

BOARD MEETING

JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

October 15, 2020



VIRTUAL PRESCHOOL TIME



Jefferson County
PUBLIC LIBRARY

APPROVAL OF AGENDA

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

ITEM# / ACTION	Thursday, October 15, 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 A. September 17, 2019 Board Meeting Minutes
6. Foundation Report	Foundation Report – Jo Schantz, Executive Director and Kim Johnson, Trustee Representative
7. Operational Updates Action as Needed	Executive Director Update 1. Executive Director Report 2. Review Executive Director Evaluation Process Strategy, Engagement & Finance <u>Finance and Budget</u> 1. Financial Review (August) 2. Financial Report (September) Public Services 1. Civic Engagement: 2020 Census and Election Facilities & Construction Projects Chair: Call for motion and second 1. Bear Creek Landscape Snow Removal Contract Chair: Call for motion and second 2. CoCal Landscape Snow Removal Contract
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

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

9. Emerging Issues Action as Needed	<ul style="list-style-type: none">• Amendment B. Guest: County Attorney• Holiday Party
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, 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">• 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 – <u>Joint Meeting of the Library & Foundation Boards – Time to be determined - Online via WebEx</u>• November 19, 2020 - Board Meeting –Time to be determined –Online via WebEx• December 10, 2020 – Board Meeting – 5:30 pm – To be determined – Lakewood Library Meeting Room or Online via WebEx.
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, Other• Other Announcements
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: October 8, 2020

RE: Consent Agenda for the October 15, 2020 Board Meeting

1. Library Board of Trustees Approve the September 17, 2020 Library Board Meeting Minutes

**Minutes of the Regular Meeting of the
JEFFERSON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
September 17, 2020**

CALL TO ORDER

The regular meeting of the Jefferson County Public Library Board of Trustees was held online via WebEx on September 17, 2020. Library Board of Trustees Chair, Charles Naumer, called the meeting to order at 5:31 p.m. Other Trustees present: John Bodnar, Jill Fellman and German Zarate-Bohorquez. Trustee Kim Johnson joined the meeting at 5:47 pm.

Trustees not present: Pam Anderson and Jeanne Lomba.

Staff present: Donna Walker, Executive Director; 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; 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.

Chair expressed appreciation for the work done at the August 13, 2020 New Trustee Orientation.

APPROVAL OF AGENDA

MOTION: John Bodnar 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. There was one public comment. The Chair advised the Board that one public comment was received from Edith Keiler of Morrison and that he would read her comment. The Chair advised the Trustees that Library staff will work with the Board on a response.

"In late July I asked JCPL to provide the Conifer area with library service in some manner during Covid. I was told to use the" close by location in Evergreen (15 miles from my house) and that the health department won't allow use of the bookmobile. I noticed the website announcing bookmobile service at Ken Caryl on Saturdays. I visited the site, found a JCPL van with canopy, Lucky day materials to check out and two librarians. Six weeks after asking for service JCPL triumphantly announced service was back for Conifer. We now can drop off returns in the book drop. Why can't we have the service that van provides? Conifer needs its own library building so that we can have ALL the library services the rest of the county gets. While other areas have their libraries remodeled Conifer cannot seem to get basic services much less a real library. JCPL likes to accommodate talk about underserved communities... the last sentence of my prior comment was cut off. I just want to add the fact that JCPL makes a high priority of servicing underserved communities. The library consistently underserves the Conifer community even though we are approximately 22% of the county land area. Please correct this slight! Thank you."

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

Items on the Consent Agenda for September 17, 2020

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

FOUNDATION UPDATE

This item was addressed later in the meeting to allow Jo Schantz, Foundation Executive Director, time to reconnect to the meeting.

EXECUTIVE DIRECTOR REPORT

The Executive Director addressed the Board and asked if there were any questions. In response to questions, the Board was advised that:

- The cross streets of the Ridge Recreation Center are Simms and Ward.
- The County received a grant from the CARES ACT. The Library is reporting eligible expenses to the County and they will reimburse the Library. Every month the finance team puts together a detailed report and submits the report to County.

Some of the reimbursable expenses include staff time directly related to Covid-19 issues, cleaning supplies and other items the Library had to purchase.

- The work with Community first Foundation and a group of community leaders involves looking into opportunities to support the need for child care.

In-Person Meeting Information

The Executive Director introduced the topic and asked if there were any questions. In response to a question the Board was advised that:

- The recommendation is that we continue to follow the current order and the level allowed for us under that order. A new framework was released the day before yesterday. The County is in Level 2, Safer At Home. While we are still in that category we have requirements to have fewer people in person and have online meetings whenever possible. On September 28, the County can apply for the next level. The Library will look at that level of requirements as a trigger point for when we might have in-person meetings.
- The Board of County Commissioners is continuing to hold online meetings.

Trustee Kim Johnson joined the meeting at 5:47 pm.

FOUNDATION UPDATE

Jo Schantz, Foundation Executive Director provided an update to the Board. The Foundation had a successful first time tent sale at the Brass Armadillo and raised \$7,000 at the two day event. Planning continues for the fall whale sale on October 14-18. There are lots of changes due to Covid including a very strict number of people who can be in the exhibit halls. Only 50 people are allowed in all three halls at any one time. For the first time reservations are required and there are registration fees. Planning also continues for Authors in the Afternoon event and our first guests will be W. Michael Gear and Kathleen O'Neal Gear. The event will take place on November 6, from 3:30 to 5 p.m., in the Monarch Room at the Denver West Marriott. We can only have 28 people in person in the room. There are two tiers of tickets, in person is \$50 and virtual for \$20. The task force is looking for locations other than the Jeffco Fairgrounds for future sales. There are still quite a few grants and solicitations out. We have submitted \$700,000 in proposals but everything is on pause due to Covid. Some that we have applied for have gone to other community needs.

The Chair expressed appreciation for the Foundation's continuing work on book sales.

EXECUTIVE TEAM OPERATIONAL UPDATES

Strategy, Engagement and Finance

Finance and Budget

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

Financial Report (August)

Barbara Long advised the Board that the Library did get news of a settlement agreement with MillerCoors regarding property value that will result in a significant abatement of \$450,000. That abatement will show as a negative revenue amount to the Library and is included in Table 3 of the financial report. Expenses are coming in as is typical for this time of year. Two big capital projects are close to completion and we are expecting more expenses related to the Belmar project. In response to questions, the Board was advised that:

- The MillerCoors abatement is over a million dollars for the County and the \$450,000 is the Library's portion.
- In April, the Library knew that we would not be able to serve as many people and decreased the purchase of physical materials by \$500,000 which will now be used to offset the revenue reduction.
- The Library has no plans at this time to use the fund balance to offset the revenue reduction. The materials budget is more than adequate and with fewer physical materials being used there would not be any space to put a higher volume of additional physical materials.

Belmar Project Financial Report

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

Naming Agreements – Signage Change

The Executive Director advised the Board that Warren Roeske was a dear soul who lived a very interesting life and was committed to literacy. It was a wonderful experience to have him see the Standley Lake Outdoor Adventure space and memorial signage in honor of his wife. He did pass on and his family has asked that we add his name to the signage. In response to a question, the Board was advised that the cost of changing the signage is approximately \$300.

MOTION: John Bodnar moved that the Library Board of Trustees authorize the Executive Director to change the signage for the Standley Lake Outdoor Adventure Space to indicate that the space is in memory of both Warren and Shirley Roeske. Seconded by Jill Fellman the motion passed by unanimous vote of all Trustees present.

Public Services

Return to In-person Service

Julianne Rist, Director of Libraries addressed the Board and presented information on the Library's return to in-person service. Since June the Library has 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. JCPL 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.

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

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. We will be sending a survey to people who registered asking them for feedback on this year's program.

Other services continue to be popular. From March 15 through 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. There were 13,304 print sessions/jobs since print services were made available. There were 98,000 Wi-Fi sessions and 8,622 in library computer sessions or 4,700 hours of use.

Looking Ahead

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

Prospector is a group of academic, public and special libraries in Colorado and Wyoming that allows you to search and borrow materials and have them delivered to your local library. Currently there are 41 libraries active in Prospector. So far in September, 2,111 items were borrowed and JCP loaned 713 items. Later this month Mobius will also be coming back. Mobius is a group of academic, public and special libraries in Missouri and Kansas.

The first net promoter survey (NPS) survey was sent out on September 9. We will be sending this survey out weekly. 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. We are also evaluating our open hours and looking to see how we can expand them.

Raise a Reader Signature Event

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

Raise a reader was held at the Colorado Railroad Museum last year with 1700 people attending. The program was reimagined this year to be a month long celebration of early literacy. It is designed to share fun and easy ways to help kids get ready to read with a September full of activities, including safe, socially distanced experiences for the whole family. This year, our Raise a Reader signature event features outdoor Story Times, virtual events, Take & Make activities for families to complete at home, and a StoryWalk® in Olde Town Arvada. The program in Olde Town Arvada is a self-guided adventure with a bilingual StoryWalk®. Each page of Angela Dominguez' *Maria Had a Little Llama* (*Maria Tenia una Llamita*) has been posted in the windows of local businesses, so people can enjoy the program safely from the sidewalk.

South County and Mountain Areas

Beginning October 1, the machines formerly known as the "Belmar Holds Locker and Vending Machine" will now provide innovative and convenient Library service to residents of South County. Located outside of the lower entrance to the Ridge Recreation Center, JCPL patrons will have 24/7 accessibility to:

- Pick up reserved library materials at the Ridge Rec Center Holds Locker,
- Patrons can browse through new and -popular books and DVDs for adults and children and instantly borrow items from the Ridge Rec Center Lending Machine collection.
- Return library materials to the Returns Bin.

The Library is also expanding services for our mountain area patrons. The Conifer returns bin is now open. Library staff are currently working with Jeffco Public Schools on a reopening plan for walk in services for Conifer and hope to have this location open again in October.

In response to a question, the Board was advised that digital downloads have surpassed the one million mark. The Chair expressed appreciation to Library staff and noted that the Commissioners commented on how well the Library has responded during the pandemic and acknowledged the value being provided to the residents. The statistics speak volumes on how much the Library is being used.

ITEMS REMOVED FROM THE CONSENT AGENDA

No items were removed from the consent agenda.

ENDS

No items.

BOARD GOVERNANCE

Trustees Adopt Bylaws

The Chair introduced the topic and advised the Board that following the two week review period in the guidelines, the Bylaws are being presented for adoption. He expressed appreciation to Jeanne Lomba, German Zarate-Bohorquez and Amber Fisher for all their work on the Bylaws.

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

EMERGING ISSUES

There were no emerging issues.

BOARD SCHEDULE – NEXT MEETINGS

- October 8, 2020 – Study Session – 5:30 pm – ONLINE via WebEx
- October 15, 2020 – Board Meeting – 5:30 pm – 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.

ANNOUNCEMENTS/GENERAL INFORMATION SHARING

The Chair acknowledged the Board received an email from the Foundation and noted that an email was sent in response after the August 20, 2020 Library Board meeting. The joint meeting with the Board of County Commissioners this morning went very well. The topics were return to service statistics, the five-year CIP and planning for flexibility given the situation. The BCC suggested that we continue to look at CARES ACT eligibility opportunities. Jill Fellman and the Chair were both able to attend the CALCON online conference. The Chair noted that his impression from the conference is that we've been very forward thinking and our staff is doing a great job. The conference was a good opportunity to engage with Trustees from other libraries and he came away feeling confident that we are in good hands with our staff and that we are already addressing many of the issues that came up. Trustee Fellman acknowledged that impression and expressed appreciation to the rock star job staff is doing.

EXECUTIVE SESSION:

The Chair called for a motion to adjourn the regular meeting and reconvene in Executive Session. He further noted that the Board requests the attendance of Amber Fisher, Donna Walker and Kurtis Behn in the Executive Session.

MOTION: At 6:23 pm 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. And, pursuant to CRS 24-6-402(4)(f) Personnel matters to review the Executive Director's performance and compensation (4.3.6). Seconded by Jill Fellman the motion passed by unanimous vote of all Trustees present.

The Chair announced a 10 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 6:33 p.m. with the following Trustees present: Kim Johnson, John Bodnar, Jill Fellman 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.

At 7:26 pm Kurtis Behn left the Executive Session.

At 7:28 pm Donna Walker left the Executive Session.

At 8:42 pm Donna Walker rejoined the Executive Session.

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

MOTION: At 9:08 pm Kim Johnson moved to adjourn the Executive Session and reconvene the regular meeting in five minutes. Seconded by Jill Fellman the motion passed by unanimous vote of all Trustees present.

At 9:17 p.m. the Chair reconvened the regular meeting with the following Trustees present: Kim Johnson, John Bodnar, Jill Fellman and German Zarate-Bohorquez. Also present were Donna Walker and Amber Fisher.

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 and Personnel matters to review the Executive Director's performance and compensation. The Trustees held those discussions and this summary is provided as required by Colorado Statute.

MOTION: Kim Johnson moved that the Library Board of Trustees authorize an increase to the Executive Director's salary to \$152,000 annually. Seconded by Jill Fellman the motion passed by unanimous decision of all Trustees present.

ADJOURNMENT

The Board meeting was adjourned at 9:19 pm.

Pam Anderson, Secretary

FOUNDATION REPORT



JCLF EXECUTIVE DIRECTOR REPORT

By Jo Schantz, MNM, CFRE, GPC

OCTOBER NEWS

- **OUR FALL WHALE SALE IS COMING SOON!**
- **"AUTHORS IN THE AFTERNOON" SERIES STARTS THIS NOVEMBER**
- **NEW LOCATION FOR OUR HOLIDAY SALES (page 2)**



On October 14-18, JCLF will produce its popular Whale of a Used Book Sale at the Jeffco Fairgrounds! Our shoppers will find treasures on every table -- 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 and per hour.

Please note that our hours have greatly expanded to accommodate our book buyers. Friends Preview Night is Wednesday, Oct. 14, from 4 to 8 p.m., 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., and this is Bag Day -- \$8 for a grocery-sized bag of books!

Visit our website for more information. Reservations are available now!

"AUTHORS IN THE AFTERNOON"



W. Michael Gear and Kathleen O'Neal Gear

"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 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 coffee/tea and dessert plus a chance to meet with the Gears and purchase signed books). We also have tickets available for virtual attendance. Visit www.jeffcolibraryfoundation.org for details!



WHALE'S TALE BOOKS & GIFTS OPENING DEC. 1 AT COLORADO MILLS

This holiday season, be on the lookout for our Whale's Tale Books & Gifts – a temporary used bookstore that will help our Foundation raise monies to support Jefferson County Public Library.

Whale's Tale is slated to open December 1 in Colorado Mills Mall, 14500 W Colfax Avenue in Lakewood. Tentatively, store hours will be Monday-Friday, noon to 6 p.m., and Saturday, 10 a.m. to 6 p.m. The store is located in Unit 527, next to Dick's Sporting Goods on the west end of the mall.

This bookstore is nearly four times the size of our Belmar gift shop, meaning that we will be able to offer a wider range of gift-quality items just in time for the winter holidays.

The temporary storefront will mainly be staffed by Friends of the Library and volunteers. If you would like to volunteer to help with our holiday sales, please contact Kirstin Kraig at 303-403-5072, or Kirstin.kraig@jeffcolibrary.org.

DIRECTOR'S NOTES

Our fall 2020 Footnotes newsletter is now available in hard copy, and you'll also find it available for download on our website.

I'm pleased to tell you that I was recently appointed by Jefferson County Commissioners to CSU Extension's Advisory Committee. My term begins Oct. 1, 2020, and will expire in 3 years on Sept. 30, 2023.

I have signed a new contract with Dream Books, another of our used book vendors. Dream Books will be taking residuals from our fall Whale Sale and selling these on consignment for us. This business is also taking some of our excess donations from the public, once the POD in our parking lot has filled and we have no room to accept and quarantine these contributions. Again, we will receive monies from consignment sales.

Board member Neal Browne has agreed to be our emcee for the upcoming "Authors in the Afternoon" event that will take place on Nov. 6 at the Denver West Marriott in Golden.

My staff and I are exploring new electronic sales and inventory programs for our holiday bookstore (Whale's Tale Books & Gifts) at Colorado Mills Mall. Several of our staff and volunteers visited the storefront on Sept. 30 to assess the shelves and equipment that are already in place, and to begin planning the layout of store merchandise.

GRANTS UPDATE

RECENT (JULY/AUGUST/SEPTEMBER) GRANTS PENDING

- 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
- The Foundation at Rolling Hills -- \$5,000 JCLF general operating
- Jeffco Non-County Agencies and Programs (NCAP) -- \$25,000 general operating

GRANTS APPROVED/RECEIVED

- Allison Brigham, memorial contribution for her parents -- \$100,000 for Belmar Outdoor Adventure Space
- HDR Foundation -- \$500 general operating support

GRANTS DENIED

- City of Lakewood COVID-19 Nonprofit Impact Grant -- \$15,000 for support of Belmar/Lakewood Libraries
- BOK Foundation -- \$5,000 for 1000 BBK

Operational Updates

Executive Director Update



October 2020 EXECUTIVE DIRECTOR REPORT

4th Quarter 2020 Focus:

1. Recovery Response
2. Budget and Project Planning & Execution
3. South County Community Engagement

Recovery Response:

In October, the Library is focusing on,

- Longer-term Patron Service adjustments based on [new state framework dial](#)
- Planning for Integration into normal operations based on new state framework dial
- Patron and Staff Safety

Budget and Projects:

In October, the Library is focusing on,

- Preparing Budget Response to Amendment B results as needed
- 5-year Strategic and Annual Planning
- Discovery Phase of Vendor Agreement with JCLF

South County Community Engagement:

In October, the Library is focusing on,

- Timeline for Engagement
- Planning for alternates based on Amendment B scenarios

Advocacy and Engagement Opportunities for Trustees:


Board of Trustees Reappointment: Congratulations to **Chic Naumer** and **Pam Anderson**, reappointed for another 3 year term.

Be Aware of Jefferson County Commissioner Race Candidates

- District 1 Tracy Kraft-Tharp D vs. Libby Szabo R
- District 2 Andy Kerr D vs. Joni Inman R

JCPL SERVICE HIGHLIGHTS

Conifer Library Reopening: We are excited to report that Conifer Library will be reopening with limited hours on Fridays, Saturdays and Sundays for walk-in service.



Early Literacy: JCPL will once again distribute books for One Book Colorado (OBCO) in October. The program's goal is simple: get a free copy of the One Book Colorado title (English or Spanish) into the hands of every 4-year-old in the state.

Any patron who is or was 4 years old in 2020 can pick up a copy at any library – in person or via curbside during the giveaway period. In addition, the Kids and Families outreach team will deliver copies to local Head Starts and prepare bundles for preschool classrooms. We will post two virtual readings of *The Little Red Fort* during the giveaway period.

Library to You Alternate Services installed at the Ridge Recreation Center. Pick up of reserved library materials can happen anytime, 24/7 with the automated Holds Lockers. The Lending Machine functions like an automated video rental kiosk and is stocked with about 600 new and highly-popular books and DVDs for adults and children. Library materials can also be dropped off in a JCPL Returns Bin located adjacent. The Library sent an email to Columbine Library patrons to make them aware of this new service.



Professional Engagement:

Rex Whisman, director of Strategy, Engagement, and Finance was interviewed on Your Brand Radio for a podcast on the [JCPL Pandemic Response](#). It is a long-format interview.

Grayson Stamm, Library to You supervisor, and **Heather Folan**, Library to You coordinator, are attending the Association of Bookmobile and Outreach Services (ABOS) conference.

Four staff are attending the Association for Library Service to Children (ALSC).

Thirteen staff are attending the Colorado Libraries for Early Literacy (CLEL) annual conference.

Brianna Francis, coordinator for services to Kids and Families, is attending the Zero to Three conference about early childhood research and education.

Sarah Rudman, Manager of Digital Experience, attended the Computers in Libraries conference.



HIGHLIGHTS OF EXECUTIVE DIRECTOR COMMUNITY ACTIVITIES, October, 2020

Weekly or Monthly Briefings with:

- Jefferson County Elected/Appointed Officials – chaired meeting
- Colorado Public Library Directors
- Community Agency Partners

Provided **in-person tours** of the Belmar Library to Don Davis, County Manager, and community stakeholders Rebecca Winning, Pam Nissler and Linda Rockwell.

Jeffco Connections, (formerly CYLC) - Address the Child Maltreatment Prevention Plan and other combined management business.

Interviewed by Jefferson County Leadership Academy participants on the concept of leaders “disconnecting.” Also interviewed by Pamela Gould (Jeffco Public Health) and Kelsey Campbell on the topic of building a Culture of Connection as part of a growing collaboration of leaders from across the community working together as the **Jefferson County Health Alliance**.

Colorado Association of Libraries **Mentorship Interest Group** Project Planning.


Major donor engagement effort continues.

Conversation with JCLF re: **Belmar Outdoor Learning Adventure Space Naming**.

Volunteered at the JCLF Whale Sale.

JCPL was **not awarded the Institute of Museum and Library Services (IMLS) grant**. There were 1701 requests; 68 were funded.

Potential **time off** at the end of the month.



MEMORANDUM



TO: Library Board of Trustees

FROM: Donna Walker

RE: Evaluation of Process for Executive Director Review

DATE: October 8, 2020

A new process for Executive Director performance review was piloted in 2020 with some adjustments to the original recommendations.

Our last step for 2020 is to evaluate the process. I've attached the timeline, process, and forms for your recollection.

Questions for discussion:

What worked well with this new process and timeline?

What could be improved?

Other comments?

Attachments:

Annual Timeline

Performance Review Process

Board Evaluation Form

Executive Director Pre-work Self-evaluation Form

Annual Timeline
JCPL Executive Director
Performance Review Process

Annual Review due in September

Action	Who's Responsible	Timeframe
Executive Director submit annual strategic priorities, year-end report and monitoring reports per policy governance calendar.	Executive Director	January/February
Chair solicits informal feedback from trustees after review of current year strategic priorities (Jan), year-end strategic priority results (Feb), and monitoring reports compliance (Feb).	Chair	February
Chair and Vice Chair give informal feedback to Executive Director.	Chair	March
Initiate packet for feedback (See attachment) Include: Executive Director job description, mid-year and prior year strategic plan results, monitoring reports compliance, previous year's evaluation and current year self-evaluation.	Chair and Executive Director	July/August
Executive Director complete pre-work for self-evaluation. Submit to BOT Chair.	Executive Director	August
Chair sends feedback packet to BOT. BOT complete the performance review form individually.	Chair	August
Gather market data for compensation and provide to Chair and Executive Director for review.	Director of People and Culture	August
Executive Session to discuss the overall evaluation.	BOT Supported by Executive Assistant	September Board meeting
BOARD ACTION in meeting for the Board Chair (or designee) to set performance expectations and salary. Individual feedback also given.	BOT Supported by Executive Assistant	September Board meeting
Evaluate process with Board and Executive Director.	Chair	October

MEMORANDUM

TO: Library Board of Trustees

CC: Sandie Coutts, director of People and Culture

FROM: Donna Walker, Executive Director

RE: Executive Director Performance Review Process

DATE: September 3, 2020

Based on Board Policy Governance and By-laws, input from five library sources, an expressed need for more frequent check in's, and our collective experience with the performance review process for the Executive Director at JCPL, I'd like to recommend we pilot a new process for the Executive Director performance review. See timeline attached.

- Executive Director performance is formally reviewed once per year by policy and informally when completion of annual strategic priorities is reviewed. This timing is based on the hire date of the current Executive Director.
- Executive Director provides quarterly priorities based on Ends, strategic priorities, and monitoring reports through monthly reporting to the Board.
- Board Chair solicits informal feedback at mid-performance year (based on JCPL year end results and monitoring reports) and formal feedback at performance plan year end (based on JCPL year-end and mid-year results and monitoring reports).
- Complementary pre-work documentation is gathered from the chair and Executive Director.
- Salary survey information shared with all parties that includes mapping to peer libraries and includes information about gender pay equity prior to compensation discussion.
- Evaluate process
- Timeline for document collection and review process confirmed annually as part of governance calendar.

MEMORANDUM

Related By-laws and Governance Policies:

3.2	POLICY TYPE: BOARD-MANAGEMENT DELEGATION. POLICY TITLE: <i>ACCOUNTABILITY OF THE EXECUTIVE DIRECTOR – RELEVANT SECTION</i>
3.4	POLICY TYPE: BOARD-MANAGEMENT DELEGATION. POLICY TITLE: <i>MONITORING THE EXECUTIVE DIRECTOR'S PERFORMANCE</i>
4.3	POLICY TYPE: GOVERNANCE PROCESS. POLICY TITLE: <i>AGENDA PLANNING – RELEVANT SECTIONS</i>
Bylaws	ARTICLE X: EXECUTIVE DIRECTOR AND STAFF – <i>RELEVANT SECTION</i>

POLICY TYPE: BOARD-MANAGEMENT DELEGATION **POLICY 3.2**
POLICY TITLE: *ACCOUNTABILITY OF THE EXECUTIVE DIRECTOR*

3. The Library Board will view the Executive Director's performance as identical to organizational performance, so that organizational accomplishment of Board stated Ends and compliance with Management Limitations will be deemed successful Executive Director performance.

POLICY TYPE: BOARD-MANAGEMENT DELEGATION **POLICY 3.4**
POLICY TITLE: *MONITORING THE EXECUTIVE DIRECTOR'S PERFORMANCE*

The Library Board will systematically and rigorously monitor Executive Director Job performance to determine the extent to which Ends are being achieved and whether operational activities fall within boundaries established in Management Limitations policies. Accordingly:

1. Monitoring is simply to determine the degree to which Library Board policies are being met. Information that does not address policy compliance will not be considered in the evaluation of Executive Director Performance.
2. The Library Board will acquire monitoring data by one or more of three methods:
 - A. By internal report, in which the Executive Director discloses, in writing, policy interpretations and compliance information to the Library Board. This is the recommended method.
 - B. By external report, in which an external, disinterested third party selected by the Library Board assesses compliance with Library Board policies.
 - C. By direct board inspection, in which a designated member or members of the Library Board assess compliance with the appropriate policy criteria.
3. In every case, the Library Board will judge whether (a) the Executive Director's interpretation is

MEMORANDUM

reasonable, and (b) whether data demonstrate accomplishment of or compliance with the Executive Director's interpretation.

4. In every case, the standard for compliance shall be any reasonable interpretation by the Executive Director of the Library Board policy being monitored. The Library Board is the final judge of reasonableness, and will always judge with a "reasonable person" test (what a reasonably prudent person would do in that context). When judging reasonableness, therefore, interpretations favored by individual board members or by the Library Board as a whole shall not constitute a "reasonable person" test.
5. Actions determined to be not compliant with a reasonable interpretation of Library Board policies will be subject to a remedial process agreed to by the Library Board.
6. All policies instructing the Executive Director will be monitored at a frequency and by a method chosen by the Library Board. The Library Board may monitor any policy at any time by any method, but will ordinarily depend on the following routine schedule.

<i>Policy Method</i>	<i>Frequency/Ongoing Schedule</i>
2.0 General Management Constraint	Annually - February
2.1 Treatment of Patrons	Annually - February
2.2 Treatment of Staff	Annually - February
2.3 Financial Condition and Activities	Annually - February
2.4 Asset Protection	Annually - February
2.5 Financial Planning/Budgeting	Annually - August
2.6 Compensation and Benefits	Annually - August
2.7 Emergency Executive Director Succession	Annually - August
2.8 Board Awareness and Support	Annually - August
2.9 Materials Selection	Annually - August

Global Ends Statements:

The Jefferson County Public Library helps to build an educated and vibrant community by providing equal access to information and opportunities.

1. All Jefferson County residents have equal opportunity to access information, resources, ideas and technology, and they are supported in using these resources.
2. All Jefferson County residents have safe, convenient, and radically welcoming places to go to access information and resources and participate in community life.
3. Jefferson County Public Library adds value to the community by providing leading-edge services that advance our common goals.

MEMORANDUM

4. JCPL maximizes return on shared investment by delivering services of the greatest possible value to Jefferson County residents through effective and efficient use of our resources.

POLICY TYPE: GOVERNANCE PROCESS
POLICY TITLE: *AGENDA PLANNING*

POLICY 4.3

-
5. Other than Library Board review/approval of monitoring reports, monitoring and evaluation of Executive Director activities and performance will be included on the agenda only if monitoring reports or other data indicate policy violations, if policy criteria are to be debated or if the Library Board, for any reason, chooses to amend its monitoring schedule.
 6. Executive Director remuneration will be decided during the month of the employment anniversary date after a review of monitoring reports received during the last year.

Bylaws for the Jefferson County Public Library Board of Trustees

Adopted: March 21, 2019

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.

EXECUTIVE DIRECTOR ANNUAL PERFORMANCE REVIEW

	DATE OF REVIEW
EMPLOYEE	PERIOD OF PERFORMANCE REVIEW

3.2.3 The Library Board will view the Executive Director's performance as identical to organizational performance, so that organizational accomplishment of Board stated Ends and compliance with Management Limitations will be deemed successful Executive Director performance.

Ratings and Definitions:

Does Not Meet Expectations: Overall performance is inconsistent. May meet standards periodically, however; quality, quantity and dependability may need continued development.

Meets Expectations: Overall performance consistently meets and may occasionally exceed standards.

Exceeds Expectations: Overall performance frequently exceeds standards. Consistent performance at this level provides an example to other employees and represents an important contribution to the organization.

Meets compliance with all Monitoring Reports

Does not meet expectations ☐ Meets expectations ☐ Exceeds Expectations ☐

Board of Trustees' Comments:

Meets the Ends of the Board through organizational accomplishment of Board stated Ends including achievement of the Strategic Plan.

Does not meet expectations ☐ Meets expectations ☐ Exceeds Expectations ☐

Board of Trustees' Comments:

Noted Accomplishments

List and describe significant achievements and accomplishments since the last performance evaluation.

Noted Opportunities for Development

List and describe development opportunities in the coming year.

Board of Trustees' Additional Comments:

Executive Director's Comments:

Executive Director “Pre-Work” Performance Evaluation Annual Review Form

Employee Name	
Title Executive Director	Branch / Department Executive Office
Director/Manager Board of Trustees	

3.2.3 The Library Board will view the Executive Director’s performance as identical to organizational performance, so that organizational accomplishment of Board stated Ends and compliance with Management Limitations will be deemed successful Executive Director performance.

Please complete the following:

1. List accomplishments during the past year.
2. List development opportunities for the coming year.
3. Complete form, including relevant example for each category.
4. Please return the form to the Chair of the Board of Trustees

Please review and answer accordingly.

Meets compliance with all Monitoring Reports

Meets the Ends of the Board through organizational accomplishment of Board stated Ends including achievement of the Strategic Plan.

Accomplishments: Categorized by Job Description Headings

List and describe significant achievements and accomplishments since the last performance evaluation.

Opportunities for Development

List and describe development opportunities in the coming year.

Executive Director Signature: _____

Date: _____

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: October 8, 2020

A. Budget to Actual Tables

The Budget to Actual Tables for September 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: October 12, 2020

Budget to Actual Tables September

The Budget to Actual Tables for September 2020 are attached. September's property tax receipts pushed collections over budget for the year. This revenue will partially offset the higher than expected abatements which post in December.

Through the end of September, the Library received funding of \$81,949 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 \$85,649. In-kind support provided to the Foundation by the Library in 2020 through September is valued at \$56,560 (Ratio of 1.51:1).

The financial tables now include year-end projections for both operating and capital projects. The projected year-end position for revenue and operating expenses is displayed in the last column of Table 3. Most areas of operations are expected to come in under budget for the year.

Savings from capital projects, including the delayed South County library and Golden library projects are reflected in the last column of Table 5, the projected variance to 2020 budget. The Belmar library renovation is largely completed, but the final payment on the sorter has not been made yet.

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 9/30/2020	\$ Variance 2020 Budget	Budget to Actual %
<i>Sources of Funds</i>	4.500		4.500			
Revenues						
Taxes						
Property Tax - Operating	\$ 40,428,530	\$ 39,752,904	\$ 44,134,625	\$ 44,354,461	\$ 219,836	0%
Property Tax - Capital	1,949,693	1,927,979	2,165,680	2,087,793	(77,887)	-4%
Total Taxes	\$ 42,378,223	\$ 41,680,883	\$ 46,300,305	\$ 46,442,254	\$ 141,949	0%
Federal & State Grants	\$ 130,000	\$ 128,084	\$ 128,000	\$ 161,962	\$ 33,962	27%
Fines & Fees	492,731	435,234	239,513	39,984	(199,529)	-83%
Other Revenue	495,000	1,412,272	572,640	639,812	67,172	12%
Total Other Revenues	\$ 1,117,731	\$ 1,975,590	\$ 940,153	\$ 841,757	\$ (98,396)	-10%
Sub Total Revenues	\$ 43,495,954	\$ 43,656,474	\$ 47,240,458	\$ 47,284,011	\$ 43,553	0%
Fund Balance Activity						
Transfer from FB - Capital Projects	3,248,054		8,311,685	-		NA
Transfer to/(from) Fund Balance	-	4,835,039	-	16,976,725		NA
Total Sources of Funds	\$ 46,744,008	\$ 38,821,435	\$ 55,552,143	\$ 30,307,286		
<i>Uses of Funds</i>						
Operating Expenditures						
Salaries & Employee Benefits						
Salaries	\$ 14,766,591	\$ 14,352,310	\$ 15,935,735	\$ 10,927,997	\$ (5,007,738)	-31%
Benefits	4,818,086	4,370,694	5,288,399	3,335,448	(1,952,951)	-37%
Total Salaries & Benefits	\$ 19,584,677	\$ 18,723,004	\$ 21,224,134	\$ 14,263,445	\$ (6,960,689)	-33%
Library Books & Materials	\$ 8,139,065	\$ 7,777,885	\$ 8,135,190	\$ 5,442,600	\$ (2,692,590)	-33%
Supplies	1,612,418	1,343,599	1,449,965	869,118	(580,847)	-40%
Vehicles	-	-	-	-	-	NA
Services & Charges	4,245,804	3,869,464	4,914,583	2,615,010	(2,299,573)	-47%
Internal Transactions /Cost Allocation	1,886,026	1,983,894	2,251,204	1,798,889	(452,315)	-20%
Total Operating Expenditures	\$ 35,467,990	\$ 33,697,846	\$ 37,975,076	\$ 24,989,062	\$ (12,986,014)	-34%
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	\$ 5,264,818	\$ (10,901,828)	-67%
Total Uses of Funds	\$ 46,744,008	\$ 38,821,435	\$ 55,552,143	\$ 30,307,286	\$ (25,244,857)	-45%

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

	2019 Amended Budget	2019 Actual	2020 Amended Budget	YTD Actual 9/30/2020
Beginning Fund Balance	\$ 18,164,234	\$ 19,529,543	\$ 19,529,543	\$ 24,364,581
Revenues	\$ 41,546,261	\$ 41,728,495	\$ 45,074,778	\$ 45,196,218
Capital Funding	1,949,693	1,927,979	2,165,680	2,087,793
Total Revenues	\$ 43,495,954	\$ 43,656,474	\$ 47,240,458	\$ 47,284,011
Expenditures				
Operating Expenditures	\$ 35,467,990	\$ 33,697,846	\$ 37,975,076	\$ 24,989,062
Debt Service	1,448,432	1,448,432	1,410,421	53,407
Capital Projects	9,827,586	3,675,157	16,166,646	5,264,818
Total Expenditures	\$ 46,744,008	\$ 38,821,435	\$ 55,552,143	\$ 30,307,286
Increase/(Decrease) in Fund Balance	\$ (3,248,054)	\$ 4,835,038	\$ (8,311,685)	\$ 16,976,725
Ending Fund Balance	\$ 14,916,180	\$ 24,364,581	\$ 11,217,858	\$ 41,341,306
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 9/30/2020	Projected Year-End 2020	Variance 2020 Budget
Sources of Funds						
Revenues						
Taxes						
Property Taxes	\$ 41,376,815	\$ 40,915,992	\$ 45,960,543	\$ 44,307,601	\$ 46,160,543	\$ 200,000
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	(5,426)	21,027	-
Total Taxes	\$ 40,428,530	\$ 39,752,904	\$ 44,134,625	\$ 44,354,461	\$ 43,884,625	\$ (250,000)
Federal & State Grants	\$ 130,000	\$ 128,084	\$ 128,000	\$ 161,962	\$ 128,000	\$ -
Library Fines	365,000	309,575	107,950	13,565	20,000	(87,950)
Charges for Services	127,731	125,659	131,563	26,418	40,000	(91,563)
Investment Income	322,000	1,122,445	322,000	303,713	322,000	-
Library Foundation	85,000	177,817	160,000	81,949	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	\$ 45,196,218	\$ 44,808,775	\$ (266,003)
Uses of Funds						
Operating Expenditures						
Salaries & Employee Benefits						
Salaries	\$ 13,872,155	\$ 12,442,452	\$ 15,093,111	\$ 9,826,754	\$ 15,093,111	\$ -
Awards & Bonuses	125,000	-	130,000		130,000	-
Termination Pay	-	78,196		170,818	-	-
Temporary Salaries	2,080,360	1,828,944	2,146,611	928,891	2,146,611	-
Overtime	7,130	2,719	5,130	1,534	5,130	-
Vacancy Savings	(1,318,054)		(1,439,117)		(1,439,117)	-
Benefits	4,818,086	4,370,694	5,288,399	3,335,448	5,288,399	-
Total Salaries & Benefits	\$ 19,584,677	\$ 18,723,004	\$ 21,224,134	\$ 14,263,445	\$ 20,424,134	\$ (800,000)
Library Books & Materials	\$ 6,768,000	\$ 6,578,114	\$ 6,691,154	\$ 4,131,896	\$ 6,191,154	\$ (500,000)
Library Computer Materials	1,173,185	1,077,497	1,285,686	1,144,346	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	5,442,600	7,643,198	(491,992)
Supplies	\$ 1,612,418	\$ 1,343,599	\$ 1,449,965	\$ 869,118	\$ 1,249,965	\$ (200,000)
Services & Charges	4,245,804	3,869,464	4,914,583	2,615,010	4,414,583	(500,000)
Vehicles	-	-	-		-	-
Direct Internal Charges	196,182	143,837	164,067	78,402	164,067	-
Indirect Cost Allocation	1,067,744	1,067,744	1,145,837	859,378	1,145,837	-
Intra County Transactions	622,100	772,313	941,300	861,109	941,300	-
Total Supplies and Other	\$ 7,744,248	\$ 7,196,956	\$ 8,615,752	\$ 5,283,017	\$ 7,915,752	\$ (700,000)
Total Operating	\$ 35,467,990	\$ 33,697,846	\$ 37,975,076	\$ 24,989,062	\$ 35,983,084	\$ (1,991,992)

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 9/30/2020	Projected Year End 2020	Variance 2020 Budget
Debt Service						
Principal - Arvada (2005-2024)	\$ 539,667	\$ 539,667	\$ 552,073	\$ -	\$ 552,073	\$ -
Interest - Arvada (2005-2024)	82,192	82,192	69,294	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 9/30/2020	Projected Year End 2020	Variance 2020 Budget
Sources of Funds							
Property Tax - Capital - 4.5%	\$ 1,949,693	\$ 1,927,979	\$ 2,165,680	\$ 2,165,680	\$ 2,087,793	\$ 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	\$ 2,087,793	\$ 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	\$ 156,585	\$ 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	121,676	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	30,037	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	135,783	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	80,000	160,000	-
2020 Projects							
20-01 Arvada HVAC Upgrade	\$ -	\$ -	\$ 140,000	\$ 140,000	\$ 32,551	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	4,340,502	4,532,522	70,000
19-03 South County Library	350,000	5,900	4,000,000	4,344,100	27,055	30,000	4,314,100
20-02 Golden Library	-	-	4,396,000	4,396,000	-	-	4,396,000
Total Capital Projects	\$ 9,827,586	\$ 3,675,157	\$ 10,122,000	\$ 16,166,646	\$ 5,264,818	\$ 7,301,854	\$ 8,864,792

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

Project	2020 Amended Budget	YTD Actual 9/30/20	YTD Encumbrances 9/30/20	YTD Total Actual + Enc	Remaining Budget
ARM-01 Capital Maintenance	\$ 307,000	\$ 156,585	\$ 44,063	\$ 200,648	\$ 106,352
ARM-02 Furniture & Equipment	36,000	5,148	-	5,148	30,852
ARM-03 Computer Replacement Plan	180,000	121,676	-	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	12,429	127,830	242,170
Library Alternative Services	450,000	30,037	6,019	36,056	413,944
16-14 High Availability Internet Redundancy	41,000	33,108	-	33,108	7,892
18-07 LSC Garage & Loading Dock	122,583	135,783	-	135,783	(13,200)
18-08 Bookmobile Replacement	547,441	3,500	-	3,500	543,941
19-02 Document Management System	160,000	80,000	-	80,000	80,000
Multi-Year Projects Construction Projects					
18-01 Belmar Library Remodel	4,602,522	4,340,502	106,871	4,447,373	155,149
19-03 South County Library	4,344,100	27,055	62,294	89,349	4,254,751
20-01 Arvada HVAC Upgrade	140,000	32,551	17,319	49,870	90,130
20-02 Golden Library	4,396,000	-	-	-	4,396,000
Total Capital Projects	\$ 16,166,646	\$ 5,264,818	\$ 248,995	\$ 5,513,813	\$ 10,652,833

Belmar Library Renovation Project to Date - Budget to Actual

September 30, 2020

Project Description

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

Project Budget

\$350,000 2018 Phase I Planning Budget

\$6,423,500 2019 Original Project Budget

\$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

\$4,340,502 2020 Actual

\$262,020 Remaining 2020 Budget

Belmar Library Renovation Project
Project - Budget to Actual
Inception-to-Date
September 30, 2020

	Design & Engineering	Owner's Requirements (Rep)	Construction	Survey, Testing, Permits	FFE	Technology	Contingencies & Escalation	Total
Budget	\$ 750,985	\$ 220,000	\$ 4,648,200	\$ 40,000	\$ 738,000	\$ 375,174	\$ 271,141	\$ 7,043,500
Revised Budget	\$ 750,985	\$ 220,000	\$ 4,648,200	\$ 40,000	\$ 738,000	\$ 375,174	\$ 271,141	\$ 7,043,500
2018 Actual								
Nov		22,146						22,146
Dec	49,400	24,648						74,048
Total 2018	49,400	46,794	-	-	-	-	-	96,194
2019 Actual								
Jan								-
Feb	32,805	19,808						52,613
March								-
April	32,382	9,829						42,211
May	33,078	9,904		4,190				47,172
June								-
July	86,833	12,500		300				99,633
August	109,117	17,320	9,900					136,337
September	196,341	8,660	3,300	11,761		1,530		221,592
October	22,525	8,860			25,534	64,910		121,829
November		10,160	465,571		1,211	930		477,872
December	63,303	17,520	872,655	1,730	150,470	39,849		1,145,527
Total 2019	576,384	114,561	1,351,426	17,981	177,215	107,219	-	2,344,785
2020 Actual								
Jan	850		(48,666)		71,400			23,584
Feb		8,760	881,204	5,926	5,107	17,836		918,833
March	50,630	9,760	1,183,971		108,165	142,770		1,495,296
April	13,900	13,760	792,159		54,289	453		874,561
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
September					10,222			10,222
Total 2020	97,313	53,286	3,536,616	8,076	480,193	165,018	-	4,340,502

Total Expenditures	723,097	214,640	4,888,042	26,057	657,408	272,238	-	6,781,481
Remaining Budget	\$ 27,888	\$ 5,360	\$ (239,842)	\$ 13,943	\$ 80,592	\$ 102,936	\$ 271,141	\$ 262,019

Operational Updates

Public Services

MEMORANDUM

TO: Donna Walker, Executive Director
FROM: Julianne Rist, Director of Libraries
RE: JCPL's Civic Engagement in 2020
DATE: October 6, 2020

JCPL has a long history of supporting civic engagement in our community. In fact, civic engagement is illustrated in our mission statement, "Jefferson County Public Library helps to build an educated and vibrant community by providing equal access to information and opportunities." We know that a strong and vibrant community starts with informed and engaged citizens. This year we have supported both the Census and Elections.

Census 2020

Support for the Census began in 2019 with staff involved in several community planning committees. We have continued to ensure everyone has the opportunity to be counted throughout the changing deadlines for registering. Some of the ways we have supported the Census include:

- Staff represented JCPL on Jeffco's Complete Count Committee
- Staff acted as liaison with 2020 Census staff
- Created a dedicated information and resource page on our website:
<https://jeffcolibrary.org/2020-census/>
- Promoted the census on public library computers
- Locations had a dedicated "2020 Census" laptop for residents to register
- Promoted the Census in eNewsletters, on social media, via magazine, on LCD screens, etc. and patron due-date slips
- 6,000 bookmarks were included in curbside service during September.

Elections 2020

One of the other ways we support civic engagement is by being a public space both, physically and digitally. Election tables give all candidates and points of view the opportunity to make their information available to our community. The Library's Digital Experience and Adult Services teams developed an [Election Resources](#) page for jeffcolibrary.org, where patrons can find information about how to register to vote and track their ballot, key dates, and links to external resources.

We have shown that same support by being a place where our residents can cast their vote as well. When Jefferson County began to use ballot drop boxes, JCPL libraries

MEMORANDUM

were some of the first locations selected for them. Our libraries have hosted polling places for over 10 years.

Voting this year has unique challenges due to the COVID-19 pandemic. Due to limited building capacities and in order to meet County Health Department safety guidelines we have decided limit services to curbsides only at the 4 locations offering early voting. We will close those locations to walk in services October 19 – November 2. Providing curbside service allows access to physical materials for our patrons. Our other locations will be available for walk in services for our community. In addition, the five locations serving as polling places on Election Day will be closed to all activities except voting on that day. Our other locations will be open for normal library services.

Oct. 19 – Nov. 3 Election Season Services

Polling Centers at JCPL

Oct. 19 – Nov. 3

Curbside services only
through Nov. 2*

Belmar Library

Columbine Library

Evergreen Library

Lakewood Library (Nov. 2 – 3 only)

Standley Lake Library

Library Service Locations

Oct. 19 – Nov. 3

Curbside and walk-in
services available

Arvada Library

Conifer Library (Friday – Sunday only)

Edgewater Library

Golden Library

Wheat Ridge Library (Curbside only)

*On November 3, both curbside and walk-in library services will be unavailable at the five locations serving as Polling Centers.

24-Hour Ballot Drop Boxes

Oct. 9 – Nov. 3

Belmar Library, Columbine Library, Evergreen Library, Lakewood Library and Standley Lake Library.



Jefferson County
PUBLIC LIBRARY

Civic Engagement at JCPL

October 15, 2020 | Julianne Rist

CIVIC ENGAGEMENT AT JCPL



- Census Support
- Ballot Boxes
- Polling Locations
- Election Tables
- Election Resource Page at jeffcolibrary.org



United States[®]
Census
2020

CENSUS ENGAGEMENT



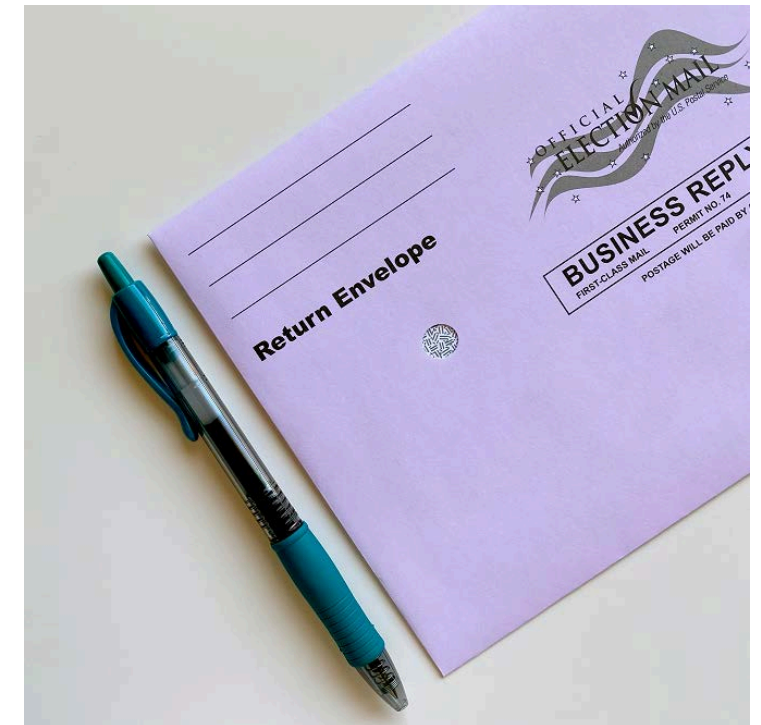
- Jeffco's Complete Count Committee
- Created a resource page on our website
- "2020 Census" laptops
- Promoted the Census



CIVIC ENGAGEMENT AT JCPL



- What's different this year?



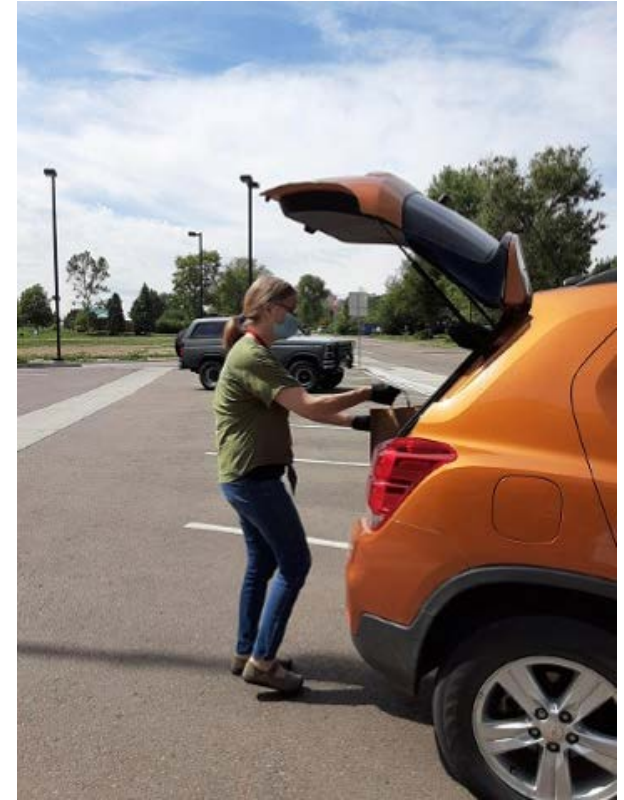
JCPL POLLING PLACE SERVICE ADJUSTMENTS: **EARLY VOTING**



Changes affect only those locations serving as early voting polling places between Oct. 19-Nov. 3.

- Belmar
- Columbine
- Evergreen
- Standley Lake

Lakewood will be a polling location on Nov. 2 and 3



Election Day Nov 3

- Polling locations
 - Belmar
 - Columbine
 - Evergreen
 - Standley Lake
 - Lakewood





Questions?

Facilities & Construction Projects

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



jeffcolibrary.org

TO: Donna Walker, Executive Director

FROM: Steve Chestnut, Director of Facilities and Construction

DATE: October 8, 2020

RE: 2020-2021 Snow Mitigation Services

History of Contract: Bear Creek Landscape Co

The Board authorized the Executive Director to enter into a contract with Bear Creek Landscape Co. in October 2019. Bear Creek Landscape Co. provides snow removal services at the Evergreen Library location. The authorization by the Board allowed the option to renew the contract for up to four additional one-year terms, with their approval. We have been happy with the services provided by the vendor, and would like to renew our contract for this year.

Budget:

The projected contract cost for the 2020-2021 snow season is \$50,000 and would provide for snow removal through September 30, 2021. The total annual cost to the Library is anticipated to be within the budgeted amount for snow removal of \$200,000.

Next Actions:

I would like to ask the Board to authorize the Executive Director to renew our contract with Bear Creek Landscape Co. for snow mitigation services at Evergreen Library.

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



jeffcolibrary.org

TO: Donna Walker, Executive Director

FROM: Steve Chestnut, Director of Facilities and Construction

DATE: October 8, 2020

RE: 2020-2021 Snow Mitigation Services

History of Contract: CoCal Landscape Services, Inc.

The Board authorized the Executive Director to enter into a contract with CoCal Landscape Services, Inc. in October 2019. CoCal Landscape Services Inc. provides snow removal services at all library locations except for Evergreen. The authorization by the Board allowed the option to renew the contract for up to four additional one-year terms, with their approval. We have been happy with the services provided by the vendor, and would like to renew our contract for this year.

Budget:

The projected contract cost for the 2020-2021 snow season is \$150,000 and would provide for snow removal through September 30, 2021. The total annual cost to the Library is anticipated to be within the budgeted amount for snow removal of \$200,000.

Next Actions:

I would like to ask the Board to authorize the Executive Director to renew our contract with CoCal Landscape Services Inc. for snow mitigation services at all locations other than Evergreen.

Emerging Issues

MEMORANDUM

TO: Library Board of Trustees

FROM: Donna Walker, Executive Director

RE: Resolution in Support of Statewide Ballot Initiative Amendment B

DATE: October 8, 2020

The Library is requesting the Library Board of Trustees to consider endorsing a resolution in support of Statewide Ballot Initiative Amendment B. This request complies with the Fair Campaign Practices Act which allows for staff to make this request and for the Board to take action.

Per this Act, the Board may adopt a resolution and take a position of advocacy regarding a ballot issue. This resolution may include a recitation of the facts and/or arguments in favor of the Board's position. As a resolution adopted by the Board, it is available for public inspection and becomes a part of the public minutes of the meeting. Staff background research leading up to the adoption of the resolution is permissible.

Passage of such a resolution may be reported or distributed through established, customary means by which other proceedings of the Library are regularly provided to the public.

The language in the resolution is being reviewed by the County Attorney and will be available before the regular meeting of the Board of Trustees. The County Attorney will be in attendance at the October 15th meeting to answer questions about the Fair Campaign Practices Act, if needed.

Here is a link to the [Blue Book website](#) for information on the ballot language and pro and con responses.

BEFORE THE BOARD OF TRUSTEES
OF THE JEFFERSON COUNTY PUBLIC LIBRARY

Resolution No.; LB 10-15-2020

Resolution in Support of Amendment B to Repeal the Gallagher Amendment

WHEREAS, pursuant to C.R.S. 24-90-108, the Jefferson County Public Library Board of Trustees is responsible for the management and operation of the Jefferson County Public Library; and

WHEREAS, the Gallagher Amendment in the Colorado Constitution mandates that property taxes assessed on residential property can only make up 45% of the total property taxes the state collects, with non-residential property taxes (i.e. commercial property and vacant land) making up the remaining 55%; and

WHEREAS, the Gallagher Amendment Repeal and Property Tax Assessment Rates Measure (the “Gallagher Amendment Repeal Measure”) will appear as Amendment B on the state ballot in the November 3, 2020, Colorado election; and

WHEREAS, in order to maintain the split between residential and non-residential tax rates set forth in the Gallagher Amendment Colorado uses a calculation called the Residential Assessment Rate (RAR) in order to keep this 45/55 ratio between residential and non-residential property taxes; and

WHEREAS, the residential assessment rate is adjusted to maintain the 45/55 ratio between residential and nonresidential property taxes, as a result, the residential assessment rate has dropped from 21% in 1982 to 7.15% in 2020, while the non-residential assessment rate has stayed at 29%.; and

WHEREAS, this precipitous drop in the residential assessment rate has been driven by the rapidly rising value of residential property in Colorado, especially along the Front Range. Currently, residential property makes up about 80% of the total valuation of Colorado property – substantially more than the 45% cap implemented by the Gallagher Amendment; and

WHEREAS, previous adjustments required by the Gallagher Amendment have reduced the residential property tax rate from 21% to 7.15%, resulting in significant reductions in residential property tax revenue available to the Jefferson County Public Library; and

WHEREAS, if the Gallagher Amendment Repeal Measure does not pass, the Residential Assessment Rate is anticipated to drop from 7.15% to 5.88% in 2021, which will decrease funding for the library resulting in a possible \$7 million drop in Library revenues starting in 2022 which will have a significant impact on the ability of the library to continue to provide services to the citizens of Jefferson County; and

WHEREAS, if the Gallagher Amendment Repeal Measure passes, Senate Bill 20-223 of the Colorado General Assembly will take effect freezing property tax assessment rates at the current rates, 7.15% for residential property and 29% for non-residential property; and

WHEREAS, the repeal of the Gallagher Amendment allows the Library to maintain revenues, expand staffing and services, implement the five-year capital plan including a new library in South Jefferson County and redesign two libraries; and

WHEREAS, the Colorado Fair Campaign Practices Act authorizes local governments to adopt resolutions in support of or opposition to ballot issues, and it is the desire of the Jefferson County Public Library Board of Trustees to express its overwhelming and strongest support of the Gallagher Amendment Repeal Measure.

NOW, THEREFORE, BE IT RESOLVED THAT THE JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES, IN THE STATE OF COLORADO affirmatively supports the bipartisan ballot question regarding the Gallagher Amendment Repeal Measure and urges Jefferson County electors to vote YES on Amendment B at the November 3, 2020 election.

Adopted this 15th day of October 2020.

memorandum

To: Donna Walker, Executive Director
From: Julianne Rist, Director of Libraries
Re: Contract Amendment with D-Tech International
Date: October 13, 2020

Background: The mission of Jefferson County Public Library is to provide equal opportunity to access information and opportunities. During the Pandemic JCPL has created and implemented a new agile process for providing services to meet our mission. We see an opportunity to do that again by offering hold lockers as an alternative to curbside pick-up at library locations.

The Library's current contract with D-Tech for the lockers is in the process of being amended and is under review by the County Attorney's office. D-Tech indicates that if a Purchase Order can be placed with them by Friday October 15, they can deliver lockers to us by December 30. JCPL is happy with the equipment purchased from D-Tech so far and wants to continue using them as a vendor for our hold lockers.

Our urgency for Board action is the lead time for these units and the CARES ACT reimbursement deadline.

Accelerating our purchase will allow us to:

- Submit for CARES Act reimbursement for this equipment and staff time to plan and implement
- Expand accessibility to requested materials to 24/7
- Expand access to physical materials if there is a roll back of Jefferson County's Safer at Home levels
- Assess the Return on Investment on lockers versus staffed curbside service
- Offer long term access to a curbside-like service beyond COVID-19
- Have lockers available for our NW Arvada site when it is secured

Total Cost: The 2020 budget includes \$450,000 for Alternative Services. The cost for 5 sets of hold lockers units is about \$220,000, an amount which is still being negotiated as part of the contract process. Each set of lockers includes 69 slots and a control computer unit. This purchase still leaves \$200,000 in the Alternative Services budget to allow for the creation of alternative services in Northwest Arvada.

Action Requested: I am recommending that the Board authorize the Executive Director to sign the amended contract with D-Tech International USA for the purchase of additional equipment, maintenance, delivery, and training within the approved budgeted amount.

ADMINISTRATION

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

jeffcolibrary.org



Jefferson County

PUBLIC LIBRARY