

BOARD MEETING

JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

September 17, 2020



Jefferson County
PUBLIC LIBRARY

APPROVAL OF AGENDA

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

ITEM# / ACTION	Thursday, September 17, 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 1. Minutes of August 13 Special Meeting 2. Minutes of August 20 Board Meeting
6. Foundation Update	Foundation Update – Jo Schantz, Executive Director and Kim Johnson, Trustee Representative.
7. Operational Updates Action as Needed	Executive Director Report 1. Executive Director Report <ul style="list-style-type: none"> In-Person Meeting Information Strategy, Engagement and Finance <u>Finance and Budget</u> 1. Financial Review (July) 2. Financial Report (August) <u>Naming Agreements</u> 1. Standley Lake Outdoor Adventure Space - Warren Roeske Call for Motion and Second Public Services 1. Return to In-person Service
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. Action as Needed	Ends <ul style="list-style-type: none"> No items
10. Action as Needed	Board Governance A. Trustees adopt Bylaws. Call for Motion and Second

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

11. Emerging Issues Action as Needed	<ul style="list-style-type: none">No items
12. Suggest Agenda Items	<p>BOARD SCHEDULE – NEXT MEETINGS</p> <p>In response to COVID-19, protecting the health and safety of our staff, patrons and community is our number one priority. Board of Trustees meetings will be conducted online, until further notice.</p> <ul style="list-style-type: none">October 8, 2020 – Study Session – 5:30 pm – To be determined – Pam Nissler Conference Room at Library Administration or Online via WebExOctober 15, 2020 – Board Meeting – 5:30 pm – To be determined – Lakewood Library Meeting Room or Online via WebExNovember 12, 2020 – Study Session – 5:30 pm – To be determined – Pam Nissler Conference Room at Library Administration or Online via WebExNovember 19, 2020 – Board Meeting – 5:30 pm – To be determined – Lakewood Library Meeting Room or Online via WebExDecember 10, 2020 – Board Meeting – 5:30 pm – To be determined – Lakewood Library Meeting Room or Online via WebEx.
13. Information	<p>Announcements/General Information Sharing</p> <ul style="list-style-type: none">Report of the Chair – Correspondence, Other
14. EXECUTIVE SESSION Action	<p>EXECUTIVE SESSION (1):</p> <p>Call for Motion and Second:</p> <ul style="list-style-type: none">To adjourn the regular meeting of the Library Board of Trustees and reconvene in Executive Session pursuant to 24-6-402(4)(e)(I) for discussion of strategy and instructions to negotiators with respect to re-negotiating the Jefferson County Public Library’s agreement with the Jefferson County Library Foundation.To adjourn the regular meeting of the Library Board of Trustees and reconvene in Executive Session pursuant to CRS 24-6-402(4)(f) Personnel matters to review the Executive Director’s performance and compensation (4.3.6).
15. Reconvene Regular Meeting Action as Needed	Executive Session Summaries
16. Adjournment	

CONSENT AGENDA

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

jeffcolibrary.org



TO: Library Board of Trustees

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

DATE: September 10, 2020

RE: Consent Agenda for the September 17, 2020 Board Meeting

1. Library Board of Trustees Approve August 13, 2020 Special Library Board Meeting Minutes
2. Library Board of Trustees Approve August 20, 2020 Library Board Meeting Minutes

**Minutes of the Special Meeting of the
JEFFERSON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
August 13, 2020**

CALL TO ORDER – SPECIAL MEETING

The special meeting of the Jefferson County Public Library Board of Trustees was held online via WebEx on August 13, 2020. Library Board of Trustees Chair, Charles Naumer, called the meeting to order at 5:31 p.m. Other Trustees present: Kim Johnson (Vice-Chair), John Bodnar, Jill Fellman and Jeanne Lomba.

Trustees not present: German Zarate-Bohorquez. Pam Anderson (Secretary), joined the meeting at 5:37 pm.

Staff present: Donna Walker, Executive Director; Steve Chestnut, Director of Facilities and Construction Projects; Julianne Rist, Director of Libraries; Rex Whisman, Director of Strategy, Engagement and Finance; 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: Jeanne Lomba moved that the Library Board of Trustees approve the agenda as presented. Seconded by Jill Fellman the motion passed by unanimous vote of all Trustees present.

PUBLIC COMMENT

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

Items on the Consent Agenda for August 13, 2020

1. Approve July 16, 2020 Library Board Meeting Minutes
2. Library Board of Trustees authorize the Executive Director to sign a renewal of the contract with EBSCO within the approved 2020 budgeted amount.
3. Library Board of Trustees authorize the Executive Director to enter into a Master Services Agreement with Sentinel for IT professional services within the approved budgeted amounts.

EXECUTIVE TEAM OPERATIONAL UPDATES

Executive Director Report

The Executive Director advised the Board that she will provide a report at the meeting next week and that Julianne Rist, Director of Libraries is on the agenda next week and will provide more information about the Library reopening.

The Chair expressed appreciation to the Library staff on the massive effort that went into the reopening. It was logistically very challenging and ground breaking as not many librarians could say they reopened a library in a pandemic.

Trustee Anderson joined the meeting at 5:37 pm.

Strategy, Engagement and Finance

2021 Proposed Budget

The Executive Director advised the Board that Barbara Long, Assistant Director of Budget and Finance, has prepared a presentation outlining the 2021 proposed budget highlights. The Library is scheduled to present the proposed budget to the Board of County Commissioners at the 2021 Budget: Department Decision Package meeting on Monday, August 17.

Barbara Long addressed the Board and presented information on the 2021 proposed budget. The goal of this budget is to respond to changing economic times: going from more than seven years of growth to predicted decline and preparing for a steeper drop in property tax revenue from Gallagher.

Assumptions for 2021 Budget

- Property Tax Revenue Based on 4.5 Mills
- Increase in Salary Cost Estimated at 2.6%

- Benefits, Interest Revenue and County Charges Estimated

The Library and Library Board spent a lot of time looking at scenarios in June. The Board directed staff to use timing of capital projects to provide flexibility as we wait for more information.

5 & 10 Year Financial Model – Looking Towards the Future

- Financial Outlook 10 Years Out
- Property Tax Revenue Based on 4.5 Mill
- Assumes Gallagher Amendment in Effect
- Timing of Capital Projects: Alternative Services in 2021, Evergreen Begins in 2022, South County Begins in 2024

This budget takes a conservative approach to preserve options in light of unknowns. Preserving financial flexibility means saving fund balance for the next big capital projects: South County & Evergreen. For the first time, JCPL's budget includes a capital projects sinking fund.

2021 Proposed Budget Highlights

- Preserve Financial Sustainability and Flexibility in a Changed Environment
- Pause on Large Capital Projects
- Scale Back on Staffing Additions
- Expand Alternative Services

Revenues and Expenses

Projected total revenue for 2021 is \$47,078,996 and total projected expenses are \$40,347,456. Investment income will likely decrease in the final budget.

2021 Capital Investments

Capital investments focus on taking care of taxpayer assets and expanding alternative services.

Long Term Plan – Fund Balance

The long term plan is driving the budget and reflects the need to save in the current year and in the 2021 budget to fund capital projects in the future. The fund balance picture does not look wonderful, but the proposed budget does give the Library time to respond to changing information as it comes in and update the budget based on actual information not just projections.

Letter to the Board of County Commissioners – 2021 Budget

MOTION: Jill Fellman moved that the Library Board of Trustees authorize the Chair to sign the letter to the Board of County Commissioners certifying the mil levy necessary to maintain and operate the library in 2021. (4.9.1). Seconded by Jeanne Lomba the motion passed by majority vote of all Trustees present with Trustee Bodnar voting no on the motion.

Trustee Bodnar addressed the Board and stated that his no vote is based on the order of capital projects discussed in previous meetings and, as stated before, he feels we could proceed with South County.

2021 5-Year Capital Plan

MOTION: Kim Johnson moved that the Library Board of Trustees authorize the Executive Director to submit the 2021 5-Year Capital Plan request to the Board of County Commissioners (4.2.5 C). Seconded by Pam Anderson the motion passed by majority vote of all Trustees present with Trustee Bodnar voting against the motion.

Trustee Bodnar addressed the Board and stated that due to moving South County to later he voted no on this item as well.

Trustee Anderson addressed the Board and expressed appreciation for work the staff did in pulling this budget together given everything else they are doing. She noted the amount of uncertainty, both professionally and personally, with the month to month variation in economic indicators. Usually five year plans are pretty stable and you can plan. We are in a unique circumstance. On the flip side, as we get more information we can adapt and be more flexible and we will need to continue to look at that. That ability is why she is supporting the capital plan.

Trustee Fellman addressed the Board and expressed her appreciation to Trustee Anderson for her comments throughout the budget discussions as they have been important and helpful to understanding the financial picture.

Trustee Johnson addressed the Board and expressed her appreciation to Trustee Anderson and Library staff. The flexibility the five year plan presents is remarkable during this time. That we can still leave a brand new branch in that plan is impressive.

2021 Proposed Budget Plan

MOTION: Kim Johnson moved that the Library Board of Trustees authorize the Executive Director to submit the 2021 Proposed Budget Plan to the Board of County Commissioners (4.2.5 C). Seconded by Jill Fellman the motion passed by majority vote of all Trustees present with Trustee Bodnar voting against the motion.

Trustee Bodnar addressed the Board and stated that his comments are similar as before. The 4.5 mils will take the fund balance close to one year's operating expenses, exceeds public trust and is holding a lot in reserve. And, it is just a reserve and we have guaranteed income so he voted no for requesting 4.5 mils.

The Chair addressed the Board and stated that he appreciates the comments. These are extraordinary times and he was uncomfortable with the size of the fund balance but really appreciates the flexibility staff have given us and the ability to adjust. He noted that he is excited about moving forward quickly with South County and expressed appreciation for the hard work of the staff and Trustees.

Financial Review (June)

There were no questions from the Board regarding the June financials.

Public Services

Midwest Tape Contract Renewal Information

The Executive Director introduced the topic and advised the Board that Julianne Rist, Director of Libraries is present to answer any questions. There were no questions from the Board. The Trustees were advised that this item will appear on the consent agenda for authorization at the August 20, 2020 Library Board meeting.

Technology and Innovation

Standley Lake Sorter Amendment

The Executive Director introduced the topic and advised the Board that the Library is happy with this vendor and would like to move forward with the sorter amendment. In response to a question, the Board was advised that information on the current sorter at Standley Lake will be provided. The Board was further advised that this item will be pulled from the consent agenda for the August 20, 2020 Board meeting and an amended regular meeting agenda and consent agenda memorandum will be issued.

ITEMS REMOVED FROM THE CONSENT AGENDA

The Standley Lake Sorter Amendment was removed from the consent agenda and will be placed on the amended regular meeting agenda for August 20, 2020.

EMERGING ISSUES

There were no emerging issues.

ENDS

No items.

BOARD GOVERNANCE

The Chair addressed the Board and noted that the adjustments were prompted by changes in the sunshine law and holding online meetings due to the pandemic. Trustee Lomba, a member of the Bylaws Committee will be addressing the topic.

Trustee Lomba addressed the Board and noted that the Board has had the opportunity over the last week to review the proposed amendments. She provided a summary of the issues including the meeting notification change to online posting, public comment and the online forum for Board meetings.

A. Review proposed adjustments to Bylaws and Sunshine Resolution

- 1) H.B. 19-1087 Public Meetings – notice – online posting

B. Review Proposed adjustments to Bylaws and Governing Policy 4.3

- 2) Public Comment/Public Participation at Board Meetings
- 3) Online Meetings

The following comments and suggestions were acknowledged. More information and recommendations for moving forward will be provided at the next Board meeting.

- Item: Posting paper notices. This is more appropriately addressed in policy rather than the Bylaws. The Bylaws reflect legal requirements and how the Board complies. Paper notices are not a legal requirement. The Board Consensus is to post paper notices at libraries and include as a policy.
- Item: Statement recognizing the value of in-person meetings. This is better addressed in policy as it is more the “will of the Board” versus a legal “by law” requirement.
- Item: Regular and Special Meetings. There was wide ranging discussion regarding Special and Regular meetings and consistency/clarity between Regular and Special meetings.
- Item: Public Submittal of Presentation Materials/Handouts
 - Where to submit
 - At the discretion of the Chair
 - Time allowance to submit for a special meeting that may be called with little notice

Trustee Anderson left the meeting at 6:25 pm.

C. Review Policy Governance Monitoring Reports 2.5 through 2.9

In response to a question, the Board was advised that with regard to policy 2.8.8A Board Awareness and Support Fulfilling individual requests for information, the Executive Director acknowledged in the official interpretation that the provision requires her to

address official Board business with the Board as a whole. When reasonable requests for information come from individual Board members, she responds according to her best judgment. Compliance is outlined in the policy as keeping all members informed equally and can do so in her monthly report to the Board.

There were no other comments or questions from the Board regarding the Monitoring Reports.

BOARD SCHEDULE – NEXT MEETINGS

The Chair advised the Board of the executive session planned for the August 20, 2020 meeting and asked all Trustees to please review the information in order to have a productive meeting.

Trustee Bodnar asked the Chair what data and is being evaluated and what criteria is being used regarding in-person Board meetings.

The Chair advised the Board that there are several issues including logistics and accommodating the public in a safe way.

The Executive Director advised the Board that more information will be provided regarding the legal requirements and other challenges related to in-person Board meetings. Some of the issues include the current use of meeting rooms to hold quarantined materials and public access and how many people per square foot can safely be accommodated.

- August 20, 2020 - Board Meeting – 5:30 pm – CONFIRMED ONLINE VIA WEBEX with **Executive Session**
- September 10, 2020 – Study Session – 5:30 pm – AS OF NOW IT WILL BE ONLINE– Pam Nissler Conference Room at Library Administration or Online via Web Ex
- September 17, 2020 – Board Meeting – 5:30 pm – To be determined – Belmar Library Meeting Room or Online via WebEx
- October 8, 2020 – Study Session – 5:30 pm – To be determined – Pam Nissler Conference Room at Library Administration or Online via WebEx
- October 15, 2020 – Board Meeting – 5:30 pm – To be determined – Lakewood Library Meeting Room or Online via WebEx
- November 12, 2020 – Study Session – 5:30 pm – To be determined – Pam Nissler Conference Room at Library Administration or Online via WebEx
- November 19, 2020 – Board Meeting – 5:30 pm – To be determined – Lakewood Library Meeting Room or Online via WebEx

- December 10, 2020 – Board Meeting – 5:30 pm – To be determined – Lakewood Library Meeting Room or Online via WebEx.

CONFERENCES

- Colorado Association of Libraries 2020 Conference (CAL) – September 10-12, Loveland CO

ANNOUNCEMENTS/GENERAL INFORMATION SHARING

The Chair advised the Board that as well as planning for the annual joint meeting with the Foundation, there will be other opportunities for information exchange. There is a request from the Foundation for more dialog. After the Trustees have a chance to review the components of the relationship, which is on the agenda for next week, we will be able to have a much more constructive discussion with the Foundation. It is important to understand the relationship and issues and make sure the Trustees have the background information to understand the issues including ROI. We act as a Board and make decisions as a Board. In the past, working groups were established where the entire Library Board was not involved. The intent for the next meeting and meetings with the Foundation further down the road, is for the entire Library Board to be involved and engaged.

Trustee Lomba noted the video on the opening of the Belmar Library and encouraged the Trustees to view the video as it is very well done and enjoyable.

ADJOURNMENT

The Board meeting was adjourned at 7:15 pm.

Pam Anderson, Secretary

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

August 20, 2020

CALL TO ORDER – SPECIAL MEETING

The regular meeting of the Jefferson County Public Library Board of Trustees was held online via WebEx on August 20, 2020. Library Board of Trustees Chair, Charles Naumer, called the meeting to order at 5:34 p.m. Other Trustees present: Kim Johnson (Vice-Chair), Jill Fellman, Jeanne Lomba and German Zarate-Bohorquez.

Trustees not present: John Bodnar and Pam Anderson.

Staff present: Donna Walker, Executive Director; Steve Chestnut, Director of Facilities and Construction Projects; Julianne Rist, Director of Libraries; Rex Whisman, Director of Strategy, Engagement and Finance; Sandie Coutts, Director of People and Culture; Bernadette Berger, Director of Technology and Innovation; 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; Kurt Behn, County Attorney's Office; 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 amended agenda as presented. Seconded by German Zarate-Bohorquez 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 amended 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 amended consent agenda as presented. Seconded by Kim Johnson the motion passed by unanimous vote of all Trustees present.

Items on the Consent Agenda for August 20, 2020

1. Trustees Adopt Policy Governance Monitoring Reports 2.5 through 2.9
 - 2.5 Financial Planning, Budgeting
 - 2.6 Compensation and Benefits
 - 2.7 Emergency Executive Director Succession
 - 2.8 Board Awareness and Support
 - 2.9 Materials Selection
2. Library Board of Trustees authorize the Executive Director to sign a renewal of the contract with MidWest Tape within the approved budgeted amount.

FOUNDATION UPDATE

Jo Schantz, Foundation Executive Director, advised the Board that the first sale of the season is underway at the Brass Armadillo Antique Mall. There are three tents and the most recent report indicated there are hundreds of people and \$4500 raised. The virtual Denver Post Pen and Podium event is Monday at 7:30 and JCLF has received \$1,000. A task force with Foundation Board members has been formed to help find locations for book sales because of the concern about the availability of the Fairgrounds. The Foundation will finish out the year's book sales events with the fall whale sale. There are modifications due to Covid 19 such as only allowing 50 people in at one time, reservation sign up and the Foundation is considering having a fee to attend. There are many pending grant proposals and the Foundation received \$1,000 unsolicited from the Sears Family Charitable Fund. A donor wants to start a named endowment at Rose and contribute \$25,000. The Foundation's 2019 annual report is done and posted on the website. In response to questions the Board was advised that:

- The Foundation is considering a \$5 admission fee for the fall whale sale and expanding the hours to full days on Thursday, Friday and Saturday and six hours on Sunday.
- The Fairgrounds has not contacted the Foundation directly but the Foundation is unable to make reservations
- The Library recently adjusted their quarantine of materials to 4 days.

Kim Johnson, Trustee Liaison to the Foundation expressed continued appreciation to Jo Schantz and her team.

EXECUTIVE TEAM OPERATIONAL UPDATES

Executive Director Report

The Executive Director advised the Board that the Library received an accolade from the County noting that our Continuity of Operations Plan (COOP) is one of the best plans in the County. It has helped the Library with its recovery response and weather this storm. The Executive Director expressed appreciation to the Board for their support and authorization to submit the proposed 2021 budget. The Library presented that budget to the Board of County Commissioners on Monday, August 17. The Board was advised that the Executive director is engaged in conversations with a potential donor and expressed appreciation to Trustee Bodnar for making that connection between the donor and the Library. The Executive Director noted that she is encouraging all staff to take vacation time. There are many staff who have been unable to take time off during these many months and to model that encouragement, the Executive Director is planning on taking vacation the first week in September. There is an ongoing study on library materials and how long the virus is active on those materials. Each time a new report comes out the Library makes any necessary adjustments, such as increasing the quarantine time from three to four days. The Library received a report regarding how long the virus lives on discs, CDs and DVDs and has reached out to County Public Health with that information. There might be another shift in the quarantine of materials.

The Chair addressed the Board and stated that the Executive Director certainly deserves the vacation and encouraged her to take that time. There were no questions from the Board about the Executive Director's report.

Strategy, Engagement and Finance

Finance and Budget (July)

The Executive Director introduced the topic and turned the conversation over to Barbara Long, Assistant Director of Finance and Budget.

Barbara Long provided a summary of the July Financial report and called the Board's attention to property tax revenue which is very close to budget and does include July's receipts. Expenses are tracking as usual. There is an item in Table 3 that is special this year in Federal and State Grants. The amount in the year-to-date column is \$161,962 and includes the funds received in July for the electric vehicle charging stations at the Belmar Library.

Belmar Project Financial Report

There were no questions from the Board on the Belmar project financial report.

Public Services

Return to In-person Service

The Executive Director introduced the topic and advised the Board that on July 13, JCPL started opening the libraries for the public to come in. It was a massive effort across all divisions and all levels of staff. Julianne Rist, Director of Libraries, will provide information on how people are using those services.

Julianne Rist addressed the Board and noted that the successful effort to provide curbside services and then reopen the libraries could not have been done without the work of every single person who works for JCPL. During the last two months JCPL has created and implemented a new agile process for providing services. We have piloted new services and within a week of offering them we began the evaluation and modification of these new services. Our strategy has remained constant despite the changing conditions. We will provide library services at our physical locations in an incremental manner, responding to current circumstances and changing conditions. At this time I would like to highlight the use of the library, and feedback we have received from our patrons through our customer use survey.

JCPL's use mirrors that of our neighboring libraries. We are all operating on reduced hours, some other systems are still only offering curbside service or limited in person access such as computer appointments only. All locations are seeing decreases in physical circulation and increases in digital circulation. In July, physical circulation is starting to catch up to 2019 numbers.

Use of digital items has remained high throughout this time. In fact we have already had over 1,000,000 circs for digital items this year. In 2019 it took until the fourth quarter to reach that milestone. Circulation for digital items has seen large increases in both the use and the size of the collection. Digital items saw a very large spike in the first 2 months and then stabilized for the last 2 months. When you combine the increased use in our digital use with the decreases in physical items, circulation is beginning to get closer to our normal monthly numbers. Current year-to-date numbers show we are 15% lower than last year's total.

The first location opened on July 13, and the eighth location opened on July 29. The number of patrons served by curbside services in July was 27,733 and in-library patrons served was 16,107. We will be watching closely what these numbers do in August which will be the first full month we are open for in person services and having our buildings open to the public.

Customer Use Survey

Beginning June 22 we began asking customers about the library services they were currently receiving during the Pandemic. The surveys were sent to 5% of people who had use the library during the last 90 days and offered in both English and Spanish. 13,613 were sent out during this time and 21% (2,744) completed response were received.

- Sent to 5% of customers who have used the library in the last 90 days
- 5 surveys sent between June 22 – July 23
- 21% completion rate

Awareness of Library & Library Services

Since March we have increased our communication with our community so that we can keep everyone updated about library services. The survey shows us that 32.3% of our customers are more aware of library services. And there were a lot of new services to keep our community informed about. We have created ways to work effectively and provide services remotely, digitally and in-person during these challenging and uncertain times. We have collaborated to ensure the well-being of our staff and community. While the buildings closed on March 15, programming was offered digitally and through call in options the next week. The Call Center was answering patrons' questions by April 4. Book a librarian never took a day off. Nine days after JCPL received notification that we could begin to provide curbsides services, we piloted those services at Standley Lake. We have also expanded or offered new services weekly such as curbside printing, grab and go bundles and summer reading prizes. Two months after offering curbside services we piloted walk in services such as computers, and browsing. The Website was updated with each new service and weekly emails were sent to all card holders to let them know about the services we were offering.

Digital Resources

Collections staff immediately shifted some of our purchasing from physical items to digital content back in March. Also many vendors expanded access to titles and content either at no cost or reduced prices. The survey gives us more detailed information about what cardholders are using. Not surprisingly eBooks and eAudio books are the two largest categories. Streaming services such as Kanopy and Hoopla are next. Digital magazines and online learning showed about equal use. The other category includes response such as I don't use digital resources, or titles of specific magazine such as Consumer Reports, what they were doing such as resumes for a job, or watching a virtual story time.

Satisfaction Rating

Nearly 70% of respondents said they are satisfied or very satisfied with how we're providing resources during this time. 48% of respondents have used curbside-including respondents with early activity during our physical closure. Of those, 85% were satisfied with the experience.

In the comment section of the memo in the Board's packet, you can see a trend in the early dates of the survey asking for social interaction, in-person services and the ability to browse for items in person. Your memo has a few comments from customers such as Thanks for doing curbside pickup! We really miss the library but understand the barriers to fully opening. Appreciate all the emails about what is going on at the library.

Looking forward we will be continuing the customer survey as part of our evaluation and feedback process to modify how we provide access to library resources. We are regularly adjusting our plans in response to changing conditions and are developing new approaches to meet the current needs of our community. We are currently planning how to modify our services and hours this fall to best support students, parents and other residents in our community. In response to a questions, the Board was advised that:

- In response to the survey the Library received four responses in Spanish.
- The Library is in the midst of evaluating hours going forward and balancing the amount of staffing we have and what it would take to provide in person and curbside with expanded hours.

The Chair noted what a major effort it took to provide these services and the more he heard about what was involved the more realized how huge a task it was. He expressed appreciation to the staff and noted that use has gone up and the trend lines look great. It will be interesting to see how the trends look in the coming months.

Technology and Innovation

Standley Lake Sorter Amendment

The Executive Director introduced the topic and advised the Board that Bernadette Berger, Director of Technology and Innovation, will provide overview of the project and answer the question the Board asked at the meeting last week.

Bernadette Berger addressed the Board and noted that the sorter budget is part of the funds set aside in the ARMs to make sure we fix things before they break and are part of the planned maintenance schedule. The Bibliotheca sorters, including the one at Standley Lake, is past its useful life and replacement parts are not available. Last year, the Library issued an RFP and selected RFID Library Solutions as the vendor for the next three years.

MOTION: Jill Fellman moved that the Library Board of Trustees authorize the Executive Director to sign the contract amendment with RFID Library Solutions, Inc. to complete the Standley Lake sorter replacement project in the amount of \$258,275. Seconded by Kim Johnson the motion passed by unanimous vote of all Trustees present.

ITEMS REMOVED FROM THE CONSENT AGENDA

No items were removed from the consent agenda.

ENDS

No items.

BOARD GOVERNANCE

A. Trustees adopt Sunshine Resolution

MOTION: Kim Johnson moved that the Library Board of Trustees adopt Sunshine Resolution LB 08-20-20 as presented. Seconded by German Zarate-Bohorquez the motion passed by unanimous vote of all Trustees present.

B. Trustees adopt Governing Policy 4.3

MOTION: Jeanne Lomba moved that the Library Board of Trustees adopt Governance Policy 4.3 as presented. Seconded by Jill Fellman the motion passed by unanimous vote of all Trustees present.

C. Trustees adopt Bylaws.

The Chair advised the Board that adoption of the Bylaws will be delayed to the next Board meeting in compliance with Bylaws Article XIII, which states that amendments to the Bylaws shall be submitted to the Trustees at least 14 days prior to their proposed adoption.

EMERGING ISSUES

Interpreter Services

Trustee Zarate-Bohorquez addressed the Board and provided demographic information related to the non-English speaking population in Jefferson County. Of the approximately 582,800 people in Jefferson County, 15.6% is Hispanic or Latino and 3.1% is Asian. 89% of the population speaks English while 10.65% speak other languages. Of those that speak other languages, 6.19% of that population in Jefferson County speak Spanish. Trustee Zarate-Bohorquez brought forward the information for the Board's consideration as a best practice in diversity and inclusion and help to represent the public, to provide interpreting services during the Board meetings. Patrons that would like to be part of the public board meetings could give us notice in advance (72 hours) to see if we can accommodate their languages needs.

The Executive Director expressed appreciation to Trustee Zarate-Bohorquez for bringing this forward. It does fit in with the Library Board's ends statement to be radically welcoming. She noted that staff would be happy to put that into policy and how to implement translation services, and come back to the Board with recommendations.

The Chair expressed appreciation to Trustee Zarate-Bohorquez for the suggestion and asked for Board consensus for the Executive Director to provide a recommendation. A show of hands indicated all Trustees present were in support of Trustee Zarate-Bohorquez' request and the Executive Directors' suggestion to have staff look into the policies and bring this item back to the Board at a future Board meeting.

Information about the Working Relationship with the Jefferson County Library Foundation

The Chair advised the Board that there is information in their packet about the working relationship with the Jefferson County Library Foundation (JCLF). This information includes a diagram describing the entities and relationship and the expired Memorandum of Understanding (MOU). He advised the Board that if they have questions specific to negotiating the agreement (MOU) that discussion will be limited to the Executive Session. The Chair noted that information received from the Foundation can be considered at a later time. There were no questions from the Board.

BOARD SCHEDULE – NEXT MEETINGS

The Chair advised the Board that the Library is proposing to hold the new trustee orientation on September 10, including a policy governance refresher and noted that he is hoping all Trustees can attend. The Chair confirmed that he and Trustees Johnson, Fellman and Zarate-Bohorquez are available on that date.

The Chair noted that the joint meeting with the Board of County Commissioners is scheduled for September 17, and that he will send out the suggested topics for that meeting which are (1) the wonderful news about return to service and (2) the five year capital plan and the Gallagher amendment. The Board was advised that invitations to the meeting have been sent to all Trustees.

- September 10, 2020 – Study Session & New Trustee Orientation/Policy Governance – 5:30 pm – CONFIRMED FOR ONLINE–via WebEx
- September 17, 2020 – Joint Meeting with the BCC – 11:30 – CONFIRMED FOR Online
- September 17, 2020 – Board Meeting – 5:30 pm – CONFIRMED FOR ONLINE via WebEx
- October 8, 2020 – Study Session – 5:30 pm – To be determined – Pam Nissler Conference Room at Library Administration or Online via WebEx
- October 15, 2020 – Board Meeting – 5:30 pm – To be determined – Lakewood Library Meeting Room or Online via WebEx
- November 12, 2020 – Study Session – 5:30 pm – To be determined – Pam Nissler Conference Room at Library Administration or Online via WebEx

- November 19, 2020 – Board Meeting – 5:30 pm – To be determined – Lakewood Library Meeting Room or Online via WebEx
- December 10, 2020 – Board Meeting – 5:30 pm – To be determined – Lakewood Library Meeting Room or Online via WebEx.

CONFERENCES

- Colorado Association of Libraries 2020 Conference (CAL) – September 10-12, Loveland CO - ONLINE

ANNOUNCEMENTS/GENERAL INFORMATION SHARING

There were no announcements.

EXECUTIVE SESSION:

MOTION: Kim Johnson moved to adjourn the regular meeting of the Library Board of Trustees and reconvene in Executive Session pursuant to 24-6-402(4)(e)(I) for discussion of strategy and instructions to negotiators with respect to re-negotiating the Jefferson County Public Library's agreement with the Jefferson County Library Foundation. Seconded by Jeanne Lomba the motion passed by unanimous vote of all Trustees present.

The Chair announced a 5 minute break to allow the Board time to leave the existing WebEx meeting and then join the Executive Session using the information provided in the separate invitation.

The Chair called the Executive Session to order at 6:35 p.m. with the following Trustees present: Kim Johnson, Jill Fellman, Jeanne Lomba and German Zarate-Bohorquez. Also, present Donna Walker, Executive Director; Kurt Behn, County Attorney's Office; and Amber Fisher, Executive Assistant. The Chair noted that the session would be recorded and that the recording would be retained for the required 90 days.

CALL FOR ADJOURNMENT OF EXECUTIVE SESSION AND TO RECONVENE THE REGULAR MEETING

MOTION: At 8:42 p.m. Jill Fellman moved to adjourn the Executive Session and reconvene the regular meeting in five minutes. Seconded by Jeanne Lomba the motion passed by unanimous vote of all Trustees present.

At 8:48 p.m. the Chair reconvened the regular meeting with the following Trustees present: Kim Johnson (Vice-Chair), Jill Fellman, Jeanne Lomba and German Zarate-Bohorquez.

The Chair provided the following Executive Session Summary as required by Colorado Statute: The Library Board of Trustees met in Executive Session to discuss positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators with respect to re-negotiating the Jefferson County Public Library's agreement with the Jefferson County Library Foundation. The Trustees held that discussion and this summary is provided as required by Colorado Statute.

MOTION: Kim Johnson moved that the Library Board of Trustees direct the Chair to draft a letter to the Jefferson County Library Foundation (JCLF) that the Library Board does not consider the JCLF storefront operation to be a support to the Library and directs the Executive Director to investigate moving the relationship with JCLF regarding the Library's donated and deaccessioned materials to a vendor agreement with JCLF. Seconded by Jill Fellman the motion passed by unanimous vote of all Trustees present.

ADJOURNMENT

The Board meeting was adjourned at 8:52 pm.

Pam Anderson, Secretary

FOUNDATION REPORT



JEFFERSON COUNTY LIBRARY FOUNDATION

EXECUTIVE DIRECTOR REPORT

SEPTEMBER 2020 (Aug. 21 – Sept. 17)

By Jo Schantz, MNM, CFRE, GPC

1. EVENTS AND ACTIVITIES



JCLF's first sale of 2020 was a tent sale that was held on the front lawn of the Brass Armadillo Antique Mall in Wheat Ridge. The event occurred from 9 a.m. to 6 p.m. Thursday/Friday, August 20 and 21, under three huge tents. **We raised just over \$7,000 from this event.** Many thanks to our dedicated volunteers who weathered the heat and the smoky air to make this book sale a success!

FALL WHALE OF A USED BOOK SALE COMING IN OCTOBER!

On October 14-18, JCLF will produce its popular **Whale of a Used Book Sale at the Jeffco Fairgrounds!** Thousands of used books, CDs, DVDs, vinyl records and more! This year, due to COVID-19, **we are requiring reservations to shop, and there is a \$5 registration fee per person.** Please note that our hours have greatly expanded to accommodate our book buyers. Friends Preview Night is Wednesday, Oct. 14, and the sale is open 9 a.m. to 5 p.m. Thursday, Friday and Saturday. Sunday hours are 10 a.m. to 4 p.m. **Visit our website for details! Reservations open Sept. 30th!**



"AUTHORS IN THE AFTERNOON" COMING IN NOVEMBER!



"Authors in the Afternoon" is JCLF's new author presentation and fundraising series, and our first guests will be **W. Michael Gear and Kathleen O'Neal Gear.** This literary duo has more than over 17 million copies of their books in print world-wide which have been translated into at least 29 languages. "Authors in the Afternoon" will take place on **Friday, November 6, from 3:30 to 5 p.m.,** in the Monarch Room at the **Denver West Marriott, 1717 Denver West Marriott Blvd., Golden.** Limited tickets are available for in-person attendance (which includes dessert and a chance to meet with the Gears and purchase signed books). We also have tickets available for virtual attendance. Visit www.jeffcolibraryfoundation.org for more information – coming soon!

2. NEWS AND INFORMATION



JEFFERSON MARKETPLACE IN LITTLETON

This past month, JCLF staff and Board members have been visiting potential sites where we can host future Whale of a Used Book Sales as well as pop-up sales and tent sales. Our Board Task Force -- **Ana Rojas-Artica, Deborah Deal, Jessica Nichols and Linda Lovin** – have been instrumental in targeting various locations that may fit our needs.

On August 26, I toured four empty commercial units in **Lamar Station Plaza** (at Colfax and Lamar Streets in Lakewood), and on September 2, I toured two empty commercial units at **Jefferson Marketplace** (near C-470 and S. Kipling) in Littleton.

JCLF Board member **Tim Rogers** up a tour of the **Church of the Nazarene** at 17th and Dover in Lakewood on September 3rd. I'm also working with **FirstBank** to hold a future tent sale at the bank's Belmar branch location.

Our Board has delayed the vote on opening up a used bookstore in **Colorado Mills** mall until January 2021.

I was a participant in the Colorado Planned Giving Roundtable (CPGR) **Summer Symposium** on August 27 and 28. This was a virtual conference focused on estate planning, gift annuities and trust funds. I also attended **RAISE 2020**, a virtual fundraising conference (produced by OneCause), on September 14 and 15.

We have held two Crew Chief meetings to date regarding the many changes we are implementing for the fall **Whale of a Used Book Sale**. Key staff and volunteers also met with the Fairgrounds staff on Sept. 17 to discuss the mandated public health and safety regulations that we must follow during this pandemic.

3. GRANTS AND SOLICITATIONS UPDATE

RECENT (JULY/AUGUST/SEPTEMBER) GRANTS PENDING

- City of Lakewood COVID-19 Nonprofit Impact Grant -- \$15,000 for support of Belmar/Lakewood Libraries
- Nathan B. and Florence R. Burt Foundation – LOI submitted for 1000 Books Before Kindergarten
- Virginia Hill Foundation -- \$5,000 general operating
- Schramm Foundation -- \$5,000 general operating
- BOK Foundation -- \$5,000 for 1000 BBK
- The Foundation at Rolling Hills -- \$5,000 JCLF general operating
- Jeffco Non-County Agencies and Programs (NCAP) -- \$25,000 general operating

GRANTS APPROVED/RECEIVED

- Buell Foundation -- \$6,000 for 1000 Books Before Kindergarten
- Jeffco CARES -- \$10,000 general operating support

GRANTS DENIED

- Schlessman Family Foundation -- \$15,000 to name the Digital Media Studio at Belmar Library (LOI)

Book donations are accepted only Monday/Tuesday at our warehouse in Wheat Ridge, and these contributions are being quarantined for five days in a POD in our parking lot.

Operational Updates

Executive Director Update



September 2020 EXECUTIVE DIRECTOR REPORT

3rd Quarter 2020 Focus:

1. **NEW** Staffing and Service COVID-19 Recovery Response
2. Budget and Project Planning and Execution
3. South County Community Engagement

Recovery Response:

In September, the Library is focusing on,

- Public Services and Hours for fall and winter
- Patron and Staff Safety – Extended quarantine of materials
- Stand Down Pandemic Team
- Staffing and Remote Work

Budget and Projects:

In September, the Library is focusing on,

- CARES ACT Expense reimbursement
- State Grant to Libraries submission
- Assessing Impact of Miller-Coors abatement
- Gallagher Repeal 2021 Budget and Fact Sheet creation
- Researching a Vendor Agreement with JCLF re: the Library's donated and deaccessioned materials

South County Community Engagement:

In September, the Library is focusing on,

- Planning our approach
- Investigating options with vendor
- Creating a timeline with milestones

Advocacy and Engagement Opportunities for Trustees:


New Trustee Orientation/Policy Governance offered for new and all interested trustees.


Board of County Commissioners joint meeting with JCPL Board of Trustees.

JCPL SERVICE HIGHLIGHTS

Early Literacy: Raise a Reader 2020 is a creative new take on this Signature Event.

Staff created a series of activities offered throughout the month of September that patrons can do at home and at locations throughout the county. We will be offering:



- 
- **Take & Make Activity Kits** for pickup at all library locations.
 - **Outdoor In-Person Story Times.** We will be offering these story times outdoors at select locations every Saturday. We have taken special precautions to ensure the safety of staff and patrons.
 - **A StoryWalk ® in Olde Town Arvada!** StoryWalks ® are self-directed learning opportunities, consisting of a deconstructed picture book, with each page mounted separately on an outdoor path. Families will walk from one page to the next that are posted in the windows of local businesses to read the story. This will be JCPL's first foray into this growing library phenomenon.
 - **Sidewalk Obstacle Courses** at all locations. An outdoor activity that promotes early literacy skills and physical movement that families can do on their own. Another first for JCPL.
 - **Virtual Programs.** We will be offering a virtual program for each of the five early literacy skills.

Library to You Alternate Services: **Vending Machine** and **holds lockers** move to the Ridge Center in South Jefferson County.

Professional Engagement:

Debra Keane, Social Work Coordinator, has been named as a co-chair of the Public Library Association Social Worker Task Force and published an article in [Public Libraries Online](#).

9 staff and 2 trustees attending the virtual CALCON 2020 Conference. **Padma Polepeddi**, Assistant Director of Library Experience, and I will be presenting a session introducing the Colorado Association of Libraries (CAL) Mentorship Interest Group Program.

Julianne Rist, Director of Libraries, has been selected through a blind process as one of 30 library staff in Colorado to participate in an online intensive train-the-trainer program *Transformation for Libraries: Learning-Unlearning-Relearning through Strategic Foresight* paid for by an IMLS grant and administered by the Connecticut State Library.

HIGHLIGHTS OF EXECUTIVE DIRECTOR COMMUNITY ACTIVITIES, September, 2020

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

Working with Kelly Dunkin, Executive Director of Community First Foundation, and a group of community leaders on this issue: what we can do to support Jeffco students and caregivers during remote, hybrid and unusual school year in hopes of coordinating efforts and finding solutions.

Presented recommendations for trustee reappointment to the Board of County Commissioners.

Engagement with prospective major donor.



MEMORANDUM

TO: Library Board of Trustees

FROM: Donna Walker, Executive Director

RE: Library Board of Trustees In-Person Meetings During Pandemic

DATE: September 9, 2020

Recommendation:

- Align with our strategy that our first priority during this pandemic is the safety of our community and staff.
- Align with our commitment to use only requirements, recommendations and guidance from official sources for decision-making.
- Agree to revisit this topic at a later date, when Jefferson County applies for [Protect our Neighbors](#) status or another similar triggering milestone is reached.

Background Information:

At the August 13th Special Meeting of the Library Board of Trustees, I was asked to determine the necessary criteria to meet in order to schedule and hold in-person public meetings. At the August 20th meeting, Trustees approved an amendment to Policy 4.3 which stated their desire to meet in person as a high value.

Jefferson County is currently operating in the State of Colorado's [Safer At Home](#) executive order which recommends reducing in-person gatherings to the greatest extent possible and maximizing online conferencing. Residents are no longer ordered to stay home, but are strongly advised to stay at home in this order.

In an email sent 8/26/20, Jefferson County Public Health (JCPH) indicated that they were beginning to study what they will need to do to move into the Protect Our Neighbors stage of the COVID-19 response. In this stage, local communities can take on more control over reopening plans based on local conditions and capabilities. Then on September 3rd, a new matrix with updated levels, metrics, and criteria for opening, closing, and moving to each level were drafted by CDPHE with an opportunity for input. The final version of this official matrix is not yet available as of this writing.

The fluctuating nature of this pandemic creates constantly changing criteria around:

- adhering to safety guidance and legal requirements for gatherings,
- availability of library and other public spaces,
- availability of staff and trustees to meet in person,
- requirements for symptom-checking, and
- ability of staff to create a safe, accessible public meeting.

These are some of the many identified issues supporting my recommendation to defer a decision at this time.

Operational Updates

Strategy, Engagement and Finance

memorandum

To: Donna Walker, Executive Director
From: Barbara Long, Assistant Director for Finance & Budget
Re: Finance Monthly Report
Date: September 10, 2020

A. Budget to Actual Tables

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



Jefferson County
PUBLIC LIBRARY

memorandum

To: Donna Walker, Executive Director
From: Barbara Long, Assistant Director for Finance & Budget
Re: Finance Monthly Report
Date: September 14, 2020

Budget to Actual Tables August

The Budget to Actual Tables for August 2020 are attached. Total property tax received to date is close to the amount budgeted for the year. However, the County and MillerCoors recently reached a settlement agreement for the valuation of MillerCoors properties which will impact property tax revenue in 2020 and future years. The estimated 2020 impact to Library revenue is an abatement of \$458,662. Abatements are recorded in the Prior Year Cancellations line and typically are recorded in December. The year-end projection for property tax abatements in the operating statement, Table 3, is updated to show this information.

Through the end of August, the Library received funding of \$81,249 from the Library Foundation. The Library Foundation also provided \$3,500 in prizes for the Epic STEM event and received a \$200 grant from Costco which was paid in gift cards, resulting in total support from the Foundation of \$84,949. In-kind support provided to the Foundation by the Library in 2020 through August is valued at \$48,834 (Ratio of 1.74:1).

Two larger capital projects, the Belmar library renovation and the Library Services Center garage are nearing completion, and final payments will likely be made within the next month or two. Savings from the delayed capital projects, South County library and Golden library are reflected in the last column of table 5, the projected variance to 2020 budget.

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 8/31/2020	\$ 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	\$ 44,205,861	\$ 71,236	0%
Property Tax - Capital	1,949,693	1,927,979	2,165,680	2,080,923	(84,757)	-4%
Total Taxes	\$ 42,378,223	\$ 41,680,883	\$ 46,300,305	\$ 46,286,784	\$ (13,521)	0%
Federal & State Grants	\$ 130,000	\$ 128,084	\$ 128,000	\$ 161,962	\$ 33,962	27%
Fines & Fees	492,731	435,234	239,513	35,959	(203,554)	-85%
Other Revenue	495,000	1,412,272	572,640	639,107	66,467	12%
Total Other Revenues	\$ 1,117,731	\$ 1,975,590	\$ 940,153	\$ 837,029	\$ (103,124)	-11%
Sub Total Revenues	\$ 43,495,954	\$ 43,656,474	\$ 47,240,458	\$ 47,123,812	\$ (116,646)	0%
Fund Balance Activity						
Transfer from FB - Capital Projects	3,248,054		8,311,685	-		NA
Transfer to/(from) Fund Balance	-	4,835,039	-	19,293,713		NA
Total Sources of Funds	\$ 46,744,008	\$ 38,821,435	\$ 55,552,143	\$ 27,830,099		
Uses of Funds						
Operating Expenditures						
Salaries & Employee Benefits						
Salaries	\$ 14,766,591	\$ 14,352,310	\$ 15,935,735	\$ 9,804,830	\$ (6,130,905)	-38%
Benefits	4,818,086	4,370,694	5,288,399	2,967,097	(2,321,303)	-44%
Total Salaries & Benefits	\$ 19,584,677	\$ 18,723,004	\$ 21,224,134	\$ 12,771,926	\$ (8,452,208)	-40%
Library Books & Materials	\$ 8,139,065	\$ 7,777,885	\$ 8,135,190	\$ 5,051,714	\$ (3,083,476)	-38%
Supplies	1,612,418	1,343,599	1,449,965	786,216	(663,749)	-46%
Vehicles	-	-	-	-	-	NA
Services & Charges	4,245,804	3,869,464	4,914,583	2,373,150	(2,541,433)	-52%
Internal Transactions /Cost Allocation	1,886,026	1,983,894	2,251,204	1,673,537	(577,667)	-26%
Total Operating Expenditures	\$ 35,467,990	\$ 33,697,846	\$ 37,975,076	\$ 22,656,543	\$ (15,318,533)	-40%
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	\$ 5,120,150	\$ (11,046,496)	-68%
Total Uses of Funds	\$ 46,744,008	\$ 38,821,435	\$ 55,552,143	\$ 27,830,099	\$ (27,722,044)	-50%

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

	2019 Amended Budget	2019 Actual	2020 Amended Budget	YTD Actual 8/31/2020
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	\$ 45,042,890
Capital Funding	1,949,693	1,927,979	2,165,680	2,080,923
Total Revenues	\$ 43,495,954	\$ 43,656,474	\$ 47,240,458	\$ 47,123,812
Expenditures				
Operating Expenditures	\$ 35,467,990	\$ 33,697,846	\$ 37,975,076	\$ 22,656,543
Debt Service	1,448,432	1,448,432	1,410,421	53,407
Capital Projects	9,827,586	3,675,157	16,166,646	5,120,150
Total Expenditures	\$ 46,744,008	\$ 38,821,435	\$ 55,552,143	\$ 27,830,099
Increase/(Decrease) in Fund Balance	\$ (3,248,054)	\$ 4,835,038	\$ (8,311,685)	\$ 19,293,713
Ending Fund Balance	\$ 14,916,180	\$ 24,364,581	\$ 11,217,858	\$ 43,658,295
Committed to Capital Projects		\$ 5,897,205		
Reserve Fund Balance		\$ 18,467,376		

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 8/31/2020	Projected Year-End 2020	Variance 2020 Budget
Sources of Funds						
Revenues						
Taxes						
Property Taxes	\$ 41,376,815	\$ 40,915,992	\$ 45,960,543	\$ 44,161,802	\$ 45,960,543	\$ -
Delinquent Taxes	105,503	81,612	48,032	52,286	48,032	-
Prior Year Cancellations	(80,608)	(223,412)	(385,353)		(835,353)	(450,000)
Urban Renewal	(996,510)	(1,068,555)	(1,509,624)		(1,509,624)	-
Penalties & Interest	23,330	47,267	21,027	(8,227)	21,027	-
Total Taxes	\$ 40,428,530	\$ 39,752,904	\$ 44,134,625	\$ 44,205,861	\$ 43,684,625	\$ (450,000)
Federal & State Grants	\$ 130,000	\$ 128,084	\$ 128,000	\$ 161,962	\$ 128,000	\$ 33,962
Library Fines	365,000	309,575	107,950	12,063	20,000	(87,950)
Charges for Services	127,731	125,659	131,563	23,897	40,000	(91,563)
Investment Income	322,000	1,122,445	322,000	303,709	322,000	-
Library Foundation	85,000	177,817	160,000	81,249	160,000	-
E Rate Revenue	88,000	93,865	90,640	98,862	98,862	8,222
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	\$ 45,042,890	\$ 44,608,775	\$ (432,041)
Uses of Funds						
Operating Expenditures						
Salaries & Employee Benefits						
Salaries	\$ 13,872,155	\$ 12,442,452	\$ 15,093,111	\$ 8,835,599	\$ 15,093,111	\$ -
Awards & Bonuses	125,000	-	130,000		130,000	-
Termination Pay	-	78,196		157,092	-	-
Temporary Salaries	2,080,360	1,828,944	2,146,611	811,051	2,146,611	-
Overtime	7,130	2,719	5,130	1,087	5,130	-
Vacancy Savings	(1,318,054)		(1,439,117)		(1,439,117)	-
Benefits	4,818,086	4,370,694	5,288,399	2,967,097	5,288,399	-
Total Salaries & Benefits	\$ 19,584,677	\$ 18,723,004	\$ 21,224,134	\$ 12,771,926	\$ 21,224,134	\$ -
Library Books & Materials	\$ 6,768,000	\$ 6,578,114	\$ 6,691,154	\$ 3,749,204	\$ 6,191,154	\$ (500,000)
Library Computer Materials	1,173,185	1,077,497	1,285,686	1,136,152	1,285,686	-
Library Periodicals	197,880	122,274	158,350	166,358	166,358	8,008
Sub-Total Library Collections	8,139,065	7,777,885	8,135,190	5,051,714	7,643,198	(491,992)
Supplies	\$ 1,612,418	\$ 1,343,599	\$ 1,449,965	\$ 786,216	\$ 1,449,965	\$ -
Services & Charges	4,245,804	3,869,464	4,914,583	2,373,150	4,914,583	-
Vehicles	-	-	-		-	-
Direct Internal Charges	196,182	143,837	164,067	69,143	164,067	-
Indirect Cost Allocation	1,067,744	1,067,744	1,145,837	763,891	1,145,837	-
Intra County Transactions	622,100	772,313	941,300	840,502	941,300	-
Total Supplies and Other	\$ 7,744,248	\$ 7,196,956	\$ 8,615,752	\$ 4,832,903	\$ 8,615,752	\$ -
Total Operating	\$ 35,467,990	\$ 33,697,846	\$ 37,975,076	\$ 22,656,543	\$ 37,483,084	\$ (491,992)

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 8/31/2020	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 8/31/2020	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	\$ 2,080,923	\$ 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	\$ 2,080,923	\$ 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	\$ 104,443	\$ 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	121,255	180,000	-
ARM-04 Book Sorter Replacement	250,000	59,862	300,000	470,000	183,471	470,000	-
ARM-05 IT Infrastructure Replacement	200,000	128,989	370,000	370,000	115,401	370,000	-
Alternative Services	250,000	246,753	450,000	450,000	18,637	450,000	-
2016 Projects							
16-14 High Availability Internet Redundancy	\$ 72,000	\$ -	\$ -	\$ 41,000	\$ 33,108	\$ 33,108	\$ 7,892
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	114,581	135,783	(13,200)
18-08 Bookmobile Replacement	400,000	-	-	547,441	3,500	547,441	-
2019 Projects							
19-01 Standley Lake Clerestory Roof	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
19-02 Document Management System	160,000	-	-	160,000	63,269	160,000	-
2020 Projects							
20-01 Arvada HVAC Upgrade	\$ -	\$ -	\$ 140,000	\$ 140,000	\$ -	50,000	\$ 90,000
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	4,330,281	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	\$ 5,120,150	\$ 7,685,954	\$ 8,480,692

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

Project	2020 Amended Budget	YTD Actual 8/31/20	YTD Encumbrances 8/31/20	YTD Total Actual + Enc	Remaining Budget
ARM-01 Capital Maintenance	\$ 307,000	\$ 104,443	\$ 96,205	\$ 200,648	\$ 106,352
ARM-02 Furniture & Equipment	36,000	5,148	-	5,148	30,852
ARM-03 Computer Replacement Plan	180,000	121,255	421	121,676	58,324
ARM-04 Book Sorter Replacement	470,000	183,471	-	183,471	286,529
ARM-05 IT Infrastructure Replacement	370,000	115,401	-	115,401	254,599
Library Alternative Services	450,000	18,637	8,850	27,487	422,513
16-14 High Availability Internet Redundancy	41,000	33,108	-	33,108	7,892
18-07 LSC Garage & Loading Dock	122,583	114,581	21,202	135,783	(13,200)
18-08 Bookmobile Replacement	547,441	3,500	-	3,500	543,941
19-02 Document Management System	160,000	63,269	16,731	80,000	80,000
Multi-Year Projects Construction Projects					
18-01 Belmar Library Remodel	4,602,522	\$ 4,330,281	118,187	4,448,468	154,054
19-03 South County Library	4,344,100	27,055	62,294	89,349	4,254,751
20-01 Arvada HVAC Upgrade	140,000	-	49,870	49,870	90,130
20-02 Golden Library	4,396,000	-	-	-	4,396,000
Total Capital Projects	\$ 16,166,646	\$ 5,120,150	\$ 373,760	\$ 5,493,910	\$ 10,672,736

Belmar Library Renovation Project to Date - Budget to Actual

August 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

\$4,330,280 2020 Actual

\$272,242 Remaining 2020 Budget

Belmar Library Renovation Project
Project - Budget to Actual
Inception-to-Date
August 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
June	29,483	14,400	235,853	2,150	90,885	2,960		375,731
July					14,709			14,709
August	2,450	6,606	254,297		94,794	999		359,146
Total 2020	97,313	53,286	3,536,616	8,076	469,972	165,018	-	4,330,280
Total Expenditures	723,097	214,640	4,888,042	26,057	647,186	272,238	-	6,771,259
Remaining Budget	\$ 27,888	\$ 5,360	\$ (239,842)	\$ 13,943	\$ 90,814	\$ 102,936	\$ 271,141	\$ 272,241

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



jeffcolibrary.org

TO: Donna Walker, Executive Director

FROM: Jo Schantz, Executive Director, Library Foundation

DATE: September 9, 2020

RE: Change to memorial naming opportunity at Standley Lake Library

Brigham/Roeske Naming Agreement Amendment

Action Requested:

We are asking the Library Board of Trustees to authorize the Executive Director to amend signage at the Standley Lake Library Outdoor Adventure Space to read: In Loving Memory of Warren A. and Shirley M. Roeske.

Warren and his daughter, Allison Brigham, have collectively donated more than \$30,000 over the past four years – a good part of those funds were directed toward the Standley Lake Outdoor Adventure Space, in memory of Warren's wife and Allison's mother, Shirley M. Roeske. The Library acknowledged that contribution to Standley Lake with signage indicating that this area was dedicated in memory of Shirley.

Now that Warren has passed away, we would like to change the signage to indicate that this Outdoor Adventure Space is in memory of both Warren and Shirley Roeske. Warren was also a member of JCLF's Legacy Chapter.

Operational Updates

Public Services

MEMORANDUM

TO: Donna Walker, Executive Director
FROM: Julianne Rist, Director of Libraries
RE: Gradual return to in-person services
DATE: September 9, 2020

Summary

Since June we have been providing information to the Library Board of Trustees about the vision and purpose of Jefferson County Public Library's return to in-person services. Since closing our buildings to the public back in March, JCPL has created and implemented a new agile process for providing services. We are continuing to adjust our services based on data, community input and changing circumstances. We will provide library services at our physical locations in an incremental manner, while keeping the health and safety of our staff and community as our first priority. We will adhere to, and follow, current orders and guidelines from governing authorities.

In-person Library use March 15 – August 31

August was the first full month of offering walk in services, and patrons are happy to be able to come into our buildings once again. Curbside continues to be a popular service accounting for 23% of our visits during August. Prospector is now available for our customers once again with 32 libraries lending materials.

Curbside Checkouts May 16 - August 31	246,791
In-Library Checkouts July 13 - August 31	267,615
Total Checkouts	514,406

Curbside Visits May 16 - August 31	64,136
In-Library Visits July 13 - August 31	58,524
Total Visits	122,660

Summer Reading was extended through the end of August to give people more time to finish the program. The preliminary numbers show that we had 18,452 people register and take part in the program.

Other services continue to be popular. From March 15 – August 31 we have presented 480 programs and 12,276 people have participated in a live program or watched a recorded program. The call center has answered 22,203 phone calls and e reference has answered 5,544 emails. Book a Librarian has completed 699 appointments.

MEMORANDUM

Looking ahead

We are currently planning how we can increase the number of hours that walk in services are offered. In addition, four locations will be serving as early voting polling places (Columbine, Belmar, Standley Lake and Evergreen). We are working on the logistics of how and where to quarantine materials when the meeting rooms are turned over to Elections, and how library services may be impacted.

We will be moving hold lockers and the lending machine that served the Belmar patrons during the closure from the Lakewood parking garage to the Ridge Center in South County this month.

Library staff have been hard at work reinventing our annual Raise a Reader event focusing on early literacy. We will present our first series of in-person programs with outdoor story times at various locations on Saturdays during the month of September as well as virtual programs. We are also piloting a story walk in downtown Arvada, and we have created take home kits so that families can practice the five early literacy activities (play, talk, sing, read and write). Families with kids under five may pick up a kit, take it home, and can have fun with the activities throughout the entire month.

We will restart our net promoter score survey this month. Like the customer use survey that we reported on last month, the net promoter survey acts as a combination of a customer experience survey and a digital comment card. Customers are able to seek answers and contact from staff if they have specific questions or concerns. It will also provide us with an overview of how customers are experiencing the library on an ongoing basis. The survey will be sent to a small percentage of recent users on a weekly basis, not to repeat to any one customer. It is a very quick survey to complete and provides each location with immediate feedback.

Desired Outcomes and Results

Jefferson County Public Library has created new ways to work effectively and provide services remotely, digitally and in-person during these challenging and uncertain times. We have collaborated to ensure the well-being of our staff and community. We have expanded or offered new services weekly such as curbside printing, grab and go bundles and summer reading prizes. At the same time we have implemented an evaluation and feedback process to modify how we provide access to library resources. We are regularly adjusting our plans in response to changing conditions and are developing new approaches to meet the current needs of our community.



Jefferson County
PUBLIC LIBRARY

Gradual Return to Services Update

Julianne Rist, Director of Libraries – September 17,
2020

Patron Use of the Library



Curbside Checkouts May 16 - August 31	246,791
In-Library Checkouts July 13 - August 31	267,615
Total Checkouts	514,406

Curbside Visits	May 16 - August 31	64,136
In-Library Visits	July 13 - August 31	58,524
Total Visits		122,660

Looking ahead

- Reinstating Prospector and Mobius
- Reinstating Net Promoter Survey
- Evaluating open hours



Raise a Reader Signature Event



- September 19, Outdoor Storytime at Lakewood Library
- September 26, Outdoor Storytime at Standley Lake Library
- StoryWalk® Olde Town Arvada



Meeting Patrons Where They Are



- Holds Lockers and Lending opening at the new location in October
- CF book return opened the week of September 7th



New Location for Lockers and Lending



Holds Lockers

Questions?



Board Governance

Bylaws for the Jefferson County Public Library Board of Trustees
Proposed: September 17, 2020

ARTICLE I: NAME

The name of this organization shall be the Jefferson County Public Library Board of Trustees, (Library Board) and existing by virtue of the provisions of the “Colorado Library Law”, Section 24-90-101 et. Seq. C.R.S., and, established by the action of the Jefferson County Board of County Commissioners (Board of County Commissioners).

ARTICLE II: PURPOSE

The purpose of the Library Board shall be to govern the affairs of the Jefferson County Public Library according to the applicable statutes and laws, and the duties assigned by the Board of County Commissioners to “establish policies, employ an Executive Director, adopt a strategic plan, recommend a budget and dispense funds, and acquire and oversee libraries and library assets.”

ARTICLE III: LIBRARY BOARD

Section 1. Trustees of the Library Board are those who have been duly appointed by the Board of County Commissioners.

Section 2. Ethics. Trustees shall observe these Bylaws, and the Governing Policies of the Library Board, which shall address expectations as to conduct and ethics of the Board.

Section 3. Terms and Reappointments. Length of term and number of terms shall be determined by the Board of County Commissioners.

Section 4. Vacancies. Vacancies shall be filled pursuant to the Colorado Library Law and the policies of the Board of County Commissioners.

Section 5. Removal. A Trustee may be removed only by a majority vote of the Board of County Commissioners and only upon a showing of good cause. Good cause shall include, but not be limited to: Failure to attend, without justification, three consecutive Regular monthly meetings of the Board, or violating the Library Board’s Governing Policies.

ARTICLE IV: OFFICERS

Section 1. Number of Officers. The officers of the Library Board shall be a Chair, Vice Chair, and a Secretary.

ARTICLE V: ELECTION OF OFFICERS

Section 1. Date of Election. The officers shall be elected annually at the regularly scheduled Library Board meeting in March by a majority vote of attending Trustees. The nominating committee will be appointed at the January Board meeting, and present a slate of officers at the February Board meeting.

Section 2. Term of Office. The Vice Chair and Secretary shall assume their duties upon election and shall serve for terms of one year or until their successors are elected. The Chair shall assume their duties upon election and shall serve for a term of two years or until their successor is elected.

Section 3. Number of Terms of Office. A trustee shall not be eligible to serve more than two consecutive terms in the same officer position, except by an affirmative majority vote of attending Trustees at the meeting at which the election is held.

Section 4. Vacancies. A vacancy occurring in the office of Chair shall be filled for the unexpired term by the Vice Chair. A vacancy occurring in the office of Vice Chair or Secretary shall be filled for the unexpired term by a trustee elected at a Regular meeting, notice of such election having been given five days in advance of the meeting by the highest-ranking officer.

Section 5. Removal of Officer. Any officer may be removed from office for failure to discharge his/her duties by an affirmative majority vote of attending Trustees at a Regular meeting. The Trustees seeking such action shall give written notice to the officer 5 days prior to voting on such issue at a Regular meeting.

ARTICLE VI: DUTIES OF THE OFFICERS

Section 1. Chair. The Chair of the Library Board shall be its chief governing officer. The Chair shall preside at all meetings of the Library Board, and shall fulfill other responsibilities as may be designated from time to time by the Library Board. The Chair shall be the representative of the Library Board to other governmental units on such matters as have been approved and designated by the Library Board; shall submit the annual budget prepared by the Library Board to the Jefferson County Board of

County Commissioners; shall submit an annual report to the Jefferson County Board of County Commissioners.

Section 2. Vice Chair. In the absence of the Chair, or in event of the Chair's inability or refusal to act, the Vice-Chair shall perform the duties of the Chair and when so acting, shall have all the powers of the Chair and shall be subject to all the restrictions upon the Chair. The Vice-Chair shall perform any other duties as may be prescribed by the Library Board.

Section 3. Secretary. The Secretary shall record, or cause to be recorded, the minutes of all meetings of the Library Board and shall perform such other duties as may be delegated by the Library Board, such as acting as temporary Chair in the absence of the Chair and Vice chair.

Section 4. General Duties. All officers shall perform the duties as prescribed in these Bylaws, and as may be further enumerated in the Library Board's Governing Policies.

ARTICLE VII: MEETINGS

Section 1. Regular Meetings. Regular meetings of the Library Board shall be held at least once a month **online and/or** at a place within Jefferson County. ~~selected at least two weeks in advance by the Library Board.~~ **The Library Board establishes its schedule of Regular meetings annually. The Regular meeting schedule,** meeting notices and agendas will be posted ~~in all libraries~~ **on the Library's public website.** The date, time and place of any **Regular** ~~or special~~ meeting of the Library Board may be set or changed by a majority vote of attending Trustees at a Regular meeting. The Library Board may cancel a Regular meeting if no pressing issues warrant a meeting, or in the event of an unforeseen circumstance.

The Chair shall set the agenda in advance for each Regular meeting of the Library Board, adhering to the adopted Governing Policies. A copy will be sent to each Trustee in advance of the Regular meeting. Minutes from previous meetings and documentation supporting agenda items will be sent to each Trustee as part of the agenda packet.

All meetings, votes, and deliberations of the Library Board shall be open to the public, unless otherwise provided by law. The Library Board may determine to hold additional meetings and study sessions. These meetings will be governed by these Bylaws and the Library Board's Governing Policies. All proceedings and records, including meeting

minutes taken at each Library Board meeting will be recorded and made available to the public unless otherwise provided by law.

Section 2. Special Meetings. The Chair, or any three (3) Trustees, may call a Special meeting of the Library Board at any time **with no less than 24 hours** notice to all Trustees and with adequate advance notice to allow for the public posting of the meeting notice in compliance with CRS 24-6-402(2)(c) full and timely notice to the public. **The date, time and place of any Special-meeting of the Library Board may be set or changed by a majority vote of attending Trustees at a Regular meeting. The Library Board may cancel a Special meeting if no pressing issues warrant a meeting, or in the event of an unforeseen circumstance.**

Section 3. Quorum, Regular Meeting. Four Trustees shall constitute a quorum for the transaction of business at any Regular meeting. Proxy votes will not be allowed.

Section 4. Quorum, Special Meeting. Four Trustees shall constitute a quorum at any Special meeting. Proxy votes will not be allowed.

Section 5. Votes on Motions. Votes on motions shall be recorded in the minutes as approved or disapproved by voice vote or by roll call when requested by a Trustee. All Trustees, including the Chair, may vote on motions.

Section 6. Public Participation. In addition, there will be an agenda item at each **Regular** Library Board meeting for the public to address the Library Board. ~~Those wanting to address the Library Board must sign on the form provided at the door meeting. Those who failed to sign up, or arrived late, may, at the discretion of the Chair, be allowed to address the Library Board. Speaking time may be limited with the consent of the Library Trustees, to ensure the most effective conduct of the meeting.~~ The opportunity to address the Library Board does not include a question and answer session or response. Additionally, the Library Board does not respond to anonymous questions or comments. ~~If questions are submitted in writing a response may be provided, in writing, at the Board's discretion.~~ **For Special meetings, an agenda item for the public to address the Library Board may be included when appropriate or required. Participation/Public Comment at Regular or Special meetings will be governed by relevant statutes, these Bylaws and the Library Board's Governing Policies.**

ARTICLE VIII: BOARD COMMITTEES

The Library Board may establish such committees as deemed necessary to assist in its work. The resolution establishing any such committees shall state the purpose, timeline, composition and authority of each such committee. The adopted Governing Policies will guide the establishment and work of all committees. In the absence of any other method of selection in the resolution, the Chair shall make appointments to any committee.

ARTICLE IX: PARLIAMENTARY AUTHORITY

Robert's Rules of Order, revised, latest edition may be invoked by majority vote of a quorum present at a Library Board meeting, or by the Chair.

ARTICLE X: EXECUTIVE DIRECTOR AND STAFF

Section 1. Executive Director. The Library Board shall employ an Executive Director to serve as chief executive officer of the Jefferson County Public Library. The Executive Director shall supervise the Library's day-to-day operations in accordance with these Bylaws and the Library Board's Governing Policies then in effect. The selection, removal, determination of salary and other terms of employment of the Executive Director shall require the affirmative vote of a majority of the Library Board. The Executive Director shall serve as a non-voting member of the Library Board.

Section 2. Staff. As specified in CRS 24-90-109 (1)(c), and the Personnel Rules of Jefferson County, all other Library employees shall be appointed by the Executive Director, in accordance with approved personnel rules and budgeted staffing plans.

ARTICLE XI: POLICIES AND ADMINISTRATION

Section 1. Governing Policies. The Library Board shall adopt and revise, at any Regular meeting, Governing Policies to set forth additional guidelines and values for the Library Board's own conduct, and to govern the Executive Director in conducting the operational affairs of the Jefferson County Public Library. These policies shall be available to the public.

ARTICLE XII: FINANCES

Section 1: Budget Approval and Management. The Library Board's Governing Policies shall direct the Executive Director to prepare an annual budget proposal that is

consistent with the guidelines adopted by the Board of County Commissioners, and consistent with the objectives and guidelines adopted by the Library Board. The proposed budget schedule will provide for public input and Library Board review and revision, for the Library Board's resolution. Library Board approval of the proposed budget is required prior to submittal to the Board of County Commissioners. Library Board adoption is required prior to the beginning of a fiscal year.

ARTICLE XIII: AMENDMENTS

Section 1. The Bylaws shall be reviewed annually by a committee appointed by the Chair. Proposed changes will be presented to the Library Board at a Regular, scheduled meeting.

Section 2. Amendment by Vote. The Bylaws may be amended by an affirmative vote of a majority of the Library Board of Trustees. Amendments to these Bylaws shall be submitted to the Trustees at least 14 days prior to their proposed adoption.

Section 3. Automatic Amendment. The Bylaws shall conform to the prevailing governing statutes. Amendments as a result of changes to a governing statute shall be automatic, and the subsequent changes shall be given to the Trustees, in writing, as soon as possible.

ADMINISTRATION

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

jeffcolibrary.org



Jefferson County

PUBLIC LIBRARY