

BOARD MEETING

JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

June 18, 2020



Jefferson County
PUBLIC LIBRARY

APPROVAL OF AGENDA

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

ITEM# / ACTION	Thursday, June 18, 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. May 14, 2019 Study Session Minutes2. May 21, 2019 Board Meeting Minutes3. Baker & Taylor Contract Renewal Authorization4. 2021 Governance Budget 4.8.25. 2021 Board Meeting Schedule6. City of Lakewood Agreement Extension
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 Report2. Library Variance• Strategy and Engagement <u>Finance and Budget</u><ol style="list-style-type: none">1. Long Term Planning scenarios2. Financial Report (May)3. Belmar Project Financial Report• Public Services<ol style="list-style-type: none">1. Return to In-person Service• Facilities and Construction Projects<ol style="list-style-type: none">1. Belmar Project Update

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

8. Action as Needed	Items Removed From Consent Agenda (4.3.4) The Board may address and/or vote on any items that were removed from the Consent Agenda
9. Emerging Issues Action as Needed	
10. Action as Needed	Ends <ul style="list-style-type: none">No items
11. Action as Needed	Board Governance <ul style="list-style-type: none">No items
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">July 9, 2020 – Study Session – 5:30 pm – To be determined - Pam Nissler Conference Room at Library Administration or Online via WebExJuly 16, 2020 – Board Meeting – 5:30 pm – To be determined - Golden Library Meeting Room or Online via WebExAugust 13, 2020 - Study Session – 5:30 pm – To be determined - Pam Nissler Conference Room at Library Administration or Online via WebExAugust 20, 2020 - Board Meeting – 5:30 pm – To be determined – Standley Lake 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	Announcements/General Information Sharing <ul style="list-style-type: none">Report of the Chair – Correspondence, OtherOther Announcements
16. Adjournment	

CONSENT AGENDA

TO: Library Board of Trustees

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

DATE: June 9, 2020

RE: Consent Agenda for the June 18, 2020 Board Meeting

1. Approve the minutes of the May 14, 2019 Study Session
2. Approve the minutes of the May 21, 2019 Board Meeting
3. Baker & Taylor Contract Renewal Authorization
 - Authorize the Executive Director to sign the second renewal of the Baker & Taylor contract within the approved 2020 budget.
4. 2021 Governance Budget 4.8.2
 - Trustees adopt the proposed 2021 Governance Budget
5. 2021 Board Meeting Schedule
 - Trustees approve the 2021 Board Meeting Schedule.
6. City of Lakewood Agreement Extension
 - Authorize the Executive Director to sign the extension of the Intergovernmental Agreement with the City of Lakewood to place the alternative delivery systems within the City of Lakewood property through December 31, 2020.

Jefferson County Public Library Board of Trustees
Study Session
May 14, 2020 – 5:30 pm
Online Meeting via WebEx

TOPICS:

- Library Response to Covid-19
- 2020 Strategic Impacts
- 2020 Budget Recommended Adjustments
- Return to In-Person Service
- Intergovernmental Agreement with the Foothills Park & Recreation District
- Financial Review (March)

Call to Order

Charles Naumer, Chair, called the Study Session to order at 5:34 p.m.

Other Trustees present: Kim Johnson (Vice-Chair), Pam Anderson (Secretary), John Bodnar, Jill Fellman, Jeanne Lomba and German Zarate-Bohorquez.

Trustees not present: All Trustees were present.

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; 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.

Guests: No guests.

The Chair opened the meeting with an acknowledgement of the hard work staff is doing and noted the challenge of working through a situation they have not faced before.

Library Response to Covid-19

The Executive Director introduced the topic and provided an update on the Library's response to COVID-19 and the closure of our buildings to the public. It has been almost

9 weeks of closure at this point. Tomorrow will mark the end of the 9th week. This is our first study session since the order to close the buildings to the staff and public. The Executive Director thanked the Board for their support during this unprecedented time in our lives and in the history of Jefferson County Public Library. We are grateful to have a Board that cares about its community and the Library.

As an introduction to this topic, the Executive Director acknowledged the extraordinary work of the JCPL staff in the Library's response to this pandemic. She also acknowledged the support the Library has received from our partners in Jefferson County, particularly the commissioners, the county manager, public health and county human resources. They have been a great support to JCPL. She noted that she would be remiss in her duties as the executive director if she did not call out the extreme difficulties and challenges of the work of the Library at this time as well as the extreme productivity, creativity, and adaptability of our staff. She's proud of the Library's response to this emergency.

Speaking to adaptability, a lot has changed again since the last Library Board of Trustees meeting on April 23. We have new public health orders, the update was posted this past Monday, May 11, and added not only clarity but authorization for the curbside services portion of the Library's plan for a gradual return to in-person services. Details of this service and the timeline will come in a later topic on the agenda.

Continuity of Operations

The Executive Director provided a brief update on the Library's continuity of operations. As it is for organizations across the county, state, country and world, the COVID-19 crisis continues to be one of rapidly evolving conditions. As reported previously, the library shifted its operation to be in emergency response mode using an incident command structure during this time. In that structure, we expanded our digital offerings and moved our entire service efforts online and our workforce to work from home. Our communication efforts included new needs to respond to for our partners and residents. Our collaboration with our community took on new urgency and importance. In the last several weeks, we've added a second tranche of work, also operating in an incident command structure, a separate structure to plan and implement a return to in person service. In addition, our business as usual work in Finance and Budgeting, Information Technology, Human Resources, Facilities and construction continues. All this work goes on behind the scenes as well.

We are playing the long game here. We see this next normal continuing for at least the next 6-8 months. In this environment, our digital and online services will remain an important access point for people's use of the library at least through the end of the year. We will spend some time on that today. The purpose in emphasizing this point is

to inform the Board about the Library's choice to take a measured approach to returning to in person services, and emphasize the importance of our current use of the library that demonstrates demand for these services and value to our residents while the libraries are closed to the public

Providing Remote Service

The Executive Director provided information on the use of library services in a remote environment:

Digital Downloads: For our collection, we expanded the availability of digital materials right away. That resulted in a 40%-100% increase on various platforms, with over 54,000 unique users accessing our databases or downloading materials. More than 9,000 of these are people who are new to using digital content since the library buildings closed.

E-reference and Phone Service: Our call center staff has been fielding reference and technical support inquiries by phone and email, answering over 50 questions each day and supporting patrons with account questions, directional questions on our website, help accessing e-resources, as well as providing customer service in answering questions about our current and upcoming programs and services.

Online Library Cards: We continue to gain new users by people signing up for new library cards online. Residents are seeking digital content and access to placing holds on materials online. New library card registrations since March now exceed 3,500 and continue to grow each week and we are seeing growth in online library card use.

Book A Librarian: Our Book A Librarian service has seen well over 100 appointments by phone, email, and virtually. This service is growing as well. Our librarians are helping customers successfully access digital materials and databases, providing answers about resources related to business and legal forms, and helping patrons with step by step instructions and support on setting up tools for remote working and communicating with video conferencing apps, email by phone and other devices, and many more helpful tools to help customers through this time.

Programs: Another bright spot. Our program offerings continue to expand as we adapt to interests and needs. We currently have had 75 programs with plans for many of them to continue as the summer months approach. Our total program attendance during this time is nearing 5,000. Story times are very popular and continue to draw attendance over 100 when they are live with views of those recorded Story times reaching over 500 that same day and 1,000 during the week. The Executive Director invited the Trustees to take a look at one of the story times for a fun experience. Customers have come together on virtual trivia nights, book groups, and "crafternoons" for tweens. More information

about the summer reading program is in the information packet for the board meeting next week. There can be more discussion about the programs next week.

Outreach: There is more detailed information about our outreach efforts in the Executive Director's monthly report for further discussion next week.

Wi-Fi Use: We consistently have about 500 people connecting to our Wi-Fi from their cars and around our buildings on a given day. This allows people to get their school or other work done remotely when they don't have reliable internet at home. There was an article about a teacher doing her class from a parking lot using library Wi-Fi. We've seen more than 13,000 unique Wi-Fi uses since our physical closure and now that we're in the safer at home stage, we will be promoting this library resource to our residents so more people know about it.

Social Engagement: Patrons and residents are listening and engaging with an increase in followers across all our platforms. Many are tuning in to YouTube to see our programs, and they continue to learn about our available services through all of our social media outlets and through our emails. There is more than just fun going on. The Executive Director recommended that the Board stop in for one of the programs or follow us on social media to see how our residents are engaging with the library

The governor's updated timeline, also released on May 11, states that after June 1, the state will decide if the safer at home order can be further modified to phase in other things like summer activities and public spaces like libraries. Libraries are now listed in the orders when before they weren't mentioned. This helps us have idea of when the next things might happen for us.

As the public health orders change, we are starting to look forward to designing library services in this new frontier. There is no settling in. Everything we try is a new adventure. In our next study session topic, Rex Whisman, our director of strategy and engagement, will walk the Board through some of the impacts to our 2020 strategy that we're seeing in this new landscape.

In response to a question, the Board was advised that the Library will bring more specific information on teen programming to the Board meeting next week.

Trustee Fellman applauded the Library's use of the term "next normal" in this uncertain time and noted that term is being used in other places. It is really important for us to say that we don't know the end game. The next normal is here. The Chair also applauded that term and noted that moving past the stage where we are getting guidance at the state and county levels, we recognize that we have patrons with

different levels of comfort. Some will not be comfortable coming back into the libraries and over the long term, this is something to think about. It could be for a longer period of time than 6-8 months, it could be a year and a half or more.

2020 Strategic Impacts

Rex Whisman, Director of Strategy and Engagement, addressed the Board and introduced the topic. As the Board might recall, the draft 2020-2025 strategic plan was presented at the January Board meeting. Several Trustees had some suggested recommendations to make modifications to the plan. The Library shared that revised plan at the February Study Session and at that same time, shared eight initiatives. Each division director shared examples of the projects planned to support those ends and priorities. Shortly after that, the decision was made to shut down Jefferson County. Donna Walker shared the Library's response and as we shift to the next pivot, a gradual return to services, we thought that it is time to revisit our strategic plan.

Strategic Planning

- Invest Our Ideas
- Respond to Market Conditions
- Justify Our Decisions
- Position JCPL for Whatever the Future Holds

Our draft 2020 – 2025 Strategic Plan states, “strategic planning helps determine how best to invest our ideas and be responsive to market conditions and competition, as well as justify our decisions and effectively position JCPL for whatever the future holds.” Those words might never be timelier.

The Board of Trustees ends statements and the Library's strategic priorities remain relevant, and serve as the validating guideposts for our decisions and actions during the closure of JCPL's buildings, and our planning for a gradual return to in-person services, in response to COVID – 19.

Ends Statements

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

Strategic Priorities

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

As the Library pivots towards a gradual return to in-person services, and remote and alternative services that will continue into the next normal, the eight initiatives from the 2020 – 2025 strategic plan, which support our strategic priorities, remain relevant too.

However, because of unexpected circumstances from COVID-19, our budget will be impacted and necessitate a strategic shift in our approach to projects in 2020.

Strategic Impacts

- Eight Initiatives Remain Relevant
- Unexpected Circumstances from COVID – 19
- Shift Our Approach to Projects
- Adjust Budget for 2020

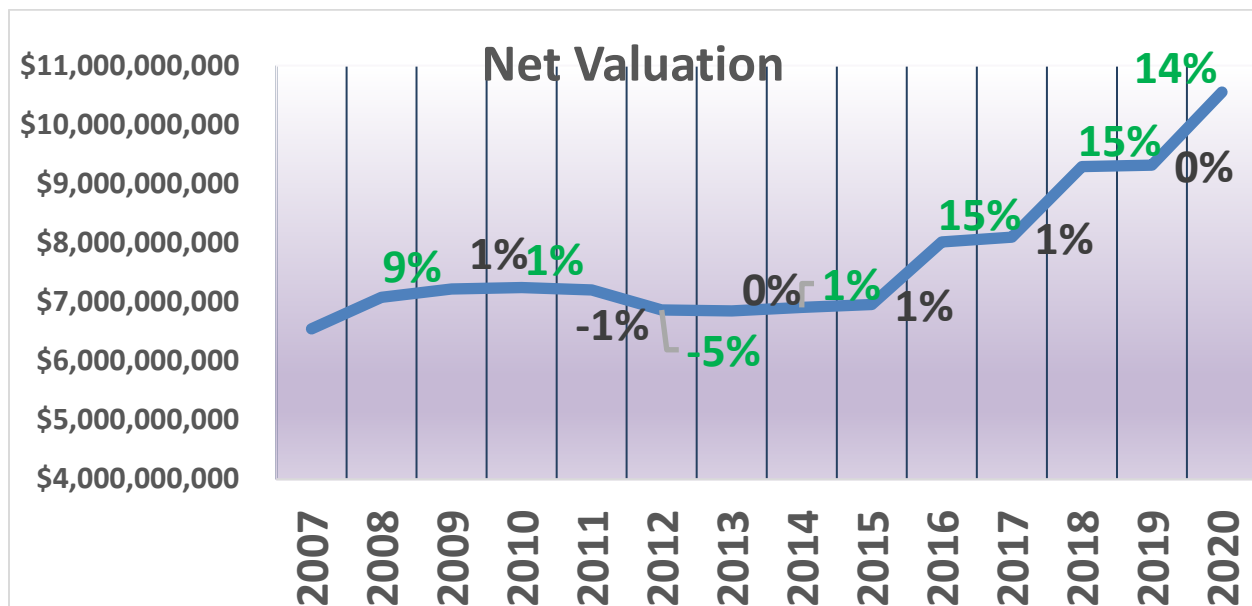
In considering the experience for students, teachers and families and what JCPL looks like next fall, we will expand and grow our partnership with Jeffco schools, building more literacies. The fifth strategic priority, grow sustainably, was in consideration of lots of growth opportunities and some of those probably need to be revisited while still maintaining the spirit and dedication to sustainability and viability.

At the February Study Session we reviewed the eight initiatives and those remain relevant as well. Alternative services, creative technology, organizational change and strategic communications. Due to unexpected circumstances, necessitates a shift to our approach to those projects and leadership teams as we make the pivot to return to services and move to the next normal – the ends statements and strategic priorities will still be our beacons of hope through the fog we’re experiencing at this time.

The Chair expressed appreciation for bringing everything back to the strategic language and the need to adapt given the situation we’re in. Trustee Anderson noted that it is validating and gratifying to see how the strategic plan can apply in such a different world.

2020 Budget Recommended Adjustments

Barbara Long, Assistant Director of Finance and Budget, introduced the topic and provided information on the proposed adjustments to the current year budget. The Library is dependent on property tax which is 98% of the budget and the largest source of funds. We are relatively fortunate with the stability of that resource as compared to sales tax. Property tax is based on the assessment from a year ago and we will not see steep declines immediately. Unfortunately, it can lag and the decline can last a couple years longer after the economy has recovered. Now there are special circumstances – higher collection risks and other risks associated with other revenue.



The chart shows how much the revenue has grown in the past few years. It is so easy to get used to growth year after year – but previous years did not show that kind of increase and you see a flat period after the last recession. Property tax lags the economic event and how much time it took before values started to increase again. This is a visual picture of how long things could potentially take to get back to growth. The recommendation is to plan for a 5% reduction for the current year 2020. This is a little conservative based on what we’ve seen so far and there is still lots of uncertainty. There are some actions the library would plan to take immediately in order to bridge that gap if the board members agree with that.

The Library acknowledged comments and responded to questions as follows:

- The breakdown between commercial and residential property tax revenue is 55% commercial and 45% residential.
- The 5% projection is considered conservative because the source is the last property tax assessment. It would not be conservative if the projection were applied to the next assessment year.
- The Library acknowledged Trustee Anderson’s suggestion to keep an eye on the bi partisan interest in amending Gallagher and other potential impacts with the state budget crisis.
- The Library acknowledged Trustee Johnson’s comments that the ability to be financially nimble and respond to this crisis lies in adjustments to the capital plan and the need to see that long term plan before forming additional questions.

The Executive Director advised the Board that long term information is included in the packet for the Board meeting next week. New financial planning information came out yesterday that shifted what the Library had been discussing and was prepared to

present. There have been no decisions made on FTE. The library is looking at what services will look like for the next 6 to 8 months, evaluating what patrons are currently using and deploying people in other jobs to get that work done. When we have the discussion next week on the longer term forecast, we may reallocate people to do other work if that is the new work that is needed in the next normal.

The Chair noted that next week is an important meeting with the topics of the facilities master plan and the longer term planning scenarios. It will be an opportunity to go over these items in much greater detail.

In response to additional questions, the Board was advised that:

- It is correct that the property tax assessments are based on 2018 and we are in a period where they could be contested. This is the first year of the 2-year assessment period and there could be small modifications – not like the full assessment where there could be larger adjustments. We won't see large changes until the 2022 budget.
- The Library agrees that the big risk is in people not being able to pay taxes. We will have to watch as the revenue comes in. April 30 and June 30 are deadlines for property tax payments. In the past we have seen the bulk of revenue by the end of August with some, not insignificant, coming in September. Mid-September is when we will have the August numbers. We will have to watch month by month to see if it is on track.
- The Library will advise the Board as soon as possible. The County doesn't really see the revenue any earlier than we do. Maybe 1.5 weeks. We see it as soon as it's posted to the books.
- The Library expects that we will have a better idea of revenues by mid-August.
- The \$400,000 proposed reduction to the collection focused on physical materials.
- The Library is asking for Board feedback on reduction planning and the items listed were ideas of how we could respond. The bigger items included in the "multiple other reductions" decreased spending on furniture and extra storage for security cameras. There is a commitment from library staff to be conservative on operations and we are usually able to see savings in a variety of areas with that commitment to watch the dollars and save in a large number of budget line items.
- It is true that taxes not paid by the property owner will be auctioned off at some point. If there are more delinquent property tax bills – we will see delays so our August numbers may not show the full picture. October is when the property tax lien sale takes place. It is such a unique situation now that we are talking about things we would normally not consider.
- The Library acknowledged the concern about commercial properties.

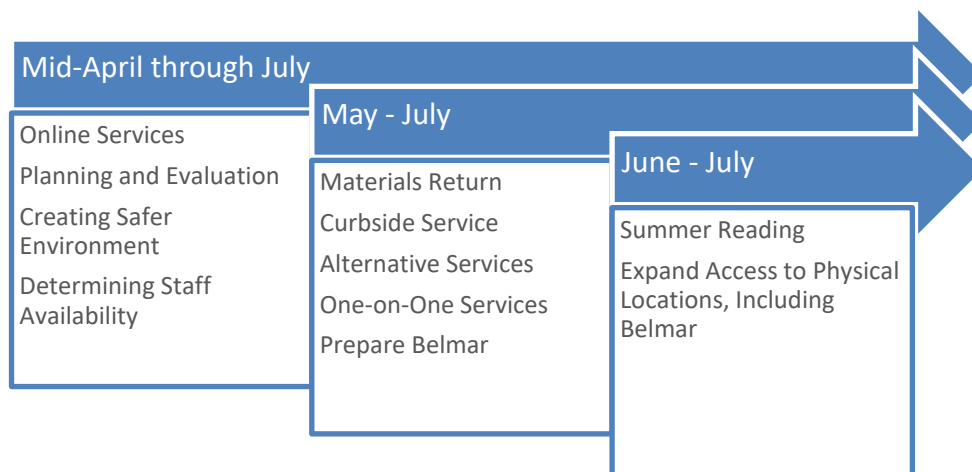
The Executive Director thanked the Board and acknowledged that with the new information received yesterday, the recommended approach is to wait until the Board reviews and discusses the long term numbers before giving any direction on the Library's 2020 assumptions.

The Chair noted that it is more important now than ever to make sure we do have consensus among the Board. With the healthy and robust discussions there will be situations where we don't have unanimous consent and will need to move to majority consent. Moving forward there will be more breaks in the discussions to get consensus. The Chair acknowledged Trustee Bodnar's request to look at staffing levels to reduce. The Executive Director noted that the proposal before the Board is to wait until the Board reviews more information on the long-term financial forecast and the Board's preference on that strategy and those numbers next week. The Chair requested that each Trustee respond and reach consensus on the proposal. Each Trustee responded in the affirmative and the Board reached consensus on the proposal.

Gradual Return to In-Person Service

Julianne Rist, Director of Libraries, introduced the topic and thanked the Board for their time and the opportunity to provide a brief overview of what the in-person services might look like.

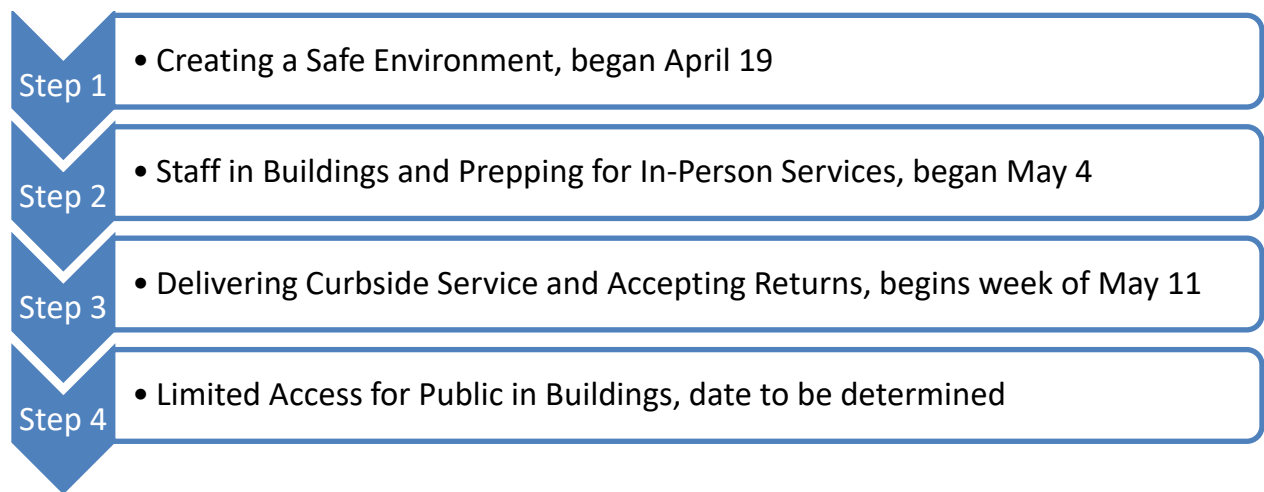
JCPL intends to provide library services at our physical locations in an incremental manner, responding to current circumstances and changing conditions, while keeping the health and safety of our staff and community, our first priority. When preparing for a safer return to services and reopening our buildings to the public, JCPL will align our process with other county agencies and neighboring library systems. We will adhere to, and follow, current orders and guidelines from governing authorities.



Looking at the diagram from the left, each level builds on top of what came before it, so we will continue to offer more services when it is safer to do so. We quickly offered expanded digital programming, remote services, and increased digital material and

resources when the buildings closed. We started planning for more staff in the buildings, we will then add curbside delivery and returns, and will reactivating our library to you services. We will be taking each step individually, and evaluating when we are ready to add the next thing based on current guidelines and demands.

The process for safely providing in-person services for JCPL entails the following strategic steps, in priority order, with some overlap.



Step One: Creating a Safer Environment. JCPL ensured that Staff have adequate Personal Protective Equipment (PPE). Buildings are cleaned and continue to be cleaned. Staff are surveyed so that we can accurately tally who is available to work in physical locations, who is available to work remotely, and who is unavailable to work, we can ensure staff can work and meet social distancing guidelines

Step Two: Staff in Buildings and Prepping for In-Person Services Staff are trained in new ways of providing library services, handling materials, proper use of PPE Staff, and are comfortable and confident for in-person services

Step Three: Delivering Curbside Service and Accepting Returns. Standley Lake Library starts this week. Start curbside delivery of holds and accepting returns. We will pilot services and then expand to other locations. We will offer curbside delivery 7 days a week at 8 locations (Not Belmar and Conifer). The hours will be 10-5. We will also expand the call center hours to match. Library-2-You begins delivering materials to centers, facilities and homebound residents, as well as possible expansion of homebound services and books by mail. Hold Lockers for Belmar utilized for pick up.

Step Four: Limited Access for Public in Buildings. Access for the public will begin by limiting the number of people in the building with one-on-one services or scheduled appointments and limiting access to specific areas. As gathering size numbers are

increased areas of the building will open and services may change. Social distancing standards will need to be maintained.

The following services go on continuously throughout the plan and are integrated at the appropriate time to any step during the process.

Programming: Virtual, remote and call in, March 23 to current. Highlighted successes – adding new programs – recreated summer reading so it is online.

Digital Services: E-materials, streaming items, and website, March 23 to current – updating website - just launched new page for curbside. Collections shift budget to meet increased demand on digital materials.

Other Services: Such as support to vulnerable populations, support to businesses and Book-a-Librarian appointments, March 23 to current – continued without interruption.

Alternative Services: Non-staffed services like vending machines and lockers, mail delivery, and delivery of materials to bookmobile stops. Surveying current stops the week of May 2. Hold Lockers at Belmar will re-start the week of May 18. Library-2-You creating plan for home bound.

Description of how curbside works:

- Scheduled 105 appointments at Standley Lake Library starting Saturday.
- A person will receive their hold notice in the same manner they did before the closure. The email will have a link in it, and when the person clicks on that link they will be taken to an online form to schedule an appointment. Or they can call and schedule an appointment with the call center.
- When they arrive at the library there will be marked parking spots with a phone number. When they call that number a staff person answers, and will check out the items, staple a receipt to the bag, and take it to the car where it will be placed in the trunk.

JCPL is excited to offer curbside services and expand to more locations. Due to the constantly changing environment, the plan will continue to evolve, with immediate priorities covering the next 4-6 weeks. This plan is a living document that will be updated and adjusted regularly to meet the current needs of our community. In-person services will be added and adjusted accordingly

Jefferson County Public Library has created new ways to work effectively and remotely during these challenging and uncertain times. We have collaborated to ensure the well-being of our staff and community. The lessons learned will allow JCPL to become a

more nimble organization that quickly pivots services and resources to meet our community's needs in a healthy and safer manner. We will reflect on what we have gained from responding to COVID- 9, to keep us resilient, and to create an innovative and sustainable leading-edge library system for our community long into the future.

In response to questions the Board was advised that:

- Patrons will be advised as the locations come up for curbside pickup through the regular email and communication processes.
- Standley Lake is the first location and is a pilot for the service process. JCPL wants to give the new service a day or two to make sure we have things correct before moving on to the next location.
- There is a location order for the roll out of curbside service. As soon as we know we have the service correct we will be communicating that schedule out to everybody.
- We are starting with approximately 10 appointments per hour. The schedule is 10:00 am to 5:00 pm for people to come in for curbside. Each location will have the same schedule.
- The criteria for bringing on each location shifted because the return of materials could not go into the sorter. The plan is to start with returns in book drops that do not go directly into the sorter. Wheat Ridge is the next location.
- The Library had to change the training plan for staff because the guidelines from Human Resources around symptom checking changed from employers performing the symptom checks on site to employees doing them at home.
- The first location is always the hardest, if we can safely speed up the timeline for bringing on other locations the Library will do so. Each location is different and staff need to be trained on brand new things they have never done before including symptom checking and logging certain information. Allowing for a couple of days before each location is brought on provides the time needed for a safer and responsible roll out of these services.
- It is correct that the reason the Library is doing a pilot is to be able to respond in case something arises that wasn't anticipated. Each location will be different and if public health orders change, then our plan changes.
- Returns are accepted as curbside services roll out. Returns are handled in a specific way that also required staff training. There is a 72 hour quarantine on returns and staff have specific instructions on how to handle that material.

The Chair acknowledged the monumental task to develop, rollout and train to these new procedures and services. He further noted that there were many, many more details and logistics that had to be dealt with in order to provide these services in a way that protects the safety of staff and patrons. He expressed the Board's appreciation for the hard work.

The Executive Director advised the Board that during this pandemic, every human interaction brings with it an element of risk. It is my intent and the intent of Library Leadership to moderate our speed in implementing in person services. We feel that this more measured pace is the most responsible approach. When we consider the responsibility of the library and potential risks to staff and our community we are aligned on this approach. Our metro area peers and colleagues across the country are also moderating their approach, while responding to local conditions. In this environment, we are not competing to be the fastest, we are collaborating to be the safest. I would like to ask for the Board to continue to support us in this approach.

Intergovernmental Agreement with the Foothills Park & Recreation District

The Executive Director noted that this agreement is exciting news and that Julianne Rist and Padma Polepeddi have been working hard on this project to provide this alternative service in South County. In response to questions, the Board was advised that:

- The Library will pay the kilowatt hour rate that Foothills Parks and Recreation pays. We know the wattage usage of the machines and even at 24 hours per day the cost would be fairly nominal, approximately \$106.00 per month.
- The center is currently closed and the Library is extending the current agreement with the City of Lakewood until access to that center is possible in order to get access to electricity. The Library is working out the logistics on when to move the machines and the timeline that will coincide with when the center is open. The exact date is not available at this time.

Financial Review (March)

There were no questions.

Trustee Johnson expressed appreciation to Donna Walker and to her entire team. Meeting the daily challenges is exhausting and she thanked everyone for staying the course.

Trustee Bodnar noted that through emails he was led to believe that there would be information on patron comments during the past 9 week period. The Chair responded that the Executive Director would incorporate that into her report.

Trustee Bodnar noted that we are in the second point of the safer at home that allows groups under ten and that he wants to have in person board meetings. The Chair noted that it is hard to be able to let everyone participate including public – if we had to shut the door at ten people and have a hybrid meeting. The Chair asked for thoughts around that issue. The Executive Director responded that the public health order indicates that

public is not allowed in the buildings and is not sure how we would accommodate that. The recommendation is to stay in the remote environment as the Library does not know how we would bring the public into the building and practice social distancing. A hybrid meeting is not recommended. The Chair advised the Board that we will stay the course for May and evaluate options in June and that maybe Amber Fisher could research what others are doing. The Chair noted that a hybrid meeting would be difficult. Trustee Bodnar noted that he is frustrated that we can't be in the same room and wants to move toward that. The Chair stated that options will be looked at but for the foreseeable future we will continue with the remote meetings.

The Chair reiterated the appreciation to staff and that it is really exciting to see the plans around curbside delivery. The Board deeply appreciates the efforts of library staff and has a lot of compassion for what staff have gone through the past few weeks.

ADJOURNMENT

The Study Session was adjourned at 6:50 p.m.

Pam Anderson, Secretary

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

May 21, 2020

CALL TO ORDER – REGULAR MEETING

The regular meeting of the Jefferson County Public Library Board of Trustees was held online via WebEx on May 21, 2020. Library Board of Trustees Chair, Charles Naumer, called the meeting to order at 5:36 p.m. Other Trustees present: Kim Johnson (Vice-Chair), John Bodnar, Jill Fellman, and Jeanne Lomba.

Trustees not present: Pam Anderson.

Trustee German Zarate-Bohorquez joined the meeting at 5:56 pm and is noted below at the point he joined the meeting.

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

PUBLIC COMMENT

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

APPROVAL OF CONSENT AGENDA

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

MOTION: Jeanne Lomba moved that the Library Board of Trustees approve the items on the consent agenda as presented. Seconded by Jill Fellman the motion passed by majority vote of all Trustees present.

Items on the Consent Agenda for May 21, 2020

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.

FOUNDATION UPDATE

Jo Schantz, Foundation Executive Director, provided an update on the activities of the Foundation. The Kettering Family Foundation gave \$5,000 for summer reading. She reported that as this meeting was starting she received an email from Community First Foundation. The Foundation had asked for \$45,000 and will receive \$12,000. Library Giving Day was successful with the Foundation receiving close to \$6,000. Efforts continue to find locations for popup book sales and planning continues for the fall book sale scheduled for the third week in October. The Foundation is launching a ticketed fund raising series, authors in the afternoon, currently scheduled to begin on November 6.

Trustee Zarate-Bohorquez joined the meeting at 5:56 pm.

In response to questions, the Board was advised that:

- The length of the pause on the Gates Family Foundation funding for the Belmar Outdoor Adventure Space is unknown. The Foundation is hoping they will look at that funding by the end of the year.
- The \$12,000 the Foundation received was related to the Communities First Foundation response to Covid-19.

Trustee Kim Johnson acknowledged the hard work Jo Schantz has been doing with pursuing funding opportunities related to Covid-19. The Foundation is working hard to figure out how to move forward with book sales including the whale sale and popup sales. It is challenging in this situation to find locations.

The Board expressed appreciation to the Foundation for their continuing efforts.

EXECUTIVE TEAM OPERATIONAL UPDATES

Executive Director Report

The Executive Director addressed the Board and provided information on teen programming in response to a request at the May study session. Programming for teens over the summer includes our teen group helping with online content, summer reading, virtual programs and their own social media accounts. They have been promoting summer reading and the teen advisory board and teen volunteers are working to connect with our seniors who may be feeling isolated. There are coding camps, robotic programs, book groups, dungeons and dragons, escape rooms and opportunities for teens to earn community service hours.

Curbside service started last Saturday at Standley Lake and Wheat Ridge is now up and running those services as well. The pilots are getting good use and we will speed up bringing on other locations. Golden and Evergreen will come up this week and Arvada, Columbine, Lakewood and Edgewater will come on line with curbside and returns by the end of next week.

In response to the interest expressed regarding patron feedback, the Library is experiencing what would be expected in terms of patron comments. There is a three to one ration of positive to negative comments. Half of the communication from patrons are questions about their accounts with the most frequent question being when I can return my stuff.

In response to questions, the Board was advised that:

- With any new service there is an uptick in communication.
- The Executive Director has discretion regarding patron comments and when they come before the Board. The Library receives all types of comments all the time as part of daily operations and responds to them. If something raises to a level that causes concern or are unusual, the Executive Director would advise the Board.
- The Library follows state laws regarding patron privacy and does not keep a record. Patron comments are records that are not kept unless there is a clear need to keep them. When a new library is opened we request input from the community to inform us and keeps that input but they are cleared out after a certain amount of time.
- Curbside services are by appointment. With two locations there is a steady flow and it is a mediated service limited to picking up holds. The library does expect it to pick up as more people are aware of the service. Only 12% of people did not show up for their appointment. There were 13,000 items on hold across the system last week and we will see how many of those holds get picked up. The service is being well received and the library has received many nice comments from patrons.

The Board expressed appreciation to the Library for working to get curbside service up and running and acknowledged the huge amount of work required to provide this service. The Executive Director inquired if there were any questions about her monthly report. There were no further questions from the Board.

Facilities Master Plan

The Chair introduced the topic and noted that to reach alignment, the first thing we need to look at is the facilities master plan. He then turned the topic over to the Executive Director.

The Executive Director noted that the first time the Board reviewed the facilities master plan was in February 2018 when it was presented by a consultant, Group 4 that worked with a library team. Julianne Rist and Steve Chestnut brought forward recommendations on how we might move forward. The plan looked 20 years out into the future. There were some Trustees currently on the Board who were here then. We brought the plan to the Board last year at the extended study session. We look at the plan every year to update the plan and keep it fresh. The plan in the packet today was originally in the March packet and that meeting was cancelled. We put the plan in the packet for this meeting and in the meantime things changed. The plan was based on continuous growth in the long term financial forecast – the recommendations in the facilities master plan don't match those financial planning scenarios. Last week when we saw some changes and the potential Gallagher impacts the scenarios changed. The purpose of looking at the facilities master plan is to inform the board and familiarize Trustees with it. The plan sets the stage for us to take care of our assets and growing where we need to grow based on demographics and future growth in the county.

The Chair asked if, in terms of this plan and where we are now, there is potentially some flexibility.

The Executive Director responded that there is always flexibility and that's why we bring it forward every year and there are new people on the Board. The chart at the end of the report is in priority order and you can see that Golden came in as new opportunity. The Board will see in that scenario that shows a 15% decline in revenues starting in 2022, that we are recommending a shift there. We are taking care of our assets if we are going into a contraction rather than growth. We bring this back every year for the Board's decision making.

The Chair asked for updates on the Golden project.

The Executive Director responded that the City of Golden was in the middle of their public engagement and were going to go to a vote this November. Their plans have changed and if they go to vote at all it would be November 2021. They will also have a long term facility plan for Clear Creek. Everything has shifted and the Library moved that project out.

Trustee Bodnar asked if he was correct that he read that we are still moving forward with expanding in South County.

The Executive Director responded that as of right now we have stopped all activities for South County. The Library was going to start conversations with the public in April – that all changed. When you look at the long term financial plan we moved it off for the Board to see that. If we're going to see a big contraction coming – moving forward with South County would not be recommended. We have Evergreen coming first as an asset to maintain rather than growth.

Trustee Bodnar stated that he feels South County still needs to be the number one priority and asked to continue that once we come out of this unique situation and that he doesn't see any reason to not do that.

Trustee Fellman noted that she agrees with Trustee Bodnar. Not doing South County tomorrow but she wants to know when we're going to do it and if we have a plan for how and when to prioritize that knowing and understanding it can change.

The Chair noted that there can be more discussion about that during the longer term scenarios discussion. The Chair asked if there were any questions about the master facilities plan. There were no questions from the Board.

Strategy and Engagement - Finance and Budget Department

Long-term Planning Scenarios

The Executive Director introduced the topic and advised the Board that Barbara Long, Assistant Director of Finance and Budget, will walk the Board through the planning scenarios. The Board will see where we moved things around and see what happens. The five year capital plan will be based on input received from the Board today if the Board is ready to do that.

Barbara Long advised the Board that she would present planning scenarios on how the Library is going to plan for the future. The first scenario is a 15% decrease in assessed value and based on that discussion she would like the Board to look at the original long term plan which is based on the Library's experience in the last recession which was a 5% decrease. In that scenario, the largest decrease in assessed value was 5%, then there was a

period of time where it is flat and then we started seeing increases. The key lines to look at in the scenarios is total operating expenses. South County is the same timeline and opens in 2022 and immediately the room between sources and operating dollars becomes much smaller and this scenario causes some problems at the end – which could be seen as reasonable. In switching to the next scenario, last Tuesday the Library saw information from the State Division of property tax and their assessment rate. In order to stay in compliance with Gallagher residential drops from 7% to 5% and that means it's a larger decrease in the next assessment year and it's a much more dramatic decrease than what we were looking at which was based on the last recession's impact on property values. This second scenario is responding to that news. Under this 15% scenario we have sources in 2020 and 2021 with no changes and then a 15% drop.

Because the effect of such a steep drop in revenue and the gap it creates there is a cut to salaries and benefits to 2020. A cut in the current year budget allows for sources to exceed operating expenses. But in the capital plan there is nothing in that plan until the second year of the next assessment. That is driven by the operating costs that we would see when we open South County and the desire not to have operating go above total sources until revenue comes back up to point where we can afford it. It looks pretty drastic but allows some room to maneuver – essentially using the fund balance we have now to be able to allow for capital projects and alternative services in the future. It includes taking care of assets. Not putting off maintenance and taking care of the assets the library owns now. This is something to look at each year, and as we get more current information. A key driver is the next assessment in 2022 projecting a relatively steep and unprecedented drop in property tax revenue. The Library realizes this is not a good scenario and it is not developed as completely as we usually have it – but this shows how the library can continue sustainably and the impact of an expansion on those operating costs.

The Chair asked a clarifying question. In the 15% model – that is taking into account the change in the ratio primarily and not a decrease in property value as a result of the pandemic.

Barbara Long responded that is correct. She took that information from the joint budget committee that showed an impact of the lower 5.88% residential to 2019 assessed value – showing up in current year budget. Their report just showed the impact of that change it was about 12% for Jefferson County and was rounded to 15% to take into account some of those decreases leading into assumption.

Trustee Fellman addressed the Board and noted that looking at the financial assumptions, it shows that staff salaries and staff is taking a cut and she understands that, but she is just not sure that we can maintain a staff with cuts while facilities are being expanded. Looking

at the balance between staff and facilities, she is coming down on the side of staff and adequately compensating our people. Facilities can be wonderful but if we don't have good folks in them the services won't be what we need. How do we maintain the quality and excellence we have now at a lower rate. A 15% drop is scary and probably realistic as well. She noted her appreciation of the work on these scenarios but stated that we have to look at that and understand that we can't ask staff to bear the cuts if we move forward and expand facilities.

Barbara Long noted that essentially, a cut in the salaries and benefits budget reflects not hiring positions that we had planned to hire and is a pause in hiring.

The Executive Director clarified that the organizational assessment plan addressed the Library being understaffed for all the lean years. In 2020 and 2021 the hiring plan was spread out and 2021 was going to be our final year – and now we've stopped it. It wasn't a plan to add staff for new facilities, it was a plan to get JCPL to a point of staffing more aligned with our peers. We are holding in place right now. It is hard to envision a growth scenario right now.

Trustee Fellman noted that she agrees we are not in a growth scenario and that we can't expand on the backs of staff and what they do every day. There needs to be some back fill and we need to think about everything else that is happening. She noted that it's really important that we look at staff and make sure we are staffing adequately and appropriately. She noted that she understands there are a lot of cuts out there, but when we talk about what's happening here we can't stop thinking about staff.

Trustee Johnson inquired about how long the pause in filling positions is in the long term scenarios. Barbara Long answered that they have not been plugged into the scenarios at all.

Trustee Johnson noted that she agrees with Trustee Fellman and she would like to see one of our priorities in these assumptions does look at staffing levels to get to where the intent was and to continue to deliver the services promised in the mil levy campaign. We do want to see our facilities expanded. It is one of our promises, but she does not want to do that in debt. She would like to see South County moved up a little bit – the fund balance is pretty high in this scenario. Knowing that everything changes every day, we take a big deep breath right now. We move South County closer but we take another breath before we move on any property, maybe 2024, and it could be pushed out later. She noted that she worries about the message it sends if we push it too far out. She understands leapfrogging Evergreen and doesn't disagree with that thought process. It's going to be important to pass the budget and the longer term plan, but it is possible we could look at

an amended budget next year. There is too much unknown at this point and she wants us to be nimble and responsive but not on the backs of our staff.

Barbara Long expressed appreciation for that feedback. Because there is quite a bit of fund balance now, and absolutely organizations have used fund balance to support operations and services during periods of downturns that is not plugged into the plans. It is certainly something we can do if that is the Board's direction. That approach is something that can be affordable. The next point to revise this plan, in addition to every year, is around August or September of 2021 when we get the assessment information for 2022-2023. It will be a telling point for us to say maybe we start Evergreen earlier. Definitely this plan will change.

Trustee Johnson noted that she appreciates the library looking at additional operating costs for South County and, fund balance aside, that when South County comes on board, we are doing that out of operating income and not out of fund balance right off the bat.

Trustee Bodnar addressed the Board and asked for clarity around the logic behind the 15% reduction, residential versus commercial and Gallagher. Barbara Long responded that Gallagher is in the constitution and requires a ratio of 55% commercial to 45% residential.

Trustee Bodnar inquired about how the income we generate would change that and won't it still be the same amount. Barbara Long responded that the bottom line is that commercial is dropping so residential has to also drop.

Trustee Bodnar inquired about the 15% drop in commercial. Barbara Long responded that the information was in the report from the property tax administrator. The assumptions that went into the 5.88 assessment rate, a drop in oil and gas, a drop in commercial and a slight increase in residential values.

Trustee Bodnar asked about the 5% decrease scenario which is at least for the next year and noted there is no drop in income. Barbara Long responded that it is still the same assessed value with the potential for collection decreases.

Trustee Bodnar noted that there will be no decrease because of the lien sales and then the taxes will get paid. Barbara Long responded that she hopes so, but also thinks we need to plan for things we haven't seen before. Trustee Bodnar stated that is a stretch and that the property taxes will get paid.

Trustee Bodnar asked what the current reserve balance is at the end of 2020. Barbara Long responded that at the beginning it is \$18 million. That is pushing off most of our capital

projects – that's \$8 million in both scenarios showing us saving money this year and potentially next year – and pushing off capital projects.

Trustee Bodnar noted that the fund balance at end of 2020 on table 2A is \$38 million. Barbara Long noted that in Table 2A, it reflects having collected over 60% of property tax this year and we do spend that down.

Trustee Bodnar stated that if we don't do these projects we don't we have to add those back in. Barbara Long noted that it doesn't address all those details and the scenarios were prepared for the Board to see the big picture by showing the revenue drop and asked for input from the Board regarding what they would like to do about that drop. Pushing off capital projects does mean those funds are available for other purposes. She noted that she hopes to get some guidance from the Board around what they would like to see in the long term plan that is responsible and realistic, so she can come back and look at the plan in context with the 2020 budget. The input from the Board that would be helpful is what direction should be taken in consideration of the revenue projections, capital projects and the fund balance.

Trustee Bodnar noted that we have \$8 million budgeted this year for capital and if we table those there will be an additional \$8 million in reserve which puts us out of lock with what we told the public we would have. We budgeted in 2020 for \$4 million for Golden and \$4 million for South County. So that scenario does not show that additional \$8 million. We need to be nimble but leave South County as the next project and not move out and then see what the assessor says and move from there.

The Chair stated that in terms of the property revenue and uncertainty with ratio and the possibility that the Gallagher amendment may be on the ballot, those things would impact our situation going forward. It doesn't sound like there will be clarity until after the election if it's on the ballot. In terms of the assessed value in 2022, that would be a point when we would have more clarity.

Barbara Long noted that it is very speculative and these scenarios are just the big picture economic projections. She noted that the Chair is absolutely right that in the November election if Gallagher is repealed it may be a time to look at a more optimistic scenario in terms of when we'll have more 2022 assessment information. Normally we start looking at projections of value from the State and they are released in April of 2021. That would be the first projection we could use and then what is refined when the preliminary certification of values comes out in late August of 2021. Looking at key dates there is the November election, April of next year and August/September next year to help clarify that property tax.

The Chair inquired about doing smaller projects and if that buys a little time. Barbara Long noted that looking at it that way, in terms of the smaller less expensive projects that do not add to operating costs, it would buy more time where an expansion project will add to operating costs.

The Chair noted that in terms of where we have flexibility – we start off with the less aggressive 5% option being optimistic and continue the momentum we already have going – and we have this reserve. He noted at one time the Board was concerned with having too high a fund balance, but he is happy we have that now because it gives flexibility and allows momentum. Looking at that fund balance as something we should pursue, and that is what it is for during difficult times that are unexpected. Potentially we can continue on a more optimistic scenario as long as we have flexibility going forward to change course. We have reserves and we're not in danger at this point of impacting operations. We have revenue to support operations, it's the capital projects in question and that seems like a path forward.

Barbara Long responded that with South County, it is definitely possible to still proceed and purchase something this year if that's the Board's desire. By the time next year rolls around we should have good information on what will happen in the next assessment year. Purchasing something late in the year, and in November if Gallagher fails and we get to April and the news is looking bad, then we might have to sit on that property and not develop it as quickly.

The Chair noted that with South County we could still move ahead and purchase property and we would still have flexibility in a worst case scenario to delay construction.

Barbara Long agreed that there is \$4 million budgeted in the current year for property. We could keep South County first and wait until May to purchase something. There are lots of choices and having a fund balance as the Library has now does create more possibilities.

The Chair noted that he is not as concerned about priority and what goes first as much as having the flexibility moving forward during this time of uncertainty. We will have more clarity in the next 6-12 months.

Trustee Johnson noted that she agrees that South County, even in the worst-case should be moved earlier than where it is now. She noted that she has concern with the purchase of a building this year. We don't really know if we'll find a building and is that all we're going to look at – it boxes us in to say only move forward if we can do option A. It was the preferred option but I don't want to sit on a property and in the worst-case scenario we couldn't move to construction. I don't want the library to own property to sit on. I would

like to see what things look like in 6 months. If South County is built and operational in 2022 we hit our reserve floor in one year.

Trustee Bodnar expressed that he doesn't believe that's true and asked if that includes the \$8 million or would that have to be added back in. Barbara Long noted that it does include the \$8 million – starting with our balance then spending – it includes that \$8 million already.

Trustee Johnson noted that on the 5% model, looking at a projected reserve balance of \$19 million, and if we build and open South County in 2022 – now we're locked into operating it – and if income drops in 2022 in the worst case scenario, we have a deficit of \$3 million each year that would have to come from fund balance. All capital projects would cease and we would hit the fund balance floor in a year or two. We need to put the brakes on to give time for some clarity.

Trustee Bodnar stated that under the 5% do we have room to add that \$1.5 million. Barbara Long responded that she thinks we do for a period of time, and 5% does show South County opening in 2022, it opens and we don't run out of money until five years later. She noted that the reserve fund goes down - which is \$4.6 million below the minimum – under the optimistic scenario and with South County opening in 2022.

Trustee Bodnar asked if that is with the other capital projects in there. Barbara Long responded yes, with the other capital projects. Trustee Bodnar noted that if we kept moving forward we wouldn't take huge hit with the fund balance with Golden and Evergreen off the books.

The Chair noted that the goals of this conversation are to give staff some direction in terms of what we want to see. There were some really good questions and what he heard was that the Board did not want to burden staff with any of the scenarios moving forward. He noted that he also heard that the Board would like to continue with the plan in place and give Barbara Long time to look at the numbers as they come in. We want to give clear direction to Barbara Long and to the Executive Director and give them a sense of where we're leaning, 5% or 15%.

The Chair noted that it might be a good time to get consensus in terms of the more optimistic 5% scenario or the 15% scenario. Then next to determine what would be helpful for us to get alignment between the facility master plan and the budget.

The Executive Director addressed the Board and stated that what the Library can use today and what the Library needs to hear from the Board, is what they want the Library to

plug into the planning scenario. More optimistic and keep South County or whatever that consensus is so we can bring that back to the June Study Session. Then we can see what happens with those numbers and have that next level of decision making. Right now the question is what model we should use. We can stretch out the budget process a little bit as this is not a normal year.

Barbara Long added that she would like to refine the projections and perhaps lay out a path forward to the point when they will need to be realigned again. For example, what are the scenarios the Board would like to see and then lay out the next decision point. For the more optimistic scenario, the November election would be a decision point if Gallagher remains the law of the land and we may look at a revision of the scenario at that point.

The Chair asked each Trustee to provide their comments to reach a consensus on what direction to provide.

The Chair indicated his preference for the more optimistic 5% scenario given the fact that there is a good reserve fund and there is flexibility with the capital projects.

Trustee Johnson stated that she is not comfortable with either scenario, one is too optimistic and one is too pessimistic and that she wants to land somewhere in the middle. The big concerns are on the revenue side for the 5% scenario and that the revenue comes back so quickly and that is not likely to happen. She would like to see a scenario that is not that rosy but not as bad as the other 15% scenario.

Trustee Fellman noted that she agreed with Trustee Johnson. Ideally, she likes the optimistic scenario, but realistically, there are too many unknowns and uncertainties with what will happen over the next few months. She noted that she is very committed to doing South County as soon as we can and at the same time have some breaks until November or December.

Trustee Lomba noted that she agrees that South County is a priority and we have made that commitment. Moving ahead, she prefers the optimistic model and keeping South County first.

Trustee Zarate-Bohorquez noted that he prefers the optimistic scenario and taking another look in six months, in November, when we will have a better view. He noted that we should continue with South County at \$4 million.

Trustee Bodnar noted that time will tell more and there is room in the fund balance right now. We can get that updated with Golden shelved because we're still carrying that. He noted that he is hoping the Library can show that Golden project moved away and in the fund balance. He noted that his preference is the 5% scenario and keeping South County.

Trustee comments indicated a preference for the optimistic 5% scenario by a majority of four to two.

The Chair asked a clarifying question – if South County were to remain a first priority in the optimistic scenario, is the next step purchasing a building or if that doesn't work, buying property.

The Executive Director advised the Board that we paused our South County community engagement because of the Covid-19 emergency. If we moved forward with a purchase this year, we would need to start our community engagement. It would be hard to get a sense of what people want within this current situation and we wouldn't want to purchase anything before we received that community input. If the Board is looking to do a purchase this year, it takes time to do all the legal work. In the timeline for South County we had 9 months to find property. She noted that she does not think we'll sign a bill of sale in 2020.

The Chair noted that he does not believe that the six Trustees are that far apart and in getting more detail on the optimistic scenario. He noted that the Board is interested in the different scenarios that allow us to keep momentum moving forward and asked if the Library has enough information from the Board to move forward.

Barbara Long addressed the Board and asked if there was consensus on including additional salary costs to add staffing according to the organizational plan.

The Chair stated that yes, there is interest in that and he would like to hear context around that from the Executive Director on what we can do without putting stress on staff – we don't want to put the burden of moving forward on staff and he wants to make sure we understand that. There was no call for consensus regarding staffing.

The Executive Director noted that this is going to take some magic – it would help to go back and look at the different scenarios. She noted Trustee Johnson's concern that the revenue came back too quickly in the 5% scenario.

Trustee Johnson stated that it is so hard to tell – the assessment is so lagging and she is just not sure it's going to be 5% and then flat and then start to increase. We may see two cycles

of decrease. It is more that when you get out to years 5 and 6 – and she feels that it is a little too optimistic.

The Executive Director noted that and clarified that Trustee Johnson feels the recovery seems too fast.

Trustee Johnson stated that it does feel too fast for her, and with the \$1.5 million added to the operating budget she wants to make sure we are not overly optimistic. That is a significant addition to operating costs when we add South County.

The Executive Director acknowledged that yes it is significant and that once those costs are included she is not sure the numbers will work.

Financial Report (April)

Barbara Long addressed the Board and provided a summary of the April financial tables. Property tax revenue is on track and we are at the same place as last year in terms of percentages.

In response to questions, the Board was advised that:

- The tables reflect the budget as it was approved.
- Barbara Long will adjust the projected year-end 2020 column on table 5 to zero to show that the funds for the Golden project will not be spent. It could be shown as projected savings.
- In reference to the salaries tracking a little below, normally projections start in June and then they are reviewed every month. There are vacancy savings and with hiring on hold we can anticipate more savings.
- In table 3, investment income, what is reflected is the first quarter earnings on the County investment portfolio and it is tracking within the budget. The County's investment portfolio is conservative government investments.

Belmar Project Financial Report

There were no questions or comments regarding the Belmar Project Financial report.

Facilities & Construction Projects

Belmar Library Project Update & Video

Steve Chestnut, Director of Facilities and Construction Projects, introduced the topic and a video of the Belmar Library project was shared. In response to a question, the Board was advised that the parking lot access points remain the same and the Library will look at the possibility of signage to make sure that is clear to patrons.

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

The 2021 Board Governance Budget was provided for the Board's review. Approval of the 2021 Board governance budget will be on the consent agenda for the June Board meeting.

The 2021 Board Meeting Schedule was provided for the Board's review. Approval of the 2021 Board meeting schedule will be on the consent agenda for the June Board meeting.

In response to a question, the Board was advised that meeting room reservations for Edgewater are made through the City of Edgewater and no reservations are being accepted at this time. Amber Fisher will continue to work with Edgewater to schedule a Library Board meeting at that location.

BOARD SCHEDULE – NEXT MEETINGS

The Chair advised the Trustees that the Board will continue to hold virtual meetings in June and may take a vote in June regarding in person meetings. The Chair further advised the Board that he is looking at cancelling the July Study Session as we have in the past.

- June 11, 2020 – Study Session – 5:30 pm – Online via WebEx
- June 18, 2020 – Board Meeting – 5:30 pm – 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 copy of the response to a patron was sent to the Board via email.

ADJOURNMENT

The Board meeting was adjourned at 7:40 pm.

Pam Anderson, Secretary

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

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

FOUNDATION REPORT

JEFFERSON COUNTY LIBRARY FOUNDATION

EXECUTIVE DIRECTOR REPORT

JUNE 2020 (May 22 – June 18)

By Jo Schantz, MNM, CFRE, GPC

Our Foundation office/warehouse complex continues to be 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 personal protective gear.

1. NEWS AND INFORMATION

Eight individuals, including JCLF Board members (those who are part of the Finance Committee and Program & Events Committee) and JCLF staff members, joined in a tour of unit 527 at **Colorado Mills** mall on Monday, June 8. This is the space that would be available to us if we decide to launch a physical, used book store in the mall sometime later this year. The JCLF Board is reviewing the business plan I prepared for this project, and we plan to make a decision on whether or not to pursue this venture sometime this summer.

JCPL staff member Allison McCombe and I provided a (virtual) presentation to the grant review committee from the City of Wheat Ridge on May 26. This was regarding our request for \$1,200 from the City in support of American Sign Language story times produced at the Wheat Ridge Library.

I participated in JCPL's all-staff Town Hall meeting on May 27, and the Colorado State Library Development Officers meeting on June 3. Later that same day, I was joined by JCPL staff member Robyn Lupa in a virtual visit with Stacy Howard, who was representing the Buell Foundation. Stacy asked several questions about our pending proposal – a request for \$11,990 for 1,000 Books Before Kindergarten.

Donna Walker and I had our monthly "meeting" via phone on Friday, June 5. Per Donna's request, I scheduled a meeting with Jacki Paone, director of CSU Extension in Jefferson County on June 10 to learn more about the Family Leadership Training Institute (FLTI) and how we can find funding to support this joint project between CSU Extension in Jeffco and JCPL.

June 15-17, I participated (virtually) in the International Public Library Fundraising Conference that was originally planned to take place in Austin, Texas. I also tuned into an online webinar titled "Creating a Fundraising Board," that was held on May 28.

2. GRANTS UPDATE

RECENT GRANTS PENDING

- ~~Harmes C. Fishback Foundation*~~ -- \$5,000 for general operating support—NO RESPONSE SINCE NOV. 2019
- 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
- Kinder Morgan Foundation -- \$20,000 for naming opportunity (Teen Area at Belmar Library)
- TJX Foundation* -- \$5,000 for 1000 BBK
- Tony Robbins Foundation* -- \$10,000 for Babies First Books and 1000 BBK
- Rose Community Foundation -- \$50,000 general operating support (in response to COVID-19)
- Colorado Rockies Charity Fund* – Letter of Inquiry (no amount) for 1000 BBK and Babies First Books
- Dillon Foundation* -- \$5,000 for 1000 BBK
- Albertsons Company Foundation* -- \$5,150 for 1000 BBK
- Theda & Tamblin Clark Smith Family Foundation -- \$5,000 for 1000 BBK

Those with an asterisk indicate new funders.*

GRANTS REVISITED

- Gates Family Foundation* – \$110,195 for Belmar's Outdoor Adventure Space (capital grant). *Gates has recently contacted me and is now considering this proposal. We should learn status of request by September.*

GRANTS RECEIVED/APPROVED

- ENT Credit Union* -- \$5,000 for Explore Summer Reading
- Bank of Colorado -- \$5,000 for naming opportunity (small study room) at Belmar Library

LOANS/GRANTS VIA CARES ACT

- **Jeffco Hope Fund -- \$45,000 (general operating support)– PENDING**
✓ We received \$12,000 in general operating support
- **Economic Injury Disaster Loan Application (EIDL) -- \$10,000**
✓ We received a \$6,000 cash advance on April 30
✓ We are eligible for a \$150,000 loan (30-year term)
- **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.
- **Colorado Enterprise Fund -- \$25,000 – (general operating support) PENDING**
- **Jeffco CARES Fund -- \$25,000 (general operating support) -- PENDING**
- **Help Colorado Now (Round 2) -- \$25,000 (general operating support) —DENIED**

SO FAR THIS YEAR, JCLF HAS SUBMITTED 55 PROPOSALS FOR: FOUNDATION/CORPORATE GRANTS, FEDERAL/LOCAL GOVERNMENT GRANTS AND LOANS, EVENT SPONSORSHIPS AND NAMING RIGHTS TOTALING \$592,742.

OUR RETURN TO DATE, HOWEVER, IS LOW -- \$98,072 (16%) WITH MANY PROPOSALS STILL PENDING. IN PREVIOUS YEARS, OUR RETURN HAS TYPICALLY BEEN BETWEEN 25% AND 35%.

THIS YEAR, MANY FUNDERS HAVE TURNED THEIR FOCUS AND THEIR DOLLARS TO ORGANIZATIONS THAT PROVIDE DIRECT SERVICES FOR COVID-19 RELIEF.

Operational Updates

Executive Director Update



June 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 - **POSTPONED**

Strategic Plan 2020-2025:

The Library is moving forward with the identified strategic priorities and initiatives presented to the Board in January, March and May of this year.

As a refresher, the Library's mission and vision set the direction for the four Board Ends statements, which are JCPL's broad organizational goals. These Ends set the direction for our 2020-2025 strategic priorities. Together, the five long term strategic priorities, eight multi-year initiatives, and annual projects are developed and allocated resources to in order to meet these Ends.


2020 projects continue to be revised to reflect current and changing conditions. The Library is working on the public posting of the 2019 Year End results which will include rolling out the new elements of the 2020-2025 Strategic Plan, including 2020 projects of interest to our community.

Target-setting for 2020 and beyond remains in flux due to the changed nature of use of the library during a pandemic, including four months of closure of library buildings to the public and ongoing social distancing requirements and accommodations for the foreseeable future.

COVID-19 Response - June:

- Fully Operationalize Curbside Service
- Assign a COVID-19 Coordinator
- Draft a variance to allow for public in library buildings
- Transition from emergency response to recovery response
- Plan for Public in the Library
- Plan for Full Workforce Remobilization

Advocacy and Engagement Opportunities for Trustees

- **Colorado Association of Libraries Annual Conference [CALCON2020](#):** The Colorado Association of Libraries Annual Conference is Colorado's premier event for library staff from libraries of all types throughout the state. Proposal submissions are closed. Registration is not yet open. Decisions about online or in person pending. Dates are September 10-12, 2020.
- 

JCPL SERVICE HIGHLIGHTS

CURBSIDE SERVICE – MOST UPDATED USE STATISTICS WILL BE PROVIDED AT THE MEETING



Charlotte Lindsay Maybury ▸ Jefferson County Public Library - Golden Library
44 mins · 🌐



Well, that was super easy to do curbside pickup!! Thank you for the efficiency and most importantly for the books. I miss coming in the library, but am so appreciative of what you're doing to tide us bibliophiles over.

SERVICES TO KIDS AND FAMILIES

Arra Katona, Teen Services Coordinator, **Anne Weyeneth**, Services to Kids and Families Outreach Associate, and **Rich Furlong**, Digital Marketing Specialist, created a Jeffco WFH (Work From Home) Parent Problems Facebook group for parents to connect and relate.

Robyn Lupa, Interim Manager for Services to Kids and Families, was invited by the national Family Place Libraries organization to share about this group in their nationwide chat with Family Place Libraries.

PROGRAMMING

Summer Reading: Over 10,000 registrations for our online program.



Renee Cain ▸ Jefferson County Public Library
June 2 at 8:07 PM · 🌐

My son reading Pete the cat and his 4 groovy buttons to our cat, Crow, for the summer reading program!



Jefferson County Public Library



TEEN SERVICES – COMMUNITY INTERNSHIPS

Four JCPL teen volunteers were selected as interns by the [Communities that Care Initiative](#) (CTC) to create public service announcements (PSA's) to encourage businesses and community organizations to create opportunities for Jeffco youth to increase Social Development Strategies. Four of the eight teens selected for this project were teens recruited through the Library.

JCPL collaborated with [Gold Crown Clubhouse to Career \(C2C\)](#) for the C2C Pathways to Success internship. This is a working internship that Gold Crown hosts every year to have teens get real life working experience. Four local teens from Lakewood and Alameda West High Schools worked with JCPL over the course of three months on finding ways to engage teens on our jeffcolibrary.org/teens webpage. Here's a link to their [final presentation](#).

JCPL IN THE NEWS

[Denver metro area arts go online](#)

[Jefferson County Public Libraries offer free parking lot WiFi](#)

[Jeffco Libraries offering curbside pickup of materials](#)

Facebook Live with Shannon Ogden, June 11, 7:30 pm

HIGHLIGHTS OF EXECUTIVE DIRECTOR COMMUNITY ACTIVITIES, June, 2020

Daily, weekly, or monthly briefings with:

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

Meeting with Jacki Paoni, Colorado State Extension Office at Jefferson County, about the possibility of transitioning the Family Leadership Training Institute (FLTI) to Library oversight.

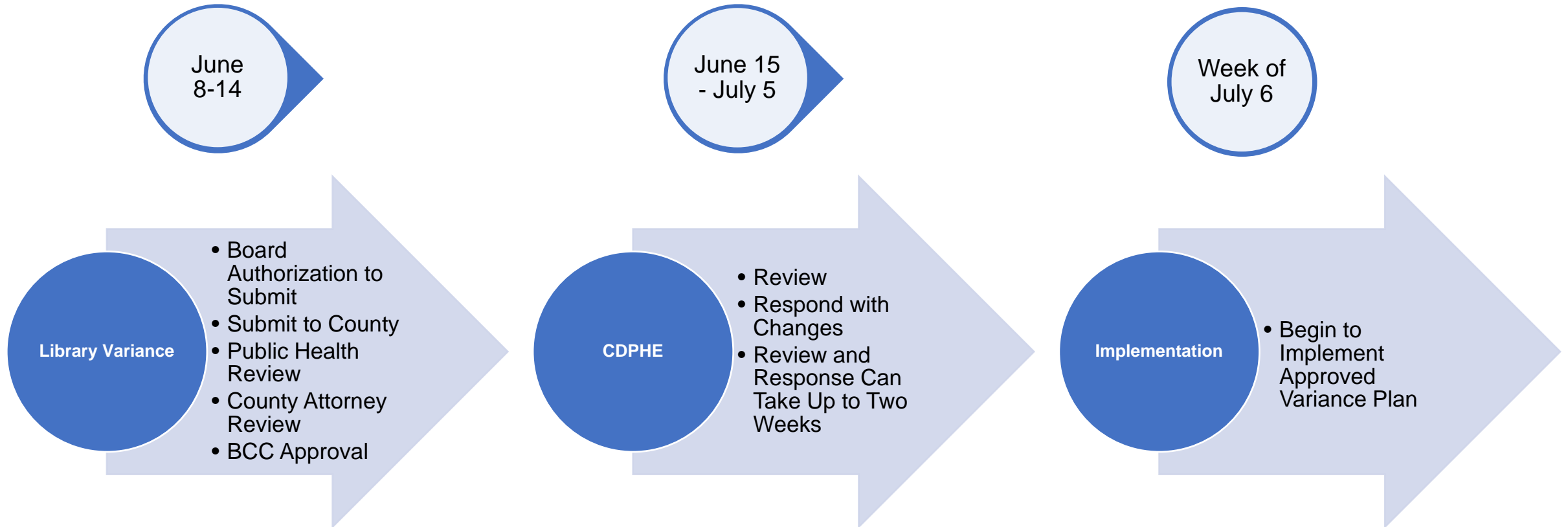
Jeffco Connections, Jefferson County collaborative management program, to review guidelines for Heading Home Subcommittee governance and supports and results of the Collective Community Capacity Survey.

Colorado Association of Libraries Mentorship Interest Group to help develop a more robust mentorship experience for emerging leaders in Colorado libraries, particularly in under-represented populations.

American Library Association Annual Virtual Conference.



Library Variance Timeline



Operational Updates

Strategy & Engagement

Finance and Budget

memorandum

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

A. Budget to Actual Tables

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

memorandum



To: Donna Walker, Executive Director
From: Barbara Long, Assistant Director for Finance & Budget
Re: Finance Monthly Report
Date: June 15, 2020

A. Budget to Actual Tables May

The Budget to Actual Tables for May 2020 are attached. So far, property tax revenue is on track to reach the 2020 budgeted amount. Just over 70% of property tax revenue has been received through the end of May which is similar to past years.

Through the end of May, the Library received funding of \$56,345 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 \$59,845. In-kind support provided to the Foundation by the Library in 2020 through May is valued at \$31,585 (Ratio of 1.89:1).

The first debt service payment was made in May. The May payment is interest only. The next debt service payment of principal and interest is due in December.

The May financial tables show the 2020 amended budget which includes carryforward funds for capital projects and the transfer of \$147,441 from the Fleet Replacement Fund for bookmobile replacement.

B. Long Term Financial Plan

At the May study session several options for long term planning were presented to the Board. To align with the best practice of budgeting for current conditions and to match County assumptions, JCPL's recommended budget includes the assumption that the Gallagher amendment will remain in effect and result in a 15% drop in property tax revenue in 2022. The Colorado State Legislature has referred repeal of the Gallagher amendment to the ballot and JCPL is preparing an alternative budget which can be implemented by supplemental adjustments if the repeal of Gallagher is approved by the voters.

Several options for the timing of capital projects were presented with illustrations of their impact on revenue compared with operating expenses and on the Library's fund balance over time.

memorandum

The staff recommendation for timing of capital projects is the fourth option in the table below:

	S. County Opening	Fund Balance			Result
		Quick Recovery	Medium Recovery	Slower Recovery	
South County first, continue capital projects	2023	Below Zero	Below Zero	Below Zero	Not Affordable
South County first, no other capital projects	2023	Above Min	Below Min	Below Zero	Limited flexibility if recovery is slow
Evergreen first, then S. County	2026	Above Min	Below Min	Below Zero	Preserves some flexibility
Alternative Services, Evergreen Renovation then South County	2026	Above Min	Below Min	Below Zero	Enhances flexibility

JCPL's draft five-year capital improvement plan on the next page also illustrates this timing for major capital projects. In addition to funding for larger capital projects, the draft capital plan includes funding of around \$1M each year for Annual Repair and Maintenance funds (ARM's). The ARM funding represents JCPL's commitment to maintaining existing capital assets and infrastructure.

TABLE 6
JEFFERSON COUNTY PUBLIC LIBRARY
5 -Year Capital Improvement Plan
2021-2025

Project	2020 Amended Budget	2021	2022	2023	2024	2025	Total 2021-2025
Annual Replacement Plan							
ARM-01 Capital Maintenance	\$ 307,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 1,250,000
ARM-02 Equipment Replacement	36,000	36,000	36,000	72,000	36,000	36,000	216,000
ARM-03 Computer 5-year Replacement Plan	180,000	200,000	250,000	250,000	250,000	250,000	1,200,000
ARM-04 Book Sorter Replacement	470,000	300,000	300,000	300,000	300,000	300,000	1,500,000
ARM-05 IT Infrastructure Replacement	370,000	350,000	200,000	200,000	200,000	200,000	1,150,000
Total ARM & Ongoing Projects	\$ 1,363,000	\$ 1,136,000	\$ 1,036,000	\$ 1,072,000	\$ 1,036,000	\$ 1,036,000	\$ 5,316,000
5-Year Capital Improvement Plan							
19-14 Alternative Services	\$ 450,000	\$ 350,000	\$ 200,000	\$ -	\$ 50,000	\$ 50,000	\$ 650,000
16-14 High Availability Internet Redundancy	41,000	-	-	-	-	-	-
18-01 Belmar Library Remodel	4,602,522	-	-	-	-	-	-
18-07 LSC Garage & Loading Dock	122,583	-	-	-	-	-	-
18-08 Bookmobile Replacement	547,441	-	-	-	-	-	-
19-02 Document Management System	160,000	-	-	-	-	-	-
19-03 South County Library	4,344,100	-	-	-	5,000,000	6,378,000	11,378,000
20-01 Arvada HVAC Control Upgrade	140,000	-	-	-	-	-	-
20-02 Golden Library	4,396,000	-	-	-	-	-	-
21-01 Evergreen Library Remodel	-	-	1,350,000	2,170,000	-	-	3,520,000
21-02 Data Warehouse	-	-	125,000	-	-	-	125,000
23-02 ILS Replacement	-	-	-	750,000	-	-	750,000
Total CIP	\$ 14,803,646	\$ 350,000	\$ 1,675,000	\$ 2,920,000	\$ 5,050,000	\$ 6,428,000	\$ 16,423,000
Total 5-Year Capital Plan	\$ 16,166,646	\$ 1,486,000	\$ 2,711,000	\$ 3,992,000	\$ 6,086,000	\$ 7,464,000	\$ 21,739,000



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 5/31/2020	\$ Variance 2020 Budget	Budget to Actual %
Sources of Funds	4.500		4.500			
Revenues						
Taxes						
Property Tax - Operating	\$ 40,428,530	\$ 39,752,904	\$ 44,134,625	\$ 31,939,972	\$ (12,194,653)	-28%
Property Tax - Capital	1,949,693	1,927,979	2,165,680	1,505,068	(660,612)	-31%
Total Taxes	\$ 42,378,223	\$ 41,680,883	\$ 46,300,305	\$ 33,445,040	\$ (12,855,265)	-28%
Federal & State Grants	\$ 130,000	\$ 128,084	\$ 128,000	\$ 143,962	\$ 15,962	12%
Fines & Fees	492,731	435,234	239,513	32,436	(207,077)	-86%
Other Revenue	495,000	1,412,272	572,640	449,800	(122,840)	-21%
Total Other Revenues	\$ 1,117,731	\$ 1,975,590	\$ 940,153	\$ 626,198	\$ (313,955)	-33%
Sub Total Revenues	\$ 43,495,954	\$ 43,656,474	\$ 47,240,458	\$ 34,071,238	\$ (13,169,220)	-28%
Fund Balance Activity						
Transfer from FB - Capital Projects	3,248,054		8,311,685	-		NA
Transfer to/(from) Fund Balance	-	4,835,039	-	15,225,147		NA
Total Sources of Funds	\$ 46,744,008	\$ 38,821,435	\$ 55,552,143	\$ 18,846,091		
Uses of Funds						
Operating Expenditures						
Salaries & Employee Benefits						
Salaries	\$ 14,766,591	\$ 14,352,310	\$ 15,935,735	\$ 5,888,582	\$ (10,047,153)	-63%
Benefits	4,818,086	4,370,694	5,288,399	1,770,036	(3,518,363)	-67%
Total Salaries & Benefits	\$ 19,584,677	\$ 18,723,004	\$ 21,224,134	\$ 7,658,618	\$ (13,565,516)	-64%
Library Books & Materials	\$ 8,139,065	\$ 7,777,885	\$ 8,135,190	\$ 3,760,249	\$ (4,374,941)	-54%
Supplies	1,612,418	1,343,599	1,449,965	376,363	(1,073,602)	-74%
Vehicles	-	-	-	-	-	NA
Services & Charges	4,245,804	3,869,464	4,914,583	1,728,030	(3,186,553)	-65%
Internal Transactions /Cost Allocation	1,886,026	1,983,894	2,251,204	1,111,801	(1,139,403)	-51%
Total Operating Expenditures	\$ 35,467,990	\$ 33,697,846	\$ 37,975,076	\$ 14,635,061	\$ (23,340,015)	-61%
Financing & Debt Service	\$ 1,448,432	\$ 1,448,432	\$ 1,410,421	\$ 53,407	\$ (1,357,014)	-96%
Capital Projects	\$ 9,827,586	\$ 3,675,157	\$ 16,166,646	\$ 4,157,623	\$ (12,009,023)	-74%
Total Uses of Funds	\$ 46,744,008	\$ 38,821,435	\$ 55,552,143	\$ 18,846,091	\$ (36,706,052)	-66%

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

	2019 Amended Budget	2019 Actual	2020 Amended Budget	YTD Actual 5/31/2020
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	\$ 32,566,170
Capital Funding	1,949,693	1,927,979	2,165,680	1,505,068
Total Revenues	\$ 43,495,954	\$ 43,656,474	\$ 47,240,458	\$ 34,071,238
Expenditures				
Operating Expenditures	\$ 35,467,990	\$ 33,697,846	\$ 37,975,076	\$ 14,635,061
Debt Service	1,448,432	1,448,432	1,410,421	53,407
Capital Projects	9,827,586	3,675,157	16,166,646	4,157,623
Total Expenditures	\$ 46,744,008	\$ 38,821,435	\$ 55,552,143	\$ 18,846,091
Increase/(Decrease) in Fund Balance	\$ (3,248,054)	\$ 4,835,038	\$ (8,311,685)	\$ 15,225,147
Ending Fund Balance	\$ 14,916,180	\$ 24,364,581	\$ 11,217,858	\$ 39,589,728
Committed to Capital Projects		\$ 5,897,205		
Reserve Fund Balance		\$ 18,467,376		\$ 39,589,728

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 5/31/2020	Projected Year-End 2020	Variance 2020 Budget
Sources of Funds						
Revenues						
Taxes						
Property Taxes	\$ 41,376,815	\$ 40,915,992	\$ 45,960,543	\$ 31,940,878	\$ 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	(906)	21,027	-
Total Taxes	\$ 40,428,530	\$ 39,752,904	\$ 44,134,625	\$ 31,939,972	\$ 44,134,625	\$ -
Federal & State Grants	\$ 130,000	\$ 128,084	\$ 128,000	\$ 143,962	\$ 128,000	\$ -
Library Fines	365,000	309,575	107,950	9,895	40,000	(67,950)
Charges for Services	127,731	125,659	131,563	22,541	131,563	-
Investment Income	322,000	1,122,445	322,000	190,327	322,000	-
Library Foundation	85,000	177,817	160,000	56,345	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	\$ 32,566,170	\$ 45,162,116	\$ 87,338
Uses of Funds						
Operating Expenditures						
Salaries & Employee Benefits						
Salaries	\$ 13,872,155	\$ 12,442,452	\$ 15,093,111	\$ 5,309,440	\$ 15,093,111	\$ -
Awards & Bonuses	125,000	-	130,000		130,000	-
Termination Pay	-	78,196		145,222	-	-
Temporary Salaries	2,080,360	1,828,944	2,146,611	432,844	2,146,611	-
Overtime	7,130	2,719	5,130	1,076	5,130	-
Vacancy Savings	(1,318,054)		(1,439,117)		(1,439,117)	-
Benefits	4,818,086	4,370,694	5,288,399	1,770,036	5,288,399	-
Total Salaries & Benefits	\$ 19,584,677	\$ 18,723,004	\$ 21,224,134	\$ 7,658,618	\$ 21,224,134	\$ -
Library Books & Materials	\$ 6,768,000	\$ 6,578,114	\$ 6,691,154	\$ 2,613,398	\$ 6,691,154	\$ -
Library Computer Materials	1,173,185	1,077,497	1,285,686	980,539	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	3,760,249	8,143,152	7,962
Supplies	\$ 1,612,418	\$ 1,343,599	\$ 1,449,965	\$ 376,363	\$ 1,449,965	\$ -
Services & Charges	4,245,804	3,869,464	4,914,583	1,728,030	4,914,583	-
Vehicles	-	-	-		-	-
Direct Internal Charges	196,182	143,837	164,067	41,318	164,067	-
Indirect Cost Allocation	1,067,744	1,067,744	1,145,837	477,432	1,145,837	-
Intra County Transactions	622,100	772,313	941,300	593,051	941,300	-
Total Supplies and Other	\$ 7,744,248	\$ 7,196,956	\$ 8,615,752	\$ 3,216,194	\$ 8,615,752	\$ -
Total Operating	\$ 35,467,990	\$ 33,697,846	\$ 37,975,076	\$ 14,635,061	\$ 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 5/31/2020	Projected Year End 2020	Variance 2020 Budget
Debt Service						
Principal - Arvada (2005-2024)	\$ 539,667	\$ 539,667	\$ 552,073	\$ -	\$ 552,073	\$ -
Interest - Arvada (2005-2024)	82,192	82,192	69,294	34,647	69,294	-
Principal - Refunding Series 2013	608,264	608,264	608,265	-	608,265	-
Interest - Refunding Series 2013	61,695	61,695	31,303	15,088	31,303	-
Principal - COP - Capital Projects	142,143	142,143	142,143	-	142,143	-
Interest - COP - Capital Projects	14,472	14,472	7,343	3,672	7,343	-
Total Debt Service	\$ 1,448,432	\$ 1,448,432	\$ 1,410,421	\$ 53,407	\$ 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 5/31/2020	Projected Year End 2020	Variance 2020 Budget
Sources of Funds							
Property Tax - Capital - 4.5%	\$ 1,949,693	\$ 1,927,979	\$ 2,165,680	\$ 2,165,680	\$ 1,505,068	\$ 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	\$ 1,505,068	\$ 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	\$ 33,108	\$ 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	52,757	122,583	-
18-08 Bookmobile Replacement	400,000	-	-	547,441	-	547,441	-
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	3,580,696	4,602,522	-
19-03 South County Library	350,000	5,900	4,000,000	4,344,100	27,055	344,100	4,000,000
20-02 Golden Library	-	-	4,396,000	4,396,000	-	-	4,396,000
Total Capital Projects	\$ 9,827,586	\$ 3,675,157	\$ 10,122,000	\$ 16,166,646	\$ 4,157,623	\$ 7,770,646	\$ 8,396,000

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

Project	2020 Amended Budget	YTD Actual 5/31/20	YTD Encumbrances 5/31/20	YTD Total Actual + Enc	Remaining Budget
ARM-01 Capital Maintenance	\$ 307,000	\$ 77,651	\$ 40,010	\$ 117,661	\$ 189,339
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	33,108	-	33,108	7,892
18-07 LSC Garage & Loading Dock	122,583	52,757	79,310	132,067	(9,484)
18-08 Bookmobile Replacement	547,441	-	-	-	547,441
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	3,580,696	814,878	4,395,574	206,948
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	\$ 16,166,646	\$ 4,157,623	\$ 1,088,397	\$ 5,246,020	\$ 10,920,626

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

May 31, 2020

Project Description

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

Project Budget

\$350,000 2018 Phase I Planning Budget

\$6,423,500 2019 Original Project Budget

\$270,000 2019 Additional funding, approved 7/25/19

\$7,043,500 Total Project Budget

2018 Timeline

\$350,000 2018 Budget

\$96,194 2018 Actual

\$253,806 Remaining 2018 Budget

2019 Timeline

\$6,423,500 Board of Trustee approved the 2019 Budget in December, 2018

\$253,806 Board of Trustees approved \$253,806 in project carryover at the Feb 14, 2019 Board Mtg.

\$270,000 Additional funding approved at the July 25, 2019 Board Meeting

\$6,947,306 2019 Project Budget

\$2,344,785 2019 Actual Expenses

\$4,602,521 Remaining 2019 Budget

2020 Timeline

\$4,602,522 2020 Budget

\$3,580,696 2020 Actual

\$1,021,826 Remaining 2020 Budget

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

	Design & Engineering	Owner's Requirements (Rep)	Construction	Survey, Testing, Permits	FFE	Technology	Contingencies & Escalation	Total
Budget	\$ 750,985	\$ 220,000	\$ 4,648,200	\$ 40,000	\$ 738,000	\$ 375,174	\$ 271,141	\$ 7,043,500
Revised Budget	\$ 750,985	\$ 220,000	\$ 4,648,200	\$ 40,000	\$ 738,000	\$ 375,174	\$ 271,141	\$ 7,043,500
2018 Actual								
Nov		22,146						22,146
Dec	49,400	24,648						74,048
Total 2018	49,400	46,794	-	-	-	-	-	96,194
2019 Actual								
Jan								-
Feb	32,805	19,808						52,613
March								-
April	32,382	9,829						42,211
May	33,078	9,904		4,190				47,172
June								-
July	86,833	12,500		300				99,633
August	109,117	17,320	9,900					136,337
September	196,341	8,660	3,300	11,761		1,530		221,592
October	22,525	8,860			25,534	64,910		121,829
November		10,160	465,571		1,211	930		477,872
December	63,303	17,520	872,655	1,730	150,470	39,849		1,145,527
Total 2019	576,384	114,561	1,351,426	17,981	177,215	107,219	-	2,344,785
2020 Actual								
Jan	850		(48,666)		71,400			23,584
Feb		8,760	881,204	5,926	5,107	17,836		918,833
March	50,630	9,760	1,183,971		108,165	142,770		1,495,296
April	13,900	13,760	792,159		54,289	453		874,561
May			237,798		30,624			268,422
Total 2020	65,380	32,280	3,046,466	5,926	269,585	161,059	-	3,580,696
Total Expenditures	691,164	193,634	4,397,892	23,907	446,799	268,279	-	6,021,674
Remaining Budget	\$ 59,821	\$ 26,366	\$ 250,308	\$ 16,093	\$ 291,201	\$ 106,895	\$ 271,141	\$ 1,021,826

Operational Updates

Public Services

MEMORANDUM

TO: Donna Walker, Executive Director

FROM: Julianne Rist, Director of Libraries

RE: Gradual return to in-person services - the next phase

DATE: June 10, 2020

Summary

On May 14, 2020 the Library Board of Trustees heard about the vision and purpose of Jefferson County Public Library's return to in-person services. This strategy entails planning to meet JCPL staff and community needs in a sustainable way so that residents have access to a full spectrum of resources and services including, physical books and materials, staff, technology and space. We will provide library services at our physical locations in an incremental manner, responding to current circumstances and changing conditions, while keeping the health and safety of our staff and community our first priority. We will adhere to, and follow, current orders and guidelines from governing authorities.

Tiered Approach to Returning to In-person Services**Curbside Service**

- Successfully launched at 8 locations
- Available 7 days per week
- Service will continue to be offered
- Plans to expand to include services such as printing, adding material not on hold and other items

Appointment & Walk In Services

- Limit the number of people in a building to 50% capacity
- Services available by appointment with a certain percentage of slots available for patrons who just walk up
- Provide dedicated hours for dedicated hours for Seniors and other vulnerable populations
- Available at our larger locations

Walk In Services

- Limit the number of people in a building to 50% capacity
- Services available for patrons who just walk up
- Provide dedicated hours for dedicated hours for Seniors and other vulnerable populations
- Available at our medium locations

MEMORANDUM

Continuity of Services

These services have always been offered and will continue to be available throughout the plan.

Programming	Digital Services	Alternative Services	Other Services
Virtual, remote and call in	E material, streaming items, and website	Non-staffed services like vending and lockers, mail delivery	Support to vulnerable populations, support to businesses & Book a Librarian appointments
March 23 to current	March 23 to current	Reactivated lockers and vending May 20 Reactivating current bookmobile stops and books by mail planned for week of June 8	March 23 to current

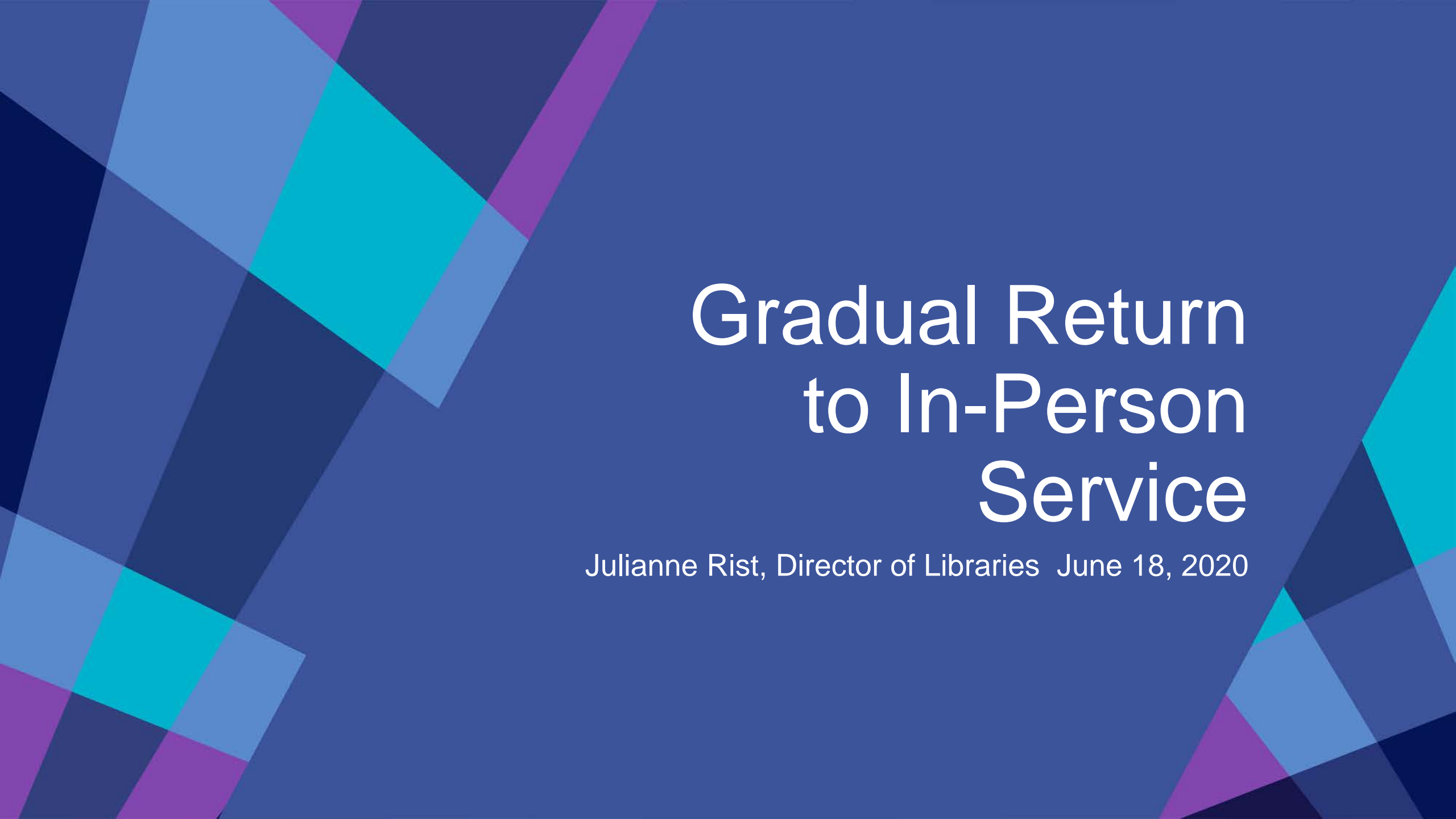
Constraints

Some constraints to more safely reopen buildings for the public, some outside of the control of JCPL must be considered including:

- Applying for a variance to let the public in buildings
- Constantly changing public safety orders
- Coordinating with other County agencies and other library systems
- Recommendations for service and protocols reviewed by County Legal and Jefferson County Public Health
- Following new regulations for personnel
- Availability of staff to work in buildings

Desired Outcomes and Results

Jefferson County Public Library has created new ways to work effectively and remotely during these challenging and uncertain times. We have collaborated to ensure the well-being of our staff and community. Due to the constantly changing environment, this plan will continue to evolve, with immediate priorities covering the next 4-6 weeks. This plan is a living document that will be updated and adjusted regularly to meet the current needs of our community.



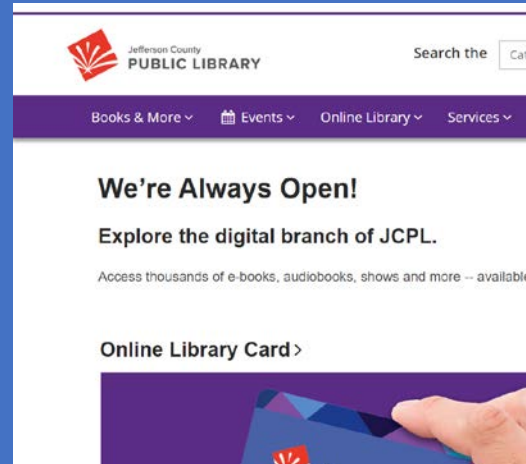
Gradual Return to In-Person Service

Julianne Rist, Director of Libraries June 18, 2020

GRADUAL RETURN TO IN-PERSON SERVICE



Programming



**Digital
Services**



**Other
Services**



**Alternative
Services**



GRADUAL RETURN TO IN-PERSON SERVICE



Step 1

- Creating a Safer Environment, began April 19

Step 2

- Staff in Buildings and Prepping for In-Person Services, began May 4

Step 3

- Delivering Curbside Service and Accepting Returns, began week of May 11

Step 4

- Limited Access for Public in Buildings via Appointment and Walk In, date to be determined.

Curbside Highlights



- 6,367 of appointments
- 33,312 of items checked out
- Now includes summer reading
- Printing pilots this week and will be expanded
- Belmar will offer curbside next week
- Library To You began delivering materials to stops June 8

Tiered Approach to In-person Services



Jefferson County
PUBLIC LIBRARY

Appointment
& Walk In
Services



Walk In
Services



Next Steps

June 15- July 5

- Expand Curbside offerings
- Prepare for walk in services
- Adjust plans based on CDPHE feedback

Week of July 6

- Begin implementing the approved variance plan



QUESTIONS?



Operational Updates

Facilities & Construction Projects

Belmar Library Renovation – Progress Reporting

DATE: June 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. Belmar Library Remodel passed all final inspections and received Substantial Completion on May 22, 2020.
- Interior construction work is complete, including 95% of punch items. Remaining items include tasks that have material on order such as some end panels and furniture pieces.
 - Exterior work reached substantial completion in order to get final inspections but did require some re-work at the canopy metal panels & with some areas of concrete to get approval for "final completion".
- B. Exterior punch items require some re-work to be acceptable by JCPL. These corrections are no cost to JCPL and Fransen Pittman is in agreement with the no cost correction.
- Canopy metal installation needs adjustment with alignment issues. Work is anticipated to be complete by June 12.
 - A couple of concrete areas have been identified to have some concern for future weathering & spalling. Fransen Pittman agrees that these areas should be re-poured. Concrete sub anticipates replacement of concrete by June 16.
 - Bollards will be installed at ADA parking lot stalls.
- C. Interior Move-In of JCPL Items:
- Interior work & set up is 95% complete. Items remaining include a few minor areas of furniture installation; shelving installation that was stalled due to closures of manufacturing plants.
 - JCPL installation of computers, misc. equipment and books is nearly 100% complete. Items remaining are patron computers and minor books/media shelving.
 - Friends of the Library space is awaiting shelving completion once manufacturing plants are shipping product.
- D. With substantial completion of the building, JCPL has resumed daily custody of the Belmar Library.

III. CURRENT PROJECT OPPORTUNITIES &/OR RISKS:

- A. Overlap of remaining punch list items do not appear that they will interfere with Belmar operations as currently planned.
- B. No major concerns about absorbing costs for COVID direct costs and delays. Project budget is able to handle extended schedule and efficiency losses with the move-in, as well as direct costs for additional cleaning. As of this report, the budget contingency is approximately \$75k.

IV. UPCOMING KEY DATES:

- A. Belmar will open to curbside service the week of June 22nd. This service will be the same services offered at all other locations.
 - B. Belmar opening celebrations/events will be scheduled at a later date.
-
-

V. PROGRESS PHOTOS:

- A. See following pages:



Children's Story Time Area



Board Books and Toys in
Children's / Family Place Area



Re-shelved books in Main
Stack Area



Exterior Canopy – Re-work of
underside of canopy ceiling

ADMINISTRATION

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

jeffcolibrary.org



Jefferson County

PUBLIC LIBRARY