

# BOARD MEETING

## JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

AMENDED FROM THE POSTPONED MARCH 19, 2020 BOARD MEETING  
FOR THE **ONLINE April 2, 2020 BOARD MEETING VIA WEBEX**



Jefferson County  
**PUBLIC LIBRARY**

## **APPROVAL OF AGENDA**

# AMENDED BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

ITEM# / ACTION	Thursday, April 2, 2020 – 5:30 pm - <u>ONLINE MEETING VIA WEBEX</u>
1.	<b>Call to order &amp; attendance</b> (4.5.8) Verbal roll call – Each Trustee announces their presence by stating their name.
2. Agenda <b>Action</b>	<b>Approve Agenda</b> <b>Chair: Call for motion and second</b>
3.	<b>Public Comment</b> 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 <b>Action</b>	Approval of Consent Agenda <b>Chair: Call for motion and second</b> <ol style="list-style-type: none"> <li>Minutes of the February 13, 2020 Board Study Session as presented.</li> <li>Minutes of the February 20, 2020 Board Meeting as presented.</li> <li>Landscape Contract Authorization – Environmental Designs</li> <li>South County Book Drop Use Agreement Authorization</li> <li>Board Slate of Officers – Elected as Presented</li> </ol>
5 Operational Updates <b>Action</b> as Needed	<ul style="list-style-type: none"> <li>• Executive Director Update               <ol style="list-style-type: none"> <li>Amended Executive Director Report</li> <li>Library Response to Covid-19</li> </ol> </li> <li>• Finance and Budget               <ol style="list-style-type: none"> <li>Financial Report</li> <li>Belmar Project Financial Report</li> </ol> </li> <li>• Facilities and Construction Projects               <ol style="list-style-type: none"> <li>Belmar Project Update</li> </ol> </li> <li>• Public Services               <ol style="list-style-type: none"> <li>Memorandum of Understanding with Jefferson County Public Schools – Information</li> <li>Axis 360 Contract Renewal - Information</li> </ol> </li> <li>• Strategy and Engagement               <ul style="list-style-type: none"> <li>• Belmar Naming Agreements - Authorization                   <ol style="list-style-type: none"> <li>Bank of Colorado - <b>Call for motion and second</b></li> <li>Fransen Pittman – <b>Call for motion and second</b></li> </ol> </li> </ul> </li> </ul>
6. <b>Action</b> 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

# AMENDED BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

7. Emerging Issues Action as Needed	
8. Action as Needed	Ends <ul style="list-style-type: none"><li>No items</li></ul>
9. Action as Needed	Board Governance <ul style="list-style-type: none"><li>No items</li></ul>
10. Suggest Agenda Items	<p>BOARD SCHEDULE – NEXT MEETINGS</p> <p>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.</p> <ul style="list-style-type: none"><li>April 16, 2020 – Board Meeting – 5:30 pm – Online via Webex</li><li>May 14, 2020 – Study Session – 5:30 pm – To be determined - Pam Nissler Conference Room at Library Administration or Online via Webex</li><li>May 21, 2020 – Board Meeting – 5:30 pm – To be determined - Columbine Library Meeting Room or Online via Webex</li><li>June 11, 2020 – Study Session – 5:30 pm – To be determined - Pam Nissler Conference Room at Library Administration or Online via Webex</li><li>June 18, 2020 – Board Meeting – 5:30 pm – To be determined - Evergreen Library Meeting Room or Online via Webex</li></ul> <p><u>CONFERENCES</u></p> <ul style="list-style-type: none"><li><b>Cancelled</b> - National Library Legislative Day (NLLD) – May 4-5, Washington DC</li><li>Colorado Association of Libraries 2020 Conference (CAL) – September 10-12, Loveland CO</li></ul>
11. Discussion	Board Questions or Comments Related to Items on the Meeting Agenda
12. Discussion	Evaluate Board Meeting (4.1.9)
13. Information	Announcements/General Information Sharing <ul style="list-style-type: none"><li>Report of the Chair – Correspondence, Other</li><li>Other Announcements</li></ul>
14. Adjournment	

## **CONSENT AGENDA**

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

[jeffcolibrary.org](http://jeffcolibrary.org)



TO: Library Board of Trustees

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

DATE: March 10, 2020

RE: Consent Agenda for the March 19, 2020 Board Meeting

1. Approve the minutes of the February 13, 2020 Board Study Session as presented.
2. Approve the minutes of the February 20, 2020 Board Meeting as presented.
3. Environmental Designs Contract: Library Board of Trustees authorize the Executive Director to renew the contract with Environmental Designs Inc. for a period of one year, for the base amount of \$87,000.
4. South County Book Drop Use Agreement: Library Board of Trustees authorize the Executive Director to sign the Use Agreement with ACF Property Management of the KC Shopping Center 01, LLC for the placement of the Book Drop.
5. Elect Board Officers: Library Board of Trustees elect Kim Johnson for Vice-Chair, and Pam Anderson for Secretary for one-year terms April 2020 to March 2021

**Jefferson County Public Library Board of Trustees**  
**Study Session**  
**February 13, 2020 – 5:30 pm**  
**Administration Conference Room**

**TOPICS:**

- Financial Review
  - 2019 Financial Tables
  - Carryforward Information
  - Budget Supplemental Information
- New Open Meeting and Public Comment Information
- 2019 Strategic Plan Achievements
- Trustees Review Proposed Policy Governance: Monitoring Reports
  - 2.0 General Management Constraints
  - 2.1 Treatment of Patrons
  - 2.2 Treatment of Staff
  - 2.3 Financial Condition and Activities
  - 2.4 Asset Protection
- Tolin Contract Information

**Call to Order**

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

**Other Trustees present:** Pam Anderson (Secretary), Jill Fellman and German Zarate-Bohorquez.

**Trustees not present:** John Bodnar, Kim Johnson, 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

### 2019 Financial Tables

Barbara Long, Assistant Director of Finance and Budget, addressed the Board and presented information on the updated financial results for the end of the year 2019. While the financial year is not officially over, the Library is not aware of anything significant that is still outstanding. There were savings in operating expenses including unspent contingency funds. Capital projects will flow into the project carryforward request. Should the Board approve the carryforward request next week, the Fund Balance Table reflects the Board's policy on reserve funds and shows the year end funds committed to capital projects and the reserve fund balance.

In response to questions, the Board was advised that:

- Table 3 expands the revenue information and displays all the sources of revenue and the year-end results. Investment income is significantly higher than the projected amount.
- For the savings in salaries and benefits, the Library did plan to add a significant number of positions and they did not come on board as quickly as expected. Some of those positions will come on board this year (2020).
- For the savings in supplies, one area is the furniture and equipment that would have been expended for the positions that did not come on board in 2019.
- It is not the Library's practice to carry over operating funds. There are contingency funds in the 2020 budget the Library could utilize if needed.

### Carryforward Information

Several capital projects funded in 2019 were in process at the end of the year and will continue into 2020. The carryforward requested is either equal to or less than the balance of unspent funds at the end of the year. Funding requests less than the total project balance are based on outstanding purchase orders. The projected project completion date has been included.

<i><b>Project</b></i>	<i><b>Amount</b></i>	<i><b>Projected Completion</b></i>
ARM-01 Capital Maintenance (Admin Project)	57,000	Q2, 2020
ARM-04 Book Sorter Replacement (Lakewood)	170,000	Complete
16-14 High Availability Internet Redundancy	41,000	Q1, 2020
18-07 LSC Garage & Loading Dock	122,583	Q2, 2020
18-08 Bookmobile Replacement	400,000	2021
19-02 Document Management System	160,000	June, Phase I
18-01 Belmar Library Remodel	4,602,522	Q2, 2020
19-03 South County Library	344,100	Ongoing
<b>Total Carryforward Request</b>	<b>5,897,205</b>	



In response to a question, the Board was advised that the Library anticipates part of the bookmobile purchase will be completed this year.

#### Budget Supplemental Information

The bookmobile the Library is using now was purchased in 2009. The Library is planning to purchase a new bookmobile in 2020. Funding for the new bookmobile of \$200,000 was included in the Library's capital budget both in 2018 and 2019.

Accumulated funds of \$400,000 are in the Library's project carryforward request. Part of the monthly expense for operating the bookmobile has been a payment into the County's fleet replacement fund for the purpose of offsetting the cost of a new vehicle purchase. The Library's bookmobile is a specialized vehicle which is no longer considered part of the County's fleet and the monthly payment into the fleet fund was discontinued in November of 2019. This supplemental request is to recognize additional revenue of \$147,441 which will be transferred from the fleet replacement fund to the Library and to increase the budget for the new bookmobile by this amount. With this transfer, the total budget available for the new bookmobile will be \$547,441.

In response to questions, the Board was advised that:

- Each vehicle is owned by County Fleet. The Library pays monthly for each vehicle, for maintenance and for a replacement fund. The bookmobile is a specialty vehicle and the Library has been maintaining the bookmobile and also paying County Fleet for replacement. The program is structured that way so there is no big hit to County Fleet at one time for replacements.
- This is the only County program like that.

The Executive Director noted that the project carryforward request and the budget supplemental request are both on the consent agenda for the February 20, 2020 Board meeting. The Board was asked to send any additional questions to the Executive Director.

#### **New Open Meeting and Public Comment Information**

##### Proposed adjustments to Bylaws and Sunshine Resolution - H.B. 19-1087 Public Meetings - notice - online posting.

The Executive Director provided an overview of the changes suggested for the Bylaws due to a change in the law regarding the meeting-posting requirement. Meeting notices can now just be posted online to comply with the open meetings law. The recommended changes are for the bylaws committee to consider during their work

Trustee Fellman stated that there is something that does not match in the Bylaws. It says that the Board has meetings at least once a month and says the Library Board may cancel a meeting. Amber Fisher will refer this to the Bylaws committee.

The Executive Director advised the Board that the change in the law will also affect the Sunshine Resolution. Recommended adjustments to that Resolution are included in the information packet for the Board's consideration.

#### Proposed adjustments to Bylaws and Governing Policy 4.3 - Public Comment/Public Participation at Board Meetings

The Executive Director advised the Board that a significant amount of research was completed to determine best practices related to public comment/public participation at Board meetings. The recommendations for the Board's Bylaws and Governing Policy 4.3 are included in the information packet. Following are some comments and suggestions from the Board:

- Include a statement about the purpose of public participation
- Consider ways to accommodate public participation for people who may speak languages other than English. When the Library Board meetings are open to the public to participate it is important to provide information in different languages, or to have an interpreter – English as a second language. It would be great to have this ability as an open library.
- It was noted that there may be operational challenges involved in accommodating different languages. If we knew that something may come forward and we had the time we could accommodate. It was also noted that the number of languages other than English could be difficult to accommodate and find interpreters.

The Executive Director advised the Board that the Library will investigate and may consult with the County Attorney. It was noted that Library practice is to accommodate hearing impaired patrons and staff and provides interpreters at meetings and programs. The Board was advised that the Library will provide a statement for the Board to consider regarding the value of public comment/public participation.

#### **2019 Strategic Plan Achievements**

Donna Walker, Executive Director, introduced the topic and presented information on the Library's 2019 strategic plan achievements.

The Edgewater Library was open for its first full year in 2019. The Cargo Van, which goes places the Bookmobile cannot go, launched its services in 2019. The first lobby stop service was successfully piloted. A demonstration of the lobby stop service is planned

for next week's Board meeting. There will also be a presentation on Raise a Reader, one of the Library's signature events.

JCPL partnered with R1 schools and homeschoolers for another signature event, EPIC STEM. This event was held at the Jefferson County Fairground. Mentors from schools and businesses participated in the event and helped middle school kids learn to put scientific method into practice and see if a career in STEM is for them.

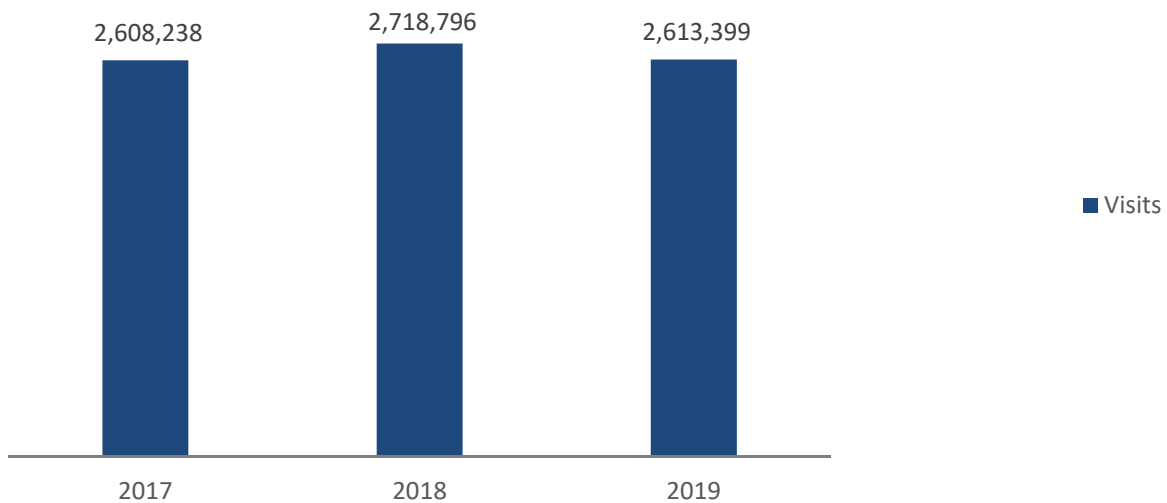
Belmar redesign community input meetings were well attended with a full house for public participation at each input meeting. The project went from design to construction in 2019. The past year also highlighted the Library's approach to responsive planning; including engaging the Library Board and community in the Library's strategic planning and evidence based decision-making. A big part of 2019 achievements included identifying and developing leadership teams and establishing a new organization chart that reflects a focus on strategic planning, community engagement and evidence based decision making.

Another priority in 2019 was to integrate and execute leading edge services. Examples include alternative services like hold lockers and materials vending machines. For the six weeks they were operational in 2019, usage totaled 2,370 visits and circulation of 7,354. The Standley Lake Outdoor Adventure Space is another leading edge service that opened in 2019. It is the first in Jefferson County and a model for future spaces. Built in partnership with Open Space and an Eagle Scout who built an amazing insect hotel, it has become a real community gathering space where kids can learn through play.

The numbers show that we are delivering quality, relevance and value with the high level of demand for our services. While our scorecard shows percentiles, percentages, and per capita, the raw numbers that go into those calculations help put context around the scorecard numbers.

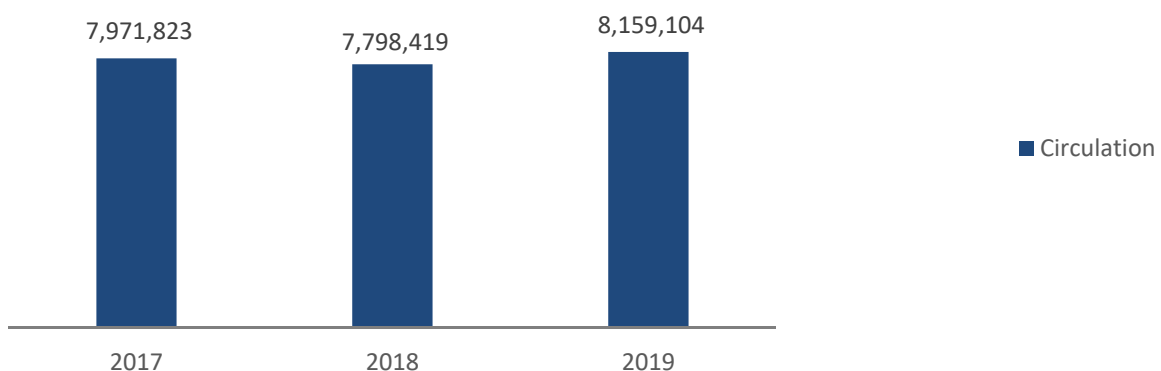
For example, when we have a library benchmark measure of 4.48 visits per capita and our 2019 Jeffco Population is 583,105 that equates to over 2.6 million visits to our physical locations, including our bookmobile and alternative services. Visits to physical locations remained stable in 2019. We made up some ground with our alternative services, but still saw a slight decline in overall visits. Our projections show that if Belmar Library had been open, visits would have been stable or slightly increased.

## PHYSICAL VISITS



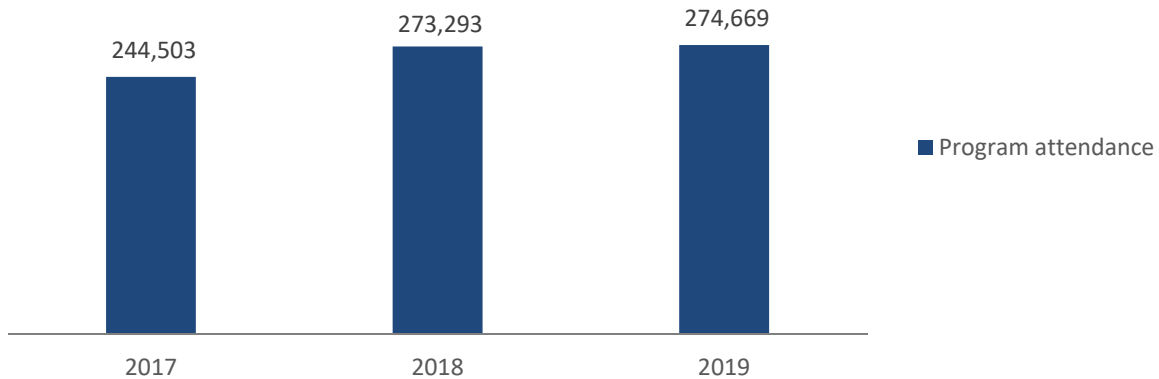
Our library benchmark is 13.99 circulation per capita, which means for each person in Jefferson County, 14 items were used from our collection. In addition, that raw number is over 8 million items used in our collection, an increase of 5% from 2018. We finally made it over 8 million! We have had this as a team goal for years. It is a watershed moment for JCPL. Even with the closure of Belmar Library for a full 3 months of the year. Some contributing factors were instituting auto-renewal and use of e-materials.

## CIRCULATION



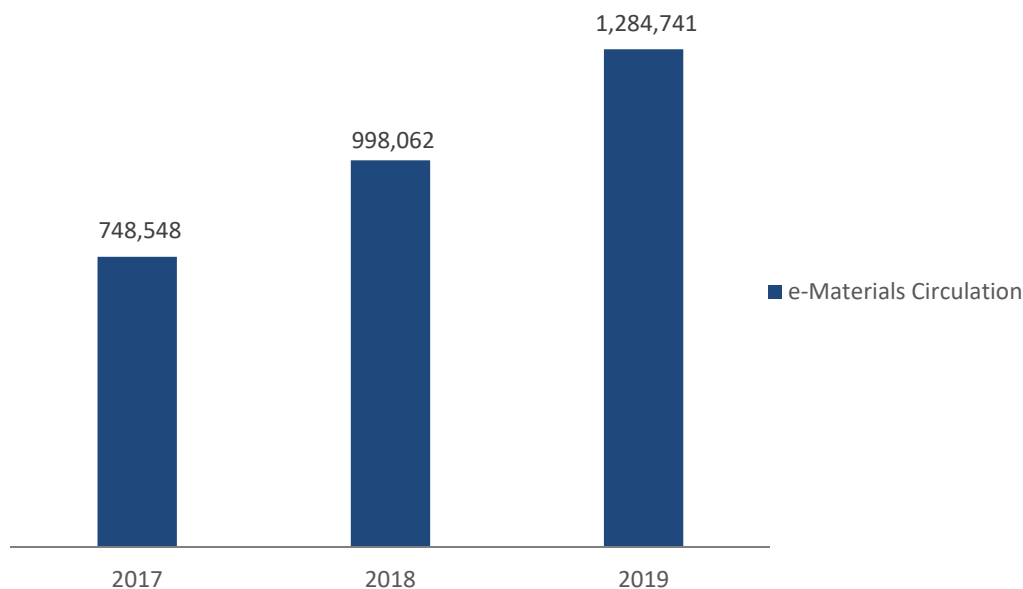
Our library benchmark for program attendance per 1000 capita is 471. What that means in real numbers is over 274k in total attendance. Program attendance was maintained, despite closure of the Belmar Library. A contributing factor was greater participation in signature events like Epic STEM and Raise a Reader.

#### PROGRAM ATTENDANCE



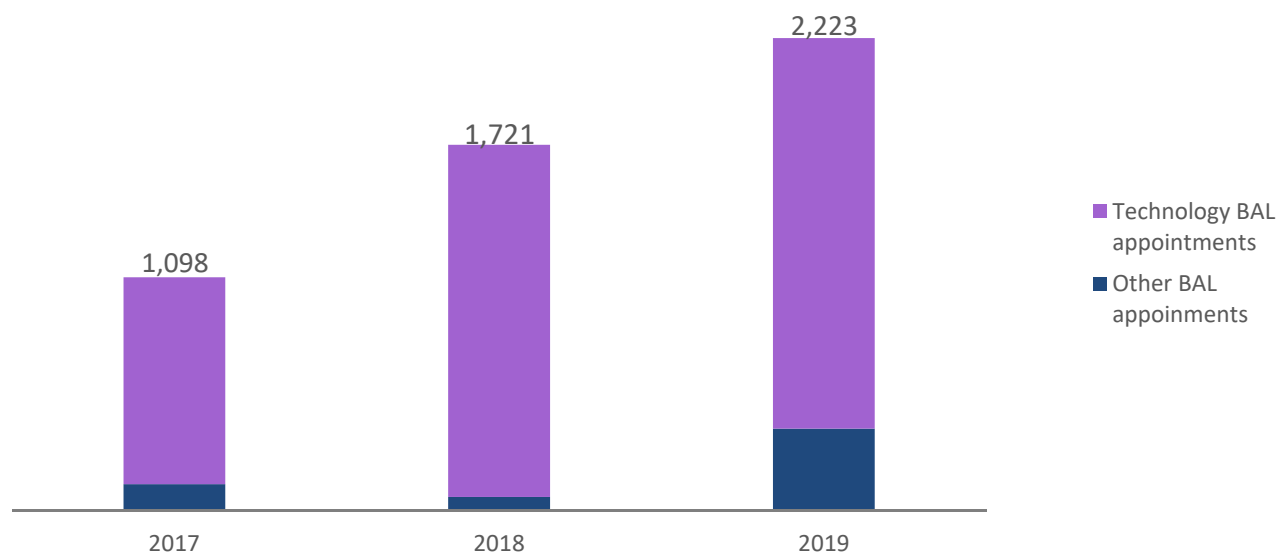
The Board is always interested in our circulation of e-materials. So even though they aren't in our scorecard, we wanted to share them here. e-Materials circulation increased 29%. Some contributing factors were more items in the collection that support our residents' interests and expansion of titles to support the platform for Kindle Paperwhite users. Circulation of e-materials is about 16% of circulation.

#### E-MATERIALS CIRCULATION



An important service to highlight is the one-on-one reference service we offer. This service was built from the ground up with our first appointments booked in 2014. Since then we have managed the growth of the service, refining our approach and outreach so that it is now well known and well used. Book a Librarian appointment requests also increased 29%. The main contributing factor was the increase in outreach through more presentations to local groups, more participation in local events and more offsite programs. It is significant that our book a librarian requests increased at the same rate as downloading of e-materials – these two services represent the two ends of the spectrum in how people use the library – and that both of those experiences are increasing at the same pace

#### BOOK-A-LIBRARIAN APPOINTMENTS



Another example of a leading edge service is the new Lakewood Library sorter. During the Board meeting recess next week, the Board will take a tour and see the new sorter in action. The same sorter will be installed at Belmar.

The Executive Director thanked the Board for trusting the Library with the resources needed to achieve these outcomes. The Executive Director advised the Board that any questions they have about the 2019 strategic plan achievements would be recorded and the Library would return with full responses at next week's Board meeting.

In response to questions, the Board was advised that:

- The Library will come back in March with additional information regarding trends.

- At the February Board meeting next week, the Library will provide more information on the first full year of operation at the Edgewater Library.

The Board expressed appreciation to the Library for their efforts to work with the Board on strategic planning and for the thoughtfulness put into that effort and delivering great outcomes.

### **Trustees Review Proposed Policy Governance: Monitoring Reports**

The Executive Director advised the Board that proposed adjustments to Monitoring Reports 2.0 through 2.4 are minor. In response to a question, the Board was advised that this item is on the consent agenda for the Board meeting next week. The Chair asked the Board to send any questions about the Monitoring Reports to the Executive Director before the February Board meeting.

### **Tolin Contract Information**

Steve Chestnut, Director of Facilities and Construction projects, presented information on the Tolin Mechanical Systems contract renewal to provide HVAC maintenance. JCPL entered into a contract for HVAC maintenance with Tolin in 2017. This contract was set up to allow for renewal for up to four (4) additional one-year terms at the Library's discretion. Our current contract ends February 29, 2020 and JCPL would like to renew the contract with Tolin Mechanical for a third time. This third renewal term would provide for services from March 1, 2020 through February 28, 2021. The 2019 contract cost was \$81,024 and the 2020 renewal cost will be \$76,068.00. The decrease in price reflects the reduction in services that will be required with the upgrades and new equipment being installed in Belmar. In response to questions, the Board was advised that:

- The contract amount is \$76,068 and the budget is \$135,000. The contract amount is lower because it does not include the Belmar Library which will be covered under warranty. The Belmar warranty is for one year.

### **ADJOURNMENT**

The Study Session was adjourned at 6:43 p.m.

Pam Anderson, Secretary

**Minutes of the Meeting of the  
JEFFERSON COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
February 20, 2020**

**CALL TO ORDER – REGULAR MEETING**

The regular meeting of the Jefferson County Public Library Board of Trustees was held in the Lakewood Library meeting room on February 20, 2020. Library Board of Trustees Chair, Charles Naumer, called the meeting to order at 5:30 p.m. Other Trustees present: Kim Johnson (Vice-Chair), John Bodnar, Jill Fellman, Jeanne Lomba and German Zarate-Bohorquez.

Trustees not present: Pam Anderson. Trustee Lomba left the meeting at 6:37 pm.

**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 Fisher, Executive Assistant, Office of the Executive Director; and Katie O'Loughlin, Administrative Coordinator.

**APPROVAL OF AGENDA**

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

**PUBLIC COMMENT**

There was no public comment.

**APPROVAL OF CONSENT AGENDA**

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

**MOTION:** Jeanne Lomba moved that the Library Board of Trustees approve the items on the consent agenda. Seconded by German Zarate-Bohorquez, voting on the consent agenda was suspended for further discussion.

In response to questions, the Board was advised that:



- More detailed information on the Bookmobile is not yet available and will be provided to the Board later.
- The Library is not asking for additional funds. The budget supplemental request is a recognition of additional revenue that the Library paid into County Fleet's replacement fund.
- The budget supplemental request is to move that money from County Fleet to the Library's replacement fund for the bookmobile.

**MOTION:** Jeanne Lomba moved that the Library Board of Trustees approve the items on the consent agenda. Seconded by German Zarate-Bohorquez the consent agenda was approved by unanimous vote of all Trustees present.

## **FOUNDATION REPORT**

Jo Schantz, Foundation Executive Director, provided an update to the Board. The Foundation is a beneficiary of the fifth Annual Jeffco International Women's Day event on March 6. The Friends Annual Meeting is scheduled for March 13, at the Wheat Ridge Recreation Center featuring the author, Barbara Nickless. Invitations were extended to the Library Board to attend the Friends event. The March Madness Book and Gift sale is scheduled for March 20 and 21 at the Golden Library. The spring 2020 Whale of a Used Book Sale is scheduled for May 28-31, at the Jefferson County Fairgrounds. The Foundation has entered into a contract with Empty Shelves, a book re-sell vendor. The vendor is paying the Foundation \$4500 per month for access to Foundation books. Grants and sponsorships include \$3900 from the Believe in Reading Foundation for the Babies First Books program, and \$5000 from MDU Resources for the 1,000 Books Before Kindergarten program. There are a couple of pending Belmar Library naming rights agreements including \$5,000 from the Bank of Colorado and two \$1,000 naming opportunities from Fransen Pittman.

Kim Johnson, Trustee Representative, provided an update to the Board and expressed appreciation to Jo Schantz for securing the naming opportunity with Bank of Colorado. Bank of Colorado will be holding a grand opening of a branch on Union and will present a check to Jo Schantz and Donna Walker. The Foundation Board is aware of potential challenges with Jeffco Fairgrounds and is holding discussions on what to do if that location becomes unavailable for the book sales.

## **EXECUTIVE TEAM OPERATIONAL UPDATES**

### **Executive Director Report**

The Executive Director addressed the Board and inquired if there were any questions about her monthly report. In response to questions, the Board was advised that:

- The story times at the Golden Library were so well attended that they became overcrowded. At the time the Golden Library was remodeled, there were no codes regarding posting capacity maximums. That has now been adjusted and the Library is posting for maximum capacity in the meeting room.
- As a part of the Library's initiative to remove barriers, the ticketing system for story times was discontinued. At Golden, story time demand is twice the current room capacity – between 40-45 for each story time. An additional five story times were added to the schedule at Golden, and times were adjusted to accommodate parents. Attendance for each story time is monitored and limited to 45.
- The meeting room is the largest area in the Golden Library for story times.
- When the Golden Library was remodeled the budget was limited at \$250,000 and expansion of that library was not feasible with that budget and limited as there was no land available for expansion

#### 2019 Strategic Plan Achievements Q&A

Donna Walker, Executive Director, addressed the Board and introduced Julianne Rist, Director of Libraries. Julianne provided information on the Edgewater Library that the Board requested at the February Study Session. During the first full year of operation at the Edgewater Library, programs increased 131%, with 411 more programs in 2019 than in 2018. Program attendance increased 115%, with 6,659 more people attending programs. Library cardholders increased 20%, with 2,753 more cardholders in that zip code area. Patrons' with circulation increased 12% or 524 people. Visits increased 98% with 74,000 more people coming through the doors. Circulation increased 97%, over 100,000 more items in the new location.

The Chair thanked the Library for providing that information and noted that the Board wanted to see what kind of trends might be seen for South County, using the Edgewater Library as an example.

Motion to Adjourn Regular Meeting for a tour of the Lakewood Sorter and Library to You Lobby Service.

**MOTION:** Jill Fellman moved to adjourn the regular meeting of the Library Board of Trustees for a 15-minute recess. Seconded by Jeanne Lomba the motion passed by unanimous vote of all Trustees present.

Motion to Reconvene Regular Board Meeting

**MOTION:** John Bodnar moved to reconvene the regular meeting of the Library Board of Trustees. Seconded by German Zarate- the motion passed by unanimous vote of all Trustees present.

#### Service Highlight - Raise a Reader

Cindy Jaye, Public Services Programming Manager, addressed the Board and provided information on the Library's Raise a Reader signature event. Raise a Reader is a signature event that took place last August at the Colorado Railroad Museum. It was a ton of fun and very successful. JCPL generally offers 2-4 signature events per year. These are centrally planned, large scale; multifaceted events that we hope will be attractive to Jeffco residents that live throughout the county. Raise a Reader set goals of preparing our youngest residents to learn to read, while also educating their adults on the importance and ease of teaching pre-literacy skills. The Board was provided with bandanas that were giveaways at the event. The bandannas provide a written message to the parents, in a format that they will keep and use over and over again. Additionally, the bandanas can be used in early literacy activities – playing peak-a-boo, tracing letters, etc. The attendance goal for Raise A Reader was to have 1000 people attend. That goal was exceeded with 1,619 attendees. Raise a Reader took place at the Colorado Railroad museum. This is a 5-10 acre campus with trains and train paraphernalia scattered throughout. Participants had access to the entire museum and were welcomed to take rides on the historic steam locomotive. Additionally, JCPL had literacy stations throughout the campus. At each station there was a fun activity the kids could do that would prepare them to learn to read and there were staff available providing information and education to the parents. JCPL is planning to hold this event again this year on August 8.

In response to a question, the Board was advised that:

- One of the challenges was parking, which was limited. The programming team is taking that into consideration as it plans goals for this year's event.

#### **Finance and Budget Department**

##### Financial Report

Barbara Long, Assistant Director of Finance and Budget addressed the Board. The Board was provided with an overview of the January 2020 financial statements. The first month of the year does not show much activity. The numbers for 2019 have been updated and reflect where the Library ended up for the year. January statements include some property tax revenue, although most property tax is received in February, April and June. Debt service payments occur twice a year, interest only payment in June and then debt payment in September. On the capital table there are encumbrances rolling forward from the previous year.

In response to a question, the Board was advised that:

- The item on the LSC garage project shows as a credit due to the way the County has the Library recognize retainage. It is recognized as an expense in 2019 and zeroed out until it is paid.

### Belmar Project Financial Report

There were no questions.

### **Facilities & Construction Projects**

#### Belmar Video

The Board viewed a video showing the construction progress on the Belmar Library renovation project.

#### Belmar Library Renovation Project Update

Sarah Lara, Project Director NV5, addressed the Board and provided an update. The steel for the canopy is up and will draw people to the new grand entrance. The exterior concrete is going down. The drywall inside is complete, with paint, slat walls and many of the interior finishes going up. NV5 is managing the budget and schedule around the weather. It is not just snow, but cold weather that impacts pouring concrete. The team is working on a plan to coordinate bringing interior items inside while the exterior is still be completed. Fransen Pittman has a construction contingency budget to manage around the weather.

In response to questions, the Board was advised that:

- The plan for the high windows is to install vertical wraps that still allow a sight line through to the windows.
- A dry sprinkler is not pressurized; there is no water in it until it needs to be used
- Weather related issues are handled as part of the construction contingency budget.
- Some of the weather mitigation methods include using special blankets to cover concrete when it snows and snow and mud removal to keep the concrete dry and warm to protect it during curing.
- The schedule delays are included in the planning and the budget is fine as it stands today.
- Schedule delays may affect cost as many of the services are based on how much work is completed in a month. Each week work gets pushed out may cost another month of service. Fransen Pittman does have a construction contingency budget for these costs. NV5 is holding on to its contingency budget at this time.

Trustee Lomba left the meeting at 6:37 pm.

## **Strategy and Engagement**

### **South County Community Engagement**

Rex Whisman, Director of Strategy and Engagement, addressed the Board and presented information on the South County community engagement plan. Over the last few months, the Trustees have participated in input meetings and the community engagement planning process. The Trustees role was defined:

**Budget:** be responsible for resource allocation and capital oversight. Focus on long-term impact of project and return on investment for “ownership” (residents) by representing the taxpayers.

**Advocacy, Outreach and Engagement:** be the conduit linking the ownership (residents) to the operational by being ambassadors, defining and communicating the message, being able to explain the “why” of the project.

**Strategy:** assess and represent the needs of the community through your public process and defining a vision for the successful outcome.

The Board participated in the strategic framework including the new ends statements and strategic priorities.

#### **Ends Statements**

- Equity of Access
- Create Place
- Provide Leading-Edge Services
- Maximize Value

#### **Strategic Priorities**

- Create Libraries for the Future
- Reach More People
- Focus on Building Literacies
- Become the Third Place
- Grow Sustainably

The Board participated in input meetings to develop the fact sheet. JCPL, in collaboration with HDR, are holding planning meetings for moving forward with community engagement. Community engagement provides education and awareness, validates the site selection process, helps create the program of service and informs the guiding principles for design. The Board was provided with the fact sheet and a proposed community engagement schedule. Moving forward, there will be additional opportunities for Board participation and engagement, including input and output meetings.

Rex expressed appreciation to the Board for their active participation in the early sessions to create the fact sheet. JCPL plans to begin the engagement process and direct people to online engagement opportunities in a few weeks and is working on content for the online meeting.

After some discussion, the Board reached consensus to adjust the fact sheet to remove the change in the number of mills in the mil levy reference. Rex Whisman will make that revision to the fact sheet.

### **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**

#### **Nominating Committee Appointments**

Trustees John Bodnar and Jill Fellman, members of the Nominating Committee, advised the Trustees that the nominations for Board Officers are Kim Johnson for Vice-Chair, and Pam Anderson for Secretary. The Trustees indicated acceptance of the nominations. The Chair confirmed that the Board accepts the nominations as presented for one-year terms April 2020 to March 2021 and advised the Board that this item will be on the Consent Agenda for the March 19, 2020 Board meeting

#### **Bylaws Committee**

German Zarate-Bohorquez, member of the Bylaws Committee, advised the Board that the Committee will schedule a meeting and hopes to report in March.

### **BOARD SCHEDULE – NEXT MEETINGS**

Trustee Fellman advised the Board that she will be out for the March meetings and noted that the April 9, Study Session is scheduled on Passover. The Executive Director advised the Board that she did notice the April 9 date and she is doing everything possible so that there will not be a Study Session.

In response to a question, the Executive Director advised the Board that the March 12, extended Study Session is where the Board participates in strategic planning and provides

input for the 2021 budget. The Library has a budget development schedule to follow and will continue to work on planning for the March extended Study Session. Planning will be as flexible as possible to include as many Trustees as possible.

The Executive Director advised the Board that there will be a joint meeting with the Board of County Commissioners and Library Board on March 19, 2020. The Board noted possible meeting topics as Belmar and South County.

#### **ANNOUNCEMENTS/GENERAL INFORMATION SHARING**

There were no announcements.

#### **ADJOURNMENT**

The Board meeting was adjourned at 7:01 pm.

Pam Anderson, Secretary

## **Operational Updates**

### **Executive Director Update**





## March 2020 EXECUTIVE DIRECTOR REPORT - AMENDED

### 1<sup>st</sup> Quarter 2020 Focus:

1. Unveil new long-range Strategic Plan and online dashboard
2. Fully transition Strategy and Engagement Team
3. 2021 Budget and Project Planning
4. New Trustee Orientation
5. **NEW** Emergency Closure and Response to COVID-19

### Community Engagement

**Violeta Dawson**, Human Resource Payroll Tech Senior, attended the Employers Council Public Employers Conference.

**Kelsey Ashton**, Adult Services Coordinator, is scheduled to attend the *Aging in America* Conference. **CANCELLED**

**Lorenzo Martinez**, Operations Page, is scheduled to attend the CLIC Spring Program. **CANCELLED**

### JCPL SERVICE HIGHLIGHTS

**2020 CENSUS:** We're collaborating with other government agencies in building awareness of the census and the importance of having everyone in Jefferson County be counted. Libraries play an important role in this civic endeavor.

Recognizing how important it is for Jefferson County to attain a complete and accurate census count during the 2020 Census, Jefferson County Public Library (JCPL) is supporting the County's efforts to achieve a substantial response rate. **CENSUS EFFORTS MOVED EXCLUSIVELY ONLINE** on March 15, 2020 until further notice.

### Advocacy and Engagement Opportunities for Trustees

**Colorado Library Legislative Day** – March 18<sup>th</sup> – Let me know if you'd like to participate **CANCELLED**

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



## HIGHLIGHTS OF EXECUTIVE DIRECTOR COMMUNITY ACTIVITIES, March, 2020

ACTIVITY	PURPOSE	IMPACT
Heart of Golden Meeting with Deputy City Manager Carly Lorentz	Get updated on project. Learn next steps.	Gained understanding of potential options for library relocation
Meeting with Jacki Paone, Director of Colorado State University Extension Office, Jefferson County	Connect with a County leader. Discuss partnership opportunities.	Learned about potential partnership opportunities, particularly with the Family Leadership Training Institute (FLTI)
Meeting with Jo Schantz, executive director of the Jefferson County Library Foundation	Maintain relationship with community partner.	Grant reporting check in. Discussed challenges and opportunities with potential changes to access to County Fairgrounds.
Heart of Golden Community Input meeting	Observe community response to Clear Creek corridor development ideas.	Heard full presentation. Had access to most recent renderings.
Elected Officials Personnel Board Meeting	COVID-19 update; 2021 County Budget considerations and prioritization	Learned of County response to outbreak. Gained understanding of County 2021 budget priority process. 4-day work week proposal.
Elected/Appointed Officials Meeting	COVID-19 Impact to County Operations	Updated information on staff and public access to County facilities.
Board of County Commissioners (BCC) Carryover and Budget Supplemental Briefing <i>Scheduled for March 17</i>	Formally request carryover and supplemental funding.	CANCELLED
BCC and Library Board Joint Meeting <i>Scheduled for March 19</i>	Highlight Library achievements and aspirations.	CANCELLED
Elected/Appointed Officials Meeting <i>Remote</i>	Emergency Meeting	Updated on County operations and conditions in RE: the COVID-19 response.
Three County Public Health Press Release <i>Remote</i>	COVID-19 News	Learned of Stay at Home Public Health Order
West Metro Chamber of Commerce <i>Remote</i>	Participate as a Board member. Promote library services to business and non-profit community.	Learned about new budget challenges, business needs, and community engagement response to COVID-19.
Jefferson County Library Foundation Board Meeting <i>Scheduled for March 26<sup>th</sup> Remote</i>	Attend as ex officio member; maintain relationship with partner organization	

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

[jeffcolibrary.org](http://jeffcolibrary.org)



To: Jefferson County Public Library Board of Trustees

From: Donna Walker, Executive Director

Re: Library Response to COVID – 19

Date: March 26, 2020

The following highlights Jefferson County Public Library's strategic and tactical response to COVID-19. During the weeks leading up to the closure of our library buildings, the Executive Team:

- Reviewed the Continuity of Operations Plan (COOP)
- Stood up the Pandemic Planning Team
- Daily monitored COVID-19 outbreak from reliable sources including, Jefferson County Public Health and the Colorado Department of Public Health and Environment.
- Kept in regular communication with the Board of County Commissioners and County Manager.
- Sought ongoing counsel from Dr. Mark Johnson, Executive Director of Jefferson County Public Health.

JCPL temporarily closed all library and administration buildings until further notice on March 15, 2020. To continue being the trusted source of information, and a safe and welcoming place during a pandemic, the Library implemented the following:

- In 2016 Jefferson County Public Library developed a Continuity of Operations Plan (COOP) with regular updates to serve as the playbook for responding to crises like COVID-19.
- In the days leading up to the closure of our library buildings JCPL formed a Pandemic Team comprised of senior leadership members and cross-functional division representatives to implement our COOP.
- Immediately following the closure of our buildings, the Pandemic Team formed to assign priority actions for the day to execute the strategy delivered from daily briefings from JCPL's Executive Team.

The JCPL Strategic Response to COVID-19 is based on the priorities listed in our COOP.

### **Mission Essential Functions**

Consolidated Highlight of Activities from Day One through Week One Implementation representing over 60 Tier One and Tier Two Priorities:

- Made Decisions
- Provided Building Security and Safety
- Kept Utilities Functional
- Provided IT Security, Availability and Remote Work Functionality
- Communicated with Staff
- Communicated with Patrons and Residents

## ADMINISTRATION

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



Jefferson County  
**PUBLIC LIBRARY**

[jeffcolibrary.org](http://jeffcolibrary.org)

- Communicated with Stakeholders
- Provided Library Service – Online Access to Staff and other Resources
- Purchased Additional and Expanded Access to Books and Materials
- Responded to Staffing Needs and Emergencies
- Assured Staff got Paid\*
- Approved Expenditures, Supply Orders
- Managed Procurement and Contracts
- Communicated and Aligned with County Partners
- Monitored and Communicated with Vendors
- Worked with Library Board on Meetings

### **\*Emergency Closure Pay**

We have an unprecedented opportunity to support our valued workforce during this difficult and stressful time in our employees' lives. By acting in alignment with the County, numerous other Colorado libraries and other public employers, we can share the burden this pandemic is having on our community, rather than adding to it, while continuing service to the public.

The Board of County Commissioners approved an extended use of Administrative Leave during the declared emergency period from March 17, 2020 to April 16, 2020. The Library is minimizing unpaid time for employees directly impacted by the COVID-19 outbreak and allowing for an expanded use of Administrative Leave during the declared emergency period from March 17, 2020 to April 16, 2020. The emergency closure period affects the current and next two pay periods.

- JCPL is aligned with the County in providing expanded Administrative Leave for eligible regular employees and Pages. We are deviating from County in making a one-time payment for other temporary employees rather than providing ongoing Administrative Leave.
- Full time and part time benefit eligible employees are either paid a salary or paid for actual work hours.
- If Pages are available to work during our building closure, they will receive paid Administrative Leave for scheduled hours during the emergency closure period.
- Temporary employees who can work remotely, and have functions that will continue during the emergency closure, will be paid for the hours that they work. Temporary employees who cannot work remotely and are available to work, will receive a one-time retention payment.

The cost of paying employees during the emergency closure period is included in our 2020 budget. We are tracking every hour of expanded Administrative Leave with a specific pay code provided by County payroll so that an exact cost of the pandemic can be determined.

### **Continuing to Serve the Public**

Although much of our continuity of operations is currently conducted remotely, Jefferson County Public Library continues to provide essential resources and relevant services, and deliver maximum value to all of our stakeholders. Our execution of tactics are guided by our mission, vision, and values, and map to our five strategic priorities of; creating libraries for the future, reaching more people, building literacies, being the third place and growing sustainably.



Jefferson County  
**PUBLIC LIBRARY**

# LEADERSHIP IN A TIME OF CRISIS

April 2, 2020 | Board of Trustees

# ROLE OF LEADERSHIP

- Assess Conditions
- Make Decisions
- Communicate
- Take Action
- Reassess

# CRISIS MANAGEMENT

- Continuity of Operations
- Pandemic Planning
- Executive Leadership – Incident Command Structure
- Pandemic Tactical Team
- Strike Teams
- Emergency Operations Center

# 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



# USE OF LIBRARY SERVICES

- Digital Downloads
- E-reference
- Online Library Cards
- Phone Service
- Programs
- WiFi Use
- Social Engagement



# TAKING CARE

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



# TAKING CARE

*I miss you, Jeffco Library! Thank you for ALL you're doing during this challenging time.*

*What a wonderful message I just received from you. I so appreciate it. Since I am sequestered at home, and all the things I love to do are closed, I was so happy to read this message of information, concern and HOPE. THANK YOU!*

*Thank you SO much! I am profoundly grateful. If I go on, I'll get all mushy. I am a Jeffco Schools librarian, and JCPL has come through for me, my own children, and my students countless times. Thanks*

## **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: March 16<sup>th</sup>, 2020

### **A. Budget to Actual Tables January**

The Budget to Actual Tables for February 2020 are attached. The February tables include updated information for 2019. The only significant change to 2019 financial information is an increase of about \$300K in investment income resulting from the year-end adjustment to fair market value.

The Library received over \$15M in property tax revenue in February. Year to date through February, the Library received funding of \$48,354 from the Library Foundation. The Library Foundation also provided \$3,500 in prizes for the Epic STEM event, resulting in total support from the Foundation of \$51,854. February's statements include revenue of over \$22K in E-Rate funds and also show the transfer of \$147,441 from Fleet to the Library for bookmobile replacement. Appropriation of the funds transfer from Fleet to Library has not yet been approved by the Board of County Commissioners (BCC) because all BCC meetings have been delayed due to the emergency closure.

February's capital expenses are significant, reflecting progress on the Belmar Library and Library Services Center garage as well as the completion of the new book sorter at the Lakewood 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 2/29/2020	\$ Variance 2020 Budget	Budget to Actual %
<b>Sources of Funds</b>	<b>4.500</b>		<b>4.500</b>			
<b>Revenues</b>						
<b>Taxes</b>						
Property Tax - Operating	\$ 35,613,839	\$ 39,752,904	\$ 40,428,530	\$ 15,382,709	\$ (25,045,821)	-62%
Property Tax - Capital	1,673,653	1,927,979	1,949,693	724,953	(1,224,740)	-63%
<b>Total Taxes</b>	<b>\$ 37,287,492</b>	<b>\$ 41,680,883</b>	<b>\$ 42,378,223</b>	<b>\$ 16,107,662</b>	<b>\$ (26,270,561)</b>	<b>-62%</b>
<b>Federal &amp; State Grants</b>	<b>\$ 130,000</b>	<b>\$ 128,084</b>	<b>\$ 128,000</b>	<b>\$ -</b>	<b>\$ (128,000)</b>	<b>-100%</b>
<b>Fines &amp; Fees</b>	<b>492,731</b>	<b>435,234</b>	<b>239,513</b>	<b>22,688</b>	<b>(216,825)</b>	<b>-91%</b>
<b>Other Revenue</b>	<b>495,000</b>	<b>1,412,272</b>	<b>572,640</b>	<b>218,496</b>	<b>(354,144)</b>	<b>-62%</b>
<b>Total Other Revenues</b>	<b>\$ 1,117,731</b>	<b>\$ 1,975,590</b>	<b>\$ 940,153</b>	<b>\$ 241,184</b>	<b>\$ (698,969)</b>	<b>-74%</b>
<b>Sub Total Revenues</b>	<b>\$ 38,405,223</b>	<b>\$ 43,656,474</b>	<b>\$ 43,318,376</b>	<b>\$ 16,348,846</b>	<b>\$ (26,969,530)</b>	<b>-62%</b>
<b>Fund Balance Activity</b>						
Transfer from FB - Capital Projects	3,946,044		2,267,039	-		NA
Transfer to/(from) Fund Balance	-	4,835,358	-	8,112,333		NA
<b>Total Sources of Funds</b>	<b>\$ 42,351,267</b>	<b>\$ 38,821,116</b>	<b>\$ 45,585,415</b>	<b>\$ 8,236,512</b>		
<b>Uses of Funds</b>						
<b>Operating Expenditures</b>						
<b>Salaries &amp; Employee Benefits</b>						
Salaries	\$ 14,766,591	\$ 14,352,310	\$ 15,935,735	\$ 2,455,279	\$ (13,480,456)	-85%
Benefits	4,818,086	4,370,694	5,288,399	667,023	(4,621,376)	-87%
<b>Total Salaries &amp; Benefits</b>	<b>\$ 19,584,677</b>	<b>\$ 18,723,004</b>	<b>\$ 21,224,134</b>	<b>\$ 3,122,302</b>	<b>\$ (18,101,832)</b>	<b>-85%</b>
Library Books & Materials	\$ 8,139,065	\$ 7,777,885	\$ 8,135,190	\$ 2,267,950	\$ (5,867,240)	-72%
Supplies	1,612,418	1,343,599	1,449,965	154,154	(1,295,811)	-89%
Vehicles	-	-	-	-	-	NA
Other Services & Charges	4,245,804	3,869,144	4,914,583	911,513	(4,003,070)	-81%
Internal Transactions /Cost Allocation	1,886,026	1,983,894	2,251,204	485,058	(1,766,146)	-78%
<b>Total Operating Expenditures</b>	<b>\$ 35,467,990</b>	<b>\$ 33,697,526</b>	<b>\$ 37,975,076</b>	<b>\$ 6,940,977</b>	<b>\$ (31,034,099)</b>	<b>-82%</b>
<b>Financing &amp; Debt Service</b>	<b>\$ 1,448,432</b>	<b>\$ 1,448,432</b>	<b>\$ 1,410,421</b>	<b>\$ -</b>	<b>\$ (1,410,421)</b>	<b>-100%</b>
<b>Capital Projects</b>	<b>\$ 6,487,790</b>	<b>\$ 3,675,157</b>	<b>\$ 10,122,000</b>	<b>\$ 1,295,536</b>	<b>\$ (8,826,464)</b>	<b>-87%</b>
<b>Total Uses of Funds</b>	<b>\$ 43,404,212</b>	<b>\$ 38,821,116</b>	<b>\$ 49,507,497</b>	<b>\$ 8,236,512</b>	<b>\$ (41,270,984)</b>	<b>-83%</b>

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

	2019 Amended Budget	2019 Actual	2020 Amended Budget	YTD Actual 2/29/2020
<b>Beginning Fund Balance</b>	<b>\$ 18,164,234</b>	<b>\$ 19,529,543</b>	<b>\$ 19,529,543</b>	<b>\$ 24,364,901</b>
Revenues	\$ 41,546,261	\$ 41,728,495	\$ 45,074,778	\$ 15,623,892
Capital Funding	1,949,693	1,927,979	2,165,680	724,953
<b>Total Revenues</b>	<b>\$ 43,495,954</b>	<b>\$ 43,656,474</b>	<b>\$ 47,240,458</b>	<b>\$ 16,348,846</b>
<b>Expenditures</b>				
Operating Expenditures	\$ 35,467,990	\$ 33,697,526	\$ 37,975,076	\$ 6,940,977
Debt Service	1,448,432	1,448,432	1,410,421	-
Capital Projects	9,827,586	3,675,157	10,122,000	1,295,536
<b>Total Expenditures</b>	<b>\$ 46,744,008</b>	<b>\$ 38,821,115</b>	<b>\$ 49,507,497</b>	<b>\$ 8,236,512</b>
<b>Increase/(Decrease) in Fund Balance</b>	<b>\$ (3,248,054)</b>	<b>\$ 4,835,358</b>	<b>\$ (2,267,039)</b>	<b>\$ 8,112,333</b>
<b>Ending Fund Balance</b>	<b>\$ 14,916,180</b>	<b>\$ 24,364,901</b>	<b>\$ 17,262,504</b>	<b>\$ 32,477,235</b>
<b>Committed to Capital Projects</b>		<b>\$ 5,897,205</b>		
<b>Reserve Fund Balance</b>		<b>\$ 18,467,696</b>		<b>\$ 32,477,235</b>

**Reserve Fund Balance Policy Calculation**

	2018 Budget	2019 Actual	2020 Amended Budget	2020 Actual
<b>Year-End Reserve Fund Balance</b>		<b>\$ 18,467,696</b>		
16% - Current Year Budgeted Revenues	\$ 6,959,353		\$ 7,558,473	
9% - Current Year Budgeted Revenues - Uncertainty	3,914,636		4,251,641	
<b>Total Minimum F/B Reserve Requirements (FLOOR)</b>	<b>\$ 10,873,989</b>		<b>\$ 11,810,115</b>	
50% of Current Year Budgeted Revenues	\$ 21,747,977		\$ 23,620,229	
<b>Total Maximum F/B Reserve Requirements (CEILING)</b>	<b>\$ 21,747,977</b>		<b>\$ 23,620,229</b>	
<b>Above/(Below) Minimum (FLOOR)</b>		<b>\$ 7,593,708</b>		
<b>Above/(Below) Maximum (CEILING)</b>		<b>\$ (3,280,281)</b>		

**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 2/29/2020	Projected Year-End 2020	Variance 2020 Budget
<i>Sources of Funds</i>						
<b>Revenues</b>						
<b>Taxes</b>						
Property Taxes	\$ 41,376,815	\$ 40,915,992	\$ 45,960,543	\$ 15,385,118	\$ 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	(2,409)	21,027	-
<b>Total Taxes</b>	<b>\$ 40,428,530</b>	<b>\$ 39,752,904</b>	<b>\$ 44,134,625</b>	<b>\$ 15,382,709</b>	<b>\$ 44,134,625</b>	<b>\$ -</b>
Federal & State Grants	\$ 130,000	\$ 128,084	\$ 128,000	\$ -	\$ 128,000	\$ -
Library Fines	365,000	309,575	107,950	6,848	107,950	-
Charges for Services	127,731	125,659	131,563	15,840	131,563	-
Investment Income	322,000	1,122,445	322,000	252	322,000	-
Library Foundation	85,000	177,817	160,000	48,354	160,000	-
E Rate Revenue	88,000	93,865	90,640	22,449	90,640	-
Other Revenue	-	18,145	-		-	-
Transfer				147,441		
<b>Total Revenues</b>	<b>\$ 41,546,261</b>	<b>\$ 41,728,495</b>	<b>\$ 45,074,778</b>	<b>\$ 15,623,892</b>	<b>\$ 45,074,778</b>	<b>\$ -</b>
<i>Uses of Funds</i>						
<b>Operating Expenditures</b>						
<b>Salaries &amp; Employee Benefits</b>						
Salaries	\$ 13,872,155	\$ 12,442,452	\$ 15,093,111	\$ 2,095,889	\$ 15,093,111	\$ -
Awards & Bonuses	125,000	-	130,000		130,000	-
Termination Pay	-	78,196		66,341	-	-
Temporary Salaries	2,080,360	1,828,944	2,146,611	292,339	2,146,611	-
Overtime	7,130	2,719	5,130	710	5,130	-
Vacancy Savings	(1,318,054)		(1,439,117)		(1,439,117)	-
Benefits	4,818,086	4,370,694	5,288,399	667,023	5,288,399	-
<b>Total Salaries &amp; Benefits</b>	<b>\$ 19,584,677</b>	<b>\$ 18,723,004</b>	<b>\$ 21,224,134</b>	<b>\$ 3,122,302</b>	<b>\$ 21,224,134</b>	<b>\$ -</b>
Library Books & Materials	\$ 6,768,000	\$ 6,578,114	\$ 6,691,154	\$ 1,451,313	\$ 6,691,154	\$ -
Library Computer Materials	1,173,185	1,077,497	1,285,686	678,324	1,285,686	-
Library Periodicals	197,880	122,274	158,350	138,312	158,350	-
<b>Sub-Total Library Collections</b>	<b>8,139,065</b>	<b>7,777,885</b>	<b>8,135,190</b>	<b>2,267,950</b>	<b>8,135,190</b>	<b>-</b>
Supplies	\$ 1,612,418	\$ 1,343,599	\$ 1,449,965	\$ 154,154	\$ 1,449,965	\$ -
Services & Charges	4,245,804	3,869,144	4,914,583	911,513	4,914,583	-
Vehicles	-	-	-		-	-
Direct Internal Charges	196,182	143,837	164,067	15,920	164,067	-
Indirect Cost Allocation	1,067,744	1,067,744	1,145,837	190,973	1,145,837	-
Intra County Transactions	622,100	772,313	941,300	278,165	941,300	-
<b>Total Supplies and Other</b>	<b>\$ 7,744,248</b>	<b>\$ 7,196,636</b>	<b>\$ 8,615,752</b>	<b>\$ 1,550,725</b>	<b>\$ 8,615,752</b>	<b>\$ -</b>
<b>Total Operating</b>	<b>\$ 35,467,990</b>	<b>\$ 33,697,526</b>	<b>\$ 37,975,076</b>	<b>\$ 6,940,977</b>	<b>\$ 37,975,076</b>	<b>\$ -</b>



**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 2/29/2020	Projected Year End 2020	Variance 2020 Budget
<b>Debt Service</b>						
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	-
<b>Total Debt Service</b>	<b>\$ 1,448,432</b>	<b>\$ 1,448,432</b>	<b>\$ 1,410,421</b>	<b>\$ -</b>	<b>\$ 1,410,421</b>	<b>\$ -</b>

**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 2/29/2020	Projected Year End 2020	Variance 2020 Budget
<b>Sources of Funds</b>							
Property Tax - Capital - 4.5%	\$ 1,949,693	\$ 1,927,979	\$ 2,165,680	\$ 2,165,680	\$ 724,953	\$ 2,165,680	\$ -
Transfer from FB - Capital Expenses	3,248,054		2,267,039	2,267,039		2,267,039	-
<b>Total Sources of Funds</b>	<b>\$ 5,197,747</b>	<b>\$ 1,927,979</b>	<b>\$ 4,432,719</b>	<b>\$ 4,432,719</b>	<b>\$ 724,953</b>	<b>\$ 4,432,719</b>	<b>\$ -</b>
<b>Uses of Funds</b>							
<b>Annual Replacement &amp; Maintenance Program (ARM) and Recurring Projects</b>							
ARM-01 Capital Maintenance	\$ 329,559	\$ 238,497	\$ 250,000	\$ 250,000	\$ 39,313	\$ 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	124,297	300,000	-
ARM-05 IT Infrastructure Replacement	200,000	128,989	370,000	370,000	35,386	370,000	-
Alternative Services	250,000	246,753	450,000	450,000	-	450,000	-
<b>2016 Projects</b>							
16-14 High Availability Internet Redundancy	\$ 72,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>2017 Projects</b>							
17-13 Standley Lake Outdoor Learning Env.	\$ 67,014	\$ 72,195	\$ -	\$ -	\$ -	\$ -	\$ -
<b>2018 Projects</b>							
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	-	-	-	-	-	-
<b>2019 Projects</b>							
19-01 Standley Lake Clerestory Roof	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
19-02 Document Management System	160,000	-	-	-	29,808	-	-
<b>2020 Projects</b>							
20-01 Arvada HVAC Upgrade	\$ -	\$ -	\$ 140,000	\$ 140,000	\$ -	140,000	\$ -
<b>Multi-Year Construction Projects</b>							
17-07 Edgewater Library	139,175	139,175	-	-	-	-	-
18-01 Belmar Library Remodel	6,947,307	2,344,785	-	-	942,417	-	-
19-03 South County Library	350,000	5,900	4,000,000	4,000,000	-	4,000,000	-
20-02 Golden Library	-	-	4,396,000	4,396,000	-	4,396,000	-
<b>Total Capital Projects</b>	<b>\$ 9,827,586</b>	<b>\$ 3,675,157</b>	<b>\$ 10,122,000</b>	<b>\$ 10,122,000</b>	<b>\$ 1,295,536</b>	<b>\$ 10,122,000</b>	<b>\$ -</b>

**TABLE 6**  
**JEFFERSON COUNTY PUBLIC LIBRARY**  
**CAPITAL IMPROVEMENT PROJECTS**  
**2020 BUDGET TO ACTUAL**

Project	2020 Amended Budget	YTD Actual 2/29/20	YTD Encumbrances 2/29/20	YTD Total Actual + Enc	Remaining Budget
ARM-01 Capital Maintenance	\$ 250,000	\$ 39,313	\$ 28,179	\$ 67,493	\$ 182,507
ARM-02 Furniture & Equipment	36,000	5,148	-	5,148	30,852
ARM-03 Computer Replacement Plan	180,000	67,032	2,145	69,177	110,823
ARM-04 Book Sorter Replacement	300,000	124,297	59,174	183,471	116,529
ARM-05 IT Infrastructure Replacement	370,000	35,386	20,084	55,470	314,530
Library Alternative Services	450,000	-	14,645	14,645	435,355
16-14 High Availability Internet Redundancy	-	-	30,484	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)
<b>Multi-Year Projects Construction Projects</b>					
18-01 Belmar Library Remodel	-	942,417	3,633,971	4,576,388	(4,576,388)
19-03 South County Library	4,000,000	-	86,049	86,049	3,913,951
20-01 Arvada HVAC Upgrade	140,000	-	-	-	140,000
20-02 Golden Library	4,396,000	-	-	-	4,396,000
<b>Total Capital Projects</b>	<b>\$ 10,122,000</b>	<b>\$ 1,295,536</b>	<b>\$ 3,997,184</b>	<b>\$ 5,292,720</b>	<b>\$ 4,829,280</b>

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

February 29, 2020

### Project Description

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

### Project Budget

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

### 2018 Timeline

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

### 2019 Timeline

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

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

### 2020 Timeline

\$0	2020 Budget
<u>\$942,417</u>	2020 Actual
<u>-\$942,417</u>	Remaining 2020 Budget

\$4,602,521 Proposed project carryover funding

**Belmar Library Renovation Project**  
**Project - Budget to Actual**  
**Inception-to-Date**  
**February 29, 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
<b>2018 Actual</b>								
Nov		22,146						22,146
Dec	49,400	24,648						74,048
<b>Total 2018</b>	<b>49,400</b>	<b>46,794</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>96,194</b>
<b>2019 Actual</b>								
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
<b>Total 2019</b>	<b>576,384</b>	<b>114,561</b>	<b>1,351,426</b>	<b>17,981</b>	<b>177,215</b>	<b>107,219</b>	<b>-</b>	<b>2,344,785</b>
<b>2020 Actual</b>								
Jan	850		(48,666)		71,400			23,584
Feb		8,760	881,204	5,926	5,107	17,836		918,833
<b>Total 2020</b>	<b>850</b>	<b>8,760</b>	<b>832,538</b>	<b>5,926</b>	<b>76,507</b>	<b>17,836</b>	<b>-</b>	<b>942,417</b>
<b>Total Expenditures</b>	<b>625,784</b>	<b>161,354</b>	<b>1,351,426</b>	<b>17,981</b>	<b>177,215</b>	<b>107,219</b>	<b>-</b>	<b>2,440,979</b>
Remaining Budget	\$ 125,201	\$ 58,646	\$ 3,296,774	\$ 22,019	\$ 560,785	\$ 267,955	\$ 271,141	\$ 4,602,521

## **Operational Updates**

### **Facilities & Construction Projects**

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## ***Belmar Library Renovation – Progress Reporting***

**DATE: March 26, 2020**

### **I. PROJECT TEAM:**

---

Jefferson County Public Library  
JCPL Steering Committee  
NV5  
HDR  
Fransen Pittman

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

### **II. PROJECT PROGRESS / STATUS:**

- 
- A. Interior work is 95% complete. Remaining items include installation of wood ceilings at entry and reading room (original product was manufactured incorrectly) and installation of break metal in sorter room. Punch list work also remains to be completed but Fransen Pittman is working through all items on their Completion List.
  - B. Interior turn over and approval of "stocking permit" was obtained on March 13<sup>th</sup> as planned.
  - C. Interior Move-In began on March 16<sup>th</sup>. Furniture and shelving are progressing as planned.
  - D. Canopy finishes continue to be installed. Currently scheduled to be complete with canopy the week of March 23<sup>rd</sup> but may have a few minor details to finish the following week.
  - E. Concrete work continues to progress; it has not interfered with deliveries needed for interior move-in vendors.
  - F. Asphalt work in parking lot remains to be completed.

### **III. CURRENT PROJECT OPPORTUNITIES &/OR RISKS:**

- 
- A. Following Interior Turn Over, the Exterior/Site Work will continue. Certificate of Occupancy will not be obtained until Site Work is complete.
  - B. COVID-19 restrictions occurred the week of March 16<sup>th</sup> and will impact the opening and completion date. Restrictions continue to evolve and are progressively more stringent. Construction is exempt from the "Stay at Home" Order issued by the State on March 25<sup>th</sup>, 2020. However, man-power and subcontractor availability will impact the planned schedule for construction and move in.
  - C. Original Move-In Schedule was a 6-week duration. At this time, it will be a minimum of 8 weeks and potentially longer depending on COVID-19 orders and direction. At this time, the team is encouraging a small number of people to be working within the building at any given time. This will restrict many of the move-in tasks by JCPL, including re-shelving and preparing spaces for opening.

- D. As with any project delay, there may be an impact to project budget. As much as possible, the team is working to keep on schedule to reduce this impact. That said, 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.
  - a. Fransen Pittman has implemented health and hygiene practices as recommended by WHO and CDC.

#### **IV. UPCOMING KEY DECISIONS:**

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- A. Grand Opening date is dependent on Interior Final Inspections and when interior move-in process can begin. At this time, there is not a clear indication of when the Grand Opening may be held.

#### **V. MEETINGS:**

---

- A. Weekly, Thursdays @ 1:00pm: OAC Meetings (TeleConf)



Shelving Installation



Staff Office - Work space furniture





Open Stack Shelving (in progress)



Painted Window Sills





Exterior - Ramp at West Exit



Shelving Install at Children's





Story Time / Family Place Area



Concrete & Concrete Blocks (bollards) and Canopy Work





Exterior Work - Asphalt Remaining in Areas



Space Saver Storage Unit at Staff Corridor



## **PUBLIC SERVICES**

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



[jeffcolibrary.org](http://jeffcolibrary.org)

TO: Donna Walker, Executive Director

FROM: Julianne Rist, Director of Libraries

DATE: March 10, 2019

RE: Intergovernmental Memorandum of Understanding with Jefferson County Public Schools

**History of Contract: Providing E Books and E Audio Books to Students of Jefferson County Public Schools**

Jefferson County Public Library is constantly exploring new opportunities to provide residents of our community with easy access to our materials. Library staff have been working with Jefferson County Public School's staff on an opportunity to do just that.

The Library met with Jefferson County Public School staff several times during the research and development phase of the project to discuss providing access to curated JCPL E materials through the student dashboard. E materials purchased from Axis 360 will be available to Jefferson County Public School students through their Community Share Portal.

The library will not incur any additional expense, since we are currently purchasing these materials for the residents of our community. This agreement will expand access points to our e material collection. Digital Teacher Librarians and teachers will be able to encourage students to utilize this resource to promote reading and literacy from the schools' computers and dashboard.

**Total Cost:**

There are no additional costs to the library related to the agreement as we are currently purchasing these materials for residents of community.

**Next Actions:**

At the April 16 Board meeting we will be recommending that the Library Board of Trustees authorize the Executive Director to sign the Intergovernmental Memorandum of Understanding with Jefferson County Public Schools to provide student access, through school computers, to access JCPL's Community Shares EBook and EAudiobook. **This item will be placed on the consent agenda for the April 16, 2020 Library Board meeting unless otherwise instructed by the Board.**

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



[jeffcolibrary.org](http://jeffcolibrary.org)

TO: Donna Walker, Executive Director

FROM: Julianne Rist, Director of Libraries & Debbi Mikash, Library Collections Manager

DATE: March 9, 2020

RE: Axis360 Second Annual Contract Renewal

**History of Contract: Axis360 – Primary E-Material Vendor**

Axis360 is our primary e-material vendor. JCPL purchases e-book and downloadable audio books from Axis360 for patron use. In April 2017, the Board of Trustees approved a contract, annually renewable for four years. This contract was renewed in April of 2018 and 2019 and we are requesting the Board of Trustees to again renew this contract for the third renewal.

**Total Cost:**

The annual expenditure for this contract, is a Not to Exceed amount of \$2,500,000.

**Budget:**

Book and Materials Account 70082.426430

This expenditure is within the approved 2020 budget.

**Next Actions:**

We are recommending that the Board of Trustees approve the third renewal of the contract for Axis 360 at their April 16 meeting. **This item will be placed on the consent agenda for the April 16, 2020 Library Board meeting unless otherwise instructed by the Board.**



## **STRATEGY AND ENGAGEMENT**

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



[jeffcolibrary.org](http://jeffcolibrary.org)

TO: Donna Walker, Executive Director

FROM: Jo Schantz, Executive Director, Library Foundation

DATE: March 9, 2020

RE: Bank of Colorado Naming Agreement

**Bank of Colorado Naming Agreement**

**Total Donation:**

\$5,000 to name the small study room at the redesigned Belmar Library. (Draft agreement attached.)

**Action Requested:**

We are asking the Library Board of Trustees to authorize the Executive Director to sign a naming agreement with Bank of Colorado for a \$5,000 donation to the Belmar Library.

**JEFFERSON COUNTY PUBLIC LIBRARY  
BELMAR/BANK OF COLORADO DONATION AND NAMING AGREEMENT**

This Donation and Naming Agreement (“Agreement”), dated for reference purposes only this **xx**th day of **March, 2020**, is between **Bank of Colorado** (“the donor”), the **Jefferson County Library Foundation, Inc.**, a Colorado non-profit corporation (the “Library Foundation”), and **Jefferson County Public Library** (the “Library”). The Donor, Library Foundation, and Library are collectively referred to herein as the “parties”, and hereby agree as follows:

**WHEREAS**, the Donor desires to make a donation in the amount of **\$5,000** (the “Donation”) for the **small study room** in **the redesigned Belmar Library**; and

**WHEREAS**, the Library Foundation and the Library are proud to recognize the Donation by providing naming rights to the Donor at the Project, as more fully set forth herein.

**NOW, THEREFORE**, the parties hereto agree as follows:

1. The Recitals to this Agreement are true and correct and are incorporated herein.

The Donor pledges to make a Donation to the Library Foundation of **\$5,000**, payable in one lump sum on or before **April 30, 2020**, to support funding of the Project.

2. Donation payments are to be payable to the Jefferson County Library Foundation, Inc., and mailed or hand delivered to the following address:

Jefferson County Library Foundation, Inc.  
10790 W 50<sup>th</sup> Ave., Suite 200  
Wheat Ridge CO 80033.

3. The Donor, Library Foundation, and Library agree that the Donation will be used for the Project to name **the small study room in the redesigned Belmar Library** and as an expression of appreciation the following text shall be displayed at the project site: **<insert naming language>**
4. The Donation may be invested, commingled, or merged with and become part of the general endowment funds and investment assets of the Library Foundation. Guidelines established by the Library Foundation Board of Trustees from time to time determine the investment, allocation of return on investment, and distribution of endowment funds and the allocation of income, loss, fees and expenses associated with endowment funds and securing and administering endowment funds. The Donation and all accounting of the Donation will be subject to these guidelines.
5. No items recognizing the Donation will be ordered until the full amount of the Donation has been received by the Library Foundation.

6. The parties agree that this naming is contingent on and subject to prior approval by the Library Board of Trustees. In the event that the Board does not approve, the full Donation will be returned to Donor within 14 business days.
7. If, in the opinion of the Library Board of Trustees or the Executive Director of the Library, all or part of the Donation cannot, in the future, be applied usefully to the above purposes, it may be used for any related purpose which, in the opinion of the Executive Director of the Library will most nearly accomplish the wishes of the Donor as expressed herein.
8. This Agreement is governed by Jefferson County Public Library's Naming Policy and Guidelines, which are incorporated herein. By entering into this Agreement, the Donor agrees to all of the conditions contained therein, including the following:
  - a. Signage:

The sign acknowledging the naming of the space will be placed in a prominent location near the named space, and its design shall be consistent with the Library's image and building design requirements. The wording of the sign shall be mutually agreed upon by the Donor and the Executive Director of the Jefferson County Public Library.
  - b. Duration:

These naming rights are will last through April 30, 2030. Donor will be given first right of renewal at the end of the naming period to extend the naming rights for an additional donation to be mutually determined by the parties.
  - c. Approvals:
    - (i) All naming acknowledgements will be approved by the Library Board of Trustees.
    - (ii) A re-approval process with input by the Donor shall be necessary in the following situations:
      - (a) Major renovation of the space;
      - (b) Sale, destruction, removal or abandonment of the facility; or
      - (c) A change in the name, business focus or viability of the Donor entity.

Should the Donor for which the space is named violate acceptable standards of integrity and civic leadership, the Library, in its sole discretion, may elect to remove the Donor's name from the Library.
- d. Payment: No donations will be refunded for any reason unless the Library is unable to fulfill their obligations due to unforeseen circumstances.
9. Tax Consequences. Donor, and not the Library Foundation or the Library, is solely responsible for determining the tax consequences to Donor of the within transaction including, without limitation, any monetary value assigned to the naming right.
10. Venue and Governing Law. Venue for any and all legal actions regarding this Agreement shall lie in the District Court in and for the County of Jefferson, State of Colorado, and this transaction shall be governed by the laws of the State of Colorado.

11. Invalid Provisions. If any provision of this Agreement is held to be illegal, invalid or unenforceable under present or future laws, such provisions shall be fully severable; this Agreement shall be construed and enforced as if such illegal, invalid or unenforceable provision had never comprised a part of this Agreement; and the remaining provisions of this Agreement shall remain in full force and effect and shall not be affected by the illegal, invalid or unenforceable provision or by its severance from this Agreement. Furthermore, in lieu of such illegal, invalid or unenforceable provision, there shall be added automatically as a part of this Agreement a legal, valid, and enforceable provision as similar in terms to such illegal, invalid or unenforceable provision as may be possible.
12. Amendments to Agreement. This written Agreement constitutes the entire Agreement of the parties. No representations, promises, terms, conditions or obligations regarding the subject matter of this Agreement, other than those expressly set forth herein, shall be of any force and effect. No modification, change or alteration of this Agreement shall be of any force or effect, unless in writing, signed by both parties.
13. Further Acts. Donor, the Library Foundation, and the Library agree to perform or cause to be performed such further acts as may be reasonably necessary to consummate the transaction contemplated hereby.
14. This Agreement may be executed in two or more counterparts, each of which shall be deemed to be an original, and all of which counterparts together shall constitute but one and the same instrument.
15. Donor, the Library Foundation, and the Library have each been advised by counsel in the drafting of this Agreement, and accordingly hereby agree that in the event a dispute arises between them, the terms of this Agreement shall not be construed against or in favor of either party as draftsman.

*[SIGNATURES FOLLOW ON NEXT PAGE]*

**IN WITNESS WHEREOF**, the parties have executed this agreement this **xx** day of **March, 2020**.

**Donor:**

By: \_\_\_\_\_  
**Representative, Bank of Colorado**

**Jefferson County Library Foundation**

\_\_\_\_\_  
By: Jo Schantz, Executive Director

Date: \_\_\_\_\_

**Jefferson County Public Library**

\_\_\_\_\_  
By: Donna Walker, Executive Director

Date: \_\_\_\_\_

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



[jeffcolibrary.org](http://jeffcolibrary.org)

TO: Donna Walker, Executive Director

FROM: Jo Schantz, Executive Director, Library Foundation

DATE: March 9, 2020

RE: Fransen Pittman Naming Agreement

### **Fransen Pittman Naming Agreement**

**Total Donation:**

\$2,000 to name the bike rack and AWE children's computer at the redesigned Belmar Library. (Draft agreement attached.)

**Action Requested:**

We are asking the Library Board of Trustees to authorize the Executive Director to sign a naming agreement with Fransen Pittman for a \$2,000 donation to the Belmar Library.

**JEFFERSON COUNTY PUBLIC LIBRARY  
BELMAR/FRANSEN PITTMAN DONATION AND NAMING AGREEMENT**

This Donation and Naming Agreement (“Agreement”), dated for reference purposes only this **xx**th day of **March, 2020**, is between Fransen Pittman (“the donor”), the **Jefferson County Library Foundation, Inc.**, a Colorado non-profit corporation (the “Library Foundation”), and **Jefferson County Public Library** (the “Library”). The Donor, Library Foundation, and Library are collectively referred to herein as the “parties”, and hereby agree as follows:

**WHEREAS**, the Donor desires to make a donation in the amount of **\$2,000** (the “Donation”) for the **bike rack and AWE children’s computers in the redesigned Belmar Library**; and

**WHEREAS**, the Library Foundation and the Library are proud to recognize the Donation by providing naming rights to the Donor at the Project, as more fully set forth herein.

**NOW, THEREFORE**, the parties hereto agree as follows:

1. The Recitals to this Agreement are true and correct and are incorporated herein.

The Donor pledges to make a Donation to the Library Foundation of **\$2,000**, payable in one lump sum on or before **April 30, 2020**, to support funding of the Project.

2. Donation payments are to be payable to the Jefferson County Library Foundation, Inc., and mailed or hand delivered to the following address:

Jefferson County Library Foundation, Inc.  
10790 W 50<sup>th</sup> Ave., Suite 200  
Wheat Ridge CO 80033.

3. The Donor, Library Foundation, and Library agree that the Donation will be used for the Project to name **the bike rack and AWE children’s computers in the redesigned Belmar Library** and as an expression of appreciation the following text shall be displayed at the project site: **<insert naming language>**
4. The Donation may be invested, commingled, or merged with and become part of the general endowment funds and investment assets of the Library Foundation. Guidelines established by the Library Foundation Board of Trustees from time to time determine the investment, allocation of return on investment, and distribution of endowment funds and the allocation of income, loss, fees and expenses associated with endowment funds and securing and administering endowment funds. The Donation and all accounting of the Donation will be subject to these guidelines.
5. No items recognizing the Donation will be ordered until the full amount of the Donation has been received by the Library Foundation.



6. The parties agree that this naming is contingent on and subject to prior approval by the Library Board of Trustees. In the event that the Board does not approve, the full Donation will be returned to Donor within 14 business days.
7. If, in the opinion of the Library Board of Trustees or the Executive Director of the Library, all or part of the Donation cannot, in the future, be applied usefully to the above purposes, it may be used for any related purpose which, in the opinion of the Executive Director of the Library will most nearly accomplish the wishes of the Donor as expressed herein.
8. This Agreement is governed by Jefferson County Public Library's Naming Policy and Guidelines, which are incorporated herein. By entering into this Agreement, the Donor agrees to all of the conditions contained therein, including the following:
  - a. Signage:

The sign acknowledging the naming of the space will be placed in a prominent location near the named space, and its design shall be consistent with the Library's image and building design requirements. The wording of the sign shall be mutually agreed upon by the Donor and the Executive Director of the Jefferson County Public Library.
  - b. Duration:

These naming rights are will last through April 30, 2029. Donor will be given first right of renewal at the end of the naming period to extend the naming rights for an additional donation to be mutually determined by the parties.
  - c. Approvals:
    - (i) All naming acknowledgements will be approved by the Library Board of Trustees.
    - (ii) A re-approval process with input by the Donor shall be necessary in the following situations:
      - (a) Major renovation of the space;
      - (b) Sale, destruction, removal or abandonment of the facility; or
      - (c) A change in the name, business focus or viability of the Donor entity.

Should the Donor for which the space is named violate acceptable standards of integrity and civic leadership, the Library, in its sole discretion, may elect to remove the Donor's name from the Library.
- d. Payment: No donations will be refunded for any reason unless the Library is unable to fulfill their obligations due to unforeseen circumstances.
9. Tax Consequences. Donor, and not the Library Foundation or the Library, is solely responsible for determining the tax consequences to Donor of the within transaction including, without limitation, any monetary value assigned to the naming right.
10. Venue and Governing Law. Venue for any and all legal actions regarding this Agreement shall lie in the District Court in and for the County of Jefferson, State of Colorado, and this transaction shall be governed by the laws of the State of Colorado.

11. Invalid Provisions. If any provision of this Agreement is held to be illegal, invalid or unenforceable under present or future laws, such provisions shall be fully severable; this Agreement shall be construed and enforced as if such illegal, invalid or unenforceable provision had never comprised a part of this Agreement; and the remaining provisions of this Agreement shall remain in full force and effect and shall not be affected by the illegal, invalid or unenforceable provision or by its severance from this Agreement. Furthermore, in lieu of such illegal, invalid or unenforceable provision, there shall be added automatically as a part of this Agreement a legal, valid, and enforceable provision as similar in terms to such illegal, invalid or unenforceable provision as may be possible.
12. Amendments to Agreement. This written Agreement constitutes the entire Agreement of the parties. No representations, promises, terms, conditions or obligations regarding the subject matter of this Agreement, other than those expressly set forth herein, shall be of any force and effect. No modification, change or alteration of this Agreement shall be of any force or effect, unless in writing, signed by both parties.
13. Further Acts. Donor, the Library Foundation, and the Library agree to perform or cause to be performed such further acts as may be reasonably necessary to consummate the transaction contemplated hereby.
14. This Agreement may be executed in two or more counterparts, each of which shall be deemed to be an original, and all of which counterparts together shall constitute but one and the same instrument.
15. Donor, the Library Foundation, and the Library have each been advised by counsel in the drafting of this Agreement, and accordingly hereby agree that in the event a dispute arises between them, the terms of this Agreement shall not be construed against or in favor of either party as draftsman.

*[SIGNATURES FOLLOW ON NEXT PAGE]*

**IN WITNESS WHEREOF**, the parties have executed this agreement this **xx** day of **March, 2020**.

**Donor:**

By: \_\_\_\_\_  
**Representative, Fransen Pittman**

**Jefferson County Library Foundation**

\_\_\_\_\_  
By: Jo Schantz, Executive Director

Date: \_\_\_\_\_

**Jefferson County Public Library**

\_\_\_\_\_  
By: Donna Walker, Executive Director

Date: \_\_\_\_\_

**ADMINISTRATION**

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

**[jeffcolibrary.org](http://jeffcolibrary.org)**



Jefferson County

**PUBLIC LIBRARY**