference Room
- April 20 – Board Meeting – 5:30 pm – Arvada Library Meeting Room
- May 11 – Study Session – 5:30 pm – Administration Conference Room
- May 18 – Board Meeting – 5:30 pm – Columbine Library Meeting Room

ANNOUNCEMENTS/GENERAL INFORMATION SHARING

Data Provided To the Board

Trustee Bodnar introduced the topic and noted that it would be helpful to the Board if information was provided in advance of the meeting. Specifically, there are a number of PowerPoint presentations where the Board does not receive the information contained in those presentations in advance. The data contained in those presentations would be better received by the Board if Trustees had time to review the data before the presentation. After some discussion the Board reached consensus that they would like to receive a copy of the PowerPoint presentations in advance of the meeting; or at least receive a copy at the meeting.

STEM Competition at the Golden Library

Trustee Deal invited the Board to attend the Girls in STEM competition on February 22, at the Golden Library, between 5:30 and 7:30 pm.

West Chamber Award

The Chair advised the Board that the Library received an award for 25 years of membership in the West Chamber at the Chairman's Gala last Friday night.

Library Board & BCC Quarterly Meeting

The Trustees were reminded of the quarterly meeting with the Board of County Commissioners, March 9, 11:30-12:30. The Chair will contact the Commissioners to see if they have any items for the agenda.

CALL FOR EXECUTIVE SESSION

Trustees review Executive Director's Performance and Compensation (Policy Governance 4.3.6).

MOTION: Julia Hill-Nichols moved to adjourn the regular meeting of the Library Board of Trustees at 6:51 p.m. and reconvene in Executive Session pursuant to CRS 24-6-402(f) Personnel Matters. Seconded by Kim Johnson the motion passed by unanimous vote of all Trustees present.

The Chair called the Executive Session to order at 6:57 p.m. with the following Trustees present: John Bodnar, Julia Hill-Nichols, Kim Johnson and Deborah Deal. Also present: Amber Fisher, Executive Assistant. The Chair noted that the session would be recorded and that the recording would be retained for the required 90 days.

At 7:30 p.m., at the request of the Trustees, Pam Nissler, Executive Director joined the Trustees in Executive Session.

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

MOTION: At 7:38 p.m. Deborah Deal moved to adjourn the Executive Session and reconvene the regular meeting. Seconded by Kim Johnson the motion passed by unanimous vote of all Trustees present.

The Chair provided the following Executive Session Summary as required by Colorado Statute:

The Library Board of Trustees met in Executive Session pursuant to CRS 24-6-402(f) Personnel Matters to review the Executive Director's performance and compensation. The Trustees held that review and this summary is provided as required by Colorado Statute.

MOTION: Julia Hill-Nichols moved that due to the outstanding work Pam Nissler receive an increase to the annual salary level of \$152,250 effective January 1, 2017; and receive a \$5,000 one-time bonus. Seconded by Deborah Deal the motion passed by unanimous decision of all Trustees present.

ADJOURNMENT

The Board meeting was adjourned at 7:43 p.m.

John Bodnar, Secretary

Foundation

FOUNDATION EXECUTIVE DIRECTOR REPORT

MARCH 2017 (FEBRUARY 17 – MARCH 16)

By Jo Schantz

1) From the Executive Director...

At JCLF, we are currently undergoing a re-evaluation of our organizational structure, looking at what we do and how we do it. We believe in the real necessity of the Foundation serving as a viable partner to our Jefferson County Public Library. To that end, the Foundation will soon be pulling together several key stakeholders to help us determine the best path for our organization's future.

While I am not able to share details on our plans at this time, please know that our Board and staff are being very pro-active and thoughtful as we focus on accomplishing our mission – that of providing fundraising support and advocacy for JCPL. You'll see my monthly report (below) that features an update on our current efforts and activities. Please feel free to contact me if you have any questions. Thank you, and I appreciate your support.

2) Special events

- a. **Friends Annual Meeting** – Friday, March 17, 7:30 a.m. at Wheat Ridge Rec Center
 - A. Featured speaker: Sam Marquis, award-winning suspense novelist
- b. **Speakeasy – A Different Drummer** – Thursday, March 30, 6:00 p.m., Ship Rock Grille, Red Rocks Amphitheatre in Morrison
 - A. Friend-raising and casual conversation event featuring musicians from these popular bands: The Fray, Big Head Todd and the Monsters and Mary Chapin Carpenter
- c. **Good News Breakfast (JCLF is a sponsor)** – Tuesday, April 25, 6:59 a.m., Jefferson Co. Fairgrounds
- d. **Volunteer Appreciation Luncheon** – Saturday, April 29, 11:30 to 1:30 p.m., Rock Room at Red Rocks Amphitheatre in Morrison
 - A. Featured entertainment: Bell Chamber Orchestra (from Bell Middle School)
- e. **Friends of the Library bi-monthly meeting** – Wednesday, April 12, 6:15 p.m. at the Golden Library
 - A. Our theme is "A Taste of Peru," and will include samples of Peruvian cuisine (courtesy of chef Maya León Meis), along with a dance demonstration by Baila Conmigo (led by JCLF Board Treasurer Ana Rojas-Artica)

3) Meetings and networking

I recently met with two individuals who are interested in Foundation Board membership: Mark McGoff, Arvada City Councilman, and Tim Rogers, a real estate agent with Genesee Commercial Group. Tim chairs the Jefferson County Planning and Zoning Commission, as well as the Wheat Ridge Urban Renewal Authority.

I participated in my regularly scheduled meeting as part of the Community Services Advisory Board (on Feb. 21), and was part of a team meeting with Julia Hill-Nichols, Tami Bandimere-Shrader and Pam Nissler on Feb. 24.

A local community group, the Kawanee Coalition LLC, invited me to participate in a tour of the former Sobesky Academy building at 20th and Hoyt on Feb. 16. This neighborhood group is interested in forming a nonprofit collaborative that will help preserve and re-purpose the empty building for community use.

On Feb. 27, Tami Bandimere-Shrader and I met with representatives from the Jefferson County Fairgrounds to discuss changes to the Fairgrounds' fee structure that will impact on our future events. JCLF Development Officer Sarah Whelan and I were invited to a lunch meeting on Feb. 24 with Jan Weimer and Debbie Ford of the YMCA (hosted by Julia Hill-Nichols) to brainstorm on future fundraising strategies for the Foundation.

I am currently working with my staff and Library Trustee Deb Deal to expand on the Friends of the Library "friend-raising" events in an effort to draw in new members. Beyond the "Taste of Peru" event we are hosting in April, we are exploring other opportunities that could possibly include a summer fashion show, trivia nights at local brew pubs, and other ideas to increase Friends memberships.

In regard to the next funding request that JCLF will submit to the Temple Hoyne Buell Foundation, I met with JCPL staff members Donna Walker and Barbara Yeutter Roig on March 1 to prepare the report for the 2016 Buell Foundation grant (\$3,500 that was earmarked for the Babies First Books program), and to discuss plans for the next proposal, due on May 1. We are also working on a similar proposal that will be submitted to the Rose Community Foundation, due that same day. After an initial conversation with Rose Community Foundation in January, JCLF was invited to apply for funding. This will be a first-time request to this funder.

I represented JCLF at the Golden Civic Foundation's awards luncheon on March 6, where I accepted a \$2,500 check in support of the DIY/Makerspace lab at the Golden Library. I also participated in the steering committee meeting for the Good News Breakfast and attended the International Women's Day luncheon at the Denver West Marriott on March 8. On March 9, I attended the State of the City (Lakewood) luncheon as a guest of Citywide Bank.

As part of my new "listening tour" with key JCLF supporters, I recently met with Tim O'Neil, one of our longtime Foundation volunteers and donors, to gain his viewpoint on the recent changes to our Whale Sales and to discuss the Foundation's fundraising future efforts. I am scheduled to meet with major donors Allison Brigham and Warren Roeske (who are helping to fund Standley Lake Library's Outdoor Learning Environment) later this month.

JCLF's newly formed Fund Development Committee and Investment Committee met on March 6 to discuss the endowment. Board member Kim Wall will be meeting with Community First Foundation (CFF) representatives on March 17 to review and discuss CFF's investment strategies.

During this past month, I also met with two of my nonprofit colleagues here in Jefferson County – Jeff Lamontagne, who is the new Executive Director for Dinosaur Ridge, and Nick Norman, Sr. Director of Development for the Denver Area Council of Boy Scouts. Jeff and I are discussing a possible joint fundraiser (a family walk/run sometime in 2018) between Dino Ridge and Bandimere Speedway that would generate a new revenue source and add high-profile recognition for both our nonprofits. Nick is generously sharing his expertise with regard to major gifts and planned giving, two fundraising areas that will be key to JCLF's future growth.

4) Communications and outreach

a. Recent presentations:

1. February 27 – Wheat Ridge Rotary Club (at Wheat Ridge Recreation Center)

5) Grants and Sponsorships

Proposals submitted in February:

- Dollar General Literacy Grants – Summer Reading @ \$3,000
- FirstBank – Summer Reading @ \$1,500

Proposals submitted in March:

- Kinder Morgan Foundation – Summer Reading @ \$5,000
- Pen & Podium Grants (Denver Post Community Fund) – submit per their invitation for Literacy @ \$5,000
- Anschutz Foundation – submit per their invitation for Literacy @ \$5,000 to \$10,000
- City of Lakewood – projects/programs at Belmar and Lakewood Libraries; amount TBD

Funds received/approved:

- Golden Civic Foundation (DIY/Makerspace) @ \$2,500
- FirstBank -- Summer Reading @ \$1,500

Friends Community Partnerships confirmed (year-long sponsorships for Whale Sales, Friends events, etc.)

- Westerra Credit Union @ \$5,000 (plus inkind – the purchase of 5,000 bags for Whale Sales)
- Bean & Fosters @ \$500
- The Book Stop @ \$1,000

6) General Administration

- a. One-year job reviews are scheduled in March/April for Don Dubé, our Warehouse Coordinator, and Jenaveve Linabary, our Office Manager.
- b. First quarter budget review by the Finance Committee – Scheduled for mid- April
- c. Program & Events Committee spring meeting – date TBD

Operational Updates

Executive Director Update

administration

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

jeffcolibrary.org



To: Library Board of Trustees
From: Pam Nissler, Executive Director
Re: Executive Director Update – March, 2017

This month, I participated in the following meetings:

The Metro Library Directors' lunch

A Breakfast meeting with Tami Shrader Bandimere, Jo Schantz and Julia Hill-Nichols

My monthly breakfast meeting with Brian and Julia

The International Women's Day lunch, hosted by Deborah Deal

The Elected Officials Personnel Board Meeting

I am also meeting weekly with the planning teams for the Columbine Library remodel and the planning team meetings for the Edgewater Library

**SENIOR MANAGEMENT TEAM (SMT) OPERATIONAL
UPDATES**

Budget & Finance Department

memorandum

to: Pam Nissler, Executive Director
from: Richard Sosa, Director of Finance & Budget
re: Financial Report – Red Folder Update
date: March 16, 2017

A. **Financial Report**

The Budget to Actual Tables for year-to-date (YTD) financials through Feb. 28, as presented in Tables 1-5, are attached to this report for your review. This narrative reflects year-to-date actual revenue and expense through Feb. 28, 2017 as well. It has been updated to reflect recent journal entries that were captured in our financial tables, but not addressed in the previous narrative report due to timing issues. Last minute adjustments from the County resulted in updates to our fund balance and capital projects results.

To avoid this disconnect in the future, we recommend basing our monthly Board reports on year-to-date (YTD) results through the 25th of the month. While the reports won't reflect final monthly numbers, they will give us a solid point-in time view of our financials on a monthly basis, and allow us to complete a meaningful narrative for the Board that can be distributed well in advance of the monthly Board meeting. This change will also allow us to provide one monthly report to the Board and avoid having to update payroll accruals and other numbers in our monthly Board reports and financial statements.

Summary Section

Transactions through February 28 show 2016 revenues of \$836,255 and expenses of \$3,913,981, compared to 2015 revenues of \$531,000 and expenses of \$3.9 million. While YTD expenses exceed revenues by \$3.0 million dollars, this is normal and reflects timing issues. This temporary gap happens every year as we wait for property taxes to be collected. The difference is covered by a temporary decrease in our fund balance, as you'll see reflected in Table 2A. We should see this gap begin to reverse in the second quarter, at which time we will reimburse the fund balance.

This early in the year it is difficult to predict what total revenues and expenses will be for the year, but we currently expect that total expenditures will be within budget.

Financial Highlights

- Only two percent of total 2016 revenues have been collected YTD. This reflects the timing issue related to the collection of property taxes. We expect to catch up in revenues, beginning in the second quarter.
- YTD expenses are tracking well within budgeted amounts.
- To date, there have been no expenditures for financing and debt service; we'll make those scheduled payments in December.
- We've spent \$172,147 on capital projects, primarily related to the Columbine remodel and our new service kiosks (self-check machines) with implementation planned in March and April.
- Based on a preliminary JDE report our ending 2016 Fund Balance is \$15,559,619. This also becomes our starting fund balance for 2017. (These numbers may be adjusted as the County finalizes its 2016 numbers.) Our current projection for the ending balance is \$14,122,903, which reflects the planned use of \$1,436,716 for the Columbine Library remodel. This is well within our 2017 balance guidelines calling for a minimum of \$9,465,540 and maximum of \$18,931,079.



memorandum

to: Pam Nissler, Executive Director
from: Richard Sosa, Director of Finance & Budget
re: Finance Monthly Report

- A. Financial Report

date: February 16, 2017

A. **Financial Report**

This financial report presents year-to-date actual revenue and expenses through February 28, 2017, for Jefferson County Public Library (JCPL).

Summary

Transactions through February year-to-date include revenue received or earned; totaling \$836,300 and expenses incurred totaling \$3,253,100. Expenses exceed revenues by \$3,077,700. Property tax revenue represents 77% or \$645,700 of the total posted revenue through February. Total expenses are primarily composed of salaries and benefits, \$2,139,600 (for four pay periods); supplies \$905,900, books and materials \$160,000; services \$366,400 and capital expenses \$172,100.

Financial Highlights

- Preliminary **2016 Actual Ending Fund Balance is \$14,080,327** (see Note 1)
- The 2016 ending Fund Balance becomes the starting balance for 2017.
- Expenses exceed revenues through February 2017 by \$3.0 million.
- Revenues are higher than last year by 45% but still comparative for this point in time, the difference between revenues and expenses is due to the pacing of receipts.
- State Grant Revenue, typically received in January for \$131,300, posted in February.
- There are no debt service transactions posted for 2017 but all the 2016 debt service transactions posted in 2016 and will be reports in a final 2016 year-end report.
- Capital project expenses are primarily Columbine major renovation and RFID Self Check technology, totally \$154,800.

Attention

The County financial statements are nearing completion for year-ending December 31, 2016 and a final December 2016 Library financial report will be prepared when final data is completed.

Notable changes to the Financial Tables include:

1. Table 2A Fund Balance Summary -
 - Showing Preliminary 2016 Actual; 2017 Budget; and Actual-to-Date

memorandum



- For both the 2017 Budget and Actual-to-Date, the Boards Fund Balance Policy will be calculated as a “Floor” minimum and “Ceiling” maximum.
 - The last two lines of this Table show whether the Library is staying within its Fund Balance Policy. A positive number for the “floor” means the Library has not spent into the set amount set aside as savings and a negative number for the “ceiling” means the Library is under the amount established as the maximum that the Board wishes to have in the Fund Balance.
2. Tables 3, 4 and 5, Projected Year-End 2017 column -
- The analysis to track our year-end estimates is linked to these Tables and includes prior year actual and trending, with the balance continually refining through the year.

B. No other financial matters

Note 1:

2016 Actual Beginning Fund Balance	\$13,108,502
Add: Total 2016 Revenues	\$33,937,441
Minus: Total 2016 Expenses	(\$32,965,616)
2016 Actual Ending Fund Balance	\$14,080,327
Increase in Fund Balance	\$971,825

TABLE 1
JEFFERSON COUNTY PUBLIC LIBRARY
TOTAL FUND SUMMARY
2017 BUDGET TO ACUTAL
February 2017

Sources and Uses of Funds	Final 2016 Budget	Preliminary 2016 Actual	Adopted 2017 Budget	YTD Actual 2/28/2017	2017 Budget to 2016 Actual \$
Sources of Funds					
Revenues					
Taxes					
Property Tax (net of adjustments)	33,078,021	32,895,205	36,392,968	644,758	3,497,763
Total Taxes	\$ 33,078,021	\$ 32,895,205	\$ 36,392,968	\$ 644,758	\$ 3,497,763
Federal & State Grants	\$ 126,734	\$ 132,787	\$ 130,000	\$ 131,272	\$ (2,787)
Fines & Fees	799,000	700,248	792,970	57,028	92,722
Other Revenue	450,021	209,201	546,220	3,197	337,019
Total Other Revenues	1,375,755	1,042,236	1,469,190	191,497	426,954
Sub Total Revenues	\$ 34,453,776	\$ 33,937,441	\$ 37,862,158	\$ 836,255	\$ 3,924,717
Transfer from Fund Balance	\$ -	\$ -	\$ 1,436,716		\$ 1,436,716
Transfer to Fund Balance	(2,057,647)	-	-		-
Total Sources of Funds	\$ 32,396,129	\$ 33,937,441	\$ 39,298,874	\$ 836,255	\$ 3,924,717
Uses of Funds					
Operating Expenditures					
Salaries & Employee Benefits					
Salaries	\$ 12,623,293	\$ 15,257,988	\$ 12,522,392	\$ 1,639,720	\$ (2,735,596)
Benefits	3,846,731	3,444,953	3,793,380	499,924	348,427
Total Salaries & Benefits	\$ 16,470,024	\$ 18,702,942	\$ 16,315,772	\$ 2,139,644	\$ (2,387,170)
Library Books & Materials	\$ 5,854,776	\$ 5,816,450	\$ 8,205,413	\$ 160,031	\$ 2,388,963
Supplies	1,035,874	1,035,874	1,247,585	905,928	211,711
Operating Capital	60,000	60,000	40,000	-	(20,000)
Other Services & Charges	3,255,354	3,255,354	4,008,650	366,389	753,296
Internal Transactions /Cost Allocation	1,450,848	1,420,995	1,571,551	169,841	150,556
Total Operating Expenditures	\$ 28,126,876	\$ 30,291,614	\$ 31,388,971	\$ 3,741,833	\$ 1,097,357
Financing & Debt Service	\$ 1,584,388	\$ 1,554,199	\$ 1,548,403	\$ -	\$ 1,548,403
Capital Development Fund	\$ 2,684,865	\$ 1,805,250	\$ 6,361,500	\$ 172,147	\$ 4,556,250
Total Uses of Funds	\$ 32,396,129	\$ 33,651,063	\$ 39,298,874	\$ 3,913,981	\$ 5,647,811
Net	\$ -	\$ 286,379	-	(3,077,725)	

**TABLE 2A
JEFFERSON COUNTY PUBLIC LIBRARY
FUND BALANCE SUMMARY
2017 BUDGET TO ACTUAL
February 2017**

	Final 2016 Budget	Preliminary 2016 Actual	Adopted 2017 Budget	YTD Actual 2/28/2017	Projected Year End Total
Beginning Fund Balance	\$ 13,108,503	\$ 13,108,502	\$ 15,559,619	\$ 15,559,619	\$ 15,559,619
Revenues	32,933,778	32,457,454	36,197,327	\$ 836,255.23	36,197,327
Capital Funding	1,519,998	1,479,988	1,664,831	-	1,664,831
Total Revenues	34,453,776	33,937,441	37,862,158	836,255	37,862,158
Expenditures					
Operating Expenditures	28,126,876	28,126,876	31,388,971	3,741,833	31,505,971
Debt Service	1,584,388	1,554,199	1,548,403	-	1,548,403
Capital Projects	2,684,865	1,805,250	6,361,500	172,147	6,361,500
Total Expenditures	32,396,129	31,486,325	39,298,874	3,913,981	39,415,874
Ending Fund Balance	\$ 15,166,150	\$ 15,559,619	\$ 14,122,903	\$ 12,481,893	\$ 14,005,903
Increase/(Decrease) in Fund Balance	\$ 2,057,647	\$ 2,451,117	\$ (1,436,716)	\$ (3,077,725)	\$ (1,436,716)

Fund Balance Policy

16% of Current Year Revenues	\$ 5,512,604		\$ 6,057,945	\$ 6,057,945	
9% of Current Year Revenues - Uncertainty	3,100,840		3,407,594	3,407,594	
Total Minimum F/B Reserve Requirements (FLOOR)	\$ 8,613,444		\$ 9,465,540	\$ 9,465,540	
50% of Current Year Budgeted Reserves	17,226,888		18,931,079	18,931,079	
Total Maximum F/B Reserve Requirements (CEILING)	\$ 17,226,888		\$ 18,931,079	\$ 18,931,079	
Above/(Below) Minimum (FLOOR)	\$ 6,552,706	\$ 6,946,175	\$ 4,657,363	\$ 3,016,354	
Above/(Below) Maximum (CEILING)	\$ (2,060,738)	\$ (1,667,269)	\$ (4,808,176)	\$ (6,449,186)	

TABLE 3
JEFFERSON COUNTY PUBLIC LIBRARY
OPERATING EXPENDITURES
2017 BUDGET TO ACTUAL
February 2017

Sources and Uses of Funds	Final 2016 Budget	Preliminary 2016 Actual	Adopted 2017 Budget	YTD Actual 2/28/2017	Projected Year-End 2017
Sources of Funds					
Revenues					
Taxes					
Property Taxes	\$ 32,257,736	\$ 31,268,775	\$ 35,331,413	\$ 645,709	\$ 35,331,413
Delinquent Taxes	45,241	122,018	50,124	-	50,124
Prior Year Cancellations	(116,244)	-	(76,556)	-	(76,556)
Urban Renewal	(667,853)	-	(606,610)	-	(606,610)
Penalties & Interest	39,143	24,424	29,766	(950)	29,766
Total Taxes	\$ 31,558,023	\$ 31,415,217	\$ 34,728,137	\$ 644,758	\$ 34,728,137
Federal & State Grants	\$ 126,734	\$ 132,787	\$ 130,000	\$ 131,272	\$ 130,000
Library Fines	650,000	585,214	639,500	41,727	639,500
Charges for Services	149,000	115,034	153,470	15,301	153,470
Investment Income	149,021	254,024	149,200	-	149,200
Contributions from Private Sources	200,000	142,969	200,000	3,006	200,000
Other Revenue	101,000	(187,792)	197,020	191	197,020
Total Revenues	\$ 32,933,778	\$ 32,457,454	\$ 36,197,327	\$ 836,255	\$ 36,197,327
Uses of Funds					
Operating Expenditures					
Salaries & Employee Benefits					
Salaries	\$ 11,222,688	\$ 10,300,739	\$ 11,398,213	\$ 1,418,026	11,398,213
Awards & Bonuses	\$ 83,796	\$ 48,519	\$ 100,000	\$ -	100,000
Termination Pay	-	3,444,953	-	1,432	117,000
Temporary Salaries	1,806,537	1,462,528	1,876,245	219,225	1,876,245
Overtime	8,900	1,249	13,900	1,038	13,900
Vacancy Savings	(498,628)	-	(865,966)	-	(865,966)
Benefits	3,846,731	3,444,953	3,793,380	499,924	3,793,380
Total Salaries & Benefits	\$ 16,470,024	\$ 18,702,942	\$ 16,315,772	\$ 2,139,644	\$ 16,432,772
Library Books & Materials	\$ 4,822,476	\$ 4,584,052	\$ 6,900,603	\$ 57	\$ 6,900,603
Library Computer Materials	901,650	1,115,396	1,173,430	142,023	1,173,430
Library Periodicals	130,650	117,002	131,380	17,951	131,380
Sub-Total Library Collections	5,854,776	5,816,450	8,205,413	160,031	8,205,413
Supplies	1,035,874	1,035,874	1,247,585	905,928	1,247,585
Other Services & Charges	3,255,354	3,255,354	4,008,650	366,389	4,008,650
Operating Capital	60,000	60,000	40,000	-	40,000
Direct Internal Charges	127,061	97,208	150,688	13,597	150,688
Indirect Cost Allocation	696,338	696,338	758,653	126,442	758,653
Intra County Transactions	627,449	627,449	662,210	29,802	662,210
Total Operating Expenditures	\$ 28,126,876	\$ 28,126,876	\$ 31,388,971	\$ 3,741,833	\$ 31,505,971
Transfer to Capital	\$ 1,164,867	\$ 1,805,250	\$ 4,696,669		
Total Uses of Funds	\$ 29,291,743	\$ 29,932,126	\$ 36,085,640	\$ 3,741,833	\$ 31,505,971

TABLE 4
JEFFERSON COUNTY PUBLIC LIBRARY
DEBT SERVICE DETAIL
2017 BUDGET TO ACTUAL
February 2017

Sources and Uses of Funds	Final 2016 Budget	Preliminary 2016 Actual	Adopted 2017 Budget	YTD Actual 2/28/2017	Projected Year-End 2017
Debt Service					
Total Debt Service	\$ 1,584,388	\$ 1,554,199	\$ 1,548,403	\$ -	\$ 1,548,403

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
2017 BUDGET TO ACTUAL
February 2017

Sources and Uses of Funds	Final 2016 Budget	Preliminary 2016 Actual	Adopted 2017 Budget	YTD Actual 2/28/2017	Projected Year-End 2017
Sources of Funds					
Property Tax - Capital - 4.5%	\$ 1,519,998	\$ 1,479,988	\$ 1,664,831		\$ 1,664,831
Total Property Tax	\$ 1,519,998		\$ 1,664,831	\$ -	\$ 1,664,831
Transfer from Operating	\$1,164,867	\$1,805,250	\$4,696,669		4,696,669
Total Sources of Funds	\$ 2,684,865	\$ 1,805,250	\$ 6,361,500	\$ -	\$ 6,361,500
Uses of Funds					
Annual Replacement & Maintenance Program (ARM)					
ARM-01 Capital Maintenance	\$ 160,000	\$ 160,419	\$ 250,000	\$ 4,028	\$ 250,000
ARM-02 Furniture & Equipment	64,550	58,930	56,000	-	56,000
ARM-03 Computer Replacement Plan	250,000	218,476	250,000	-	250,000
ARM-04 Book Sorter Sinking Fund	200,000	-	200,000	-	200,000
ARM-05 IT Infrastructure Replacement	369,000	316,658	462,000	1,447	462,000
2016 Projects					
16-01 Lakewood Parking Lot	\$ 288,975	\$ 274,922	\$ -		\$ -
16-02 LSC Parking Lot	69,000	67,699	-		-
16-03 Evergreen AHU Rebuild	140,000	54,204	-		-
16-04 Wheat Ridge HVAC Replacement	48,000	-	-		-
16-05 Standley Lake Boiler Replacement	62,800	62,781	-		-
16-06 Admin Space Plan/Reconfiguration	10,000	8,031	-		-
16-07 Belmar Carpet Repair	6,000	5,939	-		-
16-08 Columbine Tree & Sidewalk Replacement	25,000	27,807	-		-
16-09 Implement Wireless Upgrade	35,000	8,221	-		-
16-10 Records Management Software	-	-	50,000		50,000
16-11 Increase Wireless Access Points	60,000	16,614	-		-
16-12 IT Software Projects	71,000	26,499	-	11,809	-
16-13 III Database Server	56,000	92,780	-		-
16-14 High Availability Internet Redundancy	38,000	-	-		-
16-15 Replace DVD/Disk Washer	8,000	7,990	8,000		8,000
16-16 Columbine Remodel	385,800	98,936	4,250,000	114,738	4,250,000
16-17 South County - Phase 1 Planning	-	-	-		-
16-18 IT Erate Data Cabeling	-	26,344	-		-
2017 Projects					
17-01 Evergreen HVAC Rebuild	\$ -	-	\$ 135,000		\$ 135,000
17-02 Entry Door Replacement	-	-	36,800		36,800
17-03 Virtual Servers upgrades	-	-	91,000		91,000
17-04 Encore Server	-	-	37,000		37,000
17-05 Implement RFID/Self Check	337,740	272,000	250,000	40,125	250,000
17-06 Belmar Remodel	-	-	-		-
17-07 Edgewater Library	-	-	80,000		80,000
17-08 Large Format Printer	-	-	10,000		10,000
17-09 JCPL Mobile Experience	-	-	15,700		15,700
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
Total Capital Projects	\$ 2,684,865	\$ 1,805,250	\$ 6,361,500	\$ 172,147	\$ 6,361,500
Book Sorter Sinking Fund Reserve					
Beginning Balance	\$ -		\$ 200,000		\$ 200,000
Source	200,000		200,000		200,000
Use	-		-		-
Balance	\$ 200,000		\$ 400,000	\$ -	\$ 400,000

**SENIOR MANAGEMENT TEAM (SMT) OPERATIONAL
UPDATES**

Public Services Department

administration

10200 W. 20th Ave.
Lakewood, CO 80215
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To: Pam Nissler, Executive Director
From: Steve Chestnut, Director of Facilities and Construction Projects
Date: March 10, 2017
Re: Edgewater Library Project Owner's Representative Contract Authorization

At the March 9, 2017 Study Session of the Library Board, information was presented on the Edgewater Project Team's need for owner's representative services. The project team selected Wember, Inc. to provide the services. The Board was advised that the contract has been reviewed by County Legal.

The recommendation from the team working on this project is for the Executive Director to request authorization from the Board to enter into a contract with Wember, Inc. for Owner's Representative services for tenant finish of the Edgewater Library. Wember, Inc. will assist Jefferson County Public Library in RFP development, design team selection, project management and assuring that the project meets timelines and budget constraints. The contract includes owner's representative services for both the design phases and construction phase of the project. The contract is for an amount not to exceed \$117,803 over a two year period, 2017-2018.

**SENIOR MANAGEMENT TEAM (SMT) OPERATIONAL
UPDATES**

Information Technology Department

administration

10200 W. 20th Ave.
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jeffcolibrary.org



To: Pam Nissler, Executive Director
From: Pat Klein, Director of Information Technology
Date: March 7, 2017
Re: Security Camera Contract Authorization

At the February 9, 2017 Study Session of the Library Board, information was presented on the Security Camera RFP. The Board was advised that the Library had made a vendor selection and was proceeding with final contract negotiations with Avant Datacomm Solutions, Inc. Those negotiations have been completed and the contract has been reviewed by County Legal.

The recommendation from the team working on this project is for the Executive Director to request authorization from the Board to enter into a three year contract with Avant Datacomm Solutions, Inc. in the not to exceed amount of \$250,000.

This contract will be for the upgrade and expansion of the Library Security Camera systems to include servers, data storage, Video Management System (VMS) and cameras as required to meet safety and security requirements at each of the Library locations. There is \$82,000 budgeted in 2017 and we have \$50,000 that was budgeted for 2016 which will bring the current funding to \$132,000. Since this project is planned for three years, we will be seeking additional funding in 2018 and possibly 2019 to complete all the libraries.

administration

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