

BOARD MEETING

JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

May 21, 2020



Jefferson County
PUBLIC LIBRARY

APPROVAL OF AGENDA

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

ITEM# / ACTION	Thursday, May 21, 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.	Pledge of Allegiance
3. Agenda Action	Approve Agenda Chair: Call for motion and second
4. Public Comment	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.
5. CONSENT AGENDA Action	Approval of Consent Agenda Chair: Call for motion and second <ol style="list-style-type: none"> 1. Minutes of the April 23, 2020 Board Meeting as presented 2. Intergovernmental Agreement with the Foothills Park & Recreation District
6. Foundation Report	Foundation Report – Jo Schantz, Executive Director and Kim Johnson, Trustee Representative
7. Operational Updates Action as Needed	<ul style="list-style-type: none"> • Executive Director Update <ol style="list-style-type: none"> 1. Executive Director Report 2. Facilities Master Plan • Strategy and Engagement <u>Finance and Budget</u> <ol style="list-style-type: none"> 1. Long-term Planning Scenarios 2. Financial Report (April) 3. Belmar Project Financial Report • Facilities and Construction Projects <ol style="list-style-type: none"> 1. Belmar Project Update
8. Action as Needed	Items Removed From Consent Agenda (4.3.4) The Board may address and/or vote on any items that were removed from the Consent Agenda
9. Emerging Issues Action as Needed	
10. Action as Needed	Ends

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

	<ul style="list-style-type: none"> • No items
11. Action as Needed	<p>Board Governance</p> <ul style="list-style-type: none"> • Review 2021 Board Governance Budget (Approval on June Board Meeting Consent Agenda) • Review 2021 Board Meeting Schedule (Approval on June Board Meeting Consent Agenda)
12. 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"> • 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 <p><u>CONFERENCES</u></p> <ul style="list-style-type: none"> • Colorado Association of Libraries 2020 Conference (CAL) – September 10-12, Loveland CO
13. Discussion	Board Questions or Comments Related to Items on the Meeting Agenda
14. Discussion	Evaluate Board Meeting (4.1.9)
15. Information	<p>Announcements/General Information Sharing</p> <ul style="list-style-type: none"> • Report of the Chair – Correspondence, Other • Other Announcements
16. Adjournment	

CONSENT AGENDA

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



TO: Library Board of Trustees

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

DATE: May 12, 2020

RE: Consent Agenda for the May 21, 2020 Board Meeting

1. Minutes of the April 23, 2020 Board Meeting as presented
2. Intergovernmental Agreement with the Foothills Park & Recreation District
 - Board of Trustees authorize the Executive Director to enter into an Intergovernmental Agreement with the Foothills Parks & Recreation District to place the alternative delivery systems at the Ridge Recreation center.

Minutes of the Meeting of the
JEFFERSON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
April 23, 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 23, 2020. Library Board of Trustees Chair, Charles Naumer, called the meeting to order at 5:30 p.m. Other Trustees present: Kim Johnson (Vice-Chair), Pam Anderson (Secretary), John Bodnar, Jeanne Lomba and Jill Fellman.

Trustees not present: German Zarate-Bohorquez.

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.

There were additional Library staff members attending the online WebEx meeting.

APPROVAL OF AGENDA

MOTION: Kim Johnson moved that the Library Board of Trustees approve the agenda as presented. Seconded by Jeanne Lomba 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: Pam Anderson moved that the Library Board of Trustees approve the items on the consent agenda as presented. Seconded by Kim Johnson the motion passed by majority vote of all Trustees present with Jill Fellman abstaining from voting on the motion.

Items on the Consent Agenda for April 23, 2020

1. Minutes of the March 12, 2020 Board Study Session as presented.
2. Minutes of the April 2, 2020 Board Meeting as presented.

FOUNDATION UPDATE

Jo Schantz, Foundation Executive Director, provided an update on the activities of the Foundation. The spring sale was cancelled which will have an estimated loss of \$70,000 in revenue. The Denver Pen and Podium event has been rescheduled to August 24, 2020. The Foundation will receive a \$1,000 contribution from Denver Post Charities related to this event. The Foundation office remains closed. The Foundation is working on a project related to opening up a used book store at Colorado Mills Mall that will be discussed further at the Foundation finance committee meeting on Monday, April 27, to see if it is a viable operation. There are two new Foundation board members, Donald Tallman and Linda Lovin. Library Giving Day is today. The Foundation soft peddled it because of the pandemic, however, we doubled donations from 2019. There are lots of pending grants and the Foundation did receive the grant from the Golden Civic Foundation for Golden Library programs. The Foundation did hear from the paycheck protection program plan that the Foundation is approved at \$36,000 to keep staff on board and paying salaries and benefits.

Kim Johnson expressed appreciation to Jo Schantz and the Foundation staff for all they are doing during these unique circumstances. Kim acknowledged the challenges and thanked Jo for looking into funds that may be available for non-profit organizations. Kim expressed confidence that the Foundation Board would take everything into consideration as they discuss the used book store possibility.

The Chair expressed appreciation to Jo Schantz and Kim Johnson for their updates on the Foundation. The Chair noted that we are all concerned with the financial sustainability of the Foundation during these difficult times and thanks everyone for their efforts. In terms of used book sales, I know that in the past, our analysis has shown that the return the Foundation provides the library for used books sales has exceeded the return other used book store vendors could offer. Although, we have acknowledged that the Whale Sale provides social value to our community we do have a responsibility, to the tax payers of Jefferson County, who purchased the books to maximize the return back to the library of the sale of those books. If the economics of the Foundation's book sales drastically

changed I worry that it would no longer be fiscally responsible for the Library to use the services of the Foundation for book sales as opposed to using the service of other providers. This would put both JCPL and the Foundation in a difficult position. I hope the economics are carefully considered when evaluating the opening up of a book store.

EXECUTIVE TEAM OPERATIONAL UPDATES

The Chair addressed the Board and noted that as the situation changes almost constantly he knows staff is working hard to navigate these changing times and complex issues. He advised the Board that he attended the Public Library Association (PLA) webinar and the more information he sees, the more he understands the complexity of the issues libraries are challenged with across the country.

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.

The Executive Director advised the Board that the Library had two staff on a Bibliocommons webinar on managing and promoting online library events. JCPL staff were able to participate and present at the webinar. At the West Metro Chamber Board meeting, it was acknowledged that they are having challenges and are not eligible for grants. The Board of County Commissioners briefing on the Library's budget supplemental and carryforward request went smoothly. The Library held a staff town hall meeting and had 223 staff attending. It was a great way to communicate with staff and the Library received a lot of positive feedback.

The Executive Director expressed appreciation to the Library Board for its support over these last few challenging weeks.

Library Response to Covid-19

The Executive Director introduced the topic and addressed the Board. The Board was advised that in their information packets is a memo from the Executive Director that was written a week ago. A lot has changed in that week with new priorities that create an opportunity to emphasize the Library's plan for a gradual return to in-person service. The Executive Director thanked the Board for their support and leadership 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.

- Continuing Operations
- Use of Library Services

- Influences on Our Process
- Gradual Return to Service
- Budget Impact
- Challenges and Opportunities

The Executive Director shared information on the Library's continuity of operations during this global emergency, what the Library has been doing to serve our community during the closure of our physical locations and how our community is responding to our services. Additionally, the many and varied Influences on our process will be reviewed and what we know today about our plan for an incremental return to in-person service. We're beginning to do some scenario planning for likely adjustments to revenues and expenditures in 2020 and review the challenges and opportunities for the Library in this new environment.

JCPL Emergency Response – Continuity of Operations

The COVID-19 crisis has been and continues to be one of rapidly evolving conditions. Briefly, this list indicates the work of the Library over the last six weeks or so during the temporary closure of our physical buildings to the public. Pivot is a word being used all across libraries to describe the agility and flexibility we've needed to respond well to this emergency in our world.

Providing Remote Service

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

While we are eager to get to what's next – the “next normal” as it's sometimes being called, it's important for us to recognize how our residents have been using library services in this remote environment. We can celebrate this access to the library and learn from it.

- At first, we rapidly expanded availability of digital materials – patrons responded – depending on the platform, we are seeing from 40-100% increase in use. 46,421 unique users using our digital products during this closure, including databases and digital materials - at least 8,000 of those unique users are new to using our digital downloads
- We stood up our E-reference and phone service and staff are responding to about 60 inquiries each day
- Online library cards: quadrupled registrations

- Almost 50 Book-A-Librarian appointments – residents are having one on one interactions with our professional librarians by phone, email and virtual.
- The Library has held dozens of remote programs, over 3,000 in attendance or viewing across a variety of platforms including both call-in, live streamed and virtual formats. More programs are being added each week
- Outreach: working with County agencies to support community needs – we hear about these needs in all our usual ways - through use of our services, email, e-reference, phone calls, social media and connections to community leaders. We hear about them in some new ways during this emergency response: through the County Emergency Operations Center (EOC) and also through our Partnerships strike team. One way we've responded to those needs is by providing wireless hotspots to students in vulnerable situations in our community, and supporting our Spanish speaking residents through the Adelante network
- Heidi Floyd, Library Services coordinator for Jeffco Public Schools: was so happy that Axis 360 is now available for schools. She shared how Axis 360 test was rolled out to four sites. When she learned the MOU was accepted by the Library Board the impact was obvious. Heidi said that she has been pointing out the Jeffco Library resources to Dr. Glass anytime he said that the schools should be looking into getting a resource for the students.
- Wi-Fi use: April month-to-date the Wi-Fi was used 5,194 times - 1,580 of those uses were just in the last week.
- Social engagement: patrons and residents are listening and engaging with an increase in followers across all our platforms – lots more use of you tube to see our programs; many people opening our emails to learn about available services
- Now let's talk about how we'll build on these remote services as we move into the "next normal"

Influences

- Guidance from the State
- Jefferson County Public Health Order

It's important to note the many influences on our process. The most important influence on our plan is guidance from our Governor – we heard something new on Monday and expected more specifics over the weekend. Since Monday and up until noon today, we were using the Safer at Home date and guidance in our planning – and then we heard from Dr. Johnson at noon today at the County staff town hall meeting. Because we have a much higher rate of COVID-19 in the Denver Metro Area and unique needs compared to other areas, our public health officials are working together on regional strategies. For Jefferson County there are plans to extend the state's Stay-at-Home Order for approximately two more weeks (through May 8). Dr. Johnson shared that information with us for our own planning purposes, but please know official public information will

be coming as soon as a final decision is made (likely tomorrow). It all starts here – a public health order is a legal requirement, which is different from guidance or recommendations.

Safer at Home starts this coming Monday. What does that mean? From the Governor: “Safer-at-Home” means most Coloradans should continue to limit social interactions to the greatest extent possible to just individuals in your household and wear facial masks when you are out....”

- The goal of the Safer-at-Home phase is to maintain 60-65% physical distancing. This means:
- Vulnerable populations and older adults must stay home unless absolutely necessary. The definition of older adults has been a moving target
- No group gatherings of more than 10 people.
- Critical businesses will remain open with strict precautions (social distancing, masks for all employees, more frequent cleanings, etc.)
- Retail businesses may open for curbside delivery and phased-in public opening with strict precautions.
- Telecommuting continues for offices. Starting on May 4, up to 50% of staff can work in-person (with social distancing in place).

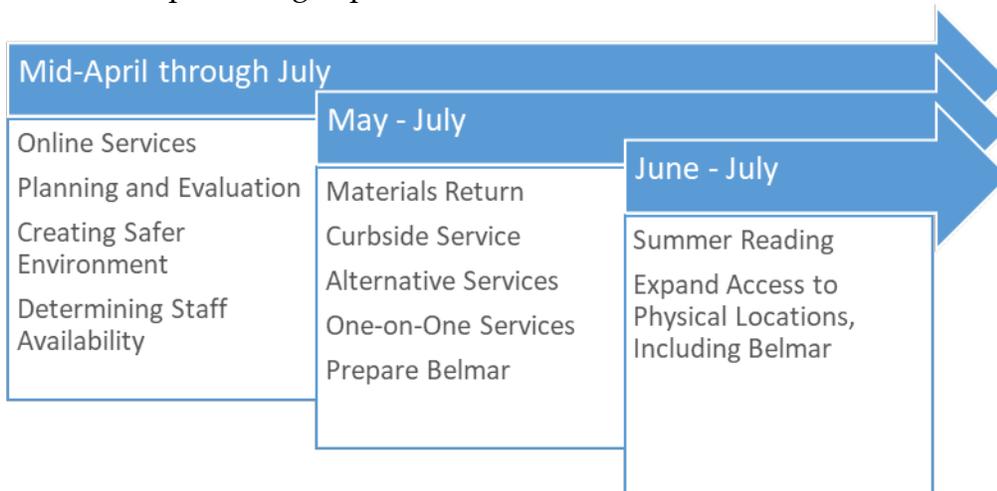
A public health order is different from guidance and is one level of influence. Collaboration with County agencies and cooperating with County agencies, and other neighboring library systems is another level of influence and will create clarity by working together. The Library is a trusted institution – and we are careful with our reputation as a trusted source – using valid information for our decisions and avoiding confusion for our public about what is safe. The County is planning for a June 1 date for their offices and will also be starting a 4-day work week which the Library is not doing. You will see that in our plan that we’re not waiting for June 1. Other influences are engagement with metro area libraries in a collaborative effort including timeline and safety measures. We are going to be as complementary and aligned as possible so we don’t confuse our residents and communities about what the library is saying is safe. We are also being advised by national Library Associations on providing safe and equitable service. All of these are really impacting our planning.

Gradual Return to In-Person Service

JCPL will base our strategy for a gradual return to in-person services based on our Board’s Ends and our strategic priorities to create a vision for gradually and incrementally introducing different elements of services so that we meet our staff and community’s needs in an effective, safer, and sustainable way. We have successfully created relevant and useful services for patrons in a remote environment. Those services will continue for the

foreseeable future and many of them will become the new normal. We've designed this plan to build on what we have in the remote environment, slowly increasing access to physical materials, technology, space and staff so that residents are able to gain access to a full spectrum of library resources as it becomes safer to do so.

Julianne Rist, Director of Libraries, created a detailed plan for moving forward. JCPL's incremental return to serving the public in-person will include the following elements in addition to providing expanded online services.



With JCPL, everything starts with planning and evaluation, then we move into creating a safer environment for staff and the public

- By making sure our buildings and cleaning crew are ready for them
- By making sure staff are trained in safety procedures and have the PPE required in order to be on site
- By making sure we have the building set up to accommodate social distancing
- By making sure we know who is well enough to work and what to do if they are not

Next we'll be Piloting an incremental deployment of one-on-one Services in all available locations. Conifer may not be available.

- Including the ability to return materials
- Access to materials through Curbside pick-up.

The safe handling of library materials has been a great concern during this pandemic. There is a group working with IMLS (Institute of Museum and Library Services), OCLC, (a global library cooperative) and Battelle Labs. The group will be able to provide libraries with the best research available to determine best practices for handling materials, and protecting the health and safety of staff and patrons. It is important to note that this project will likely not answer all our concerns around reopening, nor will it supersede our community health guidance.

Piloting an Incremental Deployment of One-on-One Services in all available locations

- Vending and hold lockers,
- Library 2 you
- Appointments for browsing the stacks – limited one-on-one interactions
- Preparing Belmar and staff in this new environment for public interactions

Eventually providing a remote summer learning experience and, if all goes well with the virus, expanding access to physical locations, including Access to computers, study rooms, and other library resources.

Alternative services like vending and hold lockers is dependent on safe handling of materials. The Library is also considering that some people may not want to come in the buildings and might want to continue curbside services. Some of these services will go on maybe much longer than July. We're taking it a piece at a time.

Staffing and Staff Support

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

These next few weeks are ones of transition and planning. The successful implementation of this plan hinges on staffing and staff support. At this point we have a lot of data to gather and staff to check in with to help them make choices about what works best for them. Confirming who is available to work on site and preparing and training our staff to work on site. We're ramping up, planning services, preparing our buildings and training staff on this "next normal".

The change management of going from six weeks of closure to an incremental return to in-person service will be as challenging a change management strategy as the pivot from in-person to totally remote services was. This will take some time over the next two weeks. There will also be a transitioning away from paid administrative leave. In essence, we're paying people who are able to work to be ready to work.

Budget Impacts

- Potential Revenue Impacts
- Expense Reductions

The Executive Director advised the Board that in addition to the hard work going on behind the scenes planning for an incremental return to in-person service, Library leadership is also looking at potential impacts to our 2020 budget and beyond.

The library gets 98% of its funding through property taxes, which are based on the assessed valuation of properties in Jefferson County, both residential and commercial. The second half of property tax collection for 2020 looks different from normal. The deadline is the same but late fees are waived and payment plans are being offered. We'll learn more on May 1, about levels of property tax collection this year compared to the previous year. In the meantime, Library Leadership is looking at various scenarios to help us predict what kind of decline we might see in our revenues this year and in the years to come. In addition to using models based on what we saw in the 2008 recession, we're also looking at potential revenue reductions of 2.5%, 5% and 10% to start. We'll know more each month about our revenue outlook. We'll bring that discussion forward to the Board in May.

Of course we are also looking at 2020 Expenses – we'll be looking at what expenses we can reduce, making decisions about what we might stop doing and what needs to continue in these new conditions. We'll use our 5 strategic priorities and governance from our Board as our guide in making these decision as well.

In addition, there are other areas of funding authorized in the CARES act that could provide support to JCPL including appropriations to the Institute for Museum and Library Services (IMLS) and Department of Education.

Challenges and Opportunities

In this time of rapid change and unpredictability, it's helpful to acknowledge our challenges and opportunities.

- Availability of staff to work in buildings
- Constantly changing public health orders
- Coordinating with other County agencies and other library systems
- Recommendations for service and protocols approved by County Legal and JCPH
- Securing appropriate PPE and cleaning supplies critical to safely reopen buildings to the public
- Compliance with new regulations for personnel
- Safety

Stakeholder Engagement

Things will be different for a while. It's important that our residents and stakeholders know we are following guidelines and prioritizing their safety and the safety of our staff.

Communicating with our residents so that:

- They understand that things will be different for awhile
- That we are following state or local guidelines

- They understand that we are prioritizing their safety and the safety of our staff
- What we have ready for them now
- What is coming next

The Executive Director expressed appreciation to the Board for the time they put into being on the Library Board.

In response to questions, the Board was advised that:

- The Library has gathered some good examples of curbside service that we can learn from. We are also working with the metro area library directors group and sharing information. For example, making an appointment. More details will come.
- The Library is watching and considering the impact of closed schools in terms of increased usage for the library. It will be a challenge on how to manage social distancing if it goes on for a long time. The Library is also considering access for vulnerable populations, students who are suffering in the remote environment and people looking for jobs. The Library has a partnership strike team working with the schools everyday including looking at summer camps and the YMCA. A big part of consideration is not creating a problem with too many people at the library.

At 6:22 p.m., Pam Anderson excused herself from the Board meeting.

- The Library purchased 50 additional hotspots on top of those on hold for people. 47 hotspots went out through our partnership team. The hotspots were new, so the potential contamination issues were lessened. Hotspots were delivered to the principal of Jefferson High who distributed them to students who do not have internet access and students experiencing homelessness. Two were distributed to the Family Tree SafeCare program so they can distribute to families who have children for online school access.
- The Library made the decision not to promote Wi-Fi in the parking lots so we weren't encouraging people to congregate. The high usage indicates that there is some level of community understanding about that library service.
- Dr. Johnson has the authority to issue a public order on his own and is in communication with the Board of County Commissioners.
- The Library is not up in the air in the planning process. There were hard dates and when orders shifted those dates were reviewed again. If things shift to that May 8 date we would be ready if we have good information on safe handling of materials, staff lined up and trained, cleaning and PPE supplies on hand. The caveat – the Library will do a check in with Dr. Johnson and other libraries in the area to make sure we're complimenting each other and not confusing the public. That's the date we're looking at, however, in these constantly changing conditions, we would ask

not to be held to that date as there are many elements outside the Library's control that need to be in place.

- What the Library knows so far about safe handling of materials is that various sources say different things about how long the virus lives on the different kinds of library materials (paper, plastic, Mylar, discs, etc.). The library is also looking at information about quarantining materials when they are returned, for how long and how to clean the different materials and with what cleaning solution. There is some information that a type of UV light may degrade materials. The group working with IMLS (Institute of Museum and Library Services), OCLC, (a global library cooperative) and Battelle Labs are testing library materials for us. We want to make sure they are safe to handle and distribute out to patrons.
- The Library has reached out to Dr. Johnson for guidance, including in the very beginning before the public health order was issued. The Library does not believe that Dr. Johnson and JCPH has the time or resources to determine the lifespan of the virus on the variety of different library materials. The group working with Battelle Labs is a credible source and the Library would present that information to Dr. Johnson along with any proposed process for safe handling of library materials. Asking Dr. Johnson and JCPH to perform the testing process would be reinventing the wheel and far outside what they are currently doing.

The Chair advised the Board that the questions around staff safety and handling materials is a big issue for libraries across the country and was a topic of discussion during the Public Library Association (PLA) webinar. There are lots of people working on these issues and the Library's plan to see what happens with Battelle Labs makes sense.

In closing, the Chair stated that these topics have been on everyone's minds - public health and making sure there is a safe environment for our staff, patrons and the larger community. JCPH has been a great resource and from the public health perspective, we will have constraints that will be defined by the experts in the public health department. Once we understand those constraints the question is how we create the most value to residents and how do we provide safe services and materials. In looking at what libraries are doing around the country I realized that we are doing all of those things and maybe even leading in delivering those services. The Chair thanked the Executive Director and library staff for all the work they are doing and noted that there is no other profession that cares as much about the community and always looks for ways to give back.

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 questions, the Board was advised that:

- The library received the \$143,000 grant was that appropriated by the State for libraries. The grant is larger this year and is received every year as part of the State's grant to libraries through the IMLS.
- Property tax revenue to date is in line with the Library's budget. Impact from the current situation has not yet shown up in the financial statements.
- It is possible that the Library will see the impact in the April statements, however, that may be too soon. The Library expects to see some revenue trends through the summer and may have a good idea by the end of July, and most certainly by August.

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 questions, the Board was advised that:

- Costs incurred for delays, including weather delays, are contained within the contingency budget for the project.
- The Library would be happy to arrange for a walk through for the Board when public health orders allow.
- Work on the project has been able to continue with procedures and processes for safe distancing and sign-in sheets so we know who is in the building.

Library Service Center (LSC) Garage

Steve Chestnut, Director of Facilities and Construction Projects addressed Board and asked if there were any questions about the project. There were no questions.

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

- 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

ANNOUNCEMENTS/GENERAL INFORMATION SHARING

The Chair advised the Board that a response to the questions and comments that were sent via email to the Board will be sent to the Trustees for review.

ADJOURNMENT

The Board meeting was adjourned at 6:53 pm.

Pam Anderson, Secretary

FOUNDATION REPORT

JEFFERSON COUNTY LIBRARY FOUNDATION
EXECUTIVE DIRECTOR REPORT
MAY 2020 (April 24 – May 21)
By Jo Schantz, MNM, CFRE, GPC

Due to the COVID-19 pandemic, our Foundation office/warehouse complex has been closed to the public and to our volunteers. We are slowly reintegrating staff into the office and warehouse, observing health and safety recommendations for social distancing and wearing protective gear.

1. GRANTS UPDATE

RECENT GRANTS PENDING

- Harmes C. Fishback Foundation* -- \$5,000 for general operating support
- ENT Credit Union* -- \$5,000 for Explore Summer Reading
- Mabel Y. Hughes Charitable Trust -- \$5,000 for Explore Summer Reading
- John G. Duncan Charitable Trust -- \$5,000 for Explore Summer Reading
- McInnes Charitable Trust -- \$5,000 for Explore Summer Reading
- Lennar Foundation* -- \$5,000 (Letter of Interest) for Explore Summer Reading
- Cars4Kids* -- \$2,000 for JCLF general operating
- City of Wheat Ridge -- \$1,200 for American Sign Language Story Time at Wheat Ridge Library
- Buell Foundation -- \$11,990 for 1000 BBK
- TJX Foundation* -- \$5,000 for 1000 BBK

Those with an asterisk indicate new funders.*

GRANTS DENIED

- Max and Victoria Dreyfus Foundation* -- \$10,000 for **1,000 Books** and Babies First Books
- Allegretti Foundation* -- \$5,000 (Letter of Interest) for **1,000 Books**

GRANTS PLACED ON HOLD

- Gates Family Foundation* -- \$110,195 for Belmar's Outdoor Adventure Space (capital grant). *Gates is suspending grants for capital projects and is now focused on helping nonprofits that are providing direct services re: COVID-19.*

GRANTS RECEIVED/APPROVED

- City of Lakewood -- \$7,500 for Belmar Library
- Kettering Family Foundation -- \$5,000 for Summer Reading

LOANS/GRANTS VIA CARES ACT

- Economic Injury Disaster Loan Application (EIDL) -- \$10,000
✓ We received a \$6,000 cash advance on April 30
- Paycheck Protection Plan (PPP) -- \$39,035.30 (to cover 2+ months of payroll and benefits)
✓ We received \$36,000. Some items in our request were not eligible for funding.
- Help Colorado Now -- \$25,000 (supporting early childhood literacy)-- DENIED
- Colorado Enterprise Fund -- \$25,000 – (general operating support) PENDING
- Jeffco Hope Fund -- \$45,000 (general operating support)-- PENDING
- Help Colorado Now (Round 2)-- \$25,000 (general operating support)-- PENDING

2. NEWS AND INFORMATION

Library Giving Day was Thursday, April 23. This year, we more than quadrupled the donations we received in 2019, the first year of this new nationwide campaign. **Our final tally was \$5,721.28, with a commitment from another donor for an added \$500!** May 5th marked **Giving Tuesday**, and again JCLF was glad for the response from our community. Generous donors helped us raise **\$1,850** from this online giving campaign.

I held new Board member orientation for our newest Board members, **Donald Tallman and Linda Lovin**, on Monday, May 18. Our May JCLF Board meeting was held virtually on Wednesday, May 20.

During the time of our Foundation's closure, I have been "meeting" with **Development Officers from other Colorado state libraries**, I've been participating in fundraising webinars (specific to raising monies during the COVID-19 pandemic), and I joined in a recent webinar called "Making the Case for Planned Giving Now," sponsored by the Colorado Planned Giving Roundtable. These webinars also help me gain educational credits to maintain my CFRE and GPC certifications.

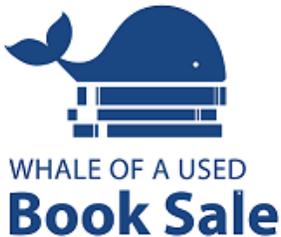
I also participated in a virtual town hall meeting hosted by JCPL on Wednesday, May 6, and – as a Board member – I was part of the virtual May meeting for the **Jefferson County Community Services Advisory Board** on May 19.

As mentioned previously, I am working on a business plan for a physical, used book store, and **Colorado Mills** is one of the properties we are considering for this venture. Once the mall reopens to the public, I will organize a visit to the mall with my staff and several Board members to examine the unit we are considering for this storefront operation.

Meanwhile, I continue to work on federal and state funding opportunities, foundation grants, communications (our summer 2020 Footnotes newsletter and 2019 annual report), and I'm initiating phone conversations with key Foundation donors and volunteers, just to check in and share brief updates during our office/warehouse closure.

3. EVENTS AND ACTIVITIES

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

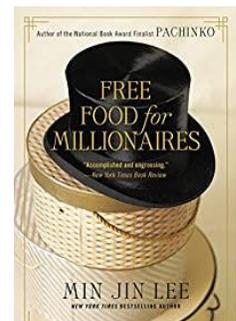


This event was slated for May 29-31 at the Jeffco Fairgrounds. We are hoping to host 1-2 pop-up sales at other Jeffco locations this summer.

Please stay tuned for more book sale news coming soon!



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



Operational Updates

Executive Director Update



May 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

CURBSIDE SERVICE

This new service, developed in response to public health orders restricting access by the public to library buildings, allows patrons to quickly and efficiently access materials on hold for them via contactless curbside pickup. It also allows them to return library materials.

PROGRAMMING HIGHLIGHTS

Explore Summer Reading: JCPL has adjusted the entire summer reading program so that patrons can participate without visiting the library in person, if needed. We are making all aspects of the program available through our website, email, and phone options. All programming will happen virtually.

We are working on ways to have teen volunteers in this virtual environment. Many teens have signed up and are looking forward to supporting this program.

We will still have a community goal and school contest. The community goal, which will support Foothills Animal Shelter again, will be based on registrations rather than minutes read.

Follow these links to hear details about the program narrated by Jeffco kids in [English](#) and [Spanish](#) or to [sign up](#).

Virtual Qs & Brews: This virtual trivia competition has been a successful and fun program. It's especially encouraging to see families participating together as a team.

Wednesday Watch Parties have also had good community participation. Some of the movie titles have been selected based on comments from attendees. Live attendance has averaged almost 40 each Wednesday. This is a program for the entire family.

Early Literacy programs for babies, toddlers and families like story times, Let's Dance and Cuéntacuentos en Español are drawing record crowds, averaging about 100 views each.

Article published in the *Programming Librarian*: ALA Public Programs office interviewed JCPL's own Cindy Jaye, manager of Programming, for [this article](#) on our Call-in programs.





OUTREACH TO COMMUNITY PARTNERS

Community Partnerships: A Strike Team was formed at the beginning of our emergency response to offer support for online learning resources for Jeffco Schools and families, address the needs of our community partners and agencies, including the business community during Jefferson County stay-at-home duration.

Support to Jeffco Schools: JCPL focus was to offer library resources to help support families and Jeffco Schools with online learning. Highlights include provision of hotspots, promotion of library resources, online book talks, and creation of a “good-bye” video for preschoolers.

Support to Spanish Speakers: JCPL focus was to provide trusted information and library resources for the Spanish speaking community and address the digital literacy needs of Spanish speaking families and the community navigators. Highlights include addressing digital literacy needs, providing Spanish language content for the Adelante Facebook page, and sharing information on digital resources for special education in the Grupo De Apoyo.

Support to Business Community: JCPL focus was to listen to the needs expressed by Chambers of Commerce and to collaborate with Jefferson County Business Resource Center in supporting the needs of the business community. Highlights include presenting online workshops and webinars, librarian research assistance, supports for finding funding resources, and collaborating with the Work Force Center on online classes for job seekers.

Support to Vulnerable populations: JCPL focus was to participate in the Jefferson County Community Needs taskforce and listen for needs and identify opportunities for library to support those needs. Highlights include, technology support to Benefits in Action, a call-in program to our social worker, programs for seniors experiencing isolation, and coordination with the new Jefferson County homeless navigator.

HIGHLIGHTS OF EXECUTIVE DIRECTOR COMMUNITY ACTIVITIES,

May, 2020

Daily, weekly, or monthly briefings with:

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

ALL STAFF TOWN HALLS:

In addition to engagement in the community, the Library held multiple all staff town hall meetings to inform staff of the latest developments, answer questions, and give everyone an opportunity to share concerns and ideas.



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



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TO: Donna Walker, Executive Director

FROM: Steve Chestnut, Director of Facilities and Construction Projects

DATE: May 12, 2020

RE: Facility Master Plan Update

Executive Summary

In 2017 JCPL commissioned Group 4 to prepare a Facilities Master Plan (FMP) to guide planning, decision-making, and capital investment in its facilities over the next two decades. The Board was presented with the Facility Master Plan in February 2018. In March 2018 recommendations were presented to the Board covering the 2019 budget and 5 year capital plan. These recommendations are reevaluated each year as part of the annual budget and five-year capital planning cycle.

The Master Plan is the result of an efficient, data-driven process that leverages previous studies with new analysis of the amount, type, and distribution of space needed to provide excellent library service to Jefferson County communities. This FMP sets forth a clear set of recommended capital projects that JCPL can begin planning and implementing immediately. It is intended to be a flexible, “living” document that will enable JCPL to easily adjust and update its capital facilities planning as circumstances evolve and opportunities arise over time.

The plan recommends that to adequately provide services to the community, JCPL needs to aim for 0.5 -0.6 square foot public space per capita. JCPL’s 2019 scorecard showed .39 square feet of branch library space per capita. When considering population growth estimates, JCPL still needs to add 100,000 additional square feet of library space to meet a target of 0.5 by 2040.

Projects that are in progress that were part of the original Facilities Master Plan:

- Belmar Redesign
- South County research and plans for expanded services

Projects that were not part of the original plan:

- In December 2018 the City of Golden began conversations with the Library about a potential partnership to co-locate in a building they were considering for purchase. Our 2020 budget reflects this opportunity. In the meantime, the City purchased that building and 7.27 acres of land east of Ford Street along the Clear Creek Corridor. The updated vision is to create a redesigned corridor along the creek rather than use the building they purchased. The opportunity to partner with the City of Golden remains fluid, with an extended timeline

FMP Findings and Staff Recommendations

The plan had several key findings and recommendations that are summarized below:

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Finding: Countywide, JCPL's library branches provide less than 70% of the space needed to serve Jefferson County's current population, and lack the capacity to accommodate future community growth. The FMP recommends a system wide target of 0.5-0.6 square feet of branch library space per capita to serve Jefferson County's current and future population. The lower end of this range is a threshold below which JCPL will experience space related challenges, while the upper end of the range will further enhance service to the community. This space per capita target is a gross square foot measure, meaning that it includes all staff, support, and non-assignable spaces associated with service delivery in the branches.

Original Recommendation: JCPL establish a **countywide space-planning target of 0.5 to 0.6 square feet of branch library space per capita**. JCPL should build capacity sustainably, according to its established facility construction and operating principles, by continuing to develop large destination libraries and keeping the total number of branches low.

Updated Recommendation: No update required at this time.

Finding: JCPL's library branches are not distributed equitably relative to community development; branch capacity is disproportionately concentrated in central and northern parts of Jefferson County, while southern county areas are at a deficit.

Original Recommendation: Construction of a **new destination library of at least 30,000 square feet in south Jefferson County** as an early priority project, among other capacity-expansion projects countywide over time.

Updated Recommendation: Construction of a new destination library ranging from 30,000-60,000 square feet in south Jefferson County as an early priority project, among other capacity-expansion projects countywide over time. This range represents the minimum to upper level space estimates that would be required for the new South County library location to provide basic through leading- edge service levels.

Finding: JCPL's system wide administrative and operations functions are divided among multiple, undersized facilities scattered across different cities, which keeps the organization from achieving maximum efficiency and effectiveness.

Original Recommendation: Development of a **consolidated facility or campus with enough space to accommodate all system wide administrative and operational functions**, enhance inter-departmental collaboration and innovation, and support organizational growth and development over time.

Updated Recommendation: No update required at this time.

Finding: The report compliments JCPL on its destination library service model and recommends that future expansions continue as larger library buildings

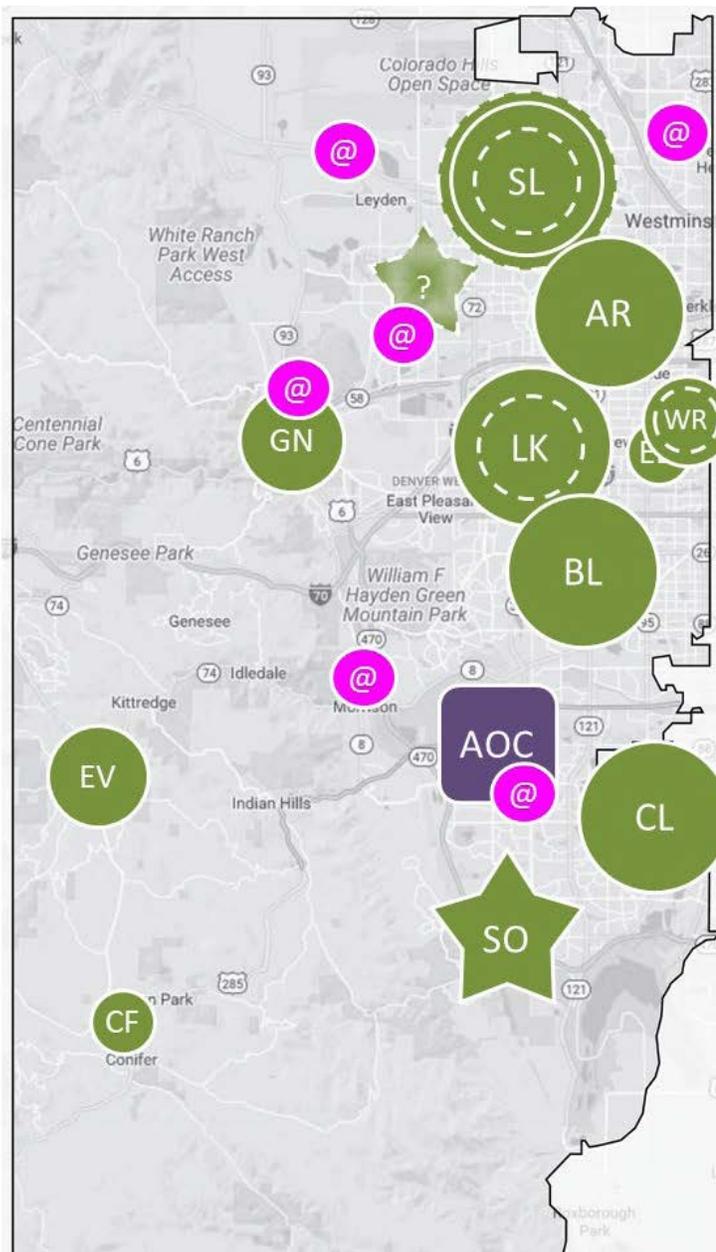
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Original Recommendation: Adding 1-2 new libraries, evaluating the expansion of current buildings and exploring alternative services opportunities.

Updated Recommendation: No change required at this time.



MASTER PLAN BUILDOUT VISION

- 11-12 branch libraries
- ★ (1-2 net new)
 - 0.5-0.6 SF/capita over 15-20 years
 - full-service destination libraries
 - leverage partnerships for space and services
- Ⓜ alternative service delivery (ASD)
 - leverage opportunities for increased access and impact
 - (locations shown on map are placeholders)
- consolidate systemwide services
 - effective and space-efficient

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5 Year Facility Master Plan by Priority



[South County Library](#)



[Evergreen Library](#)



[Standley Lake Library](#)



[Building Acquired by City of Golden](#)

**South County
(18-24 months)**

**Evergreen Redesign
(9-12 months)**

**Standley Lake Redesign
(12-18 months)**

**Golden Redesign and Relocation
(18-24 months)**

Operational Updates

Strategy & Engagement

Finance and Budget



Jefferson County
PUBLIC LIBRARY

memorandum

To: Donna Walker, Executive Director
From: Barbara Long, Assistant Director for Finance & Budget
Re: Long Term Planning Scenarios
Date: May 2020

The economic impacts of COVID – 19 on Jefferson County Public Library (JCPL) will likely continue beyond 2020. To demonstrate the effect of an economic slowdown on JCPL’s long term financial plans, the following scenarios were developed for Board review and discussion. The revenue reduction numbers for the 2022 and 2023 budget years in the first scenario are based on information released on May 11th from the State of Colorado’s Department of Local Affairs about COVID-19’s effect on property tax assessment rates and the impact on local government revenues.

10-Year Financial Planning Scenarios

1. No change in 2020 and 2021 (revenue reductions are matched by expense reductions), 15% decrease in 2022 and 2023 property tax, 5% increase every assessment year into the future.
2. No change in 2020 and 2021, 5% decrease in 2022 and 2023 property tax, 0% increase in 2024 and 2025 property tax, 5% increase every assessment year into the future.

Attached is a file for each scenario. Scenario #1 includes on-going reductions to salaries and benefits and a pause of several years for major capital projects. In this scenario, by postponing capital projects, JCPL is saving fund balance to cushion the impact of a large revenue reduction in the near future. Allowing the reserve to stay over maximum levels in this situation provides funding for JCPL to continue to take care of the assets that it already owns while making investments in alternative services, providing stability for the period of downturn. Scenario #2 includes the same historical assumptions around expenses for the years 2021 and beyond which were in last year’s long term financial plan. Capital projects with the exception of the South County Library project are delayed in this scenario. The long term financial plan will be updated with proposed 2021 budget amounts when the Board of Trustees reviews the 2021 budget in June.

In a situation where property tax decreases or grows very slowly, operating expenses comprise a larger share of revenue over time, especially with the addition of a new library in South County. One purpose of showing a financial plan that goes ten years into the future is to identify the magnitude of required adjustments if revenue follows these patterns. There are multiple evaluation points over the next few months and years that can inform JCPL’s response.

In August and September 2020, most property tax revenue for 2020 will be received. At this time, the County will also have 2020’s preliminary certification of value, showing if there are significant adjustments to 2021 expected revenue. In August and September 2021, the preliminary certification of value will include new assessed values and rates impacting 2022 and 2023 budget years. Each update to property valuation in future years adds information to refine financial planning.

memorandum



Question for the Board of Trustees to Consider

1. What financial assumptions would the Board like the Library to use in its long term forecast?

JEFFERSON COUNTY PUBLIC LIBRARY - 15% Decrease in Assessed Value for 2022; 5% Increase in Assessed Value Thereafter

	ACTUAL 2019	PROJECTED 2020	PROJECTED BUDGET 2021	PROJECTED BUDGET 2022	PROJECTED BUDGET 2023	PROJECTED BUDGET 2024	PROJECTED BUDGET 2025	PROJECTED BUDGET 2026	PROJECTED BUDGET 2027	PROJECTED BUDGET 2028	PROJECTED BUDGET 2029
Property Tax	4.5000 Mills	4.5000 Mills	4.5000 Mills	4.5000 Mills	4.5000 Mills	4.5000 Mills	4.5000 Mills	4.5000 Mills	4.5000 Mills	4.5000 Mills	4.5000 Mills
Property Tax	\$ 41,680,883	\$ 46,300,305	\$ 46,300,305	\$ 38,732,995	\$ 38,732,995	\$ 40,683,620	\$ 40,683,620	\$ 42,731,777	\$ 42,731,777	\$ 44,882,342	\$ 44,882,342
TOTAL SOURCES	\$ 43,656,473	\$ 47,240,458	\$ 47,200,834	\$ 39,650,340	\$ 39,684,950	\$ 41,653,416	\$ 41,671,791	\$ 43,783,293	\$ 43,802,787	\$ 45,995,083	\$ 45,998,664
Salaries & Benefits	\$ 18,723,005	\$ 20,274,134	\$ 20,882,358	\$ 21,508,829	\$ 22,154,094	\$ 22,818,716	\$ 23,503,278	\$ 24,208,376	\$ 24,934,628	\$ 25,682,666	\$ 26,453,146
Supplies	1,343,599	1,449,965	1,490,564	1,532,300	1,575,204	1,619,310	1,664,651	1,711,261	\$ 1,759,176	\$ 1,808,433	\$ 1,859,069
Library Books and Materials	7,777,885	8,135,190	8,178,511	8,223,132	8,269,091	8,344,527	8,423,631	8,506,584	\$ 8,593,574	\$ 8,684,800	\$ 8,780,470
Services & Charges	3,869,464	4,914,583	4,970,686	5,091,197	5,214,610	5,325,226	5,439,027	5,572,829	\$ 5,727,603	\$ 5,887,180	\$ 6,034,047
Interdepartmental	1,983,894	2,251,204	2,257,401	2,180,121	2,221,438	2,294,138	2,340,601	2,420,102	\$ 2,469,203	\$ 2,553,003	\$ 2,604,893
Subtotal Operating	\$ 33,697,847	\$ 37,025,076	\$ 37,779,520	\$ 38,535,578	\$ 39,434,437	\$ 40,401,918	\$ 41,371,188	\$ 42,419,152	\$ 43,484,183	\$ 44,616,083	\$ 45,731,625
Operating Costs -So County											2,523,064
Operating - Golden											
Subtotal Operating w/Capital	33,697,847	37,025,076	37,779,520	38,535,578	39,434,437	40,401,918	41,371,188	42,419,152	43,484,183	44,616,083	48,254,689
Debt Service	1,448,432	1,410,421	621,818	621,944	621,744	623,700	-	-	-	-	-
Capital Projects and Equipment	433,327	140,000	-	-	-	-	-	-	-	-	-
ARMs	644,390	1,136,000	1,036,000	1,072,000	1,036,000	1,036,000	1,036,000	1,036,000	1,036,000	1,036,000	1,036,000
Facility Master Plan Projects	2,350,685										
Subtotal - Debt, Capital, ARM	4,876,835	2,686,421	1,657,818	1,693,944	1,657,744	1,659,700	1,036,000	1,036,000	1,036,000	1,036,000	1,036,000
Alternative Services	246,573	450,000		200,000		50,000		175,000	50,000		
South County								4,000,000	3,378,000	4,000,000	
Golden											
Evergreen					350,000	3,170,000					
Standley Lake/NW Arvada											
Admin Bldg											
Lakewood											
Arvada											
Data Warehouse				125,000							
ILS					750,000						
TOTAL USES	\$ 38,821,255	\$ 40,161,497	\$ 39,437,338	\$ 40,554,522	\$ 42,192,181	\$ 45,281,618	\$ 42,407,188	\$ 47,630,152	\$ 47,948,183	\$ 49,652,083	\$ 49,290,689
NET SOURCE (USE) OF FUNDS	\$ 4,835,218	\$ 7,078,961	\$ 7,763,496	\$ (904,182)	\$ (2,507,230)	\$ (3,628,202)	\$ (735,397)	\$ (3,846,859)	\$ (4,145,396)	\$ (3,657,000)	\$ (3,292,025)
Reserve Balance	\$ 18,572,361	\$ 25,651,322	\$ 33,414,819	\$ 32,510,636	\$ 30,003,406	\$ 26,375,204	\$ 25,639,808	\$ 21,792,949	\$ 17,647,553	\$ 13,990,553	\$ 10,698,528
MIN RESERVE BALANCE	\$ 10,914,118	\$ 11,810,115	\$ 11,800,209	\$ 9,912,585	\$ 9,921,238	\$ 10,413,354	\$ 10,417,948	\$ 10,945,823	\$ 10,950,697	\$ 11,498,771	\$ 11,499,666
MAX RESERVE BALANCE	\$ 21,828,237	\$ 23,620,229	\$ 23,600,417	\$ 19,825,170	\$ 19,842,475	\$ 20,826,708	\$ 20,835,896	\$ 21,891,647	\$ 21,901,394	\$ 22,997,541	\$ 22,999,332
RESERVE BALANCE OVER MINIMUM	\$ 7,658,243	\$ 13,841,208	\$ 21,614,610	\$ 22,598,051	\$ 20,082,168	\$ 15,961,850	\$ 15,221,860	\$ 10,847,126	\$ 6,696,856	\$ 2,491,783	\$ (801,138)

JEFFERSON COUNTY PUBLIC LIBRARY - 5% Decrease in Assessed Value for 2022, 0% Change in 2024, 5% Increase in 2026 and Thereafter

	ACTUAL 2019	PROJECTED 2020	PROJECTED BUDGET 2021	PROJECTED BUDGET 2022	PROJECTED BUDGET 2023	PROJECTED BUDGET 2024	PROJECTED BUDGET 2025	PROJECTED BUDGET 2026	PROJECTED BUDGET 2027	PROJECTED BUDGET 2028	PROJECTED BUDGET 2029
Property Tax	4.5000 Mills	4.5000 Mills	4.5000 Mills	4.5000 Mills	4.5000 Mills	4.5000 Mills	4.5000 Mills	4.5000 Mills	4.5000 Mills	4.5000 Mills	4.5000 Mills
Property Tax	\$ 41,680,883	\$ 46,300,305	\$ 46,300,305	\$ 43,284,167	\$ 43,284,167	\$ 43,284,167	\$ 43,284,167	\$ 45,464,278	\$ 45,464,278	\$ 47,753,394	\$ 47,753,394
TOTAL SOURCES	\$ 43,656,473	\$ 47,240,458	\$ 47,200,834	\$ 44,201,512	\$ 44,236,122	\$ 44,253,962	\$ 44,272,338	\$ 46,515,794	\$ 46,535,288	\$ 48,866,135	\$ 48,869,716
Salaries & Benefits	\$ 18,723,005	\$ 21,224,134	\$ 22,691,738	\$ 23,426,604	\$ 24,069,280	\$ 24,791,744	\$ 25,530,319	\$ 26,296,417	\$ 27,079,935	\$ 27,886,940	\$ 28,801,820
Supplies	1,343,599	1,449,965	1,490,564	1,532,300	1,575,204	1,619,310	1,664,651	1,711,261	1,759,176	1,808,433	1,859,069
Library Books and Materials	7,777,885	8,135,190	8,178,511	8,223,132	8,269,091	8,344,527	8,423,631	8,506,584	8,593,574	8,684,800	8,780,470
Services & Charges	3,869,464	4,914,583	4,970,686	5,091,197	5,214,610	5,325,226	5,439,027	5,572,829	5,727,603	5,887,180	6,034,047
Interdepartmental	1,983,894	2,251,204	2,257,401	2,251,242	2,292,559	2,335,032	2,381,495	2,463,041	2,512,142	2,598,090	2,649,979
Subtotal Operating	\$ 33,697,847	\$ 37,975,076	\$ 39,588,900	\$ 40,524,474	\$ 41,420,745	\$ 42,415,839	\$ 43,439,124	\$ 44,550,132	\$ 45,672,430	\$ 46,865,442	\$ 48,125,385
Operating Costs -So County				2,523,064	1,500,776	1,545,799	1,592,173	1,639,938	1,689,137	1,739,811	1,792,005
Operating - Golden										520,095	226,440
Subtotal Operating w/Capital	33,697,847	37,975,076	39,588,900	43,047,538	42,921,520	43,961,639	45,031,297	46,190,070	47,361,567	49,125,348	50,143,831
Debt Service	1,448,432	1,410,421	621,818	621,944	621,744	623,700	-	-	-	-	-
Capital Projects and Equipment	433,327	140,000	-	-	-	-	-	-	-	-	-
ARMs	644,390	1,136,000	1,036,000	1,072,000	1,036,000	1,036,000	1,036,000	1,036,000	1,036,000	1,036,000	1,036,000
Facility Master Plan Projects	2,350,685										
Subtotal - Debt, Capital, ARM	4,876,835	2,686,421	1,657,818	1,693,944	1,657,744	1,659,700	1,036,000	1,036,000	1,036,000	1,036,000	1,036,000
Alternative Services	246,753	450,000		200,000		50,000		175,000	50,000		
South County		4,000,000	7,378,000								
Golden									4,396,000		
Evergreen			350,000	3,170,000							
Standley Lake/NW Arvada						350,000	4,000,000	4,300,000			
Admin Bldg											
Lakewood											
Arvada										350,000	3,000,000
Data Warehouse				125,000							
ILS					750,000						
TOTAL USES	\$ 38,821,435	\$ 45,111,497	\$ 48,974,718	\$ 48,236,482	\$ 45,329,264	\$ 46,021,339	\$ 50,067,297	\$ 51,701,070	\$ 52,843,567	\$ 50,511,348	\$ 54,179,831
NET SOURCE (USE) OF FUNDS	\$ 4,835,038	\$ 2,128,961	\$ (1,773,883)	\$ (4,034,970)	\$ (1,093,142)	\$ (1,767,376)	\$ (5,794,959)	\$ (5,185,277)	\$ (6,308,279)	\$ (1,645,213)	\$ (5,310,114)
RESERVE BALANCE	18,572,181	20,701,142	18,927,259	14,892,289	13,799,147	12,031,771	6,236,811	1,051,535	(5,256,744)	(6,901,957)	(12,212,071)
MINIMUM FUND BALANCE	\$ 10,914,118	\$ 11,810,115	\$ 11,800,209	\$ 11,050,378	\$ 11,059,031	\$ 11,063,491	\$ 11,068,084	\$ 11,628,948	\$ 11,633,822	\$ 12,216,534	\$ 12,217,429
MAXIMUM FUND BALANCE	\$ 21,828,237	\$ 23,620,229	\$ 23,600,417	\$ 22,100,756	\$ 22,118,061	\$ 22,126,981	\$ 22,136,169	\$ 23,257,897	\$ 23,267,644	\$ 24,433,067	\$ 24,434,858
RESERVE BALANCE OVER MINIMUM	\$ 13,555,268	\$ 14,788,233	\$ 13,024,255	\$ 9,739,116	\$ 8,637,321	\$ 6,865,485	\$ 1,065,932	\$ (4,680,209)	\$ (10,993,361)	\$ (13,221,286)	\$ (18,532,295)

memorandum

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

A. Budget to Actual Tables April

The Budget to Actual Tables for April 2020 are attached. Property tax revenue is on track through the end of April with 63% of budgeted revenue received. This amount is comparable to previous years' activity.

The Capital budget now includes carryforward funding from 2019 of \$5,897,205. The supplemental appropriation from the Fleet Replacement Fund for the bookmobile is on the Board of County Commissioners agenda for May 26th and will post after it is approved.

**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 4/30/2020	\$ 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	\$ 28,349,219	\$ (15,785,406)	-36%
Property Tax - Capital	1,949,693	1,927,979	2,165,680	1,335,958	(829,722)	-38%
Total Taxes	\$ 42,378,223	\$ 41,680,883	\$ 46,300,305	\$ 29,685,177	\$ (16,615,128)	-36%
Federal & State Grants	\$ 130,000	\$ 128,084	\$ 128,000	\$ 143,962	\$ 15,962	12%
Fines & Fees	492,731	435,234	239,513	29,720	(209,793)	-88%
Other Revenue	495,000	1,412,272	572,640	412,531	(160,109)	-28%
Total Other Revenues	\$ 1,117,731	\$ 1,975,590	\$ 940,153	\$ 586,214	\$ (353,939)	-38%
Sub Total Revenues	\$ 43,495,954	\$ 43,656,474	\$ 47,240,458	\$ 30,271,391	\$ (16,969,067)	-36%
Fund Balance Activity						
Transfer from FB - Capital Projects	3,248,054		8,164,244	-		NA
Transfer to/(from) Fund Balance	-	4,835,039	-	13,990,705		NA
Total Sources of Funds	\$ 46,744,008	\$ 38,821,435	\$ 55,404,702	\$ 16,280,685		
Uses of Funds						
Operating Expenditures						
Salaries & Employee Benefits						
Salaries	\$ 14,766,591	\$ 14,352,310	\$ 15,935,735	\$ 4,766,664	\$ (11,169,071)	-70%
Benefits	4,818,086	4,370,694	5,288,399	1,402,862	(3,885,537)	-73%
Total Salaries & Benefits	\$ 19,584,677	\$ 18,723,004	\$ 21,224,134	\$ 6,169,527	\$ (15,054,607)	-71%
Library Books & Materials	\$ 8,139,065	\$ 7,777,885	\$ 8,135,190	\$ 3,444,967	\$ (4,690,223)	-58%
Supplies	1,612,418	1,343,599	1,449,965	304,720	(1,145,245)	-79%
Vehicles	-	-	-	-	-	NA
Services & Charges	4,245,804	3,869,464	4,914,583	1,541,130	(3,373,453)	-69%
Internal Transactions /Cost Allocation	1,886,026	1,983,894	2,251,204	934,388	(1,316,816)	-58%
Total Operating Expenditures	\$ 35,467,990	\$ 33,697,846	\$ 37,975,076	\$ 12,394,731	\$ (25,580,345)	-67%
Financing & Debt Service	\$ 1,448,432	\$ 1,448,432	\$ 1,410,421	\$ -	\$ (1,410,421)	-100%
Capital Projects	\$ 9,827,586	\$ 3,675,157	\$ 16,019,205	\$ 3,885,955	\$ (12,133,250)	-76%
Total Uses of Funds	\$ 46,744,008	\$ 38,821,435	\$ 55,404,702	\$ 16,280,685	\$ (39,124,016)	-71%

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

	2019 Amended Budget	2019 Actual	2020 Amended Budget	YTD Actual 4/30/2020
Beginning Fund Balance	\$ 18,164,234	\$ 19,529,543	\$ 19,529,543	\$ 24,364,581
Revenues	\$ 41,546,261	\$ 41,728,495	\$ 45,074,778	\$ 28,935,433
Capital Funding	1,949,693	1,927,979	2,165,680	1,335,958
Total Revenues	\$ 43,495,954	\$ 43,656,474	\$ 47,240,458	\$ 30,271,391
Expenditures				
Operating Expenditures	\$ 35,467,990	\$ 33,697,846	\$ 37,975,076	\$ 12,394,731
Debt Service	1,448,432	1,448,432	1,410,421	-
Capital Projects	9,827,586	3,675,157	16,019,205	3,885,955
Total Expenditures	\$ 46,744,008	\$ 38,821,435	\$ 55,404,702	\$ 16,280,685
Increase/(Decrease) in Fund Balance	\$ (3,248,054)	\$ 4,835,038	\$ (8,164,244)	\$ 13,990,705
Ending Fund Balance	\$ 14,916,180	\$ 24,364,581	\$ 11,365,299	\$ 38,355,287
Committed to Capital Projects		\$ 5,897,205		
Reserve Fund Balance		\$ 18,467,376		\$ 38,355,287

Reserve Fund Balance Policy Calculation

	2018 Budget	2019 Actual	2020 Amended Budget	2020 Actual
Year-End Reserve Fund Balance		\$ 18,467,376		
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)		\$ 7,593,388		
Above/(Below) Maximum (CEILING)		\$ (3,280,601)		

**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 4/30/2020	Projected Year-End 2020	Variance 2020 Budget
Sources of Funds						
Revenues						
Taxes						
Property Taxes	\$ 41,376,815	\$ 40,915,992	\$ 45,960,543	\$ 28,351,992	\$ 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	(2,773)	21,027	-
Total Taxes	\$ 40,428,530	\$ 39,752,904	\$ 44,134,625	\$ 28,349,219	\$ 44,134,625	\$ -
Federal & State Grants	\$ 130,000	\$ 128,084	\$ 128,000	\$ 143,962	\$ 128,000	\$ -
Library Fines	365,000	309,575	107,950	9,120	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	161,048	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	-	7,847	7,847	7,847
Transfer				147,441	147,441	147,441
Total Revenues	\$ 41,546,261	\$ 41,728,495	\$ 45,074,778	\$ 28,935,433	\$ 45,162,116	\$ 87,338
Uses of Funds						
Operating Expenditures						
Salaries & Employee Benefits						
Salaries	\$ 13,872,155	\$ 12,442,452	\$ 15,093,111	\$ 4,222,938	\$ 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	399,552	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	1,402,862	5,288,399	-
Total Salaries & Benefits	\$ 19,584,677	\$ 18,723,004	\$ 21,224,134	\$ 6,169,527	\$ 21,224,134	\$ -
Library Books & Materials	\$ 6,768,000	\$ 6,578,114	\$ 6,691,154	\$ 2,315,369	\$ 6,691,154	\$ -
Library Computer Materials	1,173,185	1,077,497	1,285,686	963,286	1,285,686	-
Library Periodicals	197,880	122,274	158,350	166,312	166,312	7,962
Sub-Total Library Collections	8,139,065	7,777,885	8,135,190	3,444,967	8,143,152	7,962
Supplies	\$ 1,612,418	\$ 1,343,599	\$ 1,449,965	\$ 304,720	\$ 1,449,965	\$ -
Services & Charges	4,245,804	3,869,464	4,914,583	1,541,130	4,914,583	-
Vehicles	-	-	-	-	-	-
Direct Internal Charges	196,182	143,837	164,067	34,065	164,067	-
Indirect Cost Allocation	1,067,744	1,067,744	1,145,837	381,946	1,145,837	-
Intra County Transactions	622,100	772,313	941,300	518,378	941,300	-
Total Supplies and Other	\$ 7,744,248	\$ 7,196,956	\$ 8,615,752	\$ 2,780,237	\$ 8,615,752	\$ -
Total Operating	\$ 35,467,990	\$ 33,697,846	\$ 37,975,076	\$ 12,394,731	\$ 37,983,038	\$ 7,962

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 4/30/2020	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 4/30/2020	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	\$ 1,335,958	\$ 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	\$ 1,335,958	\$ 4,432,719	\$ -
Uses of Funds							
Annual Replacement & Maintenance Program (ARM) and Recurring Projects							
ARM-01 Capital Maintenance	\$ 329,559	\$ 238,497	\$ 250,000	\$ 307,000	\$ 77,651	\$ 307,000	\$ -
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	80,516	180,000	-
ARM-04 Book Sorter Replacement	250,000	59,862	300,000	470,000	125,027	470,000	-
ARM-05 IT Infrastructure Replacement	200,000	128,989	370,000	370,000	114,481	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	\$ -	\$ -	\$ 41,000	\$ 30,484	\$ 41,000	\$ -
2017 Projects							
17-13 Standley Lake Outdoor Learning Env.	\$ 67,014	\$ 72,195	\$ -	\$ -	\$ -	\$ -	\$ -
2018 Projects							
18-05 Evergreen Parking Lot	\$ 172,000	\$ 175,008	\$ -	\$ -	\$ -	\$ -	\$ -
18-07 LSC Garage & Loading Dock Planning	169,531	46,948	-	122,583	52,135	122,583	-
18-08 Bookmobile Replacement Sinking Fund	400,000	-	-	400,000	-	400,000	-
2019 Projects							
19-01 Standley Lake Clerestory Roof	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
19-02 Document Management System	160,000	-	-	160,000	46,539	160,000	-
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	-	4,602,522	3,312,274	4,602,522	-
19-03 South County Library	350,000	5,900	4,000,000	4,344,100	27,055	4,344,100	-
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	\$ 16,019,205	\$ 3,885,955	\$ 16,019,205	\$ -

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

Project	2020 Amended Budget	YTD Actual 4/30/20	YTD Encumbrances 4/30/20	YTD Total Actual + Enc	Remaining Budget
ARM-01 Capital Maintenance	\$ 307,000	\$ 77,651	\$ 1,500	\$ 79,151	\$ 227,849
ARM-02 Furniture & Equipment	36,000	5,148	-	5,148	30,852
ARM-03 Computer Replacement Plan	180,000	80,516	-	80,516	99,484
ARM-04 Book Sorter Replacement	470,000	125,027	58,444	183,471	286,529
ARM-05 IT Infrastructure Replacement	370,000	114,481	-	114,481	255,519
Library Alternative Services	450,000	14,645	-	14,645	435,355
16-14 High Availability Internet Redundancy	41,000	30,484	-	30,484	10,516
18-07 LSC Garage & Loading Dock	122,583	52,135	72,261	124,396	(1,813)
18-08 Bookmobile Replacement	400,000	-	-	-	400,000
19-02 Document Management System	160,000	46,539	33,461	80,000	80,000
Multi-Year Projects Construction Projects					
18-01 Belmar Library Remodel	4,602,522	3,312,274	1,076,475	4,388,749	213,773
19-03 South County Library	4,344,100	27,055	62,294	89,349	4,254,751
20-01 Arvada HVAC Upgrade	140,000	-	-	-	140,000
20-02 Golden Library	4,396,000	-	-	-	4,396,000
Total Capital Projects	\$ 16,019,205	\$ 3,885,955	\$ 1,304,436	\$ 5,190,390	\$ 10,828,815

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

April 30, 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
<u>\$270,000</u>	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

\$4,602,522	2020 Budget
<u>\$3,312,274</u>	2020 Actual
<u>\$1,290,248</u>	Remaining 2020 Budget

Belmar Library Renovation Project
Project - Budget to Actual
Inception-to-Date
April 30, 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
April	13,900	13,760	792,159		54,289	453		874,561
Total 2020	65,380	32,280	2,808,668	5,926	238,961	161,059	-	3,312,274
Total Expenditures	691,164	193,634	4,160,094	23,907	416,175	268,279	-	5,753,252
Remaining Budget	\$ 59,821	\$ 26,366	\$ 488,106	\$ 16,093	\$ 321,825	\$ 106,895	\$ 271,141	\$ 1,290,248

Operational Updates

Facilities & Construction Projects

Belmar Library Renovation – Progress Reporting

DATE: May 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 construction work is complete. Remaining items include minor punch list. Final back punch to ensure all items are complete, is tentatively scheduled for May 20th.
- B. Exterior work is 95% Complete. Entry canopy is complete; final asphalt work is scheduled to complete week of May 11th; landscape is 90% complete and remaining items to be complete by May 17th. Exterior Punch Walk is scheduled for May 20th.
- C. Final inspections are scheduled for May 18th. This will allow project to receive its Certificate of Occupancy.
- D. Interior Move-In of JCPL Items:
 - Shelving: Shelving locations need minor adjustments but is not holding up re-shelving of books. 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 early-June.
 - Furniture: 95% of the furniture has been delivered & installed. Remaining furniture is pending due to delayed deliveries due to COVID or re-shelving of books to free up floor space where books are currently staged.
 - Sorter: Sorter has been installed and initially tested. Sorter vendor to return to Belmar mid-May to run final testing and do training with Belmar staff.
 - Books: Books have begun to be re-shelved, as of May 4th. JCPL anticipates a 5+ week shelving duration as staff has been drastically reduced to accommodate lower counts of people inside the Belmar Library.
 - 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. JCPL IT team anticipates installation to begin week of May 18th.

III. CURRENT PROJECT OPPORTUNITIES &/OR RISKS:

- A. Certificate of Occupancy will not be obtained until Site Work is complete. This is anticipated for May 20th.

- B. Original Move-In Schedule was a 6-week duration. This schedule will be extended because of impacts to the supply chain discussed above and due to the required distancing/grouping restrictions impacting that work.
- C. 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.
 - Fransen Pittman is requiring check in & questionnaire responses from everyone entering the building. They are also wiping all high-touch surfaces once per hour.

IV. UPCOMING KEY DECISIONS:

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

V. MEETINGS:

- A. Regularly schedule meetings are complete
- B. General Site Walks Occur 2+ times per week

VI. MILESTONES PROJECTED FOR NEXT PERIOD:

- A. Final Inspections and Certificate of Occupancy
- B. On-going book shelving & library set up

VII. PROGRESS PHOTOS:

- A. See following pages:



Week 1 of Books being shelved
in Children's
Area



Exterior Landscaping and
Canopy Facia complete



Some of the colorful furniture in Children's Area (not at final placements)



Bench & Views in Teen Zone



Furniture in Reading Room

Board Governance

administration

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

jeffcolibrary.org



TO: LIBRARY BOARD OF TRUSTEES
FROM: CHARLES NAUMER, CHAIR
DATE: May 12, 2020
RE: **PROPOSED 2021** GOVERNANCE BUDGET - POLICY 4.8.2

The Library Board will consciously invest in its ability to govern competently and wisely. Accordingly, costs will be prudently incurred, but sufficient to ensure the development and maintenance of superior governance, including funds sufficient for:

- A. Library Board training, including publications and dues.
- B. Library Board member travel/reimbursements to annually attend the Colorado Association of Libraries (CAL) annual conference, national conferences, and non-conference travel, as appropriate.
- C. Auditing and other third party monitoring of organizational performance.
- D. Surveys focus groups and opinion analysis (included in Communications budget).
- E. Library Board-hosted ownership linkage/outreach events.
- F. Library Board meeting and retreat costs.

Account Category	Account Number	Account Description	2021 Proposed 05-21-20	2020 Budget
426000 - Supplies	426137	Office Supplies	100	100
	426183	Recognition/Appreciation	300	300
	426190	General Supplies	100	100
	426390	Food Supplies	100	100
	426440	Professional Publications	200	400
433090– Professional Services	433090	Professional & Technical Services (Other) Pine Library Contribution	1,500	1,000*
435600 – Dues, Meetings, Training	435625	Food/Beverages	6,500	6,500
	435630	Professional Dues	750	750
	435635	Business Meals	750	1,000
	435640	Training and Education	2,000	2,000
	435660	Conferences and Trade Shows	15,200	15,200
435800 – Travel	435850	Mileage	1,000	1,000
TOTAL			\$28,500	\$28,450

State Conference (CAL): 7 @\$350.00 = \$2,450; National Conference(s): 5 @\$2,560.00 (NLLD, Washington DC, ALA Annual Conference, Chicago, IL: June 24-29, 2021) = \$12,800.

Membership Dues: ALA Trustee Annual Membership \$65 each; CAL Trustee Membership \$45 each.

*Increased to \$1,500 by the Library Board at the January 16, 2020 Board Meeting

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



jeffcolibrary.org

JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES PROPOSED 2021 BOARD MEETING SCHEDULE

<u>LIBRARY BOARD STUDY SESSIONS</u>	
<u>5:30 PM</u>	
<u>Date</u>	<u>Location</u>
January 14	Administration Conference Room
February 11	Administration Conference Room
March 11	Administration Conference Room
April 8	Administration Conference Room
May 13	Administration Conference Room
June 10	Administration Conference Room
July 8	Administration Conference Room
August 12	Administration Conference Room
September 9	Administration Conference Room
October 14	Administration Conference Room
November 11	Administration Conference Room

<u>LIBRARY BOARD MEETINGS</u>	
<u>5:30 PM</u>	
<u>Date</u>	<u>Location</u>
January 21	Lakewood Library Meeting Room
February 18	Lakewood Library Meeting Room
March 18	Lakewood Library Meeting Room
April 15	Arvada Library Meeting Room
May 20	Columbine Library Meeting Room
June 17	Evergreen Library Meeting Room
July 15	Golden Library Meeting Room
August 19	Standley Lake Library Meeting Room
September 16*	Belmar Library Meeting Room
October 21	Lakewood Library Meeting Room
November 18	Lakewood Library Meeting Room
December 9	Combined Study Session & Board Meeting Lakewood Library Meeting Room

*May need to be rescheduled in observance of Yom Kippur

Arvada Library 7525 West 57 th Avenue, Arvada	Belmar Library 555 S. Allison Parkway, Lakewood
Columbine Library 7706 West Bowles Avenue, Littleton	Evergreen Library 5000 Highway 73, Evergreen
Golden Library 1019 10 th Street, Golden	Standley Lake 8485 Kipling Street, Arvada

ADMINISTRATION

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

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Jefferson County
PUBLIC LIBRARY