

BOARD MEETING

JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

November 19, 2020



Jefferson County
PUBLIC LIBRARY

APPROVAL OF AGENDA

JOINT BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

Jefferson County Library Foundation Board

ITEM# / ACTION	Thursday, November 20, 2019 – JOINT MEETING -<u>ONLINE MEETING VIA WEBEX</u> 5:00 PM to 5:30PM
1. Action	Call to order – Charles Naumer
2.	Pledge of Allegiance
3.	Opening Remarks 1. Charles Naumer, Chair, Library Board of Trustees 2. Ana Rojas-Artica, President, Jefferson County Library Foundation Board
4. Library & Foundation	Partnership Building Activity Sharon Koenig, JCPL Training Specialist
5. Action	Adjourn Joint Meeting



Jefferson County
PUBLIC LIBRARY

JEFFERSON COUNTY PUBLIC LIBRARY

November 11, 2020 JCLF and JCPL Joint Board Meeting

Board Introductions



JCPL Board of Trustees

- Charles “Chic” Naumer, Chair
- Kim Johnson, Vice-Chair
- Pam Anderson, Secretary
- John Bodnar
- Jeanne Lomba
- Jill Fellman
- Germán Zárate-Bohorquez

JCLF Board Members

- Ana Rojas-Artica, President
- Deborah Deal, Vice President
- Linda Fleming, Secretary
- Ron Benson, Treasurer
- Caleb Amyot
- Cleo Arellano
- Neal Browne

Board Introductions



Foundation Board Members

- Kirby Edwards
- Linda Lovin
- Ron J. Marquez
- Jessica Nichols
- Sally Reed
- Tim Rogers



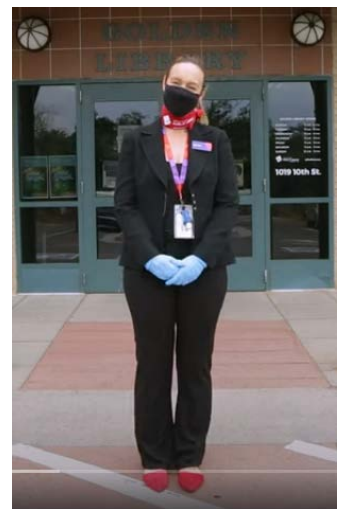
COVID 19 RESPONSE and PLANNING AND BUDGETING

COVID 19 RESPONSE

- Make Responsible Decisions
- Collaborate with Community
- Execute Continuity of Operations Plan
- Communicate with Stakeholders
- Create an Agile Service Plan
- Operationalize New Five-Year Strategic Plan



Jefferson County
PUBLIC LIBRARY



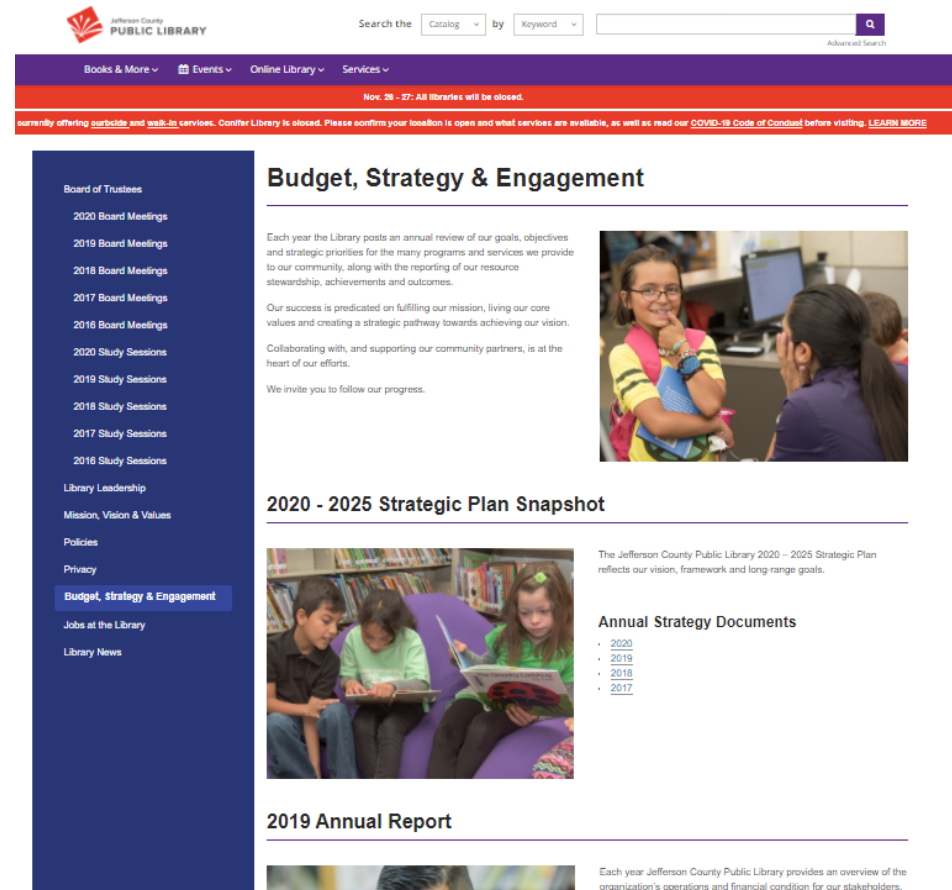


5-YEAR STRATEGIC AND CAPITAL PLAN

Strategic Planning and Budgeting

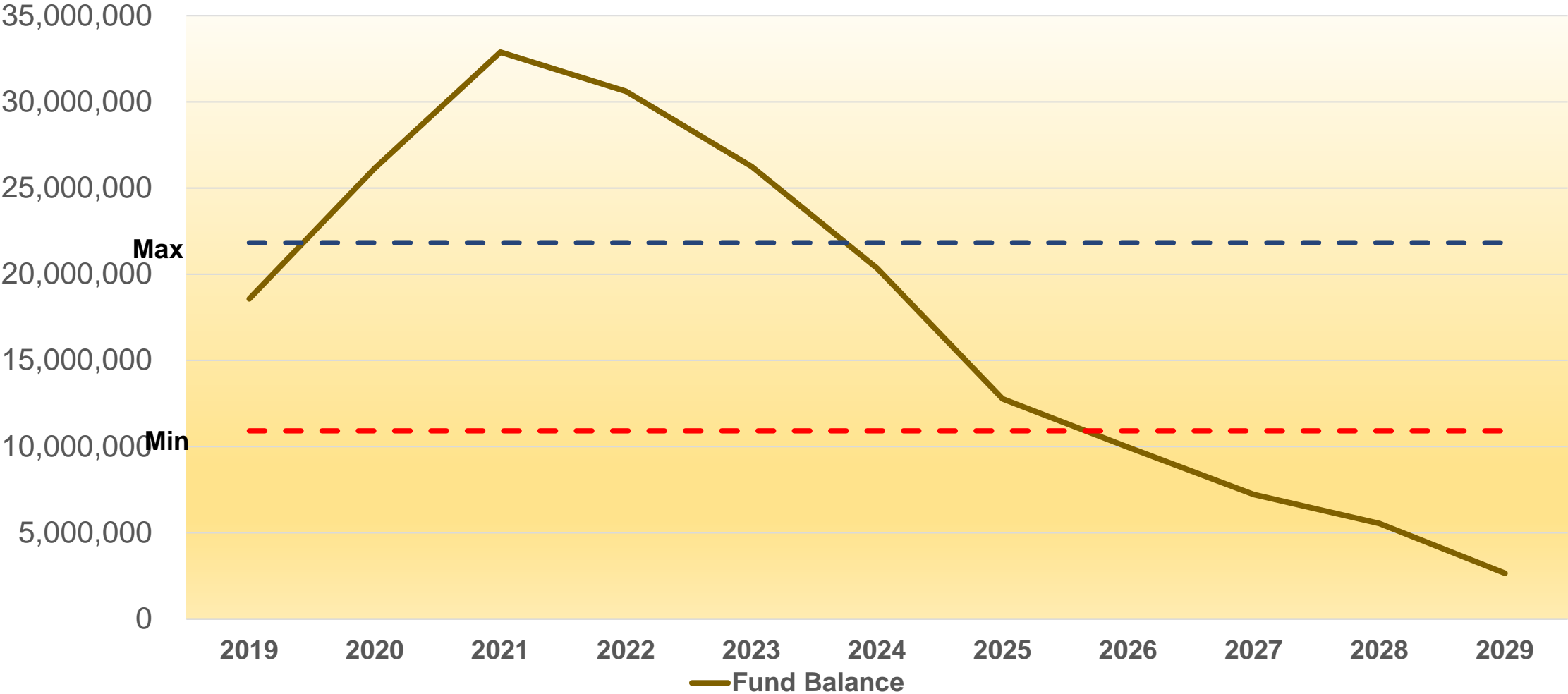


- Gallagher Amendment and Covid 19 economic impact
- Preserve Financial Sustainability and Flexibility in a Changed Environment
- Pause on Large Capital Projects
- Scale Back on Staffing Additions
- Expand Alternate Services



<https://jeffcolibrary.org/budget-strategy-engagement/>

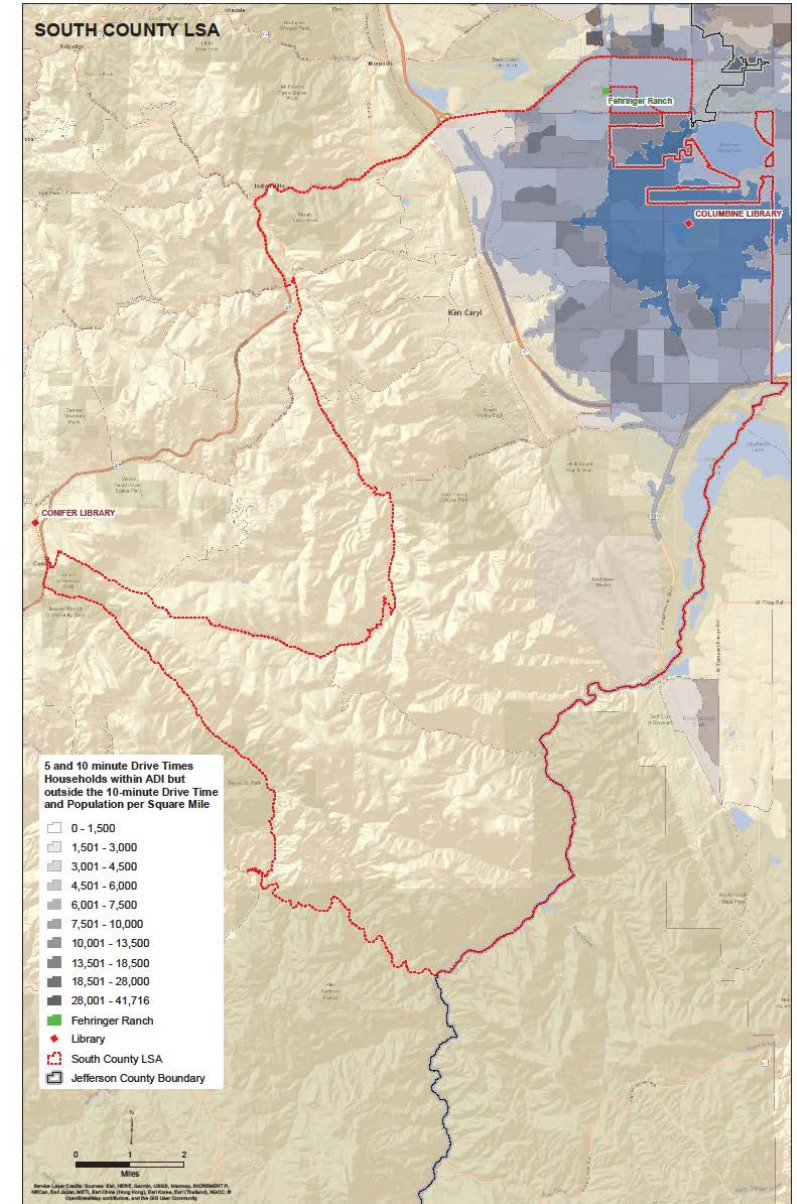
LONG TERM PLAN: FUND BALANCE



GALLAGHER REPEALED: SOUTH COUNTY

As a result of the Gallagher Amendment being repealed:

- Acquisition in South County is re-prioritized
- Planning to make sure revenue will continue to cover Operating Expenses
- Managing the Fund Balance levels to stay within our prescribed range





Thank you

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

ITEM# / ACTION	Thursday, November 19, 2020 – 5:35 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. Agenda Action	Approve Agenda Chair: Call for motion and second
3. 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.
4. CONSENT AGENDA Action	Approval of Consent Agenda Chair: Call for motion and second 1. October 15, 2020 Board Meeting Minutes
5. Foundation Report	Foundation Report – Jo Schantz, Executive Director and Kim Johnson, Trustee Representative
6. Operational Updates Action as Needed	Executive Director Update 1. Executive Director Report Strategy, Engagement & Finance <u>Finance and Budget</u> 1. 2021 Final Recommended Budget 2. Financial Report (October) Public Services 1. Bookmobile Contract Authorization Chair: Call for motion and second 2. Mountain Resource Center Holds Locker Contract Authorization Chair: Call for motion and second Facilities & Construction Projects 1. Kleen Tech Contract Authorization Chair: Call for motion and second
7. 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
8. Emerging Issues Action as Needed	
9. Action as Needed	Ends • No items

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

10. Action as Needed	<p>Board Governance</p> <ul style="list-style-type: none">• Trustees review 2021 governance process calendar for adoption at the December 10, 2020 Board meeting.
11. 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">• December 10, 2020 – Board Meeting – 5:30 pm –Online via WebEx.• January 14, 2021 – Study Session – 5:30 pm• January 21, 2021 – Board Meeting – 5:30 pm• February 11, 2021 – Study Session – 5:30 pm• February 18, 2021 – Board Meeting – 5:30 pm
12. Discussion	Board Questions or Comments Related to Items on the Meeting Agenda
13. Discussion	Evaluate Board Meeting (4.1.9)
14. Information	<p>Announcements/General Information Sharing</p> <ul style="list-style-type: none">• Report of the Chair – Correspondence, Other• Other Announcements
15. 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: November 10, 2020

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

1. Library Board of Trustees Approve the October 15, 2020 Library Board Meeting Minutes

**Minutes of the Regular Meeting of the
JEFFERSON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
October 15, 2020**

CALL TO ORDER – SPECIAL MEETING

The regular meeting of the Jefferson County Public Library Board of Trustees was held online via WebEx on October 15, 2020. Library Board of Trustees Chair, Charles Naumer, called the meeting to order at 5:32 p.m. Other Trustees present: Kim Johnson (Vice-Chair), Pam Anderson (Secretary), John Bodnar, Jill Fellman, Jeanne Lomba and German Zarate-Bohorquez.

Trustees not present: All Trustees were present.

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

PUBLIC COMMENT

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 were no public comments.

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: John Bodnar moved that the Library Board of Trustees approve the items on the consent agenda as presented. Seconded by Jeanne Lomba the motion passed by majority vote of all Trustees present with Trustee Anderson abstaining.

Items on the Consent Agenda for October 15, 2020

1. Minutes of September 17, 2020 Board Meeting

FOUNDATION UPDATE

Jo Schantz, Foundation Executive Director, provided an update to the Board. The fall Whale Sale is taking place at the Fairgrounds. Jo expressed appreciation to Kim Johnson who was one of the cashiers. The sale continues thru Sunday. The Authors in the Afternoon event is scheduled for November 6. There are two levels of tickets. In person tickets are \$50 with refreshments and chance to meet with the authors, and virtual tickets are \$20. The Foundation is opening up Whale's Tale Books and Gifts at Colorado Mills on a short term lease from December 1 to January 17. The Foundation is testing to see if it is a good location for a book store and this will also providing a place to hold holiday book sales. Jo was appointed to the CSU Extensions Advisory Committee. The Foundation entered into an agreement with Dream Books, a book vendor who will be selling residuals and overflow from parking lot pods. The agreement is a 50-50 split on revenue from those books. The Foundation received a commitment for \$100,000 from Allison Brigham as a memorial contribution for her parents for the Belmar Library Outdoor Adventure Space. The Foundation expects to bring a naming agreement to the Library Board.

Kim Johnson, Trustee Liaison, expressed appreciation to Jo and her team for the work that went into adjusting the Whale Sale. It was a very pleasant atmosphere and the volunteers were excited to be back working the book sale.

EXECUTIVE DIRECTOR REPORT

The Executive Director expressed appreciation to the Board of County Commissioners for reappointing Pam Anderson and Charles Naumer to the Library Board. Next week the Executive Director will be giving a tour of the Belmar Library to Commissioner Dahlkemper.

Review Executive Director Evaluation Process

The Chair introduced the topic and turned the discussion over to the Executive Director. The Executive Director expressed appreciation to the Board for trying out the new process. It was a more collaborative process that involved the Board, the People and Culture Division and the Executive Assistant. Receiving one evaluation message in writing from the Board was very helpful. The Executive Director recommended that the Board consider bringing someone in to perform a compensation analysis.

In response to a question, the Board was advised that the compensation analysis could be performed every other year or every third year.

The Chair expressed appreciation to the Executive Director for developing the evaluation process. The previous process did not balance individual opinions and Board opinion. This process was a good balance and provided one message from the Board and allowed individual Trustees the opportunity to express their views as well. Trustee Fellman expressed appreciation that the process allowed the Trustees to speak as a Board which was helpful to her as a new Trustee.

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 Review (August)

There were no questions about the August financial report.

Financial Report (September)

Barbara Long, Assistant Director of Finance and Budget, advised the Board that property tax revenues look good, however, the Library is expecting a large abatement in December that will drop revenue. The Trustees were advised that with the end of the third quarter, the Library is starting to make projections in terms of year end. Projections indicate savings in operating and savings in capital due to the delays in capital projects.

In response to a question, the Board was advised that the Library was expecting declines in fines and fees. There were additional declines in print revenue due to the closure.

The Chair suggested that at some point in the future, it may be interesting to talk about the changes in expenses due to Covid-19 including any savings and how those expenses moved from one category to another.

Public Services

Civic Engagement: 2020 Census and Election

The Executive Director introduced the topic and advised the Board that one of the Edge recommendations is the Library's connection to local government and civic engagement. She advised the Board that Julianne Rist, Director of Libraries, has prepared information for the Board that spot lights those services.

Julianne Rist addressed the Board and presented information on the Library's civic engagement activities.

Civic Engagement at JCPL

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

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. The census is a count of every person living in the United States that happens every 10 years. This massive undertaking is mandated in our Constitution, and the U.S. Census Bureau has done this count since 1790. This year we have supported the census ensuring everyone has the opportunity to be counted.

One of the other ways we support civic engagement is by being a public space. We have shown that same support by being a place where our residents can cast their votes. When Jefferson County began to use ballot boxes JCPL libraries were one of the first locations selected for installation. Our libraries have hosted polling for over 10 years. JCPL also provides space both physically in our locations and digitally on our website. Election tables give all candidates and points of view the opportunity to make their information available to our community. The Digital Experience and Adult Services staff 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.

Census Engagement

Support for the Census began in 2019 with staff involved in several community planning committees. JCPL has 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
- Locations had a dedicated "2020 Census" laptop for residents to use to register
- Staff created a dedicated information and resource page on our website:
<https://jeffcolibrary.org/2020-census/>

- JCPL promoted the census on public library computers, in eNewsletters, on social media, on LCD screens, patron due-date slips and 6,000 census bookmarks were included in curbside service during September.

What's Different This Year

This year library services will look a bit different during early voting and on Election Day. JCPL has worked closely with the Elections Department on many issues this year such as building capacities and how to queue lines for those waiting to vote. After a discussion with the elections staff, JCPL decided to follow their recommendation and not bring in additional security for early voting.

Polling Place Service Adjustments: Early Voting

JCPL will be adapting library services to support the upcoming elections. Voting this year has unique challenges due to the COVID-19 pandemic. With limited building capacities, and in order to meet County Health Department safety guidelines, the Library has decided to offer curbside services only at the locations offering early voting. This decision was not made lightly.

Changes affect only those locations serving as early voting polling places October 19 through November 3:

- Belmar
- Columbine
- Evergreen
- Standley Lake
- Lakewood will be a polling location on Nov. 2 and 3

Providing curbside services still allows access to physical materials for our patrons, and other locations will be available for walk in services for our community. All patrons will continue to have access to virtual services including our website, online library, Book a Librarian, virtual events, Call Center and email support.

Election Day November 3

Polling locations:

- Belmar
- Columbine
- Evergreen
- Standley Lake
- Lakewood

On November 3, elections will be setting up tents in the parking lots of Belmar, Columbine and Standley Lake to increase the number of people they can accommodate. We have also made the decision that 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. 24-Hour Ballot Drop Boxes are available at Belmar, Columbine, Evergreen, Lakewood and Standley Lake.

In response to questions, the Board was advised that:

- There are cameras focused on the ballot boxes with 24 hour surveillance. JCPL would provide footage if requested by County Elections.
- In-person early voting begins on October 19 at Belmar, Columbine, Evergreen and Standley Lake

Trustee Anderson expressed appreciation to the Library for the wonderful and necessary changes to accommodate this unique year for voting. The partnership with the Library was really valuable during her time at County Elections. The work requires a lot of time and collaboration and it is appreciated.

Trustee Bodnar expressed appreciation and acknowledged that the Library is a good supporter of the elections and that he supports the idea to close on Election Day given the unprecedented demand.

Facilities and Construction Projects

Steve Chestnut, Director of Facilities and Construction Projects, advised the Board that last year they approved the contracts for snow removal with these companies. The Library is satisfied with the work they are doing and would like to extend those contracts for another year. In response to questions, the Board was advised that:

- The costs are approximately the same. The last time period, from September to December the cost was \$108,000 and in the spring it was \$120,000. It is always an estimate on how much or how often it will snow.
- The contracts have stayed the same and costs are based on a per-inch and per-event basis.

Bear Creek Landscape Snow Removal Contract

MOTION: Kim Johnson moved that the Library Board of Trustees authorize the Executive Director to renew the contract with Bear Creek Landscape Co. for snow mitigation services at the Evergreen Library within the approved budgeted amount. Seconded by Pam Anderson the motion passed by unanimous vote of all Trustees present.

Co-Cal Landscape Snow Removal Contract

MOTION: Jill Fellman moved that the Library Board of Trustees authorize the Executive Director to renew the contract with CoCal Landscape Services Inc. for snow mitigation services at all locations other than Evergreen within the approved budgeted amount. Seconded by Jeanne Lomba the motion passed by unanimous vote of all Trustees present.

ITEMS REMOVED FROM THE CONSENT AGENDA

No items were removed from the consent agenda.

EMERGING ISSUES

Amendment B. Guest: Kurt Behn, County Attorney's Office

The Chair introduced the topic and advised the Board that Kurt Behn from the County Attorney's office was available to answer questions.

The Executive Director advised the Board that based on the budget discussions from April through July, and the impact to the Library's capital plan and long term financial forecast, it seemed appropriate for the Trustees to consider a resolution endorsing Amendment B. The County Attorney's office was very helpful in drafting the resolution to make sure we complied with and met the standards of the Fair Campaign Practices Act.

The Chair acknowledged the significant financial impact on the Library and noted that it is appropriate for the Board to consider the resolution. The Chair called for, and received, a consensus of the Board to consider a motion to adopt the resolution in support of Amendment B.

MOTION: Jill Fellman moved that the Library Board of Trustees adopt Resolution LB 10-15-20 in support of Amendment B to repeal the Gallagher Amendment. Seconded by German Zarate-Bohorquez, voting on the motion was suspended for Trustee discussion and comment.

Trustee Fellman noted that the Board's review of the different financial scenarios and tables indicating the significant impacts on funding to the Library in respect to Gallagher is an issue that the Board needs to address to be responsive.

Trustee Bodnar noted that as a citizen he is in favor of Amendment B, however, he is unsure of the Board's role.

The Chair acknowledged the comments of Trustee Fellman and Trustee Bodnar. He noted that this issue is so important to the Library, will have such a big impact and that he is also

personally in favor of repealing Gallagher. It was voted on 34 years ago and has become outdated and caused a squeezing of our finances and makes it hard for the State and libraries going forward. As a Board, this has such an impact that it is very appropriate to take a public position.

Trustee Anderson stated that she agrees with the comments and understands Trustee Bodnar's concern around civic engagement and the importance of the Library to maintain neutral space. She noted that she contemplated this issue and its direct correlation to the Library and the impacts to the services we provide. She stated that she is in support of the resolution.

Trustee Johnson expressed appreciation to Trustee Bodnar and Trustee Anderson and noted that their comments helped her think through the issue. She has a personal opinion on supporting Amendment B, but was also unsure of her role as a Trustee. She noted that in the Trustees role as representatives of the tax payers, the impact to the reduction in library service is not what our public would want.

In response to a question the Board was advised that the Library has been working with the County Attorney's office on a fact sheet to conform to the Fair Campaign Practices Act. If the Board passes a resolution it could become part of that fact sheet which would need to include pro and con statements. The fact sheet would be helpful for staff to respond to any questions they may receive.

The Chair expressed appreciation to the Executive Director, Kurt Behn, the Library staff and the Trustees for their thoughtful approach.

MOTION: Jill Fellman moved that the Library Board of Trustees adopt Resolution LB 10-15-20 in support of Amendment B to repeal the Gallagher Amendment. Seconded by German Zarate-Bohorquez, the motion passed by unanimous vote of all Trustees present.

Holiday Party

The Chair advised the Board that he has been waiting to see how the situation around Covid-19 would play out before bringing plans for a holiday party to the Board. He advised the Board that due to continuing concerns he is suggesting that the holiday party be postponed to early summer and possibly having an outdoor event. Trustee Fellman noted that it could be fun to have the party this in the summer at a park with spouses and families. The Chair asked for and received consensus from the Board to revisit plans for the holiday party in the spring.

D-Tech International Contract Amendment

The Executive Director introduced the topic and noted that for those Trustees who were able to attend the meeting with the Board of County Commissioners, the Library was encouraged to find more Covid-19 qualified expenses. Library Staff had already been working to get more lockers to pilot at more locations. The Library has heard from Belmar patrons that they love the redesign of the library, but they want the lockers. JCPL is very excited about the opportunity with D-Tech International.

Julianne Rist noted that staff is excited to do something positive and expand access to library materials, not only to underserved areas, but library locations as well. The lockers were well received by the Belmar community and is receiving good usage data from the Ridge Center. The equipment has only been at the Ridge Center for 12 days. D-Tech International has a proven product, the system works well, and it is intuitive and easy for the community to use. Expanding this alternative service will increase access beyond our current operating hours. Additionally, if JCPL has to roll back hours this is another way to continue bringing services to the community. There is also the opportunity to apply for CARES ACT funding and the potential for reimbursement.

In response to questions, the Board was advised that:

- The contract is within the current budget for alternative services and still leaves money in that budget to try other alternative services.
- The areas the Library is considering include Belmar, Columbine, Standley Lake, Golden and an area in northwest Jefferson County.
- D-Tech is the same provider as our current lockers
- During the 12 days the lockers have been at the Ridge Center there have been 137 items checked out to 89 patrons. The Library sent an email to South County patrons about the service on October 1 and the first hold request was received on October 2.

MOTION: Kim Johnson moved that the Library Board of Trustees authorize the Executive Director to sign the contract amendment with D-Tech International USA for the purchase of additional equipment, maintenance, delivery, and training within the approved budgeted amount. Seconded by Jill Fellman the motion passed by unanimous vote of all Trustees present.

ENDS

No items.

BOARD GOVERNANCE

No items.

BOARD SCHEDULE – NEXT MEETINGS

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.

The Chair advised the Board of the joint meeting with the Foundation Board on November 19, from 5:00-5:30 pm.

- November 12, 2020 – Study Session – 5:30 pm – Online via WebEx
- November 19, 2020
 - Joint Meeting of the Library & Foundation Boards 5:00 – 5:30 Online via WebEx
 - Library Board Meeting – 5:40 pm – Online via WebEx
- December 10, 2020 – Board Meeting – 5:30 pm – Online via WebEx.

ANNOUNCEMENTS/GENERAL INFORMATION SHARING

There were no announcements.

ADJOURNMENT

The Board meeting was adjourned at 6:32 pm.

Pam Anderson, Secretary

FOUNDATION REPORT



JCLF EXECUTIVE DIRECTOR REPORT

By Jo Schantz, MNM, CFRE, GPC

NOVEMBER NEWS

- **"AUTHORS IN THE AFTERNOON" FUNDRAISER DELAYED UNTIL 2021**
- **A HOLIDAY TREAT! OUR WHALE'S TALE BOOKS & GIFTS STOREFRONT OPENS SOON AT COLORADO MILLS MALL**
- **FALL WHALE SALE GENERATES MORE THAN \$45K FOR JCLF (SEE PAGE 2)**

"AUTHORS IN THE AFTERNOON" POSTPONED DUE TO COVID-19

"Authors in the Afternoon," JCLF's new author presentation series, originally slated for Nov. 6 at the Denver Marriott West, is being postponed until 2021 due to an uptick in COVID-19 cases in Jefferson County.. The event was set to feature special guests W. Michael Gear and Kathleen O'Neal Gear, a popular literary duo from Thermopolis, Wyoming, who anticipated telling us more about their prolific writing history and their multiple series of books focusing on historical and pre-historical fiction, sci-fi, cli-fi and more! Over 17 million copies of the couple's books are in print worldwide and have been translated into at least 29 languages.



W. Michael Gear and
Kathleen O'Neal Gear

Due to the recent health mandate from the County limiting the number of individuals who can attend in-person events, JCLF decided it was best to postpone the first presentation in our series until next spring.

We want to acknowledge these event sponsors who are rolling their financial support forward to next year -- Bank of Colorado, Sunflower Bank, JCLF Board of Directors, High Point Financial Group, Sally Reed and the Taurus Fund. THANK YOU!



We are proud to announce that JCLF's new, temporary holiday bookstore -- Whale's Tale Books & Gifts -- is scheduled to open in Colorado Mills Mall on Tuesday, Dec. 1. Tentative store hours are noon to 6 p.m. Monday through Friday, and 10 a.m. to 6 p.m. on Saturdays. The store is located next door to Dick's Sporting Goods in the southwest area of the mall.

Please come by and visit us for your holiday shopping! We'll have plenty of gift-quality books, gift baskets, jewelry and stocking stuffers. Best of all, your purchases will help support our Foundation and our Library!

Our bookstore will be primarily run by our wonderful volunteers! If you would like to volunteer to help us, please contact Kirstin Kraig, JCLF's Volunteer & Friends Coordinator, at 303-403-5072, or kirstin.kraig@jeffcolibrary.org.



2020 FALL WHALE SALE NETS A BIG BOUNTY!

Our staff and volunteers were brimming with excitement when JCLF hosted fall Whale of a Used Book Sale from Wednesday, October 14, through Sunday, October 18, at the Jefferson County Fairgrounds in Golden. Nearly 1,700 individuals attended the 5-day book lovers' bonanza, which started off with our traditional Friends Preview Night and concluded with JCLF's popular Bag Day, where patrons could purchase a bag of books for just \$8.

All in all, our Foundation raised more than \$45,000 – monies that will help fund popular Library programs such as Summer Reading and Early Childhood Literacy.



This year's sale looked very different from previous Whale Sales, due to the COVID-19 pandemic. JCLF had to implement the 50-shoppers-at-a-time rule to comply with Jeffco's health and safety mandates that limited in-person attendance at indoor events, plus we enforced social distancing and the wearing of face coverings for staff, volunteers and shoppers alike. JCLF also encouraged reservations to attend the event, and many of our patrons paid \$5 for each of their shopping hours. As a bonus, patrons with reservations received a free book, CD or DVD for each hour they reserved. Walk-ins were welcome with no reservation fee, and these shoppers were allowed to join the sale when space was available in the exhibit halls. Above all, everyone was just very glad that JCLF was able to produce this event -- despite the pandemic!

More than 150 volunteers helped us manage the fall sale, which was overseen by our event planner, Deborah Deal, vice president of JCLF's Board of Directors. We were also pleased that these Foundation Board members participated in our event: Kim Johnson, Donna Walker, Kirby Edwards, Caleb Amyot, Ana Rojas-Artica, Sally Reed, Linda Fleming, Linda Lovin, Ron Marquez and Cleo Arellano. Kudos also go to our valiant and energetic Foundation staff for all their efforts to help make the sale a success: Susan Spring, Kirstin Kraig, Allison Lausten and Neil Thoreson. Many Thanks!

GRANTS AND SPONSORSHIPS UPDATE

Grants pending (from July through October)

- Nathan B. and Florence R. Burt Foundation -- \$5,000 for 1000 BBK (full proposal submitted by invitation)
- Virginia Hill Foundation -- \$5,000 general operating
- Schramm Foundation -- \$5,000 general operating
- The Foundation at Rolling Hills -- \$5,000 general operating
- Energize Colorado Gap Fund* -- \$35,000 general operating
- Melvin & Elaine Wolf Foundation -- \$5,000 for 1000 BBK
- Socrates Foundation* -- \$5,161 for musical instruments at Belmar Outdoor Adv. Space (by invitation)
- Clarence LaGuardia Foundation* -- \$5,000 for 1000 BBK and \$5,000 for Babies First Books
- Harlan E. Anderson Foundation* -- \$5,000 general operating
- Penn National Gaming Foundation* -- \$5,000 for 1000 BBK

*indicates new potential funders

Grants and sponsorships* approved/received

- Frederick G. Fish Foundation -- \$500 general operating support
 - Bank of Colorado -- \$1,000 "Authors in the Afternoon" sponsorship
 - JCLF Board of Directors -- \$800 "Authors in the Afternoon" sponsorship
 - Sunflower Bank -- \$500 "Authors in the Afternoon" sponsorship
 - Sally Reed -- \$250 "Authors in the Afternoon" sponsorship
 - High Point Financial Group -- \$250 "Authors in the Afternoon" sponsorship
 - Taurus Fund -- \$250 "Authors in the Afternoon" sponsorship
- ("Authors in the Afternoon" sponsorships will be rolled over to the spring 2021 event)

Grants denied

- Kinder Morgan Foundation -- \$20,000 naming right for Teen Center in Belmar Library
- Jeffco Non-county Agencies and Programs (NCAP) -- \$25,000 general operating

79 proposals have been submitted to date in 2020, totaling \$770,403 (Including the EIDL loan)
\$273,122 in funding has been approved -- JCLF earned a 35% positive return on requests submitted
Typical success ratio for grants/sponsorships requested is 25% to 35%

Operational Updates

Executive Director Update



November 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 November, the Library is focusing on,

- Responding to new Public Health Orders
- Longer-term Service and Staffing adjustments
- Patron and Staff Safety

Budget and Projects:

In November, the Library is focusing on,

- 5-year Strategic and Annual Planning
- County Enterprise Resource Planning Tool (Workday) Transition
- IT Infrastructure Improvements
- Book Sale Vendor Agreement with JCLF

South County Community Engagement:

In November, the Library is focusing on,

- Overall project review
- Roles and responsibilities

Advocacy and Engagement Opportunities for Trustees:


[ALA Midwinter virtual meeting and exhibits](#): January 22-26, 2021 Registration is open through January 15. See Amber to register.


Get to know newly elected Jefferson County Commissioners: Tracy Kraft-Tharp and Andy Kerr

JCPL SERVICE HIGHLIGHTS

Literacy Building:

Community Shares Partnership with Jeffco Schools: The school created a nice [promotional video](#) explaining the service which provides access to ebooks to students through their school library portal.





Chat with a Social Worker: Patrons can sign up for a 30-minute call with the library's social worker to get ideas of next steps and find out what resources and support are available in the community. This service is part of a countywide effort to provide access to housing assistance.

Civic Engagement:

Elections Impact Statement From George Stern, Jefferson County Clerk & Recorder

I want to thank you and your entire team for being such great partners with this year's election. Your libraries were some of our busiest sites, and they were excellent spaces, allowing room to accommodate lots of voters at a time in a COVID-safe way. I also had a number of our greeter judges, who had to inform disappointed people that the library was closed, remark to me: "I had no idea people loved their libraries so much!" Indeed, they do, so we extra appreciate that you closed some of your locations to accommodate voting. We could not have been successful without you this year. Thank you, thank you, thank you!

Professional Engagement:

Rachel Haggett, Teen Services Librarian, is attending the annual Young Adult Services Symposium (YALSA)

Eight staff are attending the West Metro Chamber of Commerce Women's Summit

Cindy Jaye, Programming manager, will participate in Get Ready for NSLA's Summer Solutions 2-day Leadership Series

Deirdre Keating, assistant director of Community Engagement, is attending Lead the Way: Libraries at the Heart of Community Engagement, a conference hosted by the University of Wisconsin-Madison's iSchool.

The Graphics Team attended the Adobe MAX 2020 Creativity conference.


In the News:

JCPL mentioned in an [American Libraries article](#) about online Dungeons and Dragons programming.

[Front page of Sunday Denver Post](#) – Photos and article about voting.

HIGHLIGHTS OF EXECUTIVE DIRECTOR COMMUNITY ACTIVITIES, November, 2020

Weekly or Monthly Briefings with:

- Jefferson County Elected/Appointed Officials
 - Colorado Public Library Directors
 - Urban Libraries Council
- 

- 
- Community Agency Partners

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

West Metro Chamber of Commerce Board of Directors meeting.

Attending West Metro Chamber of Commerce Women's Summit.



Operational Updates

Strategy, Engagement and Finance

memorandum



To: Donna Walker, Executive Director
From: Marc Calder, Manager of Budget & Finance
Re: 2021 Final Recommended Budget
Date: November 10th, 2020

1. 2021 Final Budget Summary

JCPL's proposed budget for 2021 was developed with the goal of responding to a changed economic climate in which the substantial revenue growth of the past seven years was not likely to continue. Planning was based on a significant and long-lasting drop in property tax revenue driven by the change in residential assessment rate required by the Gallagher amendment. Now that the Gallagher amendment has been repealed, the long term outlook for property tax revenue is significantly higher. Although there may be revenue impacts from the pandemic recession, without a drop in the residential assessment rate, the decrease in property tax revenue will be less dramatic and will likely recover to surpass 2020 and 2021 amounts within the ten year planning period. This change in anticipated future year property tax revenue allows JCPL to move forward with funding the new South County Library in 2021.

Specific differences from the proposed budget to this final budget are supplemental requests to the submitted 2021 budget:

- Additional funding of \$7,000,000 for the South County Library project
- Additional 2.0 FTE positions, a total of 268.5 funded FTE
- Additional funding of \$30,300 for supplies to improve patron experience
- Decreased funding of \$250,000 for Alternative Services, as the South County Library project is moving forward

Although the facilities master plan is back on track with investment in the South County Library, JCPL is taking a more conservative approach to staffing additions to be prepared for the still unknown impacts of a recession.

The approved Library mill levy of 4.500 will result in projected property tax net revenue of \$46,300,305. Total projected revenues for 2021 are \$46,864,996.

Total projected expenditures are \$47,363,231, which include:

- Operating \$38,505,412
- Debt Service \$621,819
- Capital Projects \$8,236,000

memorandum



The 2021 budget includes use of the fund balance in the amount of \$498,235. This amount will be used to fund capital project expenditures.

The 2021 budget still includes the commitment of fund balance to a new capital projects sinking fund to formalize the Board's intention to continue with planned future year capital investments.

Next Steps:

- Library Board adoption of Final recommended budget with these supplemental requests totaling \$6.92M at the December 10, 2020 regular meeting.
- Board of County Commissioners (BCC) review of the Library's supplemental request at the BCC Briefing December 15, 2020.
- BCC consent agenda approval (date to be determined).

2. Budget to Actual Tables (October)

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

TABLE 1
JEFFERSON COUNTY PUBLIC LIBRARY
TOTAL FUND SUMMARY
2021 Alternate Budget

Sources and Uses of Funds	2019 Actual	2020 Amended Budget	2021 Budget	\$ Incr(Decr) 2020 to 2021 Budget	% Incr(Decr) 2020 to 2021 Budget
Sources of Funds					
Revenues					
Property Tax (net of adjustments)	\$ 41,680,883	\$ 46,300,305	\$ 46,300,305	\$ -	0%
Total Taxes	\$ 41,680,883	\$ 46,300,305	\$ 46,300,305	\$ -	0%
Federal & State Grants	\$ 128,084	\$ 128,000	\$ 121,051	\$ (6,949)	-5%
Library Fees	435,234	239,513	145,000	(94,513)	-39%
Other Revenue	1,412,272	572,640	298,640	(274,000)	-48%
Total Other Revenues	\$ 1,975,590	\$ 940,153	\$ 564,691	\$ (375,462)	-40%
Sub Total Revenues	\$ 43,656,474	\$ 47,240,458	\$ 46,864,996	\$ (375,462)	-1%
Transfer from Fund Balance	\$ -	\$ 8,311,685			
Transfer to Fund Balance	4,835,040	-	\$ (498,235)		
Total Sources of Funds	\$ 38,821,434	\$ 55,552,143	\$ 47,363,231	\$ (8,188,912)	-15%
Uses of Funds					
Operating Expenditures					
Salaries & Employee Benefits					
Salaries	\$ 14,352,310	\$ 15,935,735	\$ 16,081,526	\$ 145,791	1%
Benefits	4,370,694	5,288,399	5,373,904	85,505	2%
Total Salaries & Benefits	\$ 18,723,004	\$ 21,224,134	\$ 21,455,431	\$ 231,297	1%
Library Books & Materials	\$ 7,777,885	\$ 8,135,190	\$ 7,754,177	\$ (381,013)	-5%
Supplies	1,343,599	1,449,965	1,515,924	65,959	5%
Vehicles	-	-	-	-	
Services & Charges	3,869,464	4,914,583	5,197,772	283,189	6%
Internal Transactions /Cost Allocation	1,983,894	2,251,204	2,582,108	330,904	15%
Total Operating Expenditures	\$ 33,697,846	\$ 37,975,076	\$ 38,505,412	\$ 530,336	1%
Financing & Debt Service	\$ 1,448,432	\$ 1,410,421	\$ 621,819	\$ (788,602)	-56%
Capital Projects	\$ 3,675,156	\$ 16,166,646	\$ 8,236,000	\$ (7,930,646)	-49%
Total Uses of Funds	\$ 38,821,434	\$ 55,552,143	\$ 47,363,231	\$ (8,188,912)	-15%



TABLE 2A
JEFFERSON COUNTY PUBLIC LIBRARY
FUND BALANCE SUMMARY
2021 Alternate Budget

	2019 Actual	2020 Amended Budget	2021 Budget
Beginning Fund Balance	\$ 19,529,543	\$ 19,529,543	\$ 24,364,583
Revenues	\$ 41,728,495	\$ 45,074,778	\$ 44,699,316
Capital Funding	1,927,979	2,165,680	2,165,680
Total Revenues	\$ 43,656,474	\$ 47,240,458	\$ 46,864,996
Expenditures			
Operating Expenditures	\$ 33,697,846	\$ 37,975,076	\$ 38,505,412
Debt Service	1,448,432	1,410,421	621,819
Capital Projects	3,675,156	16,166,646	8,236,000
Total Expenditures	\$ 38,821,434	\$ 55,552,143	\$ 47,363,231
Ending Fund Balance	\$ 24,364,583	\$ 11,217,858	\$ 23,866,348
Increase/(Decrease) in Fund Balance	\$ 4,835,040	\$ (8,311,685)	\$ (498,235)
Commitment to Capital Projects	\$ 5,897,205		
Commitment to Capital Projects Sinking Fund			\$ 9,000,000
Reserve Fund	\$ 18,467,378		\$ 14,866,348
Reserve Balance Policy Calculation			
	2019 Actual	2020 Amended Budget	2021 Budget
16% - Current Year Budgeted Revenues	\$ 6,985,036	\$ 7,558,473	\$ 7,498,399
9% - Current Year Budgeted Revenues - Uncertainty	3,929,083	4,251,641	4,217,850
Total Minimum F/B Reserve Requirements (FLOOR)	\$ 10,914,118	\$ 11,810,115	\$ 11,716,249
50% of Current Year Budgeted Revenues	\$ 21,828,237	\$ 23,620,229	\$ 23,432,498
Total Maximum F/B Reserve Requirements (CEILING)	\$ 21,828,237	\$ 23,620,229	\$ 23,432,498
Above/(Below) Minimum (FLOOR)	\$ 7,553,259	\$ (592,257)	\$ 3,150,098
Above/(Below) Maximum (CEILING)	\$ (3,360,859)	\$ (12,402,371)	\$ (8,566,150)



TABLE 3
JEFFERSON COUNTY PUBLIC LIBRARY
OPERATING EXPENDITURES
2021 Alternate Budget

Sources and Uses of Funds	2019 Actual	2020 Amended Budget	2021 Budget	\$ Incr(Decr) 2020 to 2021 Budget	% Incr(Decr) 2020 to 2021 Budget
<i>Sources of Funds</i>					
Revenues					
Taxes					
Property Taxes	\$ 40,915,992	\$ 45,960,543	\$ 45,960,543	\$ -	0%
Delinquent Taxes	81,612	48,032	48,032	-	0%
Prior Year Cancellations	(223,412)	(385,353)	(385,353)	-	0%
Urban Renewal	(1,068,555)	(1,509,624)	(1,509,624)	-	0%
Penalties & Interest	47,267	21,027	21,027	-	0%
Total Taxes	\$ 39,752,904	\$ 44,134,625	\$ 44,134,625	\$ -	0%
Federal & State Grants	\$ 128,084	\$ 128,000	\$ 121,051	\$ (6,949)	-5%
Library Fees	309,575	107,950	40,000	(67,950)	-63%
Other Fees	125,659	131,563	105,000	(26,563)	-20%
Investment Income	1,122,445	322,000	108,000	(214,000)	-66%
Contributions from Private Sources	177,817	160,000	100,000	(60,000)	-38%
E-Rate & Other	112,010	90,640	90,640	-	0%
Total Revenues	\$ 41,728,495	\$ 45,074,778	\$ 44,699,316	\$ (375,462)	-1%
<i>Uses of Funds</i>					
Operating Expenditures					
Salaries & Employee Benefits					
Salaries	\$ 12,442,452	\$ 15,093,111	\$ 14,816,028	\$ (277,083)	-2%
Awards & Bonuses	-	130,000	135,000	5,000	4%
Termination Pay	78,196		110,000	110,000	
Temporary Salaries	1,828,944	2,146,611	2,095,441	(51,170)	-2%
Overtime	2,719	5,130	-	(5,130)	-100%
Vacancy Savings		(1,439,117)	(1,074,943)	364,174	-25%
Benefits	4,370,694	5,288,399	5,373,904	85,505	2%
Total Salaries & Benefits	\$ 18,723,004	\$ 21,224,134	\$ 21,455,431	\$ 231,297	1%
Library Books & Materials	\$ 6,578,114	\$ 6,691,154	\$ 6,191,154	\$ (500,000)	-7%
Library Computer Materials	1,077,497	1,285,686	1,385,948	100,262	8%
Library Periodicals	122,274	158,350	177,075	18,725	12%
Sub-Total Library Collections	\$ 7,777,885	\$ 8,135,190	\$ 7,754,177	\$ (381,013)	-5%
Supplies	\$ 1,343,599	\$ 1,449,965	\$ 1,515,924	\$ 65,959	5%
Services & Charges	3,869,464	4,914,583	5,197,772	283,189	6%
Vehicles	-	-	-	-	
Direct Internal Charges	143,837	164,067	145,090	(18,977)	-12%
Indirect Cost Allocation	1,067,744	1,145,837	1,355,518	209,681	18%
Intra County Transactions	772,313	941,300	1,081,500	140,200	15%
Total Supplies and Other	\$ 7,196,956	\$ 8,615,752	\$ 9,295,804	\$ 680,052	8%
Total Operating	\$ 33,697,846	\$ 37,975,076	\$ 38,505,412	\$ 530,336	1%



Authorized Positions	2019 Budget	2020 Budget	2021 Budget	Change 2020 to 2021
FTE Positions - Active	253.0	277.0	268.5	(8.5)
FTE Positions - Reserved	-	-	8.5	8.5
Total Authorized Positions	253.0	277.0	277.0	-



TABLE 4
JEFFERSON COUNTY PUBLIC LIBRARY
DEBT SERVICE DETAIL
2021 Alternate Budget

Sources and Uses of Funds	2019 Actual	2020 Budget	2021 Budget	\$ Change 2020 to 2021 Budget
Debt Service				
Principal - Arvada (2005-2024)	\$ 539,667	\$ 552,073	\$ 565,720	\$ 13,647
Interest - Arvada (2005-2024)	82,192	69,294	56,099	(13,195)
Principal - Refunding Series 2013	608,264	608,265	-	(608,265)
Interest - Refunding Series 2013	61,695	31,303	-	(31,303)
Principal - COP - Capital Projects	142,143	142,143	-	(142,143)
Interest - COP - Capital Projects	14,472	7,343	-	(7,343)
Total Debt Service	\$ 1,448,432	\$ 1,410,421	\$ 621,819	\$ (788,602)

Arvada

Total Issue \$8,886,000
Term 2005-2024
Use - Arvada Library Facility

Build America Bonds

Total Issue \$6,293,000
Original Term 2011-2020
Refunding Term 2013-2024
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
2021 Alternate Budget

Sources and Uses of Funds	2019 Actual	2020 Amended Budget	2021 Budget	\$ Incr (Decr) 2019 to 2020 Budget
Sources of Funds				
Property Tax - Capital - 4.5%	\$ 1,927,979	\$ 2,165,680	\$ 2,165,680	\$ -
Transfer from FB - Capital Expenses	-	-	-	-
Total Sources of Funds	\$ 1,927,979	\$ 2,165,680	\$ 2,165,680	\$ -
Uses of Funds				
Annual Replacement & Maintenance Program (ARM) & Ongoing Projects				
ARM-01 Capital Maintenance	\$ 238,497	\$ 307,000	\$ 250,000	\$ (57,000)
ARM-02 Furniture & Equipment	16,175	36,000	36,000	-
ARM-03 Computer Replacement Plan	200,868	180,000	200,000	20,000
ARM-04 Book Sorter Replacement	59,862	470,000	300,000	(170,000)
ARM-05 IT Infrastructure Replacement	128,989	370,000	350,000	(20,000)
Alternative Services	246,753	450,000	100,000	(350,000)
2016 Projects				
16-14 High Availability Internet Redundancy	-	41,000	-	(41,000)
2017 Projects				
17-13 Standley Lake Outdoor Learning Environment	72,195	-	-	-
2018 Projects				
18-05 Evergreen Parking Lot	175,008	-	-	\$ -
18-07 LSC Garage & Loading Dock Planning	46,948	122,583	-	(122,583)
18-08 Bookmobile Replacement	-	547,441	-	(547,441)
2019 Projects				
19-02 Document Management System	-	160,000	-	(160,000)
2020 Projects				
20-01 Arvada HVAC Control Upgrade	\$ -	\$ 140,000	-	\$ (140,000)
20-02 Golden Library	-	4,396,000	-	(4,396,000)
Multi-Year Construction Projects				
17-07 Edgewater Library	139,175	-	-	-
18-01 Belmar Remodel	2,344,785	4,602,522	-	(4,602,522)
19-03 South County Library	5,900	4,344,100	7,000,000	2,655,900
21-01 Evergreen Remodel	-	-	-	-
Total Capital Projects	\$ 3,675,156	\$16,166,646	\$ 8,236,000	\$ (7,930,646)



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

Project	2020 Amended Budget	2021	2022	2023	2024	2025	Total 2021-2025
Annual Replacement Plan							
ARM-01 Capital Maintenance	\$ 307,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 1,250,000
ARM-02 Equipment Replacement	36,000	36,000	36,000	72,000	36,000	36,000	216,000
ARM-03 Computer 5-year Replacement Plan	180,000	200,000	250,000	250,000	250,000	250,000	1,200,000
ARM-04 Book Sorter Replacement	470,000	300,000	300,000	300,000	300,000	300,000	1,500,000
ARM-05 IT Infrastructure Replacement	370,000	350,000	200,000	200,000	200,000	200,000	1,150,000
Total ARM & Ongoing Projects	\$ 1,363,000	\$ 1,136,000	\$ 1,036,000	\$ 1,072,000	\$ 1,036,000	\$ 1,036,000	\$ 5,316,000
5-Year Capital Improvement Plan							
19-14 Alternative Services	\$ 450,000	\$ 100,000	\$ 200,000	\$ -	\$ 50,000	\$ 50,000	\$ 400,000
16-14 High Availability Internet Redundancy	41,000	-	-	-	-	-	-
18-01 Belmar Library Remodel	4,602,522	-	-	-	-	-	-
18-07 LSC Garage & Loading Dock	122,583	-	-	-	-	-	-
18-08 Bookmobile Replacement	547,441	-	-	-	-	-	-
19-02 Document Management System	160,000	-	-	-	-	-	-
19-03 South County Library	4,344,100	7,000,000	4,378,000	-	-	-	11,378,000
20-01 Arvada HVAC Control Upgrade	140,000	-	-	-	-	-	-
20-02 Golden Library	4,396,000	-	-	-	-	-	-
21-01 Evergreen Library Remodel	-	-	350,000	3,170,000	-	-	3,520,000
21-02 Data Warehouse	-	-	125,000	-	-	-	125,000
22-01 Standley Lake Library Remodel	-	-	-	-	350,000	8,300,000	8,650,000
23-02 ILS Replacement	-	-	-	750,000	-	-	750,000
Total CIP	\$ 14,803,646	\$ 7,100,000	\$ 5,053,000	\$ 3,920,000	\$ 400,000	\$ 8,350,000	\$ 24,823,000
Total 5-Year Capital Plan	\$ 16,166,646	\$ 8,236,000	\$ 6,089,000	\$ 4,992,000	\$ 1,436,000	\$ 9,386,000	\$ 30,139,000



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

	ACTUAL 2019	PROJECTED 2020	FINAL BUDGET 2021	PROJECTED BUDGET 2022	PROJECTED BUDGET 2023	PROJECTED BUDGET 2024	PROJECTED BUDGET 2025	PROJECTED BUDGET 2026	PROJECTED BUDGET 2027	PROJECTED BUDGET 2028	PROJECTED BUDGET 2029
Property Tax	4.5000 Mills	4.5000 Mills	4.5000 Mills	4.5000 Mills	4.5000 Mills	4.5000 Mills	4.5000 Mills	4.5000 Mills	4.5000 Mills	4.5000 Mills	4.5000 Mills
Property Tax	\$ 41,680,883	\$ 46,300,305	\$ 46,300,305	\$ 43,284,167	\$ 43,284,167	\$ 45,464,278	\$ 45,464,278	\$ 47,753,394	\$ 47,753,394	\$ 50,156,967	\$ 50,156,967
	-	-	-	-	-	-	-	-	-	-	-
Use of Fund Balance											
TOTAL SOURCES	\$ 43,656,473	\$ 47,240,458	\$ 46,864,996	\$ 44,087,336	\$ 44,120,621	\$ 46,317,207	\$ 46,334,176	\$ 48,745,190	\$ 48,763,192	\$ 51,218,839	\$ 51,208,958
Salaries & Benefits	\$ 18,723,005	\$ 20,424,134	\$ 21,455,431	\$ 22,099,094	\$ 22,762,067	\$ 23,844,929	\$ 24,560,277	\$ 25,297,085	\$ 26,055,997	\$ 26,837,677	\$ 27,642,808
Supplies	1,343,599	1,250,000	1,515,924	1,532,300	1,575,204	1,619,310	1,664,651	1,711,261	\$ 1,759,176	\$ 1,808,433	\$ 1,859,069
Library Books and Materials	7,777,885	7,643,198	7,754,177	7,723,132	7,769,091	7,844,527	7,923,631	8,006,584	\$ 8,093,574	\$ 8,184,800	\$ 8,280,470
Services & Charges	3,869,644	4,414,583	5,197,772	5,091,197	5,214,610	5,325,226	5,439,027	5,572,829	\$ 5,727,603	\$ 5,887,180	\$ 6,034,047
Interdepartmental	1,983,894	2,251,204	2,582,108	2,251,242	2,292,559	2,368,815	2,415,278	2,498,513	\$ 2,547,614	\$ 2,635,335	\$ 2,687,224
Subtotal Operating	\$ 33,698,027	\$ 35,983,119	\$ 38,505,412	\$ 38,696,965	\$ 39,613,531	\$ 41,002,807	\$ 42,002,864	\$ 43,086,272	\$ 44,183,964	\$ 45,353,425	\$ 46,503,618
Operating Costs -So County		-			2,523,064	1,500,776	1,545,799	1,592,173	1,639,938	1,689,137	1,739,811
Operating - Golden											
Subtotal Operating w/Capital	33,698,027	35,983,119	38,505,412	38,696,965	42,136,595	42,503,583	43,548,663	44,678,445	45,823,902	47,042,562	48,243,429
Debt Service	1,448,432	1,410,421	621,818	621,944	621,744	623,700	-	-	-	-	-
Capital Projects and Equipment	433,327	140,000	-	-	-	-	-	-	-	-	-
ARMs	644,390	1,136,000	1,136,000	1,072,000	1,036,000	1,036,000	1,036,000	1,036,000	1,036,000	1,036,000	1,036,000
Facility Master Plan Projects	2,350,685	5,080,000									
Subtotal - Debt, Capital, ARM	4,876,835	7,766,421	1,757,818	1,693,944	1,657,744	1,659,700	1,036,000	1,036,000	1,036,000	1,036,000	1,036,000
Alternative Services	246,573	450,000	100,000	200,000		50,000		175,000	50,000		
South County		-	7,000,000	4,378,000							
Golden											
Evergreen				350,000	3,170,000						
Standley Lake/NW Arvada						350,000	8,300,000				
Admin Bldg											
Lakewood											
Arvada											350,000
Data Warehouse				125,000							
ILS					750,000						
TOTAL USES	\$ 38,821,435	\$ 44,199,540	\$ 47,363,230	\$ 45,443,909	\$ 47,714,339	\$ 44,563,283	\$ 52,884,663	\$ 45,889,445	\$ 51,305,902	\$ 48,078,562	\$ 49,629,429
NET SOURCE (USE) OF FUNDS	\$ 4,835,038	\$ 3,040,918	\$ (498,234)	\$ (1,356,573)	\$ (3,593,718)	\$ 1,753,924	\$ (6,550,487)	\$ 2,855,745	\$ (2,542,710)	\$ 3,140,278	\$ 1,579,529
Reserve Balance	\$ 18,572,181	\$ 21,613,099	\$ 21,114,865	\$ 19,758,293	\$ 16,164,575	\$ 17,918,499	\$ 11,368,012	\$ 14,223,757	\$ 11,681,047	\$ 14,821,324	\$ 16,400,853
MIN RESERVE BALANCE	\$ 10,914,118	\$ 11,810,115	\$ 11,716,249	\$ 11,021,834	\$ 11,030,155	\$ 11,579,302	\$ 11,583,544	\$ 12,186,297	\$ 12,190,798	\$ 12,804,710	\$ 12,802,239
MAX RESERVE BALANCE	\$ 21,828,237	\$ 23,620,229	\$ 23,432,498	\$ 22,043,668	\$ 22,060,311	\$ 23,158,603	\$ 23,167,088	\$ 24,372,595	\$ 24,381,596	\$ 25,609,420	\$ 25,604,479
RESERVE BALANCE OVER MINIMUM	\$ 7,658,063	\$ 9,802,985	\$ 9,398,616	\$ 8,736,459	\$ 5,134,420	\$ 6,339,197	\$ (215,532)	\$ 2,037,460	\$ (509,751)	\$ 2,016,615	\$ 3,598,614

memorandum



To: Donna Walker, Executive Director
From: Marc Calder, Budget & Finance Manager
Re: Finance Monthly Report
Date: November 17, 2020

Budget to Actual Tables - October

The Budget to Actual Tables for October 2020 are attached. October added an additional \$75K to the property tax receipts which had already been pushed over budget for the year in September. This revenue will partially offset the higher than expected abatements which are scheduled to post in December.

Through the end of October, the Library received funding of \$99,890 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 \$103,590. In-kind support provided to the Foundation by the Library in 2020 through October is valued at \$62,965 (Ratio of 1.65:1).

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.

The Belmar library renovation is largely completed. Final financial close-out for this project will be presented at a later date.

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 10/31/2020	\$ 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	\$ 44,430,702	\$ 296,077	1%
Property Tax - Capital	1,949,693	1,927,979	2,165,680	2,091,216	(74,464)	-3%
Total Taxes	\$ 42,378,223	\$ 41,680,883	\$ 46,300,305	\$ 46,521,918	\$ 221,613	0%
Federal & State Grants	\$ 130,000	\$ 128,084	\$ 128,000	\$ 161,962	\$ 33,962	27%
Fines & Fees	492,731	435,234	239,513	43,214	(196,299)	-82%
Other Revenue	495,000	1,412,272	572,640	672,772	100,132	17%
Total Other Revenues	\$ 1,117,731	\$ 1,975,590	\$ 940,153	\$ 877,947	\$ (62,206)	-7%
Sub Total Revenues	\$ 43,495,954	\$ 43,656,474	\$ 47,240,458	\$ 47,399,866	\$ 159,408	0%
Fund Balance Activity						
Transfer from FB - Capital Projects	3,248,054		8,311,685	-		NA
Transfer to/(from) Fund Balance	-	4,835,039	-	14,507,336		NA
Total Sources of Funds	\$ 46,744,008	\$ 38,821,435	\$ 55,552,143	\$ 32,892,530		
Uses of Funds						
Operating Expenditures						
Salaries & Employee Benefits						
Salaries	\$ 14,766,591	\$ 14,352,310	\$ 15,935,735	\$ 12,058,737	\$ (3,876,998)	-24%
Benefits	4,818,086	4,370,694	5,288,399	3,707,759	(1,580,640)	-30%
Total Salaries & Benefits	\$ 19,584,677	\$ 18,723,004	\$ 21,224,134	\$ 15,766,497	\$ (5,457,637)	-26%
Library Books & Materials	\$ 8,139,065	\$ 7,777,885	\$ 8,135,190	\$ 5,954,583	\$ (2,180,607)	-27%
Supplies	1,612,418	1,343,599	1,449,965	932,591	(517,374)	-36%
Vehicles	-	-	-	-	-	NA
Services & Charges	4,245,804	3,869,464	4,914,583	2,816,856	(2,097,727)	-43%
Internal Transactions /Cost Allocation	1,886,026	1,983,894	2,251,204	1,921,884	(329,321)	-15%
Total Operating Expenditures	\$ 35,467,990	\$ 33,697,846	\$ 37,975,076	\$ 27,392,410	\$ (10,582,666)	-28%
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	\$ 5,446,714	\$ (10,719,932)	-66%
Total Uses of Funds	\$ 46,744,008	\$ 38,821,435	\$ 55,552,143	\$ 32,892,530	\$ (22,659,613)	-41%

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

	2019 Amended Budget	2019 Actual	2020 Amended Budget	YTD Actual 10/31/2020
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	\$ 45,308,649
Capital Funding	1,949,693	1,927,979	2,165,680	2,091,216
Total Revenues	\$ 43,495,954	\$ 43,656,474	\$ 47,240,458	\$ 47,399,866
Expenditures				
Operating Expenditures	\$ 35,467,990	\$ 33,697,846	\$ 37,975,076	\$ 27,392,410
Debt Service	1,448,432	1,448,432	1,410,421	53,407
Capital Projects	9,827,586	3,675,157	16,166,646	5,446,714
Total Expenditures	\$ 46,744,008	\$ 38,821,435	\$ 55,552,143	\$ 32,892,530
Increase/(Decrease) in Fund Balance	\$ (3,248,054)	\$ 4,835,038	\$ (8,311,685)	\$ 14,507,336
Ending Fund Balance	\$ 14,916,180	\$ 24,364,581	\$ 11,217,858	\$ 38,871,917
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 10/31/2020	Projected Year-End 2020	Variance 2020 Budget
Sources of Funds						
Revenues						
Taxes						
Property Taxes	\$ 41,376,815	\$ 40,915,992	\$ 45,960,543	\$ 44,380,258	\$ 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	(1,842)	21,027	-
Total Taxes	\$ 40,428,530	\$ 39,752,904	\$ 44,134,625	\$ 44,430,702	\$ 43,684,625	\$ (450,000)
Federal & State Grants	\$ 130,000	\$ 128,084	\$ 128,000	\$ 161,962	\$ 128,000	\$ -
Library Fines	365,000	309,575	107,950	14,393	20,000	(87,950)
Charges for Services	127,731	125,659	131,563	28,821	40,000	(91,563)
Investment Income	322,000	1,122,445	322,000	313,733	322,000	-
Library Foundation	85,000	177,817	160,000	99,890	160,000	-
E Rate Revenue	88,000	93,865	90,640	103,861	103,861	13,221
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	\$ 45,308,649	\$ 44,613,774	\$ (461,004)
Uses of Funds						
Operating Expenditures						
Salaries & Employee Benefits						
Salaries	\$ 13,872,155	\$ 12,442,452	\$ 15,093,111	\$ 10,840,913	\$ 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	1,045,162	2,146,611	-
Overtime	7,130	2,719	5,130	1,844	5,130	-
Vacancy Savings	(1,318,054)		(1,439,117)		(1,439,117)	-
Benefits	4,818,086	4,370,694	5,288,399	3,707,759	5,288,399	-
Total Salaries & Benefits	\$ 19,584,677	\$ 18,723,004	\$ 21,224,134	\$ 15,766,497	\$ 20,424,134	\$ (800,000)
Library Books & Materials	\$ 6,768,000	\$ 6,578,114	\$ 6,691,154	\$ 4,629,417	\$ 6,191,154	\$ (500,000)
Library Computer Materials	1,173,185	1,077,497	1,285,686	1,158,808	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	5,954,583	7,643,198	(491,992)
Supplies	\$ 1,612,418	\$ 1,343,599	\$ 1,449,965	\$ 932,591	\$ 1,249,965	\$ (200,000)
Services & Charges	4,245,804	3,869,464	4,914,583	2,816,856	4,414,583	(500,000)
Vehicles	-	-	-	-	-	-
Direct Internal Charges	196,182	143,837	164,067	86,441	164,067	-
Indirect Cost Allocation	1,067,744	1,067,744	1,145,837	954,864	1,145,837	-
Intra County Transactions	622,100	772,313	941,300	880,579	941,300	-
Total Supplies and Other	\$ 7,744,248	\$ 7,196,956	\$ 8,615,752	\$ 5,671,330	\$ 7,915,752	\$ (700,000)
Total Operating	\$ 35,467,990	\$ 33,697,846	\$ 37,975,076	\$ 27,392,410	\$ 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 10/31/2020	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 10/31/2020	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	\$ 2,091,216	\$ 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	\$ 2,091,216	\$ 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	249,437	470,000	-
ARM-05 IT Infrastructure Replacement	200,000	128,989	370,000	370,000	128,061	370,000	-
Alternative Services	250,000	246,753	450,000	450,000	36,056	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	100,000	\$ 40,000
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	4,437,752	4,532,522	70,000
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	\$ 5,446,714	\$ 7,665,954	\$ 8,500,692

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

Project	2020 Amended Budget	YTD Actual 10/31/2020	YTD Encumbrances 10/31/2020	YTD Total Actual + Enc	Remaining Budget
ARM-01 Capital Maintenance	\$ 307,000	\$ 156,585	\$ 48,564	\$ 205,149	\$ 101,851
ARM-02 Furniture & Equipment	36,000	5,148	-	5,148	30,852
ARM-03 Computer Replacement Plan	180,000	121,676	16,875	138,551	41,449
ARM-04 Book Sorter Replacement	470,000	249,437	200,001	449,439	20,561
ARM-05 IT Infrastructure Replacement	370,000	128,061	7,289	135,350	234,650
Library Alternative Services	450,000	36,056	235,870	271,926	178,074
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	4,437,752	6,170	4,443,923	158,599
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	\$ 5,446,714	\$ 594,383	\$ 6,041,096	\$ 10,125,550

Operational Updates

Public Services

jeffcolibrary.org

TO: Donna Walker, Executive Director

FROM: Julianne Rist, Director of Libraries & Padma Polepeddi, Assistant Director of Patron Experience

DATE: October 23, 2020

RE: Bookmobile Vendor Recommendation

Background: Bookmobile Replacement

The Jefferson County Public Library bookmobile is eleven years old and beyond its life expectancy. We are looking to replace this vehicle with one that is more flexible so that we can adjust our services based upon the needs of the community. The new vehicle will provide a wide variety of library services to the community. The library services include, but are not limited to, offering materials in all formats, group programming, computer use, Wi-Fi, and classes. We reissued an RFP for a new bookmobile. We received three proposals from three qualified vendors with pricing ranging from \$325,773.00 to \$451,382.00. A cross-divisional team evaluated the proposals and interviewed all 3 vendors. The proposals and interviews were evaluated based on the company's:

- Ability to provide evolving technologies, products and services
- Reliability and quality of customer service
- Overall cost
- Financial strength and capitalization
- References

Based on these criteria, the team had a unanimous first choice vendor. The evaluation team is recommending that JCPL contract with Summit Bodyworks to manufacture and outfit the new bookmobile. Some of the reasons for this decision include:

- Innovation- Summit demonstrated how they have modified vehicles in light of the Pandemic. They have added items such as air purifiers, hand washing/sanitization stations, and Plexiglas shields. This exhibits their ability to adapt quickly and innovate to match the current situation with the newest advances.
- Local- Summit is located 15 miles outside of Denver. We will have the capability to inspect the vehicle at several production stages. Continued support will also be more accessible.
- Attention to detail- Summit was the only vendor who pulled out portions of the RFP to inform us that certain items would not be available on the vehicle we wanted. Additionally they gave options for alternatives. They will work to get the best value for JCPL.
- Successful past project experiences. Summit's references gave them high marks. JCPL has also had success working with Summit to build our cargo van in 2018.
- Communication plan. Summit stressed the importance they place on communication and outlined how they would communicate with us during the entirety of the project.

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



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Total Cost:

The expected cost is \$355,000. This pricing includes the additional fees for the customizable design options we asked for in the RFP; however, we have not confirmed the final design.

Budget:

The budget for the bookmobile is \$547,441. We anticipate that most of this budget will need to be carried forward from 2020 to 2021. We intend to finalize the bookmobile design options in the next few weeks. The contract authorization request will reflect the finalized design choices and pricing, and may differ slightly from the amount listed above. We expect the final cost to remain within the approved budgeted amount.

Next Actions:

We recommend the Board of Trustees authorize the Executive Director to enter into a contract with Summit Bodyworks for the manufacture and outfitting of a new bookmobile at the November Board meeting within the approved budgeted amount.

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



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TO: Donna Walker, Executive Director

FROM: Julianne Rist, Director of Libraries & Padma Polepeddi, Assistant Director of Library Experience

DATE: October 28, 2020

RE: Jefferson County Public Library Contract with the Mountain Resource Center

History: Alternative Service Delivery in Conifer

The Facilities Master Plan presented to the Board in February 2018 recommended using Alternative Service Delivery (ASD) to complement JCPL's destination libraries and outreach services. We purchased lockers and a lending machine as one ASD tool during the Belmar redesign, with the goal to redeploy these machines to underserved areas of the county when Belmar reopened.

Since the Belmar reopening, the lending machine and some of the lockers have been deployed at the Ridge Recreation Center in South County, and have been available for South County residents since October 1. Conifer and Northwest Arvada were identified as other potential areas for redeploying the lockers. We have identified a location for Conifer and have an organization that is willing to provide space for a set of holds pick up lockers and a material return bin.

Mountain Resource Center is a community hub that offers a wide variety of services to county residents who may otherwise be unfamiliar with library resources. A library service point in this location will reach a broad audience. In addition, the lockers will be accessible 24/7 and the location will include parking, ADA access and snow removal.

This contract between JCPL and Mountain Resource Center has been reviewed by the attorney for Jefferson County. It has also been approved and signed by the Mountain Resource Center leadership.

Total Cost:

The Board of Trustees approved \$450,000 in the 2020 budget for Alternatives services. The costs for this project will come out of that budget, 770036.457490.

The associated expenses for this contract include the electrical work required to install the holds locker unit, cost for producing navigational signage for the site, and fees for installing a security camera onsite.

Total Cost: Approximately \$3,500

Next Actions:

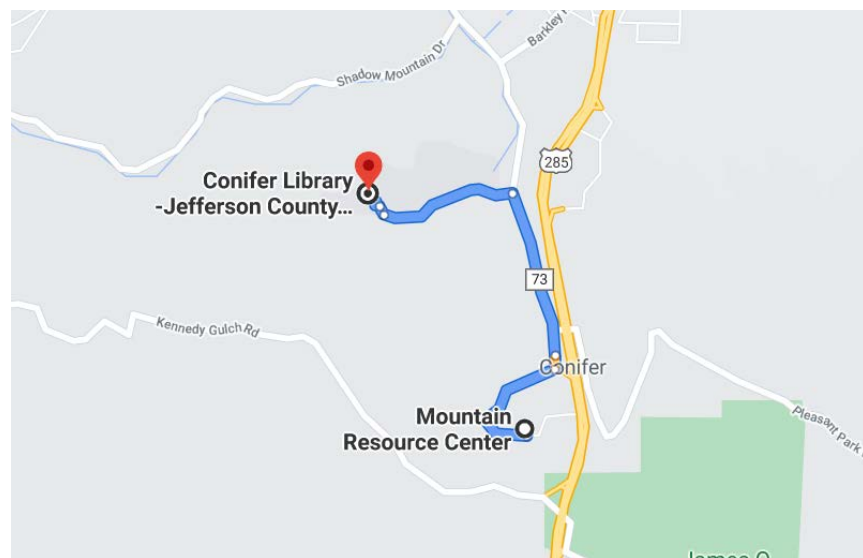
We recommend the Board of Trustees authorize the Executive Director to enter into a contract with the Mountain Resource Center to install an alternative service locker system and material return bin at the Mountain Resource Center.

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

jeffcolibrary.org



These pictures show the approach to the covered area, and a close up view of the area where the lockers will go. Below is a map showing the location of the Mountain Resource Center in relation to the Conifer Library.



CONTRACT FOR INSTALLATION OF LOCKER AND BOOK DROP

THIS CONTRACT FOR INSTALLATION OF LOCKER AND BOOK DROP (the "Contract") dated for reference purposes only September 23, 2020, is made and entered into by and between JEFFERSON COUNTY PUBLIC LIBRARY, a Colorado body politic and corporate ("Library"), and Mountain Resource Center, Inc., a Colorado nonprofit corporation ("Property Owner").

RECITALS

- A. The Library desires to install a locker and book drop at the Mountain Resource Center located at 11030 Kitty Drive, Conifer, CO 80433 as identified in Exhibit A, attached hereto and incorporated herein by this reference (the "Project"), to provide the public with access to Library resources.
- B. The Property Owner is qualified and is ready and willing to perform in accordance with the terms and conditions of this Contract.

AGREEMENT

NOW, THEREFORE, for and in consideration of the mutual covenants and promises set forth herein, the parties agree as follows:

- 1. **AUTHORIZED REPRESENTATIVES.** Each party's representative designated below shall have the authority to bind said party to that party's obligations as provided for herein. Library designates Padma Polepeddi as its authorized representative. Property Owner designates Sarah Kinzer as its authorized representative.
- 2. **OBLIGATIONS OF LIBRARY.**
 - 2.1. Project Installation. Library is responsible for installation of the Project including maintenance, repair or replacement of any portion of the Project as needed.
 - 2.2. Project Maintenance. Library shall timely address any vandalism or property damage to the Project and any damage resulting from electrical surges.
 - 2.3. Signage. Library is responsible for installation of signage in coordination with Property Owner and as approved by Property Owner, as well as the maintenance, repair or replacement of such signage.
 - 2.4. Contact Information. Library shall ensure the Project displays owner and contact information for any malfunctions or damage.
 - 2.5. Utility Power. Library will be responsible for the cost of installing the electrical wiring and receptacle required to operate the unit.
- 3. **OBLIGATIONS OF PROPERTY OWNER.**
 - 3.1. Security Camera. Library will install a temporary security camera directly above the Project.
 - 3.2. Electrical Service; Lighting. Property Owner shall provide electrical service to, and appropriate lighting for, the Project.
 - 3.3. Snow Removal. Property Owner shall, at Property Owner's expense, be responsible for the removal of snow and ice by and around the Project.

- 3.4. Utility Power. Property Owner will provide and pay the cost of utility power.
4. **INFORMATIONAL OBLIGATIONS.** Each Party hereto will meet its obligations as set forth in C.R.S. 29-1-205, as amended, to include information about this Contract in a filing with the Division of Local Government; however, failure to do so shall in no way affect the validity of this Contract or the remedies available to the Parties hereunder.
5. **FINANCIAL MATTERS.**
- 5.1. Performance of this Contract is made in consideration of the mutual covenants and promises contained herein and no party to this Contract shall have any obligation to pay any other party for performance of this Contract. Each party shall be responsible for its own costs incurred in the performance of this Contract.
- 5.2. The continuation of this Contract beyond the initial fiscal year is contingent upon funds for that purpose being appropriated, budgeted, or otherwise made available by the governing body of each party. Any party shall have the right to withdraw its participation from this Contract with 30 days written notice to the other parties in the event that its governing body does not appropriate, budget, or otherwise make funds available for the purpose of fulfilling its obligations under the Contract for any subsequent fiscal year.
6. **CONFIDENTIALITY.** The parties, for themselves, their agents, employees and representatives, agree that they will not divulge any confidential or proprietary information they receive from the other party or otherwise have access to, except as may be required by law.
7. **LIABILITY AND IMMUNITY.**
- 7.1. Each party will be responsible for its own negligent or intentional acts or omissions and for those of its employees, officers, agents and volunteers.
- 7.2. The parties agree that in the event any claim or suit is brought against either or both parties by any third party as a result of the operation of this Contract, both parties will cooperate with each other, and with the insuring entities of both parties, in defending such claim or suit.
- 7.3. The parties hereto intend that nothing herein shall be deemed or construed as a waiver by either party of any rights, immunities, limitations, or protections afforded to them under the Colorado Governmental Immunity Act (§ 24-10-101, C.R.S., et seq.) as now or hereafter amended or otherwise available at law or equity.
8. **TERM AND TERMINATION.**
- 8.1. The term of this Contract shall commence on the date the Contract is executed by all parties and continue until terminated in accordance with this Contract.
- 8.2. Installation of the Project shall be complete no later than December 20, 2020, unless extended in writing by the parties.
- 8.3. Any party may terminate this Contract with or without cause upon 90 days' prior written notice to the other parties.
9. **AMENDMENT.** This Contract contains the entire agreement of the parties relating to the subject matter hereof and, except as provided, this Contract may not be modified or amended except by written agreement of the parties.

10. NOTICES.

10.1. "Key Notices" under this Contract are notices regarding contract default, contractual dispute, or termination of the Contract. Key Notices shall be given in writing and shall be deemed received if given by: (a) confirmed electronic transmission (as defined below) when transmitted, if transmitted on a business day and during normal business hours of the recipient, and otherwise on the next business day following transmission; (b) certified mail, return receipt requested, postage prepaid, three business days after being deposited in the United States mail; or (c) overnight carrier service or personal delivery, when received. For Key Notices, the parties will follow up any electronic transmission with a hard copy of the communication by the means described above. All other communications or notices between the parties that are not Key Notices may be done via electronic transmission. Notice shall be given to the parties at the following addresses:

LIBRARY:

Jefferson County Public Library
Attn: Padma Polepeddi
10200 W. 20th Avenue
Lakewood, CO 80215
Tele: 303-275-2206
Email: Padma.Polepeddi@JeffcoLibrary.org

With a copy to:

Jefferson County Attorney
100 Jefferson County Pkwy
Golden, CO 80419-5500
Tele: 303-271-8900
Email: CAOContracts@jeffco.us

PROPERTY OWNER

Mountain Resource Center, Inc.
Attn: Sarah Kinzer
11030 Kitty Drive
P.O. Box 425
Conifer, CO 80433
Tele: 303-838-7552 x12
Email: sarahk@mrcco.org

All Key Notices shall include a reference to the Contract including the parties' names and the date of the Contract.

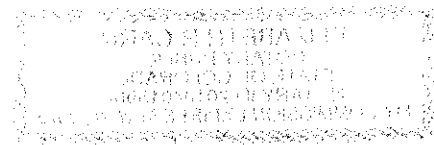
10.2 Electronic Transmissions. The parties agree that: (a) any notice or communication transmitted by electronic transmission, as defined below, shall be treated in all manner and respects as an original written document; (b) any such notice or communication shall be considered to have the same binding and legal effect as an original document; and (c) at the request of any party, any such notice or communication shall be re-delivered or re-executed, as appropriate, by the party in its original form. The parties further agree that they shall not raise the transmission of a notice or communication, except for Key Notices, by electronic transmission as a defense in any proceeding or action in which the validity of such notice or communication is at issue and hereby forever waive such defense. For purposes of this Contract, the term "electronic transmission" means any form of communication not directly involving the physical transmission of paper, that creates a record that may be retained, retrieved and reviewed by a recipient thereof, and that may be directly reproduced in paper form by such a recipient through an automated process, but specifically excluding facsimile transmissions and texts.

11. MISCELLANEOUS.

- 11.1. Independent Entities. The parties enter into this Contract as separate, independent governmental entities and shall maintain such status throughout.
- 11.2. Assignment. This Contract shall not be assigned by any party without the prior written consent of all parties.
- 11.3. Integration and Amendment. This Contract represents the entire agreement between the parties and terminates any oral or collateral agreement or understandings. This Contract may be amended only by a writing signed by the parties. If any provision of this Contract is held invalid or unenforceable, no other provision shall be affected by such holding, and all of the remaining provision of this Contract shall continue in full force and effect.
- 11.4. Officials Not to Benefit. No elected or employed member of any party shall be paid or receive, directly or indirectly, any share or part of this Contract or any benefit that may arise therefrom.
- 11.5. Conflict of Interest. No party shall knowingly perform any act that would conflict in any manner with said party's obligations hereunder. Each party certifies that it is not engaged in any current project or business transaction, directly or indirectly, nor has it any interest, direct or indirect, with any person or business that might result in a conflict of interest in the performance of its obligations hereunder.
- 11.6. Governing Law. This Contract shall be governed by the laws of the State of Colorado.
- 11.7. Venue. Venue for all disputes arising under this agreement shall be in the District Court of and for the County of Jefferson, State of Colorado.
- 11.8. Binding Effect. This Contract shall inure to the benefit of, and be binding upon, the parties, their respective legal representative, successors, heirs, and assigns, provided that nothing in this paragraph shall be construed to permit the assignment of this Contract except as otherwise expressly authorized herein.
- 11.9. Survival. Notwithstanding anything to the contrary, the parties understand and agree that all terms and conditions of this Contract that require continued performance or compliance beyond the termination or expiration of this Contract shall survive such termination or expiration and shall be enforceable against a party if such party fails to perform or comply with such term or condition.
- 11.10. Waiver. This Contract or any of its provisions may not be waived except in writing by a party's authorized representative. The failure of a party to enforce any right arising under this Contract on one or more occasions will not operate as a waiver of that or any other right on that or any other occasion.
- 11.11. No Third-Party Beneficiaries. It is expressly understood and agreed that enforcement of the terms and conditions of this Contract and all right of action relating to such enforcement shall be strictly reserved to the parties and nothing contained in this Contract shall give or allow any such claim or right of action by any other third party. It is the express intention of parties that any person other than parties receiving services or benefits under this Contract shall be deemed to be an incidental beneficiary only.

- 11.12. Execution by Counterparts; Electronic Signatures. This Contract may be executed in two or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument. The parties approve the use of electronic signatures for execution of this Contract. All documents must be properly notarized, if applicable. All use of electronic signatures shall be governed by the Uniform Electronic Transactions Act, C.R.S. §§24-71.3-101 to -121.
- 11.13. Proper Execution. Each party represents that all procedures necessary to authorize such party's execution of this Contract have been performed and that the person signing for such party has been authorized to do so.

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IN WITNESS WHEREOF, the parties hereto have caused this Contract for Installation of Locker and Book Drop to be executed.

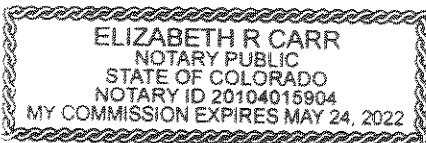
MOUNTAIN RESOURCE CENTER, INC., A
COLORADO NONPROFIT CORPORATION

By: *Sarah Kinzer*
Sarah Kinzer, Chief Executive Officer

STATE OF COLORADO

COUNTY OF Jefferson

The foregoing was acknowledged before me this 15th day of October, 2020 by Sarah Kinzer as Chief Executive Officer of Mountain Resource Center, Inc.



Elizabeth R Carr

Notary's official signature

JEFFERSON COUNTY PUBLIC LIBRARY

By: _____
Donna R. Walker, Executive Director

STATE OF COLORADO

COUNTY OF JEFFERSON

The foregoing was acknowledged before me this _____ day of _____, 2020 by Donna R. Walker as Executive Director of the Jefferson County Public Library.

Notary's official signature

APPROVED AS TO FORM:

Kurtis D. Behn
Assistant County Attorney

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 28, 2020

RE: JCPL Janitorial Services

History: JCPL Janitorial Services,

JCPL has been utilizing Kleen-Tech Services, LLC for our janitorial services since 2015. Per procurement best practice requirements, we are required to go out for bids every five years. JCPL issued an RFP for system wide janitorial services in July of 2020. We received four responses to the RFP, with base annual pricing ranging from \$452,989.48 to \$516,795.59. The proposals were evaluated by a cross-divisional team and assessed on the following:

- Responsiveness of the proposal to the purpose and scope of services
- Experience: Ability and history of successfully completing contracts of the stated type
- Proposed Fee: Clear, conciseness, reasonableness of proposal in specific and total
- References/Key Personnel: Strength of references and key personnel

The selection team evaluated each of the proposals it received based on the above criteria, and Kleen-Tech received the highest score. All members of the team agreed that Kleen-Tech demonstrated the ability to best meet the needs of JCPL.

The evaluation team recommends that JCPL contract with Kleen-Tech Services, LLC for our janitorial services.

Total Cost:

The total annual cost for these janitorial services for the service period January 1, 2021 through December 31, 2021 is anticipated to be \$502,164.00. This is within the \$645,000 allotted for janitorial services within the proposed 2021 budget.

Next Actions:

We recommend the Board of Trustees authorize the Executive Director to enter into a contract with Kleen-Tech Services, LLC in the amount of \$502,164.00 at the November Board meeting.

Board Governance

2021 GOVERNANCE PROCESS CALENDAR
JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

Month	Governance Process	Monitoring & Ends	Board Action
January	Begin Trustees planning cycle (4.3.2) Chair presents tentative agenda plan (4.3.2.B) Chair appoints committee to review Board Bylaws (4.4.2D) Chair appoints nominating committee for Board officers (4.4.2D)	<ul style="list-style-type: none"> Trustees review Global Ends Statements 1.0 - 1.4 Review of 2021 Strategic Priorities 	Trustees approve the “Sunshine Resolution” Trustees approve budget transfer, requests from the previous calendar year. May be rescheduled based on the process/schedule provided by the County. Chair appoints Trustee representative to Foundation Board
February	Governance Policy 3.4.6 (All policies instructing the Executive Director will be monitored – 2.0 – 2.4 annually in February) <ul style="list-style-type: none"> Trustees complete mandated County training (4.1 and 4.8.1A) Executive Director Evaluation Process: 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). 	2.0 General Management Constraints 2.1 Treatment of Patrons 2.2 Treatment of Staff 2.3 Financial Condition and Activities 2.4 Asset Protection <ul style="list-style-type: none"> Review of Final 2020 Strategic Plan Achievements 	Trustees review, amend as needed and approve Board Bylaws. Nominating Committee Reports to Board Trustees adopt Governance Policies 2.0 through 2.4 <ul style="list-style-type: none"> Supplemental Budget Amendment for Carryforward Budget Supplemental Information
March	Executive Director Evaluation Process: Chair and Vice Chair give informal feedback to Executive Director.		Trustees elect Board officers
April			
May	Trustees enlist external audit, as needed Trustees set Governance Budget for next year (4.8.2)		
June	Executive Director presents the annual budget to the Trustees (4.2.5.A). May be rescheduled based on the budget development schedule provided by the County.		Trustees authorize the Executive Director to submit the annual budget request to the BCC (4.2.5.C). May be rescheduled based on the budget development schedule provided by the County.
July	Executive Director Evaluation Process: Chair and EXD initiate packet for feedback		
August	Governance Policy 3.4.6 (All policies instructing the Executive Director will be monitored – 2.5 – 2.9 annually in August) Executive Director Evaluation Process: Chair and EXD initiate packet for feedback	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 <ul style="list-style-type: none"> Strategic Plan Mid-year Update 	Trustees adopt Governance Policies 2.5 through 2.9
September	Trustees review Executive Director’s performance and compensation (4.3.6) – Executive Session		
October	Executive Director Evaluation Process: Evaluate process with Board and Executive Director.		
November	Trustees review 2022 governance process calendar		
December	Trustees adopt 2022 governance process calendar (4.3.2 and 4.3.2.B)		Trustees adopt the 2022 budget and authorize the Executive Director to implement the spending plan
	Trustees adopt the annual budget (4.2.5.A)		
	End Trustees planning cycle (4.3.1)		

Ongoing Board Decisions Adopt and amend the Board Governance policies Adopt and amend Ends policies Approve all supplemental appropriations Approve fund transfers above the policy limitation Approve all property changes	Directs the Executive Director to sign certain contracts and agreements Make determinations regarding naming and recognition requests Adopt resolutions of support for local election issues Approve mill levy proposals Approve annual request from the Pine Library
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ADMINISTRATION

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

jeffcolibrary.org



Jefferson County

PUBLIC LIBRARY