BOARD MEETING

JEFFERSON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
April 23, 2020

Jefferson County
PUBLIC LIBRARY

APPROVAL OF AGENDA

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

ITEM# / ACTION	Thursday, April 23, 2020 – 5:30 pm - <u>ONLINE MEETING VIA WEBEX</u>
1.	**Call to order & attendance** (4.5.8) Verbal roll call – Each Trustee announces their presence by stating their name.
2. Agenda Action	**Approve Agenda** Chair: Call for motion and second
3.	**Public Comment** Public comments are currently being submitted to the Board via a link on the Board of Trustees webpage. Comments will be acknowledged in the minutes of the meeting.
4. CONSENT AGENDA Action	Approval of Consent Agenda Chair: Call for motion and second 1. Minutes of the March 12, 2020 Board Study Session as presented. 2. Minutes of the April 2, 2020 Board Meeting as presented.
5. Foundation Report	Foundation Report – Jo Schantz, Executive Director and Kim Johnson, Trustee Representative

6. Operational Updates
Action as Needed
	• Executive Director Update
	    1. Executive Director Report
	    2. Library Response to Covid-19
	
	• Finance and Budget
	    1. Financial Report
	    2. Belmar Project Financial Report
	
	• Facilities and Construction Projects
	    1. Belmar Project Update
	    2. Library Service Center (LSC) Garage

7. 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
8. Emerging Issues Action as Needed	
9. Action as Needed	Ends • No items
10. Action as Needed	Board Governance • No items

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

11. Suggest Agenda Items	BOARD SCHEDULE – NEXT MEETINGS In response to COVID-19, Jefferson County Public Library have closed all buildings. Protecting the health and safety of our staff, patrons and community is our number one priority. Beginning, April 2, 2020, Board of Trustees meetings will be conducted online, until further notice. • May 14, 2020 – Study Session – 5:30 pm – To be determined - Pam Nissler Conference Room at Library Administration or Online via Webex • May 21, 2020 – Board Meeting – 5:30 pm – To be determined - Columbine Library Meeting Room or Online via Webex • June 11, 2020 – Study Session – 5:30 pm – To be determined - Pam Nissler Conference Room at Library Administration or Online via Webex • June 18, 2020 – Board Meeting – 5:30 pm – To be determined - Evergreen Library Meeting Room or Online via Webex • July 9, 2020 – Study Session – 5:30 pm – To be determined - Pam Nissler Conference Room at Library Administration or Online via Webex • July 16, 2020 – Board Meeting – 5:30 pm – To be determined - Golden Library Meeting Room or Online via Webex CONFERENCES • Cancelled - National Library Legislative Day (NLLD) – May 4-5, Washington DC • Colorado Association of Libraries 2020 Conference (CAL) – September 10-12, Loveland CO
12. Discussion	Board Questions or Comments Related to Items on the Meeting Agenda
13. Discussion	Evaluate Board Meeting (4.1.9)
14. Information	Announcements/General Information Sharing • Report of the Chair – Correspondence, Other • Other Announcements
15. Adjournment	

CONSENT AGENDA

Jefferson County
PUBLIC LIBRARY

TO: Library Board of Trustees

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

DATE: April 14, 2020

RE: Consent Agenda for the April 23, 2020 Board Meeting

1. Approve the minutes of the March 12, 2020 Board Study Session as presented.

2. Approve the minutes of the April 2, 2020 Board Meeting as presented

Jefferson County Public Library Board of Trustees
Study Session
March 12, 2020 – 5:30 pm
Administration Conference Room

TOPICS:
- Financial Review
- 2020-2025 Strategic Planning
  - 2020-2025 Strategic Plan
  - 2020 Initiatives and Projects
  - 2020 Success Measures and Targets
- Landscape Contract Information: Environmental Designs
- South County Book Drop Use Agreement Information

Call to Order
Charles Naumer, Chair, called the Study Session to order at 5:30 p.m.

Other Trustees present: Kim Johnson, John Bodnar and German Zarate-Bohorquez.

Trustees not present: Pam Anderson, Jill Fellman and Jeanne Lomba.

Staff present: Donna Walker, Executive Director; Julianne Rist, Director of Libraries; Bernadette Berger, Director of Information Technology; Rex Whisman, Director of Strategy & Engagement; Barbara Long, Assistant Director of Finance and Budget; Sandie Coutts, Director of People and Culture; Steve Chestnut, Director of Facilities and Construction Projects; Padma Polepeddi, Assistant Director of Library Experience; Lizzie Gall, Assistant Director of Library Experience; Deirdre Keating, Assistant Director of Community Engagement; and Amber Fisher, Executive Assistant, Office of the Executive Director.

Guests: No guests.

Financial Review
There were no questions.

2020-2025 Strategic Planning
The Chair introduced the topic and expressed appreciation to the Library for reworking the strategic planning meetings.

<u>2020-2025 Strategic Plan</u>

The Executive Director addressed the Board and provided an overview of the combined strategic planning work of the Board and Library. In January, the Library presented a new approach to strategic planning at JCPL. A five-year plan was presented to the Board for consideration. The Library received a general consensus from the Board in terms of direction. At that meeting the Board also provided input and requested additional information including more details on a time structure and links between the different elements. The Board also noted some gaps in the priorities around materials and partnerships and provided ideas around the proposed success measures. The Library incorporated that feedback and made adjustments to the priorities, initiatives and some of the success measures.

The Executive Director led the Board through the adjustments to the plan and provided more detail including connecting the dots between the Board's Ends, the 2020-2025 priorities, the 2020-2025 initiatives and finally to the 2020 projects, success measures and targets.

In January the Board reviewed their Ends statements, validating that these long term goals of the organization connect back to the Vision and Mission of the Library. The Board reviewed the 2020-2025 strategic priorities and how they connect to the ends. The priorities were developed in response to the many inputs used in the planning process, including the Board ends. At the January meeting, the Board asked for a map or a chart of how things are linked. The Board was provided with information that demonstrated how each priority connected to every End Statement.

Create Libraries for the Future
- Jefferson County Public Library will create libraries for the future throughout the county via expansion, redesign and construction. This statement, or priority, directs the Library toward the future. When the Library expands, redesigns and builds new libraries more literal spaces are created which increases opportunity for residents to use the library. JCPL creates a sense of place that reflects the community as it is becoming, JCPL uses community input to determine services, and takes care of taxpayer assets by keeping them up-to-date and in good repair.

There was discussion on the meaning and interpretation of the words redesign versus refurbish. There was general agreement that redesign encompasses a larger endeavor and refurbish is interpreted as a lighter endeavor like paint and carpet. The Executive Director expressed appreciation for the input and noted that it is important to get clarity.

Reach More People
- Using people to reach more people. JCPL meets all of our ends when we expand into new markets which increases access and enhances our ability to reach out into underserved communities.   Jefferson County Public Library will reach more people through strategic partnerships, alternative services, customer experience, inclusion efforts, and community engagement and outreach. This priority to reach more people helps us meet all four ends through expanding into new markets to increase access, using partnerships to find common customer bases, and reaching out to underserved communities with library staff who understand their unique information needs. To radically welcome them and provide opportunities to participate in community life. When we reach more people, they are getting a return on the amount of their investment in the library – more people being served with the same level of resources.

In response to a question the Board was advised that, JCPL has been adding more people and considering their skillset to reach more people. Outreach staff go out into the community to meet people and that means staff getting in their cars and going out to the communities we serve. Another example of reaching more people is the signature event Romance in the Rockies. Instead of 40 people we reached 400.

Focus on Building Literacies
- Jefferson County Public Library will focus on building literacies through patron-interest-focused materials selection, creative technologies, digital literacy services, school and workforce readiness, adulting programs, small business support and financial literacy initiatives. This priority is a way for our residents have the tools they need to participate fully in community life from pre-natal onward. JCPL's patron-interest focused collection, in a variety of formats, provides one important access point to literacy. Having digital tools and staff who help them use those tools creates more opportunity for people to gain digital literacy skills to fully participate in social and work life as part of creating place. When we think of meeting the common goals of our residents through leading edge services it means we focus on building the kinds of literacies that help our kids start school ready to learn and graduate college or career ready, for example. And when we focus on building literacies in these ways, we allow people to try things out before they buy – reduce barriers to access so they get more out of their library dollar collectively and individually. When we build these literacies, kids start school ready to learn, graduate high school and are career ready. Sometimes the library is the only place they can receive access. The Standley Lake Early Learning Environment is an example of the services JCPL provides to build literacies.

Be the Third Place
- Jefferson County Public Library will facilitate civil civic conversation, develop collaborative community discovery spaces, and serve as the place to be for out-of-school time and not-to-miss events. This priority signals that the library is a place to hang out, get together, or just be. Part of this welcome is offering a place to convene and converse. The library can facilitate that not only as a space but with our programs and services. Collaborative spaces, meeting rooms and study rooms are all available – no need to buy anything – the library is a judgement-free space. No matter who you are the Library is just right for you.

Grow Sustainably
- This priority is all about stewardship of the taxpayer investment in the Library. Jefferson County Public Library will manage financial resources to meet our planned capital and service build-out within our current mill levy rate of 4.5 and account for a variety of economic conditions. Our build out of facilities, spaces, services, and staffing are measured. We pilot as a practice. We iterate. We look for partnerships to create more effective ways to deliver services for higher impact across all agencies. And we allocate our resources to meet these priorities within the financial commitment from our taxpayers.

There was discussion on the mil levy. During the discussion it was generally understood that:
- The 4.5 mil levy was used for the 5-year plan and needed to complete that plan.
- The Library and the Board revisits the 5-year plan annually and could make adjustments as appropriate
- Community input during the mil levy campaign was that the Library should ask for the mil levy needed and not come back and ask for more

The Executive Director advised the Board that this is a living document and the Library will continue to bring this back to the Board.

Rex Whisman, Director of Strategy and Engagement, addressed the Board and presented information on the implementation plan including multi-year initiatives and 2020 projects.

Strategic Framework

PLAN LEVEL	SET DIRECTION FOR	RESPONSIBILITY
Mission and Vision	All of JCPL	Board of Trustees
Ends Statements	All of JCPL	Board of Trustees
Strategic Priorities	All of JCPL	Board / Executive Director / Executive Team
Initiatives	All of JCPL	Library Leadership
Projects	Work Groups	Directors / Assistant Directors / Managers

Initiatives

- Alternative Services
- Continuous Process Improvement
- Creative Technologies
- Customer Experience and Literacy
- Data and Project Management
- Library Expansion, Redesign and Construction
- Organizational Change and Development
- Strategic Communications

Rex Whisman introduced Julianne Rist, Director of Libraries, to share information on the Alternative Services Initiative.

Alternative Services
Alternative Services is all about reaching more people by being more convenient, either in location or hours.
- Pop Up libraries – Imagine being on jury duty and in the waiting room with nothing to do, you take out your phone or tablet and find access to e materials from the library. You could get a library card right there, or check something out without a card and get it later. A self-contained little library that connects

automatically to the internet and gets us out to a group of people aren't traditional library users.

- Redeploying Lockers and vending machines, setting up vending, hold locker, and a larger book drop. We just learned yesterday that Foot Hills Recreation Center is very excited to partner with us at their Ridge Recreation Center in South County (Ward St, south of Cola Mine and west of Simms). We are hoping to bring an MOU for approval at the May Board meeting to you. We are also looking at a second location for hold lockers in Northwest Arvada.

Continuous Process Improvement

- **Workday**. Sandie Coutts, Director of People and Culture, addressed the Board and provided information on the County's implementation of Workday. Workday is a state-of-the-art cloud solution that will replace disparate systems (i.e. JD Edwards, NeoGov and many shadow data systems, etc.) and help streamline all these systems into one, consolidated system. It will replace many of the manual processes used throughout the County. Workday will manage human resources, payroll, and financial data during Phase I. Talent & performance, planning, recruitment, and learning management in Phase II. This is one of the ways we demonstrate stewardship of shared investment, improve our efficiency and make us more effective. We know that when employees are engaged and productive they deliver improved services to patrons. Right now government workplaces are undergoing a digital revolution. Workday will transform the way we do our work and eliminate manual and inefficient shadow systems. Implementation is scheduled for human resources and financial applications is scheduled for the fall of 2020.
- **Document Management System (DMS).** Bernadette Berger, Director of Information Technology, addressed the Board. The goal of the document management system is to streamline staff work while creating additional efficiencies. There is much work that we must continue to ensure that JCPL continually evolves to meet the staff and citizen's needs. We strive to improve services, keep them up to date, and repair or replace as needed. This area captures some of our annual renewal and maintenance expenses so that we don't fall behind with operating expenses. We want to ensure that we grow sustainable while we continually reach more people.
- **Integrated Library System (ILS) Evaluation**. Bernadette provided information to the Board on the ILS evaluation initiative. The ILS is the database management system that is central to our entire operation. It is critical to every aspect from checking out a book to tracking the collection location. This project was originally scheduled for later in our five year cycle but needed to be moved into a 2020 project in response to a vendor announcement. The new strategic

framework allows JCPL to respond to evolving situations and be flexible as our needs change.

<u>Creative Technologies</u>

Bernadette Berger, Director of Information Technology, provided information on the Creative Technologies initiative.

- **Creative Technology Master Plan**. JCPL wants to continue to provide leading-edge services. In an effort to create libraries for the future we created an initiative and projects around creative technologies. Part of this includes preparing and educating people on things like artificial intelligence, robotics, and new and emerging technologies. We're considering a technology petting zoo – purchase a couple items and let people them try it out; maybe someone received a technology device as a gift - they can make an appointment with a tech to learn how to use it. We want to prepare the workforce of the future while creating literacy around every day technologies. That way we can be the third place where people can gather. In 2020 we are hiring a creative technical coordinator who will develop a master plan similar to other master plans that provide the framework for our work around the initiative.
- **EDGE Recommendations**. Edge is a survey tool that we utilize to compare JCPL to other libraries of similar size or in a regional area. The survey changed significantly last year including the way information was collected. We are going to review and analyze the results of the survey and provide areas where we would like to improve our performance, determine other areas where we may choose to be a leader, and identify areas we decline to participate because it doesn't meet the needs of our community.

<u>Customer Experience and Literacy</u>

Julianne Rist, Director of Libraries, presented information on the Customer Experience Initiative. Customer Experience and Literacy is a focus in building literacy in all its definitions, reading, school readiness, workforce readiness.

- **Master Plan Process**. The Customer Service and Literacy initiative is largely about master planning. I wanted to talk a little bit about how these plans are created. Before managers started on the plan they attended the Harwood Public Innovators online training. The Institute is about understanding our community, turning outward, or going where the community already are, and then finding the right path. Mangers learned the right questions to ask and conducted interviews with both library staff and community members. They used the information that you will hear about form the community input. They also did research for best practices and literature reviews for their core services. From all this data they created master plans that are revisited every year during the budget process to ensure we are both planning and budgeting for services we

want to provide. A couple of examples of services in 2020 that are a result of this process are:

- o The **Kids and Families master plan** will foster learning and enrichment opportunities for the whole family with 2nd family place at Belmar, and an expanded focus on K-5th grade
- o The **Teen Services master plan** is intended for youth in Jefferson County aged 11-18. The priority targets include those who are in need of social-emotional support, those dreaming about future job or college opportunities, and those who may feel marginalized in the other facets of their lives. In 2020 formalizing internship opportunities for teens at JCPL Currently we are partnering with Gold Crown and teens are working on a project for Digital experience and our teen page on the website. Teens are giving us feedback on what the teen website should look like.
- **After Hours Phone Service**. This is a way to expand access to library services by providing phone service during planned and unplanned closures and reach more people. Even though the library is closed for Memorial Day or for a snow day you could still get help on the phone. Or you could get help on the phone after 5 on the weekends. We would contract with a service who could provide help with holds, answering questions about their device and using e material, they would be able to answer the questions.

In response to questions, the Board was advised that:
- The After Hours Phone Service involves contracting out the service, not expanding our FTE or adding additional staff.
- The hours for the expanded phone service would include providing service during closures, extending weekend hours (service after 5:00 on Friday, Saturday and Sunday). The Library will balance cost with hours and terms of service.

Data and Project Management
Rex Whisman, Director of Strategy and Engagement, provided information on these initiatives. The Library utilizes a multitude of data sources and plans to hire someone with the appropriate expertise to make sure we are on top of our data sources. As a data driven organization, the Library makes informed decisions based on our data. This is a key opportunity for all of our different areas to be supported effectively and efficiently.

Library Expansion, Redesign and Construction
Steve Chestnut, Director of Facilities and Construction Projects, addressed the Board. The goal of this strategic priority is to create libraries for the future throughout the county via expansion, redesign and construction. Belmar and South County are the projects that are supporting this priority in 2020.   Belmar is currently under

construction and to assure that our new Board members are caught up, the goals that drove that redesign were:

- Addressing Safety
  - Parking lot
  - Moving the restrooms
  - Improve sight lines
  - Fire Suppression system rebuild
- Infrastructure recapitalization
  - Replace equipment
    - Boiler
    - Air Handler
    - Sorter
  - Parking Lot resurfacing
- Accessibility
  - Improved entry access
  - Automatic doors on restrooms
  - More computer stations
- Increased efficiency and sustainability
  - Reduce energy by LED and efficient equipment
  - Inclusion of EV charging station (State Grant)
  - Staff consolidation
  - New work stations

South County is also a multi-year project with input currently being gathered to frame the project. Construction that is planned to begin in 2021. Once we have gathered the outputs and identified the parameters we'll begin the search for a building. As a reminder to the new members of the Board, the south Jefferson county expansion was part of our delivery promise during the mill levy campaign because it is an underserved area of the County. When a promising location is identified we'll begin the assessment and evaluation phase to determine if the building has the attributes we seek. If a building or buildings meet our criteria we'll then engage the Board in the selection and acquisition process.

Organizational Change and Development
Sandie Coutts addressed the Board and provided information on Leadership Development and Succession Planning. JCPL is growing and changing and needs skilled and qualified staff to deliver the best services. One of our goals is to attract and maximize the talents of a diverse workforce and develop a comprehensive training program. Every year the Library makes strategic decisions on training including the All Staff Conference and who will participate in various leadership academies. We are

setting up a foundation for succession planning and the Workday system includes a succession planning tool we plan to utilize. This ongoing focus on leadership development is one of the strategies we use to build a firm foundation for succession planning. With phase 2 of workday, in early 2021, we will also have a formal succession-planning tool.

Strategic Communications

Rex Whisman presented information on the Strategic Communications initiative. This initiative includes the process of asking, what, where, how, when and most importantly, why. For example, moving from an annual to a five-year plan – why are we doing that – why is that important? The strategy includes mapping communications back to the strategic priorities. As we move forward in the strategic planning process we will build upon the success of our visual identities to create a compelling verbal identity. This includes elements like the brand refresh and how we go out and talk about our resources and capital opportunities and making sure we are creating that value for our communities.

2020 Success Measures and Targets

The Executive Director addressed the Board and presented information on the Library's 2020 success measures and targets. Success measures and targets:

- Determine how our strategic priorities and initiatives meet our ends statements
- Help us understand how we compare to peer libraries
- Identify community demand and our ability to meet demand
- Align our outcomes with mission and vision
- Provide information on Quality, Relevance, Demand and Value

Success measures are really just data points. The target is the change in that data point that shows progress. Over the last year, the team worked with great determination, diligence, and outside supports to review, refine and define new success measures and targets. Many of them will be familiar – because they are good measures. Some of us have been here long enough to remember when JCPL fell into the bottom quartile of many of these measures. They helped tell the story of Quality and Relevance in relation to demand for and Value of library service. We used many of these measures to help get our mill levy passed like funding per capita and square feet per capita, public service open hours per capita, and FTE per capita.

- Library Benchmark Excellence Measures
- Library Benchmark Operational Measures
- Public Library Outcome Measures

We use some of these measures to help us know what the demand is for service and how we are meeting that demand. That includes measures like program attendance and visits. Some of these measures help us know whether we are meeting their needs with service that is relevant to them and of the quality they expect. This provides value to individuals and the community. The target we reach helps measure that value.

For JCPL, **Excellence** is the 75th percentile – we want to meet or exceed – and sometimes we will lead. These measures are ones where the Board can have quite a bit of impact in terms of decisions around resource allocation for things like the collection budget, people to staff the library, and funding our facility master plan.

Operational are measures that help us know where to focus our services to reach the most people, provide the best access and reflect the common goals of the community through leading edge services. Taken together, they help us know we are meeting the need.

Outcome measures help us understand how the library is impacting people's lives for the better.

The Executive Director introduced Julianne Rist to present information about the specifics of the targets and what's new for 2020-2025

Julianne Rist addressed the Board. In setting the 2020 targets we took into account the expected four month closure of Belmar, increases in Circulation from automatic renewals and fine free. We have also included expanded access hours for alternate services.

Many of the targets will be familiar, we have used them for several years in our benchmarking, or annual reporting. We have added a few new ones.

- **Net Promoter Score**. This survey has been done twice in the past to establish a baseline. Net Promoter score is a survey lets us know how likely someone is to recommend using the library to friends. It goes from a scale of -100 to +100. In 2020 we will be surveying patrons throughout the year. The survey is sent out to 5% of patrons who have used the library in the last 2 weeks. Once they take the survey they will not receive it again, so we will not be sending it to the same group. There is also the ability to opt out. This will give us a current and relevant measure of our current customer satisfaction with library services.

- **Active Card Holder**. The state definition for the number of card holders we report is anyone who has used the library in the last 3 years. An active

cardholder is someone who has used the library in the last 12 months. This gives us a better picture of who is currently using the library.

- **Active Household** is a household that has used a library card in the last 12 months. The difference is cardholders count the number of people, while a household may have 1 or more cardholders. These two numbers show us what kind of penetration we have in the community for people who have a card and are using the library.

- **Total Collection Use** is a measure we introduced in the 2017 benchmarking report. Circulation includes both physical and e-materials check out and renewals. Total collection use adds the use of our electronic resources, such as magazine databases, learning resources such as Mango languages, or linked in, and our new resource Creativebug, which is art and crafts.

The Executive Director addressed the Board and asked that with the understanding this is a living document and we will continue to revisit informally and formally, does the Board have consensus on the strategic priorities for the Library over the next 5 years to meet their ends?

After some discussion, the Chair advised the Executive Director and the Board that the question of consensus on the strategic priorities will be addressed at the March 19, 2020 Board meeting. The intent would be to reach mutual agreement, or consensus, that each of these priorities addresses every Board end statement.

Landscape Contract Information: Environmental Designs
Steve Chestnut introduced the topic. Environmental Designs Inc. provides landscape management services for all JCPL owned properties. JCPL entered into a contract with Environmental Designs Inc. for landscape management in 2018. In March 2019, the Board approved the library to enter into a one-year renewal of this contract. Our current contract ends April 19, 2020 and JCPL would like to renew the contract with Environmental Designs Inc. for a second time. This second renewal term would provide for services from April 20, 2020 through April 19, 2021. The base price for the landscape management services is $87,000 and JCPL would reserve the right to request and add additional services on an as needed basis. There is an increase in the base price from the previous renewal due to the addition of the Fehringer Ranch property to the list of locations that will be regularly maintained under the contract. We paid for minimal landscape maintenance at Fehringer Ranch on an as needed basis in 2019, and we would like to have more consistent landscape management for that property in 2020.

In response to questions, the Board was advised that:

- Information on the annual cost of Fehringer Ranch relative to this contract would be provided to the Board.
- Information on the 2019 cost of the contract will be provided to the Board.

The Board was advised that authorization for the contract will be placed on the consent agenda for the March 19, 2020 Library Board meeting unless otherwise instructed by the Board. The Board indicated that the questions and information requested were for general purposes and did not warrant this item being removed from the consent agenda.

South County Book Drop Use Agreement Information
Julianne Rist addressed the Board and provided information. A Strategic Priority of JCPL is to reach more people and provide equity of access, to library services, resources, programs, technology, and learning. In addition to physical library spaces and digital environments, Alternative Services Delivery (ASD) supports JCPL's strategic plan to provide this equity of access. The goal of ASD is to address barriers related to demographics, socioeconomics, age or infirmity, physical or mental disability, time and distance, lack of transportation and lack of awareness by expanding and enhancing access. The South County book drop is part of the strategies to implement ASD and it is the second book drop deployed in the county. The first book drop is in Conifer.
The library has worked with ACF Property Management of the KC Shopping Center 01 LLC, to identify a location for the book drop in the shopping center parking lot, close to the Saturday bookmobile stop. A Use Agreement was created to allow JCPL to place a book drop in the identified area, free of charge. The book drop will remain there until JCPL or the Property manager notifies the other that they would like it removed.

In response to questions, the Board was advised that:
- The County Attorney has reviewed and approved the Use Agreement as to form.
- The book drop will be picked up by couriers every day.
- The cost of courier service for that book drop was included in the 2020 budget as an additional stop for the service.
- There is insurance coverage for that book drop

The Board was advised that authorization for the Use Agreement will be placed on the consent agenda for the March 19, 2020 Library Board meeting unless otherwise instructed by the Board. The Board indicated that there was no intent by the Board to remove this agreement from the consent agenda.

ADJOURNMENT

The Study Session was adjourned at 7:02 p.m.

Pam Anderson, Secretary

Minutes of the Meeting of the
JEFFERSON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
April 2, 2020

CALL TO ORDER – REGULAR MEETING

The regular meeting of the Jefferson County Public Library Board of Trustees was held online via WebEx on April 2, 2020. Library Board of Trustees Chair, Charles Naumer, called the meeting to order at 5:39 p.m. Other Trustees present: Kim Johnson (Vice-Chair), Pam Anderson (Secretary), John Bodnar, Jeanne Lomba and German Zarate-Bohorquez.

Trustees not present: Jill Fellman.

Staff present: Donna Walker, Executive Director; Steve Chestnut, Director of Facilities and Construction Projects; Julianne Rist, Director of Libraries; Rex Whisman, Director of Strategy and Engagement; Bernadette Berger, Director of Information Technology; Sandie Coutts, Director of People and Culture; Barbara Long, Assistant Director of Finance and Budget; Lizzie Gall, Assistant Director of Library Experience; Padma Polepeddi, Assistant Director of Library Experience; Deirdre Keating, Assistant Director of Community Engagement; Amber Oeltjenbruns, Employee Relations Manager; Brad Green, IT Security and Systems Manager; Amber Fisher, Executive Assistant, Office of the Executive Director; and Katie O'Loughlin, Administrative Coordinator.

The Chair acknowledged the Library staff and expressed appreciation for the long hours staff have been working to transition to working remotely and looking for new ways to serve the community now and in the future. The world has changed dramatically and there will be significant community need for Library services. To navigate this new terrain we tried to keep the structure for this online meeting as simple as possible. As we work with the technology we may change how the meetings are conducted. If Trustees have questions, please raise your hand. If you get disconnected, we will pause for a few minute and give you a chance to reconnect.

APPROVAL OF AGENDA

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

PUBLIC COMMENT

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

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**: Jeanne Lomba moved that the Library Board of Trustees approve the items on the consent agenda. Seconded by Pam Anderson voting on the consent agenda was suspended for further discussion, the motion passed by unanimous vote of all Trustees present.
>
> Items on the Consent Agenda for April 2, 2020
> 1. Minutes of the February 13, 2020 Board Study Session as presented.
> 2. Minutes of the February 20, 2020 Board Meeting as presented.
> 3. Landscape Contract Authorization – Environmental Designs
> 4. South County Book Drop Use Agreement Authorization
> 5. Board Slate of Officers – Elected as Presented

EXECUTIVE TEAM OPERATIONAL UPDATES

Amended Executive Director Report

The Executive Director addressed the Board and inquired if there were any questions about her monthly report. There were no questions from the Board.

Library Response to Covid-19

The Executive Director introduced the topic and addressed the Board.

Leadership in a Time of Crisis

In your packets, you have a memo from me that was written a week ago. A lot has changed in that week. I wanted to use this time to walk you through the Library's response to the COVID-19 pandemic.

Thank you for your support during this unprecedented time in our lives and in the history of Jefferson County Public Library. We are grateful to have a Board that cares about its community and cares about the staff of the Library

Role of Leadership
- Assess Conditions

- Make Decisions
- Communicate
- Take Action
- Reassess

The COVID-19 crisis has been and continues to be one of rapidly evolving conditions requiring constant vigilance, nimble decision-making, careful communication, decisive action, and quick reassessment as conditions change – often daily - at the local, state, and national levels.

This is what the leadership of the Library has been doing day in, day out, nearly non-stop over these last two and a half weeks as we band together with our community, as the Public Library, in the service of public health and well-being in Jefferson County

Crisis Management
- Continuity of Operations (COOP)
- Pandemic Planning
- Executive Leadership – Incident Command Structure
- Pandemic Tactical Team
- Strike Teams
- Emergency Operations Center

The Executive Director provided the Board with some background on how, specifically, the Library is managing the crisis.

It is part of the Board's Policy Governance to have a disaster response plan (2.4.2) The Library's compliance is in the form of a Continuity of Operations Plan – commonly known as a COOP. This plan was created with guidance from the Jefferson County Sheriff's office and had particular requirements to meet the standards for a COOP. Since then staff does regular updating of information in our COOP, mostly about key personnel.

While many of the Library staff were involved in its creation, it is a Field Manual we had never used. By design, a COOP has a section for pandemic planning. Within days we went from planning in theory for a potential pandemic to activation of an internal incident command structure that in some ways overrode our organizational chart –how it is operating looks something like this:

- Daily, the Executive Team sets the strategic priorities for the Pandemic Team. We identify our priorities based on the mission essential functions identified in our COOP that need to be accomplished that day. Switching our brains from long-term thinking to mission essential functions was one of our first challenges.

- For example, the executive team aligned around a priority to work with our community partners.
- The Pandemic Team Chief, Julianne Rist, Director of Libraries, takes those "orders" from the Executive Team to the Pandemic Team for execution of that tactical response
- For example, with Community Partners, she creates a Partnerships Strike team and gives them their instruction. They have the "order" to reach out to community partners and learn needs they have that the library can support. For example Jeffco Schools, the business chambers, and Jeffco Human services
- The Strike Team carries out their orders and then reports back on progress, resource needs, communication plan and obstacles.
- All the while, there are daily situation reports from the Library Pandemic Team, Jeffco Public Health and the County Emergency Operations Center (EOC) to review, digest and create a response. The Library also has a representative on the EOC. Resource needs come to the Library through the EOC – requests can come at any time and could include a request for use of any library resource from the bookmobile to a building to our staff.

This is a summary of the comprehensive nature of the Library's approach to running the library in emergency response, all within a matter of days.

Mission Essential Functions

Providing Library Service
- Access to Materials
- Access to Staff
- Access to Programs
- Access to Services
- Community Supports

Infrastructure
- Remote Work Environment
- Network and Building Security
- Staff Supports
- Financial Transactions
- Strategic Communications

Essential services are included in the Board report memo. In the COOP there are what we call Mission Essential Functions, listed in priority order and based on the length of the emergency. One day, one day to one week, and one week to one month (tier three). Following is a generalization of what's encompassed in those essential functions. And then we have mission essential staff who get activated to carry out those functions.

From week one to week two to week three, we went from two strike teams to eight to handle our tactical response to these mission essential functions summarized above. Some other examples are a strike team to handle patron accounts, deliveries, programming, call center, communications, remote programming, and the online Board meeting, and other strike teams are created almost daily. This is when and how we activate staff to work. New

staff are activated to work almost daily. We activated staff today to address new priorities that were identified by the Executive Team at its daily morning meeting.

In addition, one mission essential function is to continue projects (tier two) but we have a big project in progress. Belmar construction, shelving install, sorter installation, etc. This kind of project may take different staff being activated on different days.

As you might imagine, there are challenges and opportunities for providing service and managing infrastructure. There are complicating factors like stay at home orders, at risk staff, and communicating in a remote work environment. Even simple things like having a Board meeting take on degrees of difficulty and additional hours of staff and staff time to execute.

Use of Library Services
- Digital Downloads
- E-reference
- Online Library Cards
- Phone Service
- Programs
- Wi-Fi Use
- Social Engagement

Here's our reward for those efforts:
- Digital downloads: 36% increase with almost 4000 new users to the service in two weeks (books, movies, comics, use by the school)
- E-ref: averaging 46 questions a day, most are about accounts and how to download. Some are book-a-Librarian which we are ramping up
- Online library cards: 200% increase (about 600 more)
- Phone service: will start answering calls next Monday with different hours
- Programs: doubled our average attendance for our call in programs; other virtual programs for kids, teens and adults started this week.
- Wi-Fi use: hundreds of people using the Wi-Fi outside our buildings. The Library is keeping an eye on this activity through cameras, to make sure that people are not congregating outside
- Social engagement: patrons and residents are listening and engaging with us on social media more than ever during this time. More people are opening their email blasts. We have 500 new followers on our three primary social media platforms, and on Facebook we doubled the comments from the previous month (900).

<u>Taking Care</u>

- Of Business
- Of Staffing
- Of Planning
- Of Each Other
- Of Our Community

The Executive Director advised the Board that the intent is to inform the Trustees and provide some comfort that the leadership of the Library is taking care of business in these uncertain times.

The Library is taking care of business. Residents are using the services we're providing – we were effectively positioned to take advantage of current conditions.

The Library is taking care of staffing. The Executive Director's job is to make sure the Library is staffed for each tier of the COOP and for remobilization when the time comes. We know it will be a phased effort with many complicating factors like social distancing that will require creativity and innovation.

Remobilization planning begins on Monday since we're currently holding with the date of April 17 as directed by the Jefferson County Public Health department. There are staff not working this week that we might activate next week, more the next week, and more the week after that.

The Library has received positive responses from patrons. On behalf of the Library staff, the Executive Director expressed appreciation to the Board for policy governance that led to making sure we were ready for this emergency.

The Library is responding to changing conditions, making decisions, communicating, and taking action in response to a situation none of us is seen in our lifetime. I'm proud of how we've come together, taking care of each other while we take care of our community through the work of the Library.

The Chair noted that when this started and the order was issued to close buildings to the public and staff, the Executive Director advised him that the Library first had to transition to work remotely and the next step would be working on providing services to the community. The infrastructure had to be in place in order to move forward.

The Vice-Chair expressed appreciation to the Executive Director and Library staff for meeting the challenge to pivot so quickly.

In response to a question about community partners, the Board was advised that the Library received a request from the Emergency Operations Center (EOC) for a Wi-Fi hotspot. The Library has a representative on the EOC, and a strike team working with the schools and providing resources to provide connections for online learning. The Chamber reached out this week for supports for small business before the stimulus package is executed and how to operate now. There have not been any needs reported to us from social services, and the Library may not be able to provide supports in that area. Emergency operations is a different way of operating. The Executive Team provides the priorities and strategic direction and the Pandemic Team and strike teams execute those without having to bring those things back through the Executive Team.

In response to a question about Wi-Fi in the parking lots, the Board was advised that the Library has cameras that are monitored to see what is going on in the parking lots. The Library is not staffing all the parking lots. In addition, Bernadette Berger, Director of Information Technology, tracks and reports the public Wi-Fi statistics so we know the usage of that service and to make sure people are not congregating in violation of current Health Department orders.

In response to a question about staffing, the Board was advised that the Library does have some staff in the buildings, primarily IT staff at Belmar, some staff at Administration and LSC, and facilities staff doing building walk-throughs. The Library is also looking at activating staff for the warehouse to handle deliveries. Safety and security practices are in place to comply with Health Department orders through a process that requires approval from Steve Chestnut, Director of Facilities and Construction Projects, to receive authorization to enter a Library building.

In response to a question about the Library being governed by the State Library Law and whether or not the Library has to answer to Commissioners and Health Departments, the Board was advised that there is a Library Law, JCPL is a component unit of Jefferson County and the Commissioners appropriate the Library's spending plan. In the beginning, without the Public Health Order, the Library was receiving recommendations from Dr. Johnson, Executive Director, of Jefferson County Public Health. Once there was a Public Health Order from Jefferson County Public Health and the Governor's Stay at Home Order the Library was required to follow those orders. The Public Health and Governor's orders are the law.

In response to a question whether the Library had received an order to close from the Governor, the Board was advised that the Library considers the orders from Public Health and the Governor as legal orders to close to the public and non-essential staff. Both Jefferson County Public Health and the Governor have identified essential services and what critical services are allowed. The Executive Director interpreted those orders to

include the Library as a critical government service so we could operate with those essential functions and essential staff. The Executive Director further advised the Board that she sent her interpretation to Dr. Johnson that the Library is considered an essential function and that we would continue to have some limited staffing in the buildings.

Trustee Bodnar made the following requests of the Library:
- Work with a strike team to get back open to serve patrons
- Do social distancing like they do in grocery stores
- Do not take the extreme and keep everybody out but move computers farther apart and limit how many people can come into the buildings

Trustee Anderson addressed the Board and stated that while she agrees with the sentiment of transitioning services, the Library should follow Public Health orders and advice on public facing services. She further stated that Public Health advice is that if you are essential services, you want to do it remotely for now versus public facing. The idea of social distancing and the Library's public facing services are not essential and unless the Library receives other guidance from Dr. Johnson the public facing services should follow the stay at home order.

Trustee Johnson addressed the Board and stated that she is in agreement with Trustee Anderson. She further stated that she would like the Library to get back to helping our patrons, but it is really important that it is remote and not in person. She noted that she can understand the reaction of it appearing extreme, but it is not in our best interest for us to be the ones pushing back on that Public Health order. The American Library Association (ALA) has recommended closing all libraries. Wi-Fi is a piece of the services being offered now and there are many other services being provided. She expressed concern about putting our staff in harm's way with in person services.

The Chair addressed the Board and stated that Donna Walker has done a great job staying in touch with Public Health and they are the experts on these issues and how long the virus can last on a book. They are actively supporting our decision making. He further stated that his strong preference would be to follow the guidance and advice from the County Health Department.

Trustee Bodnar addressed the Board and expressed appreciation to his fellow Board members for giving their opinions. He further stated that he has a hard time as our mission statement is to be there and when this pandemic started everyone's first reaction is to close doors and protect yourself. Somebody has to take the lead and open those doors and work within those guidelines. The library is in that position. The resources we have are what the public wants. We want to be the third place – community partner. If any staff didn't want to work, I could see that they didn't have to work. The restaurants found

ways. Come up with a way to deliver books in plastic bags. Have Steve move computers around for the distance.

The Chair noted that the Executive Director and staff are closely watching what's happening and many libraries are watching and thinking of ways to serve. Could we have pick up of holds, and what other options there might be. They are actively working on options. There is also a significant public health risk and we have to look at the benefits and the risks and rely on what the experts are telling us.

Trustee Bodnar addressed the Board and stated that staffing is working overtime and putting in a lot of hours and it bothers him to have staff on administrative leave. Staff are being paid to not work and he's had comments about being closed and not providing services and paying staff with tax dollars that are not working.

The Executive Director addressed the Board and stated that what the Library is operating on now is part of the Board's Policy Governance. Compliance with that policy is that the Library follows the County Personnel Rules. The County has issued a temporary policy for administrative leave during this declared emergency period. That April 16 date matches the stay at home order from the Governor. The Library is tracking what staff is working and when they are not working. When they are not working it's recorded as emergency administrative leave. The Library is eager to start more services when it is safe to do so. Regarding Public Health guidelines and not handling materials. There is a risk to staff and patrons around physical materials. Next week, the Library will have its next level of staff activation. The Executive Director has an inquiry in to the County Manager to see if he has an idea of whether or not the emergency order would be extended. She further advised the Board that she is on the County Personnel Board and is kept informed. Administrative leave was part of the County's emergency declaration.

The Chair advised the Board that the Library is a component unit of the County and has used their personnel services. He stated further that as part of the County he sees no reason why we wouldn't follow the County's guidance. It would be a huge deviation to move away from that at this point.

Trustee Anderson addressed the Board and noted that we need to see the impact from federal level legislation that was just passed and how some of that will impact staffing.

The Executive Director advised the Board that the Library activated a strike team yesterday to look into the Cares Act, Families First, and federal family law medical leave. According to the Board's policy governance, the Library is required to have a Continuity of Operations Plan (COOP). In the COOP are mission essential functions and part of that is to make sure the Library works and has the staffing to work. The team may have two

weeks to start ramping up when we might still be under a social distancing order. For something like curbside pickup and phasing into that we need our staff. It seems like the most prudent course of action is to not layoff or furlough staff if we are going to need them the next week or the week after. The laws around this are quite complicated and we are looking at how they affect the Library.

Trustee Anderson addressed the Board and noted that it is another complicated layer and with the school closures extended we need to see the impacts for family support. Determining time off and essential need is quite the task.

The Executive Director advised the Board that compliance with the Board's governing policies and the COOP is making sure we have enough staff to provide those essential services. The Library is watching that carefully. Right now, all of Facilities and Administrative Support are activated. We have to make sure that if something happens, or people get sick, that we have people to step in. As soon as the Governor came out with the closure of schools to April 30, the Library reached out to Dr. Johnson to see if the state of declared emergency would be extended. There is uncertainty and things are constantly changing.

Trustee Anderson addressed the Board and noted that the uncertainty of everything is what makes it so commendable of the Library and everything the Executive Director has been doing so quickly.

The Executive Director acknowledged the quickly changing environment and that as soon as something is communicated out it changes. The Library is trying to reach as many people as possible. 50 more Wi-Fi hotspots were ordered and the Library is trying to figure out how to get them to people without touching them.

Trustee Bodnar addressed the Board and stated that he appreciates the viewpoints. He further noted that being the longest serving member on board, we fought hard to separate ourselves from the County and he doesn't like trying to buddy up to the County now. He was in a lot of meetings when the County didn't want us to do something. We have the library law and have a lot of power. We share some services with the County – it's time for us to stand alone and be accountable to taxpayers. A lot of people who use the library aren't getting paid. We should be judicious on our expenses and we won't get our mil levy and taxes and we need to look at everything from the taxpayers view. Companies have had to let people go and we shouldn't be above them. Safety for employees – I'm conscious of that as well.

The Chair addressed the Board and stated that it would be a huge operational change for the Library to move to something new regarding the personnel rules.

Finance and Budget Department
Financial Report
Barbara Long, Assistant Director of Finance and Budget, addressed the Board and asked if there were any questions about the financial reports in the packet.

In response to a question, the Board was advised that:
- The Library has not received any projections from County regarding property tax revenue. The Library is in close contact with colleagues at County and it is on everyone's mind.

Belmar Project Financial Report
There were no questions about the Belmar project financial report.

Facilities & Construction Projects
Belmar Library Renovation Project Update
Steve Chestnut, Director of Facilities and Construction Projects addressed Board and asked if there were any questions about the update in the report.

In response to a question the Board was advised that:
- At this time the Library is planning on opening Belmar in the spring. The schedule has been pushed out a bit due to social distancing and limiting the number of people in the building. Our first priority is protecting the people who are working.

The Chair addressed the Board and asked for consensus with moving forward with motions today on the Intergovernmental Memorandum of Understanding with Jefferson County Public Schools and the contract renewal with Axis 360, the Library's primary E-Material vendor. The Trustees indicated agreement to move forward with authorizing the two items by formal motion.

Intergovernmental Memorandum of Understanding with Jefferson County Public Schools
Julianne Rist, Director of Libraries, introduced the topic and asked the Board if there were any questions. There were no questions from the Board.

> **MOTION**: Pam Anderson moved that the Library Board of Trustees authorize the Executive Director to sign the Intergovernmental Memorandum of Understanding between the Jefferson County Public Schools and the Jefferson County Public Library, to provide student access, through school computers, to access JCPL's Community Shares EBook and EAudiobook. Seconded by Kim Johnson the motion passed by unanimous vote of all Trustees present.

Axis360 – Primary E-Material Vendor

Julianne Rist, Director of Libraries, introduced the topic and asked the Board if there were any questions. There were no questions from the Board.

> **MOTION***:* Kim Johnson moved that the Library Board of Trustees authorize the Executive Director to sign the third renewal of the contract with Axis 360 to purchase e-book and downloadable audio books within the approved and budgeted amount of $2,500,000. Seconded by German Zarate the motion passed by unanimous vote of all Trustees present.

Strategy and Engagement

The Executive Director introduced the topic and asked if the Board had any questions about the naming agreements.

In response to a question, the Board was advised that both Bank of Colorado and Fransen Pittman, were vetted by Jo Schantz, Foundation Executive Director, and both are in good standing. Also, Fransen Pittman is a Library vendor and was vetted through the Library's process.

Naming Agreement – Belmar Library – Bank of Colorado

> **MOTION***:* Jeanne Lomba moved that the Library Board of Trustees authorize the Executive Director to sign the donation and naming agreement for the small study room the between the Jefferson County Public Library, the Jefferson County Library Foundation and Bank of Colorado. Seconded by John Bodnar the motion passed by unanimous vote of all Trustees present.

Naming Agreement – Belmar Library – Fransen Pittman

> **MOTION***:* Kim Johnson moved that the Library Board of Trustees authorize the Executive Director to sign the donation and naming agreement between the Jefferson County Public Library, the Jefferson County Library Foundation and Fransen Pittman. Seconded by John Bodnar the motion passed by unanimous vote of all Trustees present.

The Chair expressed appreciation to the two donors for their support of the Jefferson County Public Library and the Foundation.

ITEMS REMOVED FROM THE CONSENT AGENDA

No items were removed from the consent agenda.

EMERGING ISSUES

There were no emerging issues.

ENDS
No items.

BOARD GOVERNANCE
No items.

BOARD SCHEDULE – NEXT MEETINGS
The Chair advised the Board that the Library has recommended cancelling or rescheduling the April 16, 2020 Board meeting. There are no contracts or agreements scheduled to come before the Board for that meeting. If something were to emerge, the Chair could call for a Special Meeting if necessary.

The Board discussed the recommendation. In response to questions, the Board was advised that:

- If there were an April Board meeting the agenda would include financials, the Executive Director report and may include other operational updates as appropriate.
- The reason for the recommendation to cancel or reschedule to a later date was to provide Library staff with more time to prepare, receive information on any updates or extensions to current Public Health orders and in general, provide for a more substantive meeting.
- The Board would continue to receive communications from the Executive Director on Library operations between Board meetings.
- If a Trustee were to see something in a communication, or any item that they wanted to bring before the Board they could contact the Chair. According to the Bylaws, the Chair may call a special meeting of the Library Board at any time with 24 hours prior notice to all Trustees and with adequate advance notice to allow for public posting. The Library would need 48 hours notice to prepare for the meeting and post the notice.

    MOTION: Pam Anderson moved that the Library Board of Trustees move the April 16, 2020 Library Board Meeting to April 23, 2020 and cancel the April 16, 2020 meeting. Seconded by Kim Johnson the motion passed by majority vote of all Trustees present with John Bodnar voting against the motion.

ANNOUNCEMENTS/GENERAL INFORMATION SHARING
There were no announcements.

EVALUATE BOARD MEETING (4.1.9)
Trustee Bodnar expressed appreciation to the Board for the opportunity to present his topics and comments and the opportunity for discussion.

The Chair expressed appreciation to Trustee Bodnar for sharing his thoughts and to the Library for their commendable efforts during this challenging time.

ADJOURNMENT
The Board meeting was adjourned at 7:10 pm.

Pam Anderson, Secretary

FOUNDATION REPORT

JEFFERSON COUNTY LIBRARY FOUNDATION
EXECUTIVE DIRECTOR REPORT
APRIL 2020 (March 27 – April 23)
By Jo Schantz, MNM, CFRE, GPC

1. RECENT/UPCOMING EVENTS AND ACTIVITIES

SPRING WHALE OF A USED BOOK SALE HAS BEEN *CANCELED!*

This event was slated for May 29-31 at the Jeffco Fairgrounds. We are planning to host 1-2 pop-up sales at other Jeffco locations this summer.

Please stay tuned for more book sale news coming soon!

Nearly 40 Friends, guests and JCLF Board members attended the Friends Annual Meeting on Friday, March 13
Wheat Ridge Rec Center
Featuring Award-winning Author
Tiffany Quay Tyson

EVENT RESCHEDULED
JCLF is a beneficiary and special guest of The Denver Post's
Pen & Podium Series
featuring Author *Min Jin Lee*
Monday, August 24, 7:30 p.m. at the **Newman Center, DU Campus**

2. NEWS AND INFORMATION

Due to the COVID-19 pandemic, our Foundation office/warehouse complex remains closed to the public, our staff and our volunteers.

During this office closure period, I'm continuing to work on grants, communications (our Footnotes newsletter and 2019 annual report), along with a business plan for a potential used book store at **Colorado Mills mall**.

I'm grateful for the guidance I've received on this project from **JCLF Board members Tim Rogers, Deborah Deal, and Kim Johnson,** plus support from **new JCLF Board member Linda Lovin.** I'm also working on this plan with **Lou Riverso**, who is with the **Jefferson County Business Resource Center**.

JCLF recently added two new Board members to our roster: **Donald Tallman**, former executive director of the Colorado Railroad Museum, and **Linda Lovin**, a former bookstore owner who is on the steering committee for the Rocky Mountain Literary Festival. These new Board members will replace **Lynn McDonald** and **TJ Bowen** who have resigned from the Board.

3. GRANTS UPDATE

RECENT GRANTS PENDING

- 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
- Mabel Y. Hughes Charitable Trust -- $5,000 for Summer Reading
- Gates Family Foundation* – $110,195 for Belmar's Outdoor Adventure Space (capital grant)
- Kettering Family Foundation -- $5,000 for Summer Reading
- John G. Duncan Charitable Trust -- $5,000 for Summer Reading
- McInnes Charitable Trust -- $5,000 for Summer Reading
- Allegretti Foundation* -- $5,000 (Letter of Interest) for *1,000 Books*
- Lennar Foundation* -- $5,000 (Letter of Interest) for Explore Summer Reading
- Cars4Kids* -- $2,000 for JCLF general operating

Those with an asterisk ***** *indicate new funders.*

GRANTS RECEIVED/APPROVED

- Golden Civic Foundation – $3,172 for a menu of items for Golden Library programs

LOANS/GRANTS APPLIED FOR VIA CARES ACT

- **Economic Injury Disaster Loan Application (EIDL) -- $10,000**
- **Paycheck Protection Plan (PPP) -- $39,035.30 (to cover 2+ months of payroll and benefits)**
- **Help Now Colorado -- $25,000**

Operational Updates

Executive Director Update

April 2020 EXECUTIVE DIRECTOR REPORT

2nd Quarter 2020 Focus:

1. **NEW Emergency Closure and Response to COVID-19**
2. **NEW 2020 Budget Impacts of COVID-19**
3. **2021 Budget and Project Planning REVISED**
4. **New Trustee Orientation**

JCPL SERVICE HIGHLIGHTS

INTERNET REDUNDANCY PROGRESS

After business hours on Friday, April 10, members of IT installed the Edge router, a capital project the Board approved last fall. While the entire JCPL network was down for the install, once it was brought back online there were no reported issues. This router is a key component of building towards the resiliency and high availability network for JCPL. The vision for this foundational component began in 2016, and the entire team is excited to have it complete.

ONLINE PROGRAMS - SYNCHRONOUS AND ASYNCHRONOUS

For Kids: **Cuentacuentos Storytime**, Facebook Page. JCPL offered a recorded story time in Spanish. 425 people have watched the video to date.

For Teens and Adults: **Mid-Morning Meditation.** Live Call in Program. Over 150 people have participated since building closure.

For Adults: **Active Minds**, Live Call in Program. Topic changes each week. 44 adults have participated to date.

We expect that the numbers will increase over time as our patrons learn that we are now offering these programs and as our offerings continue to grow.

HIGHLIGHTS OF EXECUTIVE DIRECTOR COMMUNITY ACTIVITIES, April, 2020

Weekly (at minimum) Briefings with:

- Jefferson County Elected/Appointed Officials
- Urban Libraries Council Executive Directors
- Colorado Public Library Directors
- Community Agency Partners

Jefferson County
PUBLIC LIBRARY

To: Board of Trustees

From: Donna Walker, Executive Director

Re: Update on Library Closure and Response to COVID – 19

Date: April 14, 2020

The following are updates from the Library's response to COVID – 19.

Library Leadership

In response to COVID – 19 Library leadership is operating in an incident command structure. We are in compliance with the State of Colorado's Stay-at-Home order through April 26, 2020. We monitor and engage with official sources for updates and recommendations to make the health and safety of our staff and public the Library's top priority.

We are focused on our mission essential functions, using the Library's Continuity of Operations Plan (COOP) as our guide. Each morning the Executive Team meets to set the strategy for that day and provide direction for appropriate research, protocols and tactics, as well as address key issues, operations, logistics and deliverables that support our essential functions.

To date, 11 cross-functional and collaborative strike teams have been created to perform this work. Six out of seven divisions have all staff activated.

Providing Service

During the closure of our buildings to the public, the Library is offering a robust service through a variety of means including digital downloads, e-reference through Book a Librarian and Reader's Advisory, telephone support, online programming, and community outreach.

Strategy Plan for Re-Opening Buildings to the Public

The Library's strategy for re-opening our buildings to the public is guided by the Board of Trustees Ends Statements and JCPL's strategic priorities from our five-year strategic plan. We will establish criteria based on Jefferson County Public Health guidelines, and in compliance with orders from the state and county, in order to execute this plan with the health of our community as the top priority. We are also coordinating our efforts with other County agencies and surrounding library systems.

A multi-phased approach that begins with preparing our buildings and staff and anticipates ongoing social distancing measures will allow us to quickly plan and react to current circumstances as we provide essential services.

Stakeholder Engagement

A Strategic Communications Plan is being used to target messages to patrons, staff and community partners during the closure of our physical buildings. Regular email updates and social media posts engage patrons and keep them informed of current and expanded services.

Jefferson County
PUBLIC LIBRARY

Video conferencing, email communications and town halls keep staff informed of our situation and provide opportunities for them to stay connected and ask questions.

Emergency Closure Pay

The Library continues to pay staff according to the County's temporary expanded Administrative Leave Policy that minimizes unpaid time for employees directly impacted by the COVID-19 outbreak by allowing for an expanded use of Administrative Leave during the declared emergency period from March 17, 2020 to April 26, 2020.

A team is tasked with investigating the details of the CARES Act. In addition, our HR team is working with County partners to implement the Families First Cororavirus Response Act (FFCRA), to help us plan and make decisions about pay, pay period by pay period.

Budget Adjustments

In light of the current economic situation and potential impact on our budget, JCPL is developing revised budget models for possible reduction in revenue and corresponding reductions in expenditures for the 2020 and 2021 fiscal years. These models will help JCPL determine the ability for us to make informed decisions related to fulfilling our mission, satisfying our strategic priorities, budgeting for five-year capital improvements and establishing probable long-range projections. In addition, we are reviewing our 2020 initiatives and projects and making adjustments based on assumptions related to likely reductions in revenue and expenditures.

More details about each of these areas will be shared at the Board meeting when we will have the most up-to-date information available to share.

Gradual Return to Service

April 23, 2020 | Board of Trustees

JCPL EMERGENCY RESPONSE

- Continuing Operations
- Use of Library Services
- Influences on Our Process
- Gradual Return to Service
- Budget Impact
- Challenges and Opportunities

PROVIDING REMOTE SERVICE

- Digital Downloads
- E-reference and Phone Service
- Online Library Cards
- Book A Librarian
- Programs
- Outreach
- WiFi Use
- Social Engagement

INFLUENCES

- Guidance from State
- Jefferson County Public Health Order

INFLUENCES

- Collaboration with County Agencies
- Collaboration with Metro Area Libraries
- Advice from Library Associations

GRADUAL RETURN TO IN-PERSON SERVICE

Jefferson County
PUBLIC LIBRARY

Mid-April through July

Online Services

Planning and Evaluation

Creating Safer Environment

Determining Staff Availability

May - July

Materials Return

Curbside Service

Alternative Services

One-on-One Services

Prepare Belmar

June - July

Summer Reading

Expand Access to Physical Locations, Including Belmar

STAFFING AND STAFF SUPPORT

- Administrative Leave Transition
- Workforce Planning
- Change Management and Training

BUDGET IMPACTS

- Potential Revenue Impacts
- Expense Reductions

CHALLENGES AND OPPORTUNITIES

- Availability of Staff
- Public Health Guidance
- Coordination
- Liability
- Securing PPE
- Compliance
- SAFETY
- Stakeholder Engagement

Dear Jeffco Librarian,

This is fan mail, not a question. I think you guys are the coolest for doing all this, below. Our wonderful Jeffco library system gives so much life to our community. You are a critical part of the fabric that holds us, particularly in times like this.

Thank you for everything you do. Please try and remember this – each one of you is very appreciated for what you contribute to our community.

No need to reply. Simply sit back and bask in the glory of being an awesome library. You guys make me proud to live in Jefferson County, Colorado.

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: April 2020

A.   **Budget to Actual Tables**

The Budget to Actual Tables for March 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: April 22, 2020

A.   Budget to Actual Tables March

The Budget to Actual Tables for March 2020 are attached. Property tax revenue is on track through the end of March. March's statements include state grant revenue of $143,962 and over $47K in E-Rate funds year to date.

Capital expenses in March are significant, especially for the Belmar Library project. March's financial tables do not show budget amounts for projects which include carryforward funding from 2019. Although the Library Board approved the carryforward request at February's meeting, the Board of County Commissioners (BCC) gave the "thumbs up" to the Library's carryforward amounts at the staff briefing on April 21, after a delay due to closures, and carryforward will be on the BCC consent agenda for approval at their next meeting. The April tables should include full budget amounts for all capital projects.

						TABLE 1
						JEFFERSON COUNTY PUBLIC LIBRARY

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

Sources and Uses of Funds	2019 Amended Budget	2019 Actual	2020 Amended Budget	YTD Actual 3/31/2020	$ Variance 2020 Budget	Budget to Actual %
Sources of Funds	**4.500**		**4.500**			
Revenues						
Taxes						
Property Tax - Operating	$ 40,428,530	$ 39,752,904	$ 44,134,625	$ 19,375,495	$ (24,759,130)	-56%
Property Tax - Capital	1,949,693	1,927,979	2,165,680	913,095	(1,252,585)	-58%
Total Taxes	**$ 42,378,223**	**$ 41,680,883**	**$ 46,300,305**	**$ 20,288,590**	**$ (26,011,715)**	**-56%**
Federal & State Grants	$ 130,000	$ 128,084	$ 128,000	$ 143,962	$ 15,962	12%
Fines & Fees	492,731	435,234	239,513	29,314	(210,199)	-88%
Other Revenue	495,000	1,412,272	572,640	244,921	(327,719)	-57%
Total Other Revenues	**$ 1,117,731**	**$ 1,975,590**	**$ 940,153**	**$ 418,198**	**$ (521,955)**	**-56%**
Sub Total Revenues	**$ 43,495,954**	**$ 43,656,474**	**$ 47,240,458**	**$ 20,706,788**	**$ (26,533,670)**	**-56%**
Fund Balance Activity						
Transfer from FB - Capital Projects	3,248,054		2,267,039	-		NA
Transfer to/(from) Fund Balance	-	4,835,358	-	8,089,925		NA
Total Sources of Funds	**$ 46,744,008**	**$ 38,821,116**	**$ 49,507,497**	**$ 12,616,862**		
Uses of Funds						
Operating Expenditures						
Salaries & Employee Benefits						
Salaries	$ 14,766,591	$ 14,352,310	$ 15,935,735	$ 3,647,807	$ (12,287,928)	-77%
Benefits	4,818,086	4,370,694	5,288,399	1,034,567	(4,253,832)	-80%
Total Salaries & Benefits	**$ 19,584,677**	**$ 18,723,004**	**$ 21,224,134**	**$ 4,682,374**	**$ (16,541,760)**	**-78%**
Library Books & Materials	$ 8,139,065	$ 7,777,885	$ 8,135,190	$ 2,927,831	$ (5,207,359)	-64%
Supplies	1,612,418	1,343,599	1,449,965	221,634	(1,228,331)	-85%
Vehicles	-	-	-	-	-	NA
Other Services & Charges	4,245,804	3,869,144	4,914,583	1,212,304	(3,702,279)	-75%
Internal Transactions /Cost Allocation	1,886,026	1,983,894	2,251,204	668,059	(1,583,145)	-70%
Total Operating Expenditures	**$ 35,467,990**	**$ 33,697,526**	**$ 37,975,076**	**$ 9,712,202**	**$ (28,262,874)**	**-74%**
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**	**$ 2,904,660**	**$ (7,217,340)**	**-71%**
Total Uses of Funds	**$ 46,744,008**	**$ 38,821,116**	**$ 49,507,497**	**$ 12,616,862**	**$ (36,890,634)**	**-75%**

	2019 Amended Budget	2019 Actual	2020 Amended Budget	YTD Actual 3/31/2020
Beginning Fund Balance	$ 18,164,234	$ 19,529,543	$ 19,529,543	$ 24,364,901
Revenues	$ 41,546,261	$ 41,728,495	$ 45,074,778	$ 19,793,693
Capital Funding	1,949,693	1,927,979	2,165,680	913,095
Total Revenues	$ 43,495,954	$ 43,656,474	$ 47,240,458	$ 20,706,788
Expenditures				
Operating Expenditures	$ 35,467,990	$ 33,697,526	$ 37,975,076	$ 9,712,202
Debt Service	1,448,432	1,448,432	1,410,421	-
Capital Projects	9,827,586	3,675,157	10,122,000	2,904,660
Total Expenditures	$ 46,744,008	$ 38,821,115	$ 49,507,497	$ 12,616,862
Increase/(Decrease) in Fund Balance	$ (3,248,054)	$ 4,835,358	$ (2,267,039)	$ 8,089,925
Ending Fund Balance	$ 14,916,180	$ 24,364,901	$ 17,262,504	$ 32,454,827
Committed to Capital Projects		$ 5,897,205		
Reserve Fund Balance		$ 18,467,696		$ 32,454,827

Reserve Fund Balance Policy Calculation				
	2018 Budget	2019 Actual	2020 Amended Budget	2020 Actual
Year-End Reserve Fund Balance		$ 18,467,696		
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)		$ 7,593,708		
Above/(Below) Maximum (CEILING)		$ (3,280,281)		

Sources and Uses of Funds	2019 Amended Budget	2019 Actual	2020 Amended Budget	YTD Actual 3/31/2020	Projected Year-End 2020	Variance 2020 Budget
TABLE 3 **JEFFERSON COUNTY PUBLIC LIBRARY** **OPERATING EXPENDITURES** **2020 BUDGET TO ACTUAL**						

Sources and Uses of Funds	2019 Amended Budget	2019 Actual	2020 Amended Budget	YTD Actual 3/31/2020	Projected Year-End 2020	Variance 2020 Budget
Sources of Funds						
Revenues						
Taxes						
Property Taxes	$ 41,376,815	$ 40,915,992	$ 45,960,543	$ 19,377,908	$ 45,960,543	$ -
Delinquent Taxes	105,503	81,612	48,032		48,032	-
Prior Year Cancellations	(80,608)	(223,412)	(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	(2,413)	21,027	-
Total Taxes	**$ 40,428,530**	**$ 39,752,904**	**$ 44,134,625**	**$ 19,375,495**	**$ 44,134,625**	**$ -**
Federal & State Grants	$ 130,000	$ 128,084	$ 128,000	$ 143,962	$ 128,000	$ -
Library Fines	365,000	309,575	107,950	8,714	40,000	(67,950)
Charges for Services	127,731	125,659	131,563	20,600	131,563	-
Investment Income	322,000	1,122,445	322,000	314	322,000	-
Library Foundation	85,000	177,817	160,000	48,354	160,000	-
E Rate Revenue	88,000	93,865	90,640	47,841	90,640	-
Other Revenue	-	18,145	-	972	972	972
Transfer				147,441	147,441	147,441
Total Revenues	**$ 41,546,261**	**$ 41,728,495**	**$ 45,074,778**	**$ 19,793,693**	**$ 45,155,241**	**$ 80,463**
Uses of Funds						
Operating Expenditures						
Salaries & Employee Benefits						
Salaries	$ 13,872,155	$ 12,442,452	$ 15,093,111	$ 3,124,160	$ 15,093,111	$ -
Awards & Bonuses	125,000	-	130,000		130,000	-
Termination Pay	-	78,196		143,118	-	-
Temporary Salaries	2,080,360	1,828,944	2,146,611	379,472	2,146,611	-
Overtime	7,130	2,719	5,130	1,056	5,130	-
Vacancy Savings	(1,318,054)		(1,439,117)		(1,439,117)	
Benefits	4,818,086	4,370,694	5,288,399	1,034,567	5,288,399	-
Total Salaries & Benefits	**$ 19,584,677**	**$ 18,723,004**	**$ 21,224,134**	**$ 4,682,374**	**$ 21,224,134**	**$ -**
Library Books & Materials	$ 6,768,000	$ 6,578,114	$ 6,691,154	$ 1,901,755	$ 6,691,154	$ -
Library Computer Materials	1,173,185	1,077,497	1,285,686	859,763	1,285,686	-
Library Periodicals	197,880	122,274	158,350	166,312	158,350	-
Sub-Total Library Collections	8,139,065	7,777,885	8,135,190	2,927,831	8,135,190	-
Supplies	$ 1,612,418	$ 1,343,599	$ 1,449,965	$ 221,634	$ 1,449,965	$ -
Services & Charges	4,245,804	3,869,144	4,914,583	1,212,304	4,914,583	-
Vehicles	-	-	-		-	-
Direct Internal Charges	196,182	143,837	164,067	22,446	164,067	-
Indirect Cost Allocation	1,067,744	1,067,744	1,145,837	286,459	1,145,837	-
Intra County Transactions	622,100	772,313	941,300	359,154	941,300	-
Total Supplies and Other	**$ 7,744,248**	**$ 7,196,636**	**$ 8,615,752**	**$ 2,101,998**	**$ 8,615,752**	**$ -**
Total Operating	**$ 35,467,990**	**$ 33,697,526**	**$ 37,975,076**	**$ 9,712,202**	**$ 37,975,076**	**$ -**

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

Sources and Uses of Funds	2019 Budget	2019 Actual	2020 Budget	YTD Actual 3/31/2020	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 BUDGET TO ACTUAL

Sources and Uses of Funds	2019 Amended Budget	2019 Actual	2020 Budget	2020 Amended Budget	YTD Actual 3/31/2020	Projected Year End 2020	Variance 2020 Budget
Sources of Funds							
Property Tax - Capital - 4.5%	$ 1,949,693	$ 1,927,979	$ 2,165,680	$ 2,165,680	$ 913,095	$ 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**	**$ 1,927,979**	**$ 4,432,719**	**$ 4,432,719**	**$ 913,095**	**$ 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	$ 68,016	$ 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	67,032	180,000	-
ARM-04 Book Sorter Replacement	250,000	59,862	300,000	300,000	125,027	300,000	-
ARM-05 IT Infrastructure Replacement	200,000	128,989	370,000	370,000	93,288	370,000	-
Alternative Services	250,000	246,753	450,000	450,000	14,645	450,000	
2016 Projects							
16-14 High Availability Internet Redundancy	$ 72,000	$ -	$ -	$ -	$ 2,624	$ -	$ -
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	-	-	52,135	-	-
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	-	-	2,437,713	-	-
19-03 South County Library	350,000	5,900	4,000,000	4,000,000	9,225	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**	**$ 2,904,660**	**$ 10,122,000**	**$ -**

	TABLE 6 JEFFERSON COUNTY PUBLIC LIBRARY CAPITAL IMPROVEMENT PROJECTS 2020 BUDGET TO ACTUAL				
Project	2020 Amended Budget	YTD Actual 3/31/20	YTD Encumbrances 3/31/20	YTD Total Actual + Enc	Remaining Budget
ARM-01 Capital Maintenance	$ 250,000	$ 68,016	$ 6,335	$ 74,351	$ 175,649
ARM-02 Furniture & Equipment	36,000	5,148	-	5,148	30,852
ARM-03 Computer Replacement Plan	180,000	67,032	6,335	73,367	106,633
ARM-04 Book Sorter Replacement	300,000	125,027	58,444	183,471	116,529
ARM-05 IT Infrastructure Replacement	370,000	93,288	-	93,288	276,712
Library Alternative Services	450,000	14,645	-	14,645	435,355
16-14 High Availability Internet Redundancy	-	2,624	27,860	30,484	(30,484)
18-07 LSC Garage & Loading Dock	-	52,135	72,261	124,396	(124,396)
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	-	2,437,713	2,211,670	4,649,383	(4,649,383)
19-03 South County Library	4,000,000	9,225	76,824	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	$ 2,904,660	$ 2,509,922	$ 5,414,582	$ 4,707,418

Belmar Library Renovation
Project to Date - Budget to Actual

March 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
$7,043,500	Total Project Budget

2018 Timeline

$350,000	2018 Budget
$96,194	2018 Actual
$253,806	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
$2,344,785	2019 Actual Expenses
$4,602,521	Remaining 2019 Budget

2020 Timeline

$0	2020 Budget
$2,437,713	2020 Actual
-$2,437,713	Remaining 2020 Budget
$4,602,521	Proposed project carryover funding

	Belmar Library Renovation Project Project - Budget to Actual Inception-to-Date March 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		8,760	881,204	5,926	5,107	17,836		918,833
March	50,630	9,760	1,183,971		108,165	142,770		1,495,296
Total 2020	**51,480**	**18,520**	**2,016,509**	**5,926**	**184,672**	**160,606**	**-**	**2,437,713**
Total Expenditures	**677,264**	**179,874**	**3,367,934**	**23,907**	**361,887**	**267,826**	**-**	**4,878,691**
Remaining Budget	$ 73,721	$ 40,126	$ 1,280,266	$ 16,093	$ 376,113	$ 107,348	$ 271,141	$ 2,164,809

Operational Updates

Facilities & Construction Projects

Belmar Library Renovation – Progress Reporting

DATE: April 2020

I.   PROJECT TEAM:

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

II.   PROJECT PROGRESS / STATUS:

A.   Interior work is complete; at time of the board meeting, interior punch walk will have been completed (scheduled for April 15th). Items remaining to be complete will include any items identified on the punch walk.

B.   Exterior work is on-going. Entry and entry canopy is 95% complete. Canopy fascia and signage remains to be installed.

C.   Asphalt at parking lot has a revised design; to account for concerns around drainage and concrete-to-asphalt tie-ins. Asphalt work is currently being scheduled and is anticipated to be complete in mid-May.

D.   Interior Move-In of JCPL Items:
   - Shelving: Has been moved in and set up. Shelving locations need to be shifted. Additionally, laser-etched end panels and more metal shelves need to be delivered; but due to COVID-19, the warehouse that supplies these items are closed. Anticipated delivery of these items is late-May/early-June.
   - Furniture: The majority of furniture has been delivered. Staff rooms and computer area furniture is set up. Service desks are currently being installed. And loose furniture has been delivered.
   - Sorter: Sorter has been installed and will be tested mid-April.
   - Books: All existing books have been delivered from storage. Currently, the books are "staged" in areas close to their shelving locations.
   - IT: Computers, phones, misc. IT items have not been installed and will be installed closer to anticipated opening date so equipment is not sitting in library while it's mostly unoccupied.

III.   CURRENT PROJECT OPPORTUNTIES &/OR RISKS:

A.   Following Interior Turn Over (after punch work is complete), the Exterior/Site Work will continue. Certificate of Occupancy will not be obtained until Site Work is complete.

B.   At this time, construction continues to be exempt from the "Stay at Home" Order issued by the State on March 25th, 2020. We continue to monitor any potential changes to this.

C. Original Move-In Schedule was a 6-week duration. At this time, it will be a minimum of 10 weeks and potentially longer depending on COVID-19 orders and direction.

    i. At this time, the team is encouraging a small number of people to be working within the building at any given time – between 10-15 people. This will restrict many of the move-in tasks by JCPL, including re-shelving and preparing spaces for opening.

D. Fransen Pittman has implemented health and hygiene practices as recommended by WHO and CDC. It is being clearly communicated to all contractors and individuals, if there are safety or health concerns – especially for anyone considered a high-risk individual – they are not required to be on site at this time.

IV. UPCOMING KEY DECISIONS:

A. Belmar opening date is dependent on COVID-19 orders and impacts.

V. MEETINGS:

A. Weekly, Thursdays @ 1:00pm: OAC Meetings & Site Walk

VI. MILESTONES PROJECTED FOR NEXT PERIOD:

A. Interior Final Inspections and begin Building Move-In

B. Exterior Site Work and Certificate of Occupancy

VII. PROGRESS PHOTOS:

A. See following pages:

Shelving in Adult Stack Area

Wood Ceiling & Power Wall at Entry
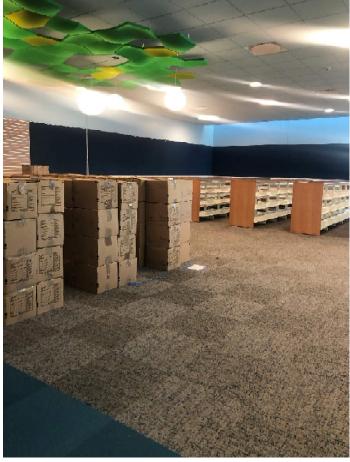
Concrete Traffic Blocks &
Concrete Benches in place

Sorter – ready for testing

Books Delivered in Children's

Service Desk in Children's

memorandum

TO: Donna Walker, Executive Director

FROM: Steve Chestnut, Director of Facilities & Construction

DATE: April 13, 2020

RE: Update on Service Center Garage Construction

Background

In September of 2019 the Board authorized us to enter into a contract with Calahan Construction to construct and attach an 800 sq. ft garage onto the Library Service Center. The purpose of the garage is to provide a safe environment for employees to load and unload the deliveries of materials that the Service Center processes. After a number of weeks we were able to get the necessary permits and reviews and construction was started in December of 2019.

STATUS
- A. Building frame, roofing, doors and skin are complete.
- B. Lighting and power are installed and inspections have been called for week of 04/13.
- C. Mechanical inspection called for the week of 4/13/20.
- D. Concrete flatwork completed.

RISKS:
- A. Virus safety requirements have slowed the inspection scheduling process.
- B. Cold the week of 04/13 will affect the ability to set bollards at main door.
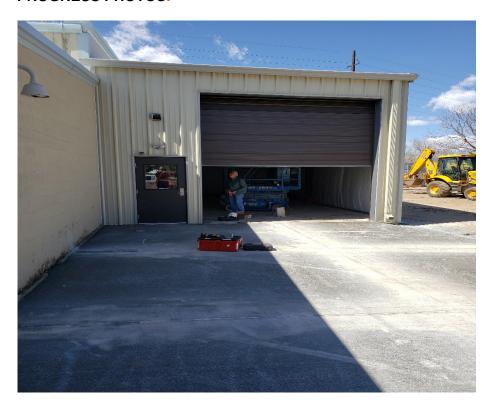
BUDGET
- A. Approved budget $169,531
- B. No change orders issued and all work contained in budget.

SCHEDULE
- A. Bollards installed week of 04-13
- B. Security and access controls installed the week of 04-20
- C. Anticipated completion 04/30/20.

Jefferson County
PUBLIC LIBRARY

PROGRESS PHOTOS:

Jefferson County
PUBLIC LIBRARY