

BOARD MEETING

JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

February 20, 2020



Jefferson County
PUBLIC LIBRARY

APPROVAL OF AGENDA

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

ITEM# / ACTION	Thursday, February 20, 2020 – LAKEWOOD LIBRARY MEETING ROOM
1.	Call to order & attendance (4.5.8)
2.	Pledge of Allegiance
3. Action	Approve Agenda Call for motion and second
4.	Public Comment
5. CONSENT AGENDA Action	Approval of Consent Agenda Call for motion and second <ol style="list-style-type: none"> Minutes of the January 16, 2020 Board Meeting as presented. Adopt the following Policy Governance Monitoring Reports: <ol style="list-style-type: none"> 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 Tolin Mechanical Systems contract authorization. Project Carryforward Request Budget Supplemental Request
6. Information	<ul style="list-style-type: none"> Foundation Report – Jo Schantz, Executive Director and Kim Johnson, Trustee Representative
7. Operational Updates Action as Needed	<ul style="list-style-type: none"> Executive Director Update <ul style="list-style-type: none"> 2019 Strategic Plan Q&A Recess Board Meeting for tour of Lakewood Sorter and Library to You Lobby Service Reconvene Board Meeting for Service Highlight (Raise a Reader) Finance and Budget <ul style="list-style-type: none"> Financial Report Belmar Project Financial Report Facilities and Construction Projects <ul style="list-style-type: none"> Belmar Project Update – NV5 Belmar Video Strategy and Engagement <ul style="list-style-type: none"> South County Community Engagement

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

8. Action as Needed	Items Removed From Consent Agenda (4.3.4) The Board may address and/or vote on any items that were removed from the Consent Agenda
9. Emerging Issues Action as Needed	
10. Action as Needed	Ends <ul style="list-style-type: none">No items
11. Action as Needed	Board Governance <ul style="list-style-type: none">Nominating Committee report to the Board: Proposed Slate of Officers
12. Suggest Agenda Items	BOARD SCHEDULE – NEXT MEETINGS <ul style="list-style-type: none">March 12, 2020 – <u>EXTENDED</u> Study Session – 5:30 pm – Pam Nissler Conference Room at Library AdministrationMarch 19, 2020 – Board Meeting – 5:30 pm – Lakewood Library Meeting RoomApril 9, 2020 – Study Session – 5:30 pm – Pam Nissler Conference Room at Library AdministrationApril 16, 2020 – Board Meeting – 5:30 pm – Arvada Library Meeting RoomMay 14, 2020 – Study Session – 5:30 pm – Pam Nissler Conference Room at Library AdministrationMay 21, 2020 – Board Meeting – 5:30 pm – Columbine Library Meeting Room <u>CONFERENCES</u> <ul style="list-style-type: none">Public Library Association Conference 2020 (PLA) – February 25-29, Nashville TNNational Library Legislative Day (NLLD) – May 4-5, Washington DCColorado Association of Libraries 2020 Conference (CAL) – September 10-12, Loveland CO
13. Discussion	Board Questions or Comments Related to Items on the Meeting Agenda
14. Discussion	Evaluate Board Meeting (4.1.9)
15. Information	Announcements/General Information Sharing <ul style="list-style-type: none">Report of the Chair – Correspondence, OtherOther Announcements
16. Adjournment	

CONSENT AGENDA

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

jeffcolibrary.org



TO: Library Board of Trustees

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

DATE: February 11, 2020

RE: Consent Agenda for the February 20, 2020 Board Meeting

1. Approve the minutes of the January 16, 2020 Board Meeting as presented.
2. Library Board of Trustees adopt the following Policy Governance Monitoring Reports:
 - A. 2.0 General Management Constraints
 - B. 2.1 Treatment of Patrons
 - C. 2.2 Treatment of Staff
 - D. 2.3 Financial Condition and Activities
 - E. 2.4 Asset Protection
3. Tolin Contract: Library Board of Trustees authorize the Executive Director to sign the contract with Tolin Mechanical Systems in the amount of \$76,068 for HVAC maintenance and emergency services.
4. Project Carryforward Request: Library Board of Trustees authorize the Executive Director to submit a carry-forward budget amendment in the amount of \$5,897,205.
5. Budget Supplemental Request: Library Board of Trustees authorize the Executive Director to submit a budget supplemental request in the amount of \$147,441 for the transfer from the fleet fund to the library fund for the new bookmobile.

**Minutes of the Meeting of the
JEFFERSON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
January 16, 2020**

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 January 16, 2020. Library Board of Trustees Chair, Charles Naumer, called the meeting to order at 5:30 p.m. Other Trustees present: Kim Johnson (Vice-Chair), Pam Anderson (Secretary), John Bodnar, Jill Fellman and Jeanne Lomba.

Trustees not present: German Zarate-Bohorquez.

Staff present: Donna Walker, Executive Director; Steve Chestnut, Director of Facilities and Construction Projects; Rex Whisman, Director of Strategy and Engagement; Bernadette Berger, Director of Information Technology; Barbara Long, Assistant Director of Finance and Budget; Lizzie Gall, Assistant Director of Library Experience; Padma Polepeddi, Assistant Director of Library Experience; and Amber Fisher, Executive Assistant, Office of the Executive Director.

APPROVAL OF AGENDA

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

PUBLIC COMMENT

There was no public comment.

APPROVAL OF CONSENT AGENDA

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

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

FOUNDATION REPORT

There was no verbal report. The board received a written report in their board packet.

EXECUTIVE TEAM OPERATIONAL UPDATES

Executive Director Update

Donna Walker, Executive Director, provided an update to the Board. In response to a question, the Board was advised that in addition to hiring Rex Whisman as the Director of the Strategy and Engagement division, another key position was filled. Deidre Keating has been hired as the Assistant Director of Community Engagement. Her start date is February 3, 2020. All director level hires are now complete.

The Executive Director extended an invitation to the Trustees to attend the signature event, Romance in the Rockies at the Arvada Center on January 25.

The Executive Director shared two patron comments thanking the Library for services.

In response to a question, the Board was advised that the Library is tracking patron use of the payment features on the self-serve machines. It was noted that while the Library implemented fine free, there are still fees related to materials that are not returned or damaged and the machines provide a method for payment of those fees. At this time, the Library is not planning for the sale of those machines.

Finance and Budget Department

Financial Reports

Barbara Long, Assistant Director of Finance and Budget addressed the Board. The financial report is a first look at 2019-year end and is preliminary. There are projections on both operating (table 3) and capital (table 5). The Library is still receiving invoices and is expecting payroll expenses to be posted. Many of the capital projects are not confined to one year but will continue to finish up in 2020. There is a slightly different presentation for fund balance reflecting the reserve. Next month and in March, the Board will receive more information as 2019 year end is not truly complete until the County audit is conducted. Additionally, next month the Library will present the carry forward request.

In response to questions, the Board was advised that:

- On salaries and benefits, there was no increase in benefits for 2019. Also, the Library may not have filled benefited FTE positions as quickly. It was noted that sometimes employees decline benefits.
- For the document management system, the Library decided to take an approach to start with a pilot to make sure the system worked well for the Library. The Board approved the contract for \$80,000. The way the financial system works, the

contracted encumbrances do not display as the system zeroes out those amounts. The anticipated amount to be carried forward for the document management system is \$80,000.

Pine Library

MOTION: Jill Fellman moved that the Library Board of Trustees authorize a gift of \$1,000 to the North Fork Library Association to support the operation of the Pine Library in 2020. Seconded by Jeanne Lomba, voting on the motion was suspended for additional discussion.

Trustee Bodnar proposed increasing the amount of the contribution to the Pine Library by \$500 for a total of \$1500. After some discussion, the following amended motion was presented.

MOTION: Jill Fellman moved that the Library Board of Trustees authorize a gift of \$1,500 to the North Fork Library Association to support the operation of the Pine Library in 2020. Seconded by Jeanne Lomba the motion passed by unanimous vote of all Trustees present.

Facilities & Construction Projects

Belmar Library Renovation Project Update

Steve Chestnut, Director of Facilities and Construction Projects addressed the Board and introduced Erik Griffith, Fransen Pitman Project Manager who provided an update on the Belmar Library Renovation Project. The renovation is moving along nicely, the weather has been cooperating and at this stage of the project, unforeseen surprises should be minimized. For the exterior work, the piers (structural footings) been poured and steel erection is planned for next week. All structural concrete items, retaining walls for landings and ramps, are complete. For the interior, all electrical, plumbing and mechanical within the walls have been completed. Drywall is underway with good progress including taping and mudding. Inspectors have signed off on the restrooms and wall and floor tile are scheduled for next week. Most of the doorframes are in and frames for the glass doors are roughed in. Ceiling paint is substantially complete. The walk through to confirm all final locations for electric and data outlets, security access for doors as well as final locations for electrical floor boxes are complete. The team is getting ready for paint and other finishes. The ballot box has been approved and will be incorporated. The fire sprinkler permit and fire alarm permit are done. For the project risks, the remaining exterior work is at the mercy of Mother Nature. Signage meetings are scheduled for next week with JCPL and HDR, the architect.

In response to questions, the Board was advised that:

- There are no outstanding permits
- The project remains on budget
- RFI stands for Request for Information
- The ballot box was approved by the County
- Completion remains scheduled for Spring 2020

STAT Courier Contract

Steve Chestnut introduced topic and provided an overview of the STAT Courier renewal contract. In response to questions, the Board was advised that:

- The renewal contract cost has escalated 2% and the fuel surcharge is included
- The increase in the scope of work includes patron services for the Conifer Library book drop that was added last year and the holiday book sale.
- Both the Conifer book drop and holiday sale were designed to enhance patron's library experience.

MOTION: Kim Johnson moved that the Library Board of Trustees authorize the Executive Director to sign a contract with STAT Courier Service in the amount of \$258,366 for delivery services. Seconded by Jeanne Lomba the motion passed by unanimous vote of all Trustees present.

Kleen-Tech Services Corporation

Steve Chestnut introduced the topic and provided information on the renewal contract with Kleen-Tech Services. The Library and Kleen Tech were negotiating and adjusting the renewal contract. The new contract cost includes a 5.98% increase in pricing over 2019. This increase is primarily due to the State required increase in minimum wage (\$12.00 per hour) for 2020. The 2020 renewal is the last one permitted under the original contract. Following best practices, JCPL will go out to bid for janitorial services this year and initiate an RFP in the 2nd quarter of 2020 with a proposed start date of January 1, 2021 for the selected vendor. The lead-time is needed to allow enough time for responding vendors to schedule walk-throughs at all JCPL locations.

In response to a question, the Board was advised that JCPL is happy with the services provided by Kleen Tech.

MOTION: Jeanne Lomba moved that the Library Board of Trustees authorize the Executive Director to sign a contract with Kleen-Tech Services Corporation in the base amount of \$495,000 for janitorial services. Seconded by Pam Anderson the motion passed by unanimous vote of all Trustees present.

ITEMS REMOVED FROM THE CONSENT AGENDA

No items were removed from the consent agenda.

EMERGING ISSUES

There were no emerging issues.

ENDS

Global Ends Statements

The Chair introduced the topic and advised the Trustees of the work performed last year addressing the Global Ends Statements. The Chair asked for and received consensus from all Trustees present that they were happy with the Ends Statements.

Draft 2020-2025 Strategic Plan

The Executive Director introduced the topic and advised the Board that the Library is very excited to get feedback from the Board on the draft 2020-2025 Strategic Plan. The plan is considered a living document that will be revisited in the weeks ahead. Rex Whisman, Director of Strategy and Engagement, shared a presentation with the Board on the 2020-2025 Strategic Plan and facilitated a discussion to receive input from the Trustees. After the discussion, the Trustees were asked to indicate their impressions with the draft plan and responded positively. The Trustees were advised that their comments and suggestions would be reviewed and incorporated. Performance targets and success measures for the 2020-2025 strategic plan will be a topic for the March Study Session.

BOARD GOVERNANCE

Sunshine Resolution

MOTION: Kim Johnson moved that the Library Board of Trustees adopt the Sunshine Resolution LB-01-16-20. Seconded by Jill Fellman the resolution was adopted by unanimous vote of all Trustees present.

In response to a question, the Board was advised that Library Board meeting notices are also posted on the public website jeffcolibrary.org. Additionally, the Trustees were advised that recent changes to the open meetings law would be addressed at the February Study Session and Amber Fisher will be providing information to the Bylaws Committee.

Bylaws Committee Appointments

The Chair announced the appointments of Jeanne Lomba and German Zarate-Bohorquez to serve on the committee to review the By-Laws. Any proposed amendments to the Bylaws will be submitted to the Trustees at least 14 days prior to their proposed adoption.

Nominating Committee Appointments

The Chair announced the appointments of John Bodnar and Jill Fellman to serve on the committee to nominate board officers. The committee will report to the Board at the

February Board meeting with the proposed slate of officers. The Trustees will elect officers at the March Board meeting.

Foundation Board Trustee Representative Appointment

The Chair announced the appointment of Kim Johnson to serve as the Trustee representative on the Foundation Board.

BOARD SCHEDULE – NEXT MEETINGS

- February 13, 2020 – Study Session – 5:30 pm – Pam Nissler Conference Room at Library Administration – Jeanne and Kim will not be present
- February 20, 2020 – Board Meeting – 5:30 pm – Lakewood Library Meeting Room
- March 12, 2020 – EXTENDED Study Session – 5:30 pm – Pam Nissler Conference Room at Library Administration
- March 19, 2020 – Board Meeting – 5:30 pm – Lakewood Library Meeting Room
- April 9, 2020 – Study Session – 5:30 pm – Pam Nissler Conference Room at Library Administration
- April 16, 2020 – Board Meeting – 5:30 pm – Arvada Library Meeting Room

ANNOUNCEMENTS/GENERAL INFORMATION SHARING

The Board was introduced to Katie O'Loughlin, Administrative Coordinator. Katie will be providing support to Amber Fisher and will be an additional resource to assist with the work of the Board.

ADJOURNMENT

The Board meeting was adjourned at 7:23 pm.

Pam Anderson, Secretary

FOUNDATION REPORT

JEFFERSON COUNTY LIBRARY FOUNDATION
EXECUTIVE DIRECTOR REPORT
FEBRUARY 2020 (January 17 – February 20)
By Jo Schantz, MNM, CFRE, GPC

1. Upcoming events and activities

JCLF IS A
BENEFICIARY OF....



11:35 a.m. luncheon
Baldoria on the Water
Lakewood, CO

Keynote Speaker

Heidi Ganahl dealt with adversity early in her life when she lost her husband in a plane crash, but her entrepreneurial spirit helped her pick herself up and found Camp Bow Wow, a \$100 million leader in the pet and franchise industry hitting the Inc 500/5000 list 5 years in a row. For this effort, she has received many accolades including Fortune Magazine's Top 10 Most Promising Entrepreneurs, and the 2016 Colorado Brave Leader Award. After selling Camp Bow Wow a few years ago, Heidi dedicated herself to "giving back." She was elected in a state-wide race to the Board of Regents of the University of Colorado and is on several other boards focusing on entrepreneurship and education.

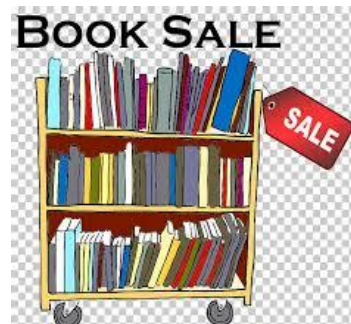


Friends Annual Meeting
Friday, March 13, 11:30 a.m. To 1 p.m.
Wheat Ridge Rec Center
Featuring Author Barbara Nickless

Her "blisteringly original" Sydney Rose Parnell crime novels — featuring a railway cop and her K9 partner — include *Blood on the Tracks*, *Dead Stop*, *Ambush* and *Gone to Darkness*.

March Madness Book and Gift Sale
Golden Library, 1019 10th Street
in Golden

Friday, March 20, 9 a.m. to 4 p.m.
Saturday, March 21, 9 a.m. to 4 p.m.



2. News, Meetings and Networking

JCLF has signed a new 12-month contract (as of February 1) with **Empty Shelves, a book re-sell vendor**. Empty Shelves has created a new method of scanning and sorting books via a smart phone, which is streamlining our sorting process. Empty Shelves is paying the Foundation **\$4,500 a month** for scanned materials that meet their company's criteria for re-sell value. This will still provide JCLF with a large number of books for our Whale of a Used Book Sales, holiday sales, etc.

I participated in **JCPL's Combined Management team meeting** on January 22, and also attended the "dusty boots" tour of Belmar Library that afternoon. I participated in the **West Metro Chamber's Women in Business Breakfast** on Jan. 27, and on January 31, I attended the **West Metro Chamber's Chairman's gala dinner and awards presentation**. On Jan. 23, **Board member Linda Fleming** joined me for a training via the **Rose Community Foundation Cohort** on endowment building. The next Cohort training takes place Feb. 20. **Donna Walker** and I had our monthly lunch meeting on January 27. The **JCLF Board of Directors** held its January meeting on January 28. We will be meeting every other month in 2020.

February 5th was the quarterly **Library Development Officers' meeting** (for Colorado public libraries) and I joined six fundraisers from across the state in this online conversation. I was pleased to provide a presentation to the **Golden Elks** on Feb. 6 for **Project STAR** (Supporting Teens At Risk, which is my class project from **Leadership Golden**), and I am invited back to visit this group and to provide a presentation on the Jefferson County Library Foundation on March 5.

I have had 1-1 meetings with two prospective JCLF Board members – **Donald Tallman**, former executive director of the **Colorado Railroad Museum**, and **Linda Lovin**, a former bookstore owner and a leader of the **Rocky Mountain Literary Festival** (an event that JCLF sponsors annually). I'm also continuing on in my capacity as a Board member for: **1) the Honor Bell Foundation** (www.honorbell.org) serving military veterans and their families, **2) the Literacy Coalition of Colorado** (LCC) serving adults who read at low (K-3rd grade) level. [On Feb. 22, I will participate in LCC's teacher training workshop at Red Rocks Community College], and **3) the Jefferson County Community Services Advisory Board**.

I recently earned my **Grant Professional Certification (GPC)** accreditation from the **Grant Professional Association**.

3. Grants, Sponsorships and Naming Rights Update

Recent grants pending:

- Golden Civic Foundation – \$3,172 for a menu of items for Golden Library programs
- Max and Victoria Dreyfus Foundation* -- \$10,000 for **1,000 Books** and Babies First Books
- Harmes C. Fishback Foundation* -- \$5,000 for general operating support
- ENT Credit Union* -- \$5,000 for Summer Reading

Grants Approved/Received:

- Believe in Reading Foundation* -- \$3,900 for Babies First Books program
- MDU Resources* -- \$5,000 for **1,000 Books**

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

Sponsorships for the Friends Annual Meeting:

Bonfire Burritos. Empty Shelves, Foothills Vision Center and the Taurus Fund

Naming Rights at Belmar Library:

Genesee Mountain Foundation -- \$25,000 for the Family Place Library™

Vicki Ponce -- \$7,500 for the large study room

Melvin & Elaine Wolf Foundation -- \$5,000 for a/v equipment in the Children's Library

Rachelle Naishtut -- \$1,000 for a service kiosk

Naming Rights Pending Trustee Approval:

Bank of Colorado -- \$5,000 for the small study room

Fransen Pittman -- \$1,000 for the bike rack and \$1,000 for the AWE children's computers

Operational Updates

Executive Director Update



February 2020 EXECUTIVE DIRECTOR REPORT

1st Quarter 2020 Focus:

1. Unveil new long-range Strategic Plan and online dashboard
2. Fully transition Strategy and Engagement Team
3. 2021 Budget and Project Planning
4. New Trustee Orientation

Community Engagement

JCPL is sending **17 staff and 2 trustees** to the Public Library Association annual conference in Nashville. Two of our staff, **Marcy James**, Programming Coordinator, and **Cindy Jaye**, Programming Manager, will be presenting a session on summer reading.

JCPL SERVICE HIGHLIGHTS

AARP TAX HELP: The Library offers free tax help from AARP IRS-certified volunteers. Free tax counseling and preparation services are available February 1 - April 11. Appointments fill up immediately upon posting.


New Print Release and PC Reservation System. Improved features include:

- Patrons can be at home or at any library and send a print job, then go and pick it up at any JCPL library.
- Patrons can print from any PC, smart phone, tablet, MAC or Windows laptop.
- Text alerts to notify patrons when their computer reservation is available. Allows better metrics and robust reporting.
- Works with coin, bills, cash cards, credit and debit cards, ApplePay, Google Wallet.
- Reduction in equipment needed and smaller footprints for dedicated equipment.

Advocacy and Engagement Opportunities for Trustees

Colorado Library Legislative Day – March 18th – details forthcoming.

FY2021 Federal budget proposal eliminates the Institute of Museum and Library Services (IMLS), including all funds from Library Services and Technology Act (LSTA). The administration's new budget eliminates funding for other library-eligible education programs. More information about the issue and advocacy opportunities can be found [here](#) and [here](#).






HIGHLIGHTS OF EXECUTIVE DIRECTOR COMMUNITY ACTIVITIES, February, 2020

ACTIVITY	PURPOSE	IMPACT
Jeffco Connections	Align our collaborative efforts for 2020.	Cancelled due to weather.
Elected Officials Personnel Board Meeting <i>Scheduled for February 13th</i>	2021 budget considerations and prioritization. Centralized services review process information sharing. Discussion on potential future ballot options.	
Front Range Public Library Directors <i>Scheduled for February 21st</i>	Connect with other public library executive directors. Learn about new initiatives in Colorado.	
Meeting with Jo Schantz, executive director of the Jefferson County Library Foundation <i>Scheduled for February 24th</i>	Maintain relationship with community partner.	
Public Library Association Conference <i>Scheduled for February 26-29th</i>	Learn about best practices in public libraries in the country. Face-to-face meetings with key vendors.	
West Metro Chamber of Commerce <i>Scheduled for February 27th</i>	Participate as a Board member. Promote library services to business and non-profit community.	
Meeting with Wes Paxton, Conifer High School Principal	High School Remodel resource sharing and patron privacy conversation.	

New Trustee orientation curriculum has been developed and orientation is being scheduled. The orientation is intended for our new trustees, but all are invited and welcome.

The **City of Golden Fire Department** issued an official notice and order to JCPL, Golden Library, due to overcrowding of the meeting room during functions throughout the week. The corrective order is to post the occupant load in the room. This issue was addressed by staff immediately both by posting a sign, which had not previously been required by code, and by addressing the over-crowding issues.



Operational Updates

Finance and Budget Department

memorandum

To: Donna Walker, Executive Director
From: Barbara Long, Assistant Director for Finance & Budget
Re: Finance Monthly Report
Date: February 11, 2020

A. Budget to Actual Tables

The Budget to Actual Tables for January 2020 will be forwarded before the meeting and will include the analysis discussion.

memorandum



To: Donna Walker, Executive Director
From: Barbara Long, Assistant Director for Finance & Budget
Re: Finance Monthly Report
Date: February 19, 2020

A. Budget to Actual Tables January

The Budget to Actual Tables for January 2020 are attached. The month of January does not typically show much activity with the exception of the recognition of prepaid expenses for subscriptions to digital resources and software maintenance agreements. Salaries and benefits are posted through the month of January; however, the amount is smaller than you would expect because some expenses are accrued back to 2019 as the hours worked were actually in 2019. The January tables include updated 2019 financial information which matches the revised 2019 tables presented at the study session last week.

Debt service payments will be made in June and December.

January statements include some property tax revenue although most property tax is received in February, April and June. In January, the Library received funding of \$32,442 from the Library Foundation. This amount is December revenue for the Foundation, but January revenue for the Library due to timing. The Library Foundation also provided \$3,500 in prizes for the Epic STEM event, resulting in total support from the Foundation of \$35,942. This amount includes over \$19,000 from contributions for Belmar naming opportunities. In-kind support provided to the Foundation by the Library in 2020 is valued at \$6,430 (Ratio of 5.59:1).

TABLE 1
JEFFERSON COUNTY PUBLIC LIBRARY
TOTAL FUND SUMMARY
2020 ACTUAL TO BUDGET

Sources and Uses of Funds	2019 Amended Budget	2019 Actual	2020 Amended Budget	YTD Actual 1/31/2020	\$ Variance 2020 Budget	Budget to Actual %
Sources of Funds	4.000		4.500			
Revenues						
Taxes						
Property Tax - Operating	\$ 40,428,530	\$ 39,762,957	\$ 44,134,625	\$ 828,929	\$ (43,305,696)	-98%
Property Tax - Capital	1,949,693	1,917,925	2,165,680	39,165	(2,126,515)	-98%
Total Taxes	\$ 42,378,223	\$ 41,680,882	\$ 46,300,305	\$ 868,094	\$ (45,432,211)	-98%
Federal & State Grants	\$ 130,000	\$ 128,084	\$ 128,000	\$ -	\$ (128,000)	-100%
Fines & Fees	492,731	435,234	239,513	10,304	(229,209)	-96%
Other Revenue	495,000	1,130,422	572,640	32,563	(540,077)	-94%
Total Other Revenues	\$ 1,117,731	\$ 1,693,740	\$ 940,153	\$ 42,868	\$ (897,285)	-95%
Sub Total Revenues	\$ 43,495,954	\$ 43,374,622	\$ 47,240,458	\$ 910,961	\$ (46,329,497)	-98%
Fund Balance Activity						
Transfer from FB - Capital Projects	3,248,054		2,267,039	-		NA
Transfer to/(from) Fund Balance	-	4,554,142	-	(2,895,152)		NA
Total Sources of Funds	\$ 46,744,008	\$ 38,820,481	\$ 49,507,497	\$ 3,806,113		
Uses of Funds						
Operating Expenditures						
Salaries & Employee Benefits						
Salaries	\$ 14,766,591	\$ 14,352,310	\$ 15,935,735	\$ 739,683	\$ (15,196,052)	-95%
Benefits	4,818,086	4,370,694	5,288,399	133,429	(5,154,970)	-97%
Total Salaries & Benefits	\$ 19,584,677	\$ 18,723,004	\$ 21,224,134	\$ 873,112	\$ (20,351,022)	-96%
Library Books & Materials	\$ 8,139,065	\$ 7,777,885	\$ 8,135,190	\$ 1,799,168	\$ (6,336,022)	-78%
Supplies	1,612,418	1,343,160	1,449,965	71,320	(1,378,645)	-95%
Vehicles	-	-	-	-	-	NA
Other Services & Charges	4,245,804	3,868,947	4,914,583	682,497	(4,232,086)	-86%
Internal Transactions /Cost Allocation	1,886,026	1,983,894	2,251,204	134,771	(2,116,433)	-94%
Total Operating Expenditures	\$ 35,467,990	\$ 33,696,891	\$ 37,975,076	\$ 3,560,868	\$ (34,414,208)	-91%
Financing & Debt Service	\$ 1,448,432	\$ 1,448,432	\$ 1,410,421	\$ -	\$ (1,410,421)	-100%
Capital Projects	\$ 9,827,586	\$ 3,675,157	\$ 10,122,000	\$ 245,245	\$ (9,876,755)	-98%
Total Uses of Funds	\$ 46,744,008	\$ 38,820,481	\$ 49,507,497	\$ 3,806,113	\$ (45,701,383)	-92%

TABLE 2A
JEFFERSON COUNTY PUBLIC LIBRARY
FUND BALANCE SUMMARY
2020 ACTUAL TO BUDGET

	2019 Amended Budget	2019 Actual	2020 Amended Budget	YTD Actual 1/31/2020
Beginning Fund Balance	\$ 18,164,234	\$ 19,529,543	\$ 19,529,543	\$ 24,083,685
Revenues	\$ 41,546,261	\$ 41,456,697	\$ 45,074,778	\$ 871,796
Capital Funding	1,949,693	1,917,925	2,165,680	39,165
Total Revenues	\$ 43,495,954	\$ 43,374,622	\$ 47,240,458	\$ 910,961
Expenditures				
Operating Expenditures	\$ 35,467,990	\$ 33,696,891	\$ 37,975,076	\$ 3,560,868
Debt Service	1,448,432	1,448,432	1,410,421	-
Capital Projects	9,827,586	3,675,157	10,122,000	245,245
Total Expenditures	\$ 46,744,008	\$ 38,820,481	\$ 49,507,497	\$ 3,806,113
Increase/(Decrease) in Fund Balance	\$ (3,248,054)	\$ 4,554,142	\$ (2,267,039)	\$ (2,895,152)
Ending Fund Balance	\$ 14,916,180	\$ 24,083,685	\$ 17,262,504	\$ 21,188,533
Committed to Capital Projects		\$ 5,897,205		
Reserve Fund Balance		\$ 18,186,480		

Reserve Fund Balance Policy Calculation

	2019 Amended Budget	2019 Actual	2020 Amended Budget	2020 Actual
Year-End Reserve Fund Balance		\$ 18,186,480		
16% - Current Year Budgeted Revenues	\$ 6,959,353		\$ 7,558,473	
9% - Current Year Budgeted Revenues - Uncertainty	3,914,636		4,251,641	
Total Minimum F/B Reserve Requirements (FLOOR)	\$ 10,873,989		\$ 11,810,115	
50% of Current Year Budgeted Revenues	\$ 21,747,977		\$ 23,620,229	
Total Maximum F/B Reserve Requirements (CEILING)	\$ 21,747,977		\$ 23,620,229	
Above/(Below) Minimum (FLOOR)		\$ 7,312,491		
Above/(Below) Maximum (CEILING)		\$ (3,561,497)		

TABLE 3
JEFFERSON COUNTY PUBLIC LIBRARY
OPERATING EXPENDITURES
2020 ACTUAL TO BUDGET

Sources and Uses of Funds	2019 Amended Budget	2019 Actual	2020 Amended Budget	YTD Actual 1/31/2020	Projected Year-End 2020	Variance 2020 Budget
<i>Sources of Funds</i>						
Revenues						
Taxes						
Property Taxes	\$ 41,376,815	\$ 40,702,633	\$ 45,960,543	\$ 831,167	\$ 45,960,543	\$ -
Delinquent Taxes	105,503	81,612	48,032		48,032	-
Prior Year Cancellations	(80,608)		(385,353)		(385,353)	-
Urban Renewal	(996,510)	(1,068,555)	(1,509,624)		(1,509,624)	-
Penalties & Interest	23,330	47,267	21,027	(2,238)	21,027	-
Total Taxes	\$ 40,428,530	\$ 39,762,957	\$ 44,134,625	\$ 828,929	\$ 44,134,625	\$ -
Federal & State Grants	\$ 130,000	\$ 128,084	\$ 128,000	\$ -	\$ 128,000	\$ -
Library Fines	365,000	309,575	107,950	3,445	107,950	-
Charges for Services	127,731	125,659	131,563	6,859	131,563	-
Investment Income	322,000	840,595	322,000	121	322,000	-
Library Foundation	85,000	177,817	160,000	32,442	160,000	-
E Rate Revenue	88,000	93,865	90,640		90,640	-
Other Revenue	-	18,145	-		-	-
Total Revenues	\$ 41,546,261	\$ 41,456,697	\$ 45,074,778	\$ 871,796	\$ 45,074,778	\$ -
<i>Uses of Funds</i>						
Operating Expenditures						
Salaries & Employee Benefits						
Salaries	\$ 13,872,155	\$ 12,442,452	\$ 15,093,111	\$ 647,733	\$ 15,093,111	\$ -
Awards & Bonuses	125,000	-	130,000		130,000	-
Termination Pay	-	78,196		3,455	-	-
Temporary Salaries	2,080,360	1,828,944	2,146,611	87,866	2,146,611	-
Overtime	7,130	2,719	5,130	629	5,130	-
Vacancy Savings	(1,318,054)		(1,439,117)		(1,439,117)	-
Benefits	4,818,086	4,370,694	5,288,399	133,429	5,288,399	-
Total Salaries & Benefits	\$ 19,584,677	\$ 18,723,004	\$ 21,224,134	\$ 873,112	\$ 21,224,134	\$ -
Library Books & Materials	\$ 6,768,000	\$ 6,578,114	\$ 6,691,154	\$ 672,936	\$ 6,691,154	\$ -
Library Computer Materials	1,173,185	1,077,497	1,285,686	987,920	1,285,686	-
Library Periodicals	197,880	122,274	158,350	138,312	158,350	-
Sub-Total Library Collections	8,139,065	7,777,885	8,135,190	1,799,168	8,135,190	-
Supplies	\$ 1,612,418	\$ 1,343,160	\$ 1,449,965	\$ 71,320	\$ 1,449,965	\$ -
Services & Charges	4,245,804	3,868,947	4,914,583	682,497	4,914,583	-
Vehicles	-	-	-		-	-
Direct Internal Charges	196,182	143,837	164,067	7,989	164,067	-
Indirect Cost Allocation	1,067,744	1,067,744	1,145,837	95,486	1,145,837	-
Intra County Transactions	622,100	772,313	941,300	31,296	941,300	-
Total Supplies and Other	\$ 7,744,248	\$ 7,196,002	\$ 8,615,752	\$ 888,588	\$ 8,615,752	\$ -
Total Operating	\$ 35,467,990	\$ 33,696,891	\$ 37,975,076	\$ 1,761,701	\$ 37,975,076	\$ -

TABLE 4
JEFFERSON COUNTY PUBLIC LIBRARY
DEBT SERVICE DETAIL
2020 ACTUAL TO BUDGET

Sources and Uses of Funds	2019 Budget	2019 Actual	2020 Budget	YTD Actual 1/31/2020	Projected Year End 2020	Variance 2020 Budget
Debt Service						
Principal - Arvada (2005-2024)	\$ 539,667	\$ 539,667	\$ 552,073	\$ -	\$ 552,073	\$ -
Interest - Arvada (2005-2024)	82,192	82,192	69,294	-	69,294	-
Principal - Refunding Series 2013	608,264	608,264	608,265	-	608,265	-
Interest - Refunding Series 2013	61,695	61,695	31,303	-	31,303	-
Principal - COP - Capital Projects	142,143	142,143	142,143	-	142,143	-
Interest - COP - Capital Projects	14,472	14,472	7,343	-	7,343	-
Total Debt Service	\$ 1,448,432	\$ 1,448,432	\$ 1,410,421	\$ -	\$ 1,410,421	\$ -

Arvada

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

Build America Bonds

Total Issue \$6,293,000
Term 2011-2020
Use - Lakewood HVAC
Energy Conservation
Book Sorters
Library Service Center Remodel

Certificates of Participation (COP)

Total Issue \$995,000
Term 2014-2020
Use - Belmar Roof Replacement
Columbine HVAC
Columbine Parking Lot
Standley Lake Parking Lot

TABLE 5
JEFFERSON COUNTY PUBLIC LIBRARY
CAPITAL IMPROVEMENT PROJECTS
2020 ACTUAL TO BUDGET

Sources and Uses of Funds	2019 Amended Budget	2019 Actual	2020 Budget	2020 Amended Budget	YTD Actual 1/31/2020	Projected Year End 2020	Variance 2020 Budget
Sources of Funds							
Property Tax - Capital - 4.5%	\$ 1,949,693	\$ 1,917,925	\$ 2,165,680	\$ 2,165,680	\$ 39,165	\$ 2,165,680	\$ -
Transfer from FB - Capital Expenses	3,248,054		2,267,039	2,267,039		2,267,039	-
Total Sources of Funds	\$ 5,197,747	\$ 1,917,925	\$ 4,432,719	\$ 4,432,719	\$ 39,165	\$ 4,432,719	\$ -
Uses of Funds							
Annual Replacement & Maintenance Program (ARM) and Recurring Projects							
ARM-01 Capital Maintenance	\$ 329,559	\$ 238,497	\$ 250,000	\$ 250,000	\$ 30,510	\$ 250,000	\$ -
ARM-02 Furniture & Equipment	36,000	16,175	36,000	36,000	5,148	36,000	-
ARM-03 Computer Replacement Plan	250,000	200,868	180,000	180,000	-	180,000	-
ARM-04 Book Sorter Replacement	250,000	59,862	300,000	300,000	123,158	300,000	-
ARM-05 IT Infrastructure Replacement	200,000	128,989	370,000	370,000	35,386	370,000	-
Alternative Services	250,000	246,753	450,000	450,000	-	450,000	-
2016 Projects							
16-14 High Availability Internet Redundancy	\$ 72,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2017 Projects							
17-13 Standley Lake Outdoor Learning Env.	\$ 67,014	\$ 72,195	\$ -	\$ -	\$ -	\$ -	\$ -
2018 Projects							
18-05 Evergreen Parking Lot	\$ 172,000	\$ 175,008	\$ -	\$ -	\$ -	\$ -	\$ -
18-07 LSC Garage & Loading Dock Planning	169,531	46,948	-	-	(2,347)	-	-
18-08 Bookmobile Replacement Sinking Fund	400,000	-	-	-	-	-	-
2019 Projects							
19-01 Standley Lake Clerestory Roof	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
19-02 Document Management System	160,000	-	-	-	29,808	-	-
2020 Projects							
20-01 Arvada HVAC Upgrade	\$ -	\$ -	\$ 140,000	\$ 140,000	\$ -	140,000	\$ -
Multi-Year Construction Projects							
17-07 Edgewater Library	139,175	139,175	-	-	-	-	-
18-01 Belmar Library Remodel	6,947,307	2,344,785	-	-	23,584	-	-
19-03 South County Library	350,000	5,900	4,000,000	4,000,000	-	4,000,000	-
20-02 Golden Library	-	-	4,396,000	4,396,000	-	4,396,000	-
Total Capital Projects	\$ 9,827,586	\$ 3,675,157	\$ 10,122,000	\$ 10,122,000	\$ 245,245	\$ 10,122,000	\$ -

TABLE 6
JEFFERSON COUNTY PUBLIC LIBRARY
CAPITAL IMPROVEMENT PROJECTS
2019 BUDGET TO ACTUAL

Project	2020 Amended Budget	YTD Actual 1/31/20	YTD Encumbrances 1/31/20	YTD Total Actual + Enc	Remaining Budget
ARM-01 Capital Maintenance	\$ 250,000	\$ 30,510	\$ 28,190	\$ 58,699	\$ 191,301
ARM-02 Furniture & Equipment	36,000	5,148	-	5,148	30,852
ARM-03 Computer Replacement Plan	180,000	-	67,032	67,032	112,968
ARM-04 Book Sorter Replacement	300,000	123,158	58,444	181,601	118,399
ARM-05 IT Infrastructure Replacement	370,000	35,386	18,135	53,521	316,479
Library Alternative Services	450,000	-	-	-	450,000
16-14 High Availability Internet Redundancy	-	-	30,484	30,484	(30,484)
18-07 LSC Garage & Loading Dock	-	(2,347)	124,930	122,583	(122,583)
18-08 Bookmobile Replacement	-	-	-	-	-
19-02 Document Management System	-	29,808	50,192	80,000	(80,000)
Multi-Year Projects Construction Projects					
18-01 Belmar Library Remodel	-	23,584	4,529,301	4,552,885	(4,552,885)
19-03 South County Library	4,000,000	-	86,049	86,049	3,913,951
20-01 Arvada HVAC Upgrade	140,000	-	-	-	140,000
20-02 Golden Library	4,396,000	-	-	-	4,396,000
Total Capital Projects	\$ 10,122,000	\$ 245,245	\$ 4,992,756	\$ 5,238,002	\$ 4,883,998

**Belmar Library Renovation
Project to Date - Budget to Actual**

January 31, 2020

Project Description

JCPL is rennovating the Belmar Library to reflect new trends in library service, make better use of available space, increase safety for patrons and library staff and to update furnishings and fixtures. The Belmar Library first opened in 2000 and was last updated in 2007.

Project Budget

\$350,000	2018 Phase I Planning Budget
6,423,500	2019 Original Project Budget
270,000	2019 Additional funding, approved 7/25/19
<u>\$7,043,500</u>	Total Project Budget

2018 Timeline

\$350,000	2018 Budget
<u>\$96,194</u>	2018 Actual
<u>\$253,806</u>	Remaining 2018 Budget

2019 Timeline

\$6,423,500 Board of Trustee approved the 2019 Budget in December, 2018
\$253,806 Board of Trustees approved \$253,806 in project carryover at the Feb 14, 2019 Board Mtg.
\$270,000 Additional funding approved at the July 25, 2019 Board Meeting

\$6,947,306	2019 Project Budget
<u>\$2,344,785</u>	2019 Actual Expenses
<u>\$4,602,521</u>	Remaining 2019 Budget

2020 Timeline

\$0	2020 Budget
<u>\$23,584</u>	2020 Actual
<u>-\$23,584</u>	Remaining 2020 Budget

\$4,602,521 Proposed project carryover funding

Belmar Library Renovation Project
Project - Budget to Actual
Inception-to-Date
January 31, 2020

	Design & Engineering	Owner's Requirements (Rep)	Construction	Survey, Testing, Permits	FFE	Technology	Contingencies & Escalation	Total
Budget	\$ 750,985	\$ 220,000	\$ 4,648,200	\$ 40,000	\$ 738,000	\$ 375,174	\$ 271,141	\$ 7,043,500
Revised Budget	\$ 750,985	\$ 220,000	\$ 4,648,200	\$ 40,000	\$ 738,000	\$ 375,174	\$ 271,141	\$ 7,043,500
2018 Actual								
Nov		22,146						22,146
Dec	49,400	24,648						74,048
Total 2018	49,400	46,794	-	-	-	-	-	96,194
2019 Actual								
Jan								-
Feb	32,805	19,808						52,613
March								-
April	32,382	9,829						42,211
May	33,078	9,904		4,190				47,172
June								-
July	86,833	12,500		300				99,633
August	109,117	17,320	9,900					136,337
September	196,341	8,660	3,300	11,761		1,530		221,592
October	22,525	8,860			25,534	64,910		121,829
November		10,160	465,571		1,211	930		477,872
December	63,303	17,520	872,655	1,730	150,470	39,849		1,145,527
Total 2019	576,384	114,561	1,351,426	17,981	177,215	107,219	-	2,344,785
2020 Actual								
Jan	850		(48,666)		71,400			23,584
Feb								-
Total 2020	850	-	(48,666)	-	71,400	-	-	23,584
Total Expenditures	625,784	161,354	1,351,426	17,981	177,215	107,219	-	2,440,979
Remaining Budget	\$ 125,201	\$ 58,646	\$ 3,296,774	\$ 22,019	\$ 560,785	\$ 267,955	\$ 271,141	\$ 4,602,521

Operational Updates

Facilities & Construction Projects

Belmar Library Renovation – Progress Reporting

DATE: February 2020

I. PROJECT TEAM:

Jefferson County Public Library
JCPL Steering Committee
NV5
HDR
Fransen Pittman

Owner
Advisory Group
Owner's Representative
Architect/Design Team
General Contractor

II. PROJECT PROGRESS / STATUS:

- A. Canopy steel has been assembled and exterior site work continues.
- B. Curb and gutter concrete has been poured and parking lot lights are functional.
- C. Drywall has been hung and taping/mudding (finishing) of drywall is on-going. Paint has been applied in areas where drywall is complete.
- D. Tile installation in bathrooms are 90% complete.
- E. Ceiling grid work has begun and ceiling tiles will be complete in a few weeks.

III. CURRENT PROJECT OPPORTUNITIES &/OR RISKS:

- A. Weather/snow has been an issue for exterior site work & replacement of clerestory windows; some delays have occurred. At this time, Fransen Pittman is working to make up the days without an extension to the overall schedule.
- B. Cost for weather allowances have been increased. To date, any weather costs are coming out of the construction contingency held by Fransen Pittman.
- C. JCPL requested work to be done on aged and failing components to the dry sprinkler system. This will allow the system to be functional for 15+ years.
- D. Contingency in the project budget will be held until the exterior site work has progressed to the point that additional work/funding will be unlikely. At that time, contingency funds could be made available for project add alternates.

IV. UPCOMING KEY DECISIONS:

- A. Move-In Schedule and Timing of JCPL Start Up Activities are currently being identified & scheduled.

V. MEETINGS:

- A. Weekly, Thursdays @ 1:00pm: OAC Meetings & Site Walk
- B. Feb 18th @ 3:30pm: Dusty Boots Tour, Belmar Staff

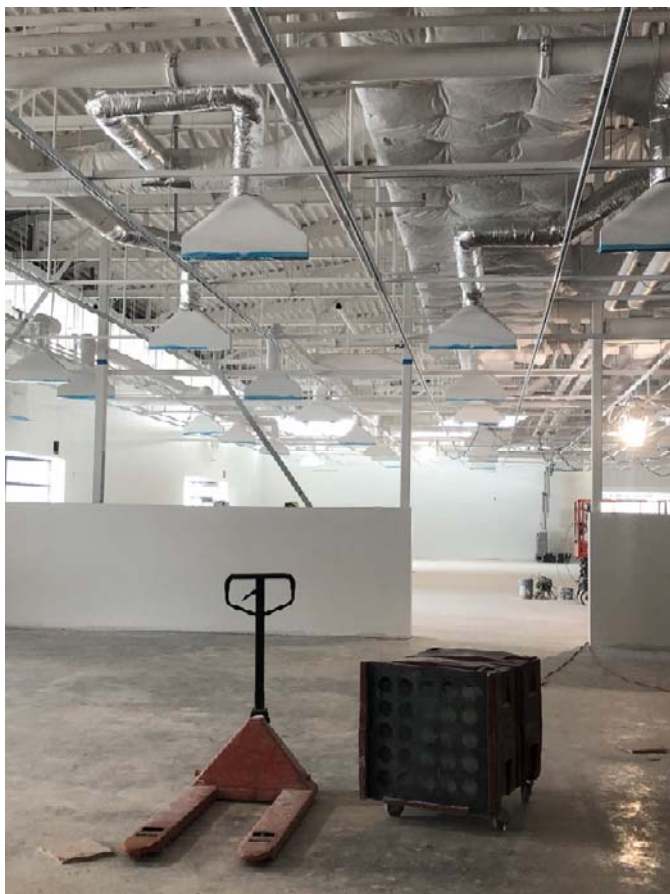
VI. MILESTONES PROJECTED FOR NEXT PERIOD:

- C. Complete drywall & paint / Carpet Install
- D. Replace Clerestory Windows / Install Light Fixtures

VII. PROGRESS PHOTOS:



Canopy Steel –
perspective with old
entrance. Curb &
gutter concrete.



Open Stack Area without
Baffles



Ceiling Grid and Staff Offices



Study Rooms – ceiling grid and
paint complete



Restroom – Tile and Sconce
Lights Complete

STRATEGY AND ENGAGEMENT

ADMINISTRATION

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

jeffcolibrary.org



To: Donna Walker, Executive Director
From: Rex Whisman, Director of Strategy and Engagement
Date: February 12, 2020
Re: Community Engagement Update for New Library in South Jefferson County

The following is a summary of the work to date:

- The 2018 Facility Master Plan recommended construction of a new destination library of at least 30,000 square feet in South Jefferson County.
- In 2019 the Trustees authorized a planning and design budget of \$350,000, with consensus to purchase an existing building for renovation.
- In 2019 the Trustees authorized notice to proceed with HDR architectural firm to begin the search process, starting with three tasks; use input from JCPL Board and Staff to create a fact sheet for key messages to educate the public and solicit feedback, use data provided by the Library and garner input from staff to create an online and in-person public meetings, engage the community at large and JCPL to establish guiding principles, priorities and programs.
- In 2019 the Trustees engaged in facilitated activities to clarify the boundaries of South Jefferson County and Library Service Area, and determine Trustee roles for the project and potential messages for the fact sheet.
- The Trustees adopted the 2020 Capital Improvement Plan, recommended the project start in 2021 and approved submission of the plan to Board of County Commissioners as part of 2020 budget.

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

jeffcolibrary.org



Proposed Schedule for the Online and In-Person Community Engagement Meetings

Item	Action	Description	Dates
1	JCPL	Create a project subpage on the JCPL website and upload the Fact Sheet	February
2	HDR/JCPL	Plan the Online Meeting	February – March
3	JCPL	Launch the Online Meeting	March
4	HDR/JCPL	Online Meeting Active	March – April
5	HDR	Report findings and data to JCPL Prepare In-person Community Meetings	April
6	HDR/JCPL	In-person Community Meetings <ul style="list-style-type: none">• 4 Community Input Meetings	April
7	HDR/JCPL	JCPL Input Meetings <ul style="list-style-type: none">• 4 JCPL Team Input Meetings• 1 Board of Trustees Input Meeting	April - May
8	HDR	JCPL Output Meetings <ul style="list-style-type: none">• 1 Community Meeting• 1 JCPL Team Meeting• 1 Board of Trustees Meeting	June

The Community Engagement Fact Sheet, which provides an overview of the project and directs people to additional information for participation in Online and In-person Community Meetings, will be forwarded before the Board meeting.



NEW LIBRARY COMING TO SOUTH JEFFERSON COUNTY

Population growth has outpaced library space throughout the county. Jefferson County Public Library (JCPL) has identified the need to build a new destination library in the southern region to connect our under-served community to library services. This expansion will provide additional access to information and opportunities for all generations, and will be adaptable for future growth and economic development beyond initial expectations.

YOUR VOTE PAVED THE WAY

In 2015, voters in Jefferson County approved to increase the maximum mill levy for the Jefferson County Public Library from 3.5 to 4.5 mills for the purposes of restoring the level of library services, including service improvements in under-served areas.

A NEW DESTINATION WITH NEW OPPORTUNITIES

The location of the new library has yet to be discovered. The site selection will be chosen based on an evaluation of criteria, such as: location, capacity, community input, and cost. The intent is to locate the new facility in the southern region of the county to provide services to those beyond convenient access to an existing library in Jefferson County – services and resources that best fit your needs.

WE NEED YOUR INPUT

Success for the South County Library depends on your input. JCPL wants to build a destination that provides easy access to the services you need.

We hope you will share your thoughts and ideas for our new library by participating in our online public meeting.



**jeffcolibrary.org/
south-county**

TIMELINE FOR PARTICIPATION AND CONSTRUCTION



SPRING 2020
Community
Input



TBD
Site
Selection &
Purchase



TBD
Community
Input on
Concept Design



**9-12
MONTHS**
Final
Design

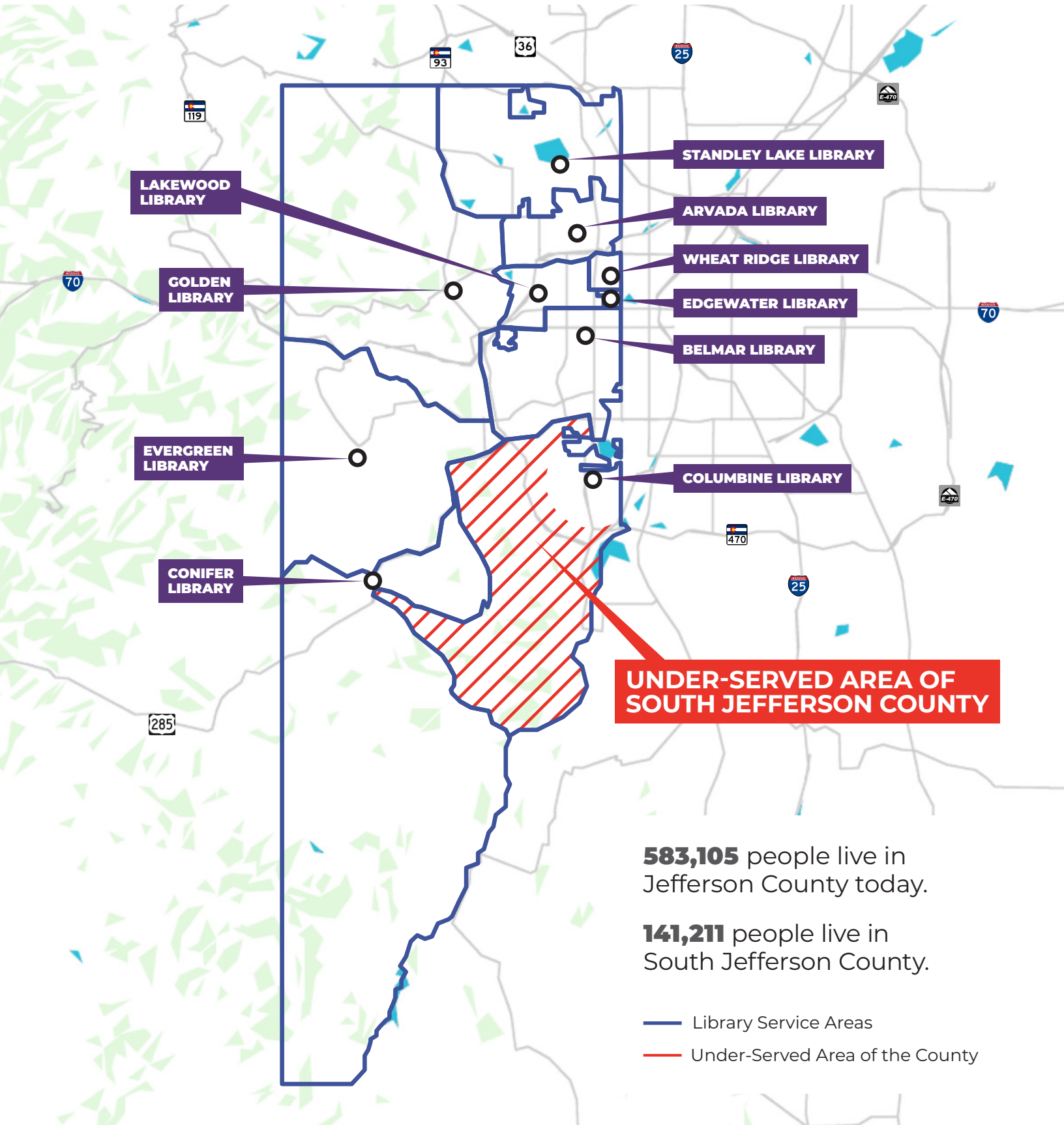


**3-6
MONTHS**
Permitting
Process



**12-18
MONTHS**
Library
Construction

COUNTY LIBRARY LOCATIONS



ADMINISTRATION

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

jeffcolibrary.org



Jefferson County

PUBLIC LIBRARY