

BOARD MEETING

JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

May 20, 2021



Jefferson County
PUBLIC LIBRARY

APPROVAL OF AGENDA

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

ITEM# / ACTION	Thursday, May 20, 2021 – 5:30 pm - <u>ONLINE MEETING VIA WEBEX</u>
1.	Call to order & attendance (4.5.8) Verbal roll call – Each Trustee announces their presence by stating their name.
2.	Pledge of Allegiance
3. Agenda Action	Approve Agenda Chair: Call for motion and second
4. Public Comment	Public Comment Public comments are currently being submitted to the Board via a link on the Board of Trustees webpage. Comments will be acknowledged in the minutes of the meeting.
5. CONSENT AGENDA Action	Approval of Consent Agenda Chair: Call for motion and second <ul style="list-style-type: none"> A. April 8, 2021 Study Session Minutes B. April 15, 2021 Board Meeting Minutes C. Authorize the Library Executive Director to sign the Contract Amendment with RFID Library Systems, Inc. for the replacement of the Automated Materials Handling System at the Golden Library. D. Authorize the Library Executive Director to sign a contract with Lumen for Category 1 services including Lit Fiber and Internet Services within the approved budgeted amount. E. Authorize the Executive Director to sign a contract with Sentinel Technologies for Category 2 hardware for Network Equipment and Firewall within the approved budgeted amount. F. Authorize the Executive Director to sign the naming agreement between the Jefferson County Public Library, Jefferson County Library Foundation and Allison Brigham in support of the Discover Together: Outdoor Adventure Space at Belmar Library.
6. Foundation Report	Foundation Report – Jo Schantz, Executive Director and Kim Johnson, Trustee Representative
7. Operational Updates Action as Needed	Executive Director <ul style="list-style-type: none"> 1. Executive Director Report Strategy, Engagement & Finance <p><u>Strategy and Engagement</u></p> <ul style="list-style-type: none"> 1. South County Read Out from Community & Stakeholder Engagement. Guests: HDR <p><u>Finance and Budget</u></p> <ul style="list-style-type: none"> 1. Financial Review - March

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

	<p>2. Financial Report – April</p> <p>3. Capital & Long Term Financial Plan & Sinking Fund Recommendation</p> <p>Facilities and Construction Projects</p> <p>1. Standley Lake Roof/Clerestory Replacement Project Call for Motion and Second: Authorize the Library Executive Director to transfer \$140,000 from contingency to the roof/clerestory replacement project at Standley Lake.</p> <p>Public Services</p> <p>1. Updates to Covid Service and Staffing</p>
8. Action as Needed	<p>Items Removed From Consent Agenda (4.3.4)</p> <p>The Board may address and/or vote on any items that were removed from the Consent Agenda</p>
9. Emerging Issues Action as Needed	
10. Action as Needed	<p>Ends</p> <ul style="list-style-type: none"> No items
11. Action as Needed	<p>Board Governance</p> <ul style="list-style-type: none"> Review 2022 Board Governance Budget (Approval at June Board Meeting Consent Agenda) Review 2022 Board Meeting Schedule (Approval at June Board Meeting Consent Agenda)
12. Suggest Agenda Items	<p>BOARD SCHEDULE – NEXT MEETINGS –</p> <p>In response to COVID-19, protecting the health and safety of our staff, patrons and community is our number one priority. Board of Trustees meetings will be conducted online, until further notice.</p> <p><u>2021 Board Meeting Schedule</u></p> <ul style="list-style-type: none"> June 10, 2021 – Study Session – 5:30 pm – WebEx June 17, 2021 – Board Meeting – 5:30 pm – WebEx July 8, 2021 – Study Session – 5:30 pm – WebEx July 15, 2021 – Board Meeting – 5:30 pm - WebEx
13. Discussion	Board Questions or Comments Related to Items on the Meeting Agenda
14. Discussion	Evaluate Board Meeting (4.1.9)
15. Information	<p>Announcements/General Information Sharing</p> <ul style="list-style-type: none"> Report of the Chair – Correspondence, Other Other Announcements
16. Adjournment	

CONSENT AGENDA

TO: Library Board of Trustees

FROM: Kim Johnson, Chair and Donna Walker, Executive Director

DATE: May 11, 2021

RE: Consent Agenda for the May 20, 2021 Board Meeting

- A. April 8, 2021 Study Session Minutes
- B. April 15, 2021 Board Meeting Minutes
- C. Authorize the Library Executive Director to sign the Contract Amendment with RFID Library Systems, Inc. for the replacement of the Automated Materials Handling System at the Golden Library in the approved budgeted amount of \$230,775.
- D. Authorize the Library Executive Director to sign a contract with Lumen for Category 1 services including Lit Fiber and Internet Services within the approved budgeted amount.
- E. Authorize the Executive Director to sign a contract with Sentinel Technologies for Category 2 hardware for Network Equipment and Firewall in the approved budgeted amount of \$316,775.
- F. Authorize the Executive Director to sign the naming agreement between the Jefferson County Public Library, Jefferson County Library Foundation and Allison Brigham in support of the Discover Together: Outdoor Adventure Space at Belmar Library.

Jefferson County Public Library Board of Trustees
Study Session
April 8, 2021 – 5:30 pm
Online Meeting via WebEx

TOPICS:

- **Financial Review (February)**
- **Kleen-Tech Carpet and Upholstery Cleaning Contract Information**
- **Freegal Music Streaming Contract Information**
- **EBSCO Subscription Services Contract Information**
- **Renewal of the Intergovernmental Memorandum of Understanding with Jefferson County Public Schools Regarding Axis 360 Community Share Portal**
- **2020-2025 Strategic Plan Update**
- **Facility Master Plan Review**
- **Public Services Trends Refresh**

Call to Order

Kim Johnson, Chair, called the Study Session to order at 5:30 p.m.

Other Trustees present: Pam Anderson (Vice-Chair), Jill Fellman (Secretary), Charles Naumer and German Zarate-Bohorquez.

Trustees not present: John Bodnar and Jeanne Lomba.

Staff present: Donna Walker, Executive Director; Julianne Rist, Director of Libraries; Bernadette Berger, Director of Information Technology; Rex Whisman, Director of Strategy & Engagement; Steve Chestnut, Director of Facilities and Construction Projects; Barbara Long, Assistant Director of Finance and Budget; Padma Polepeddi, Assistant Director of Library Experience; Lizzie Gall, Assistant Director of Library Experience; Amber Fisher, Administrative Services Coordinator, Office of the Executive Director; and Katie O'Loughlin, Administrative Coordinator.

Guests: None.

Financial Review (February 2021)

The Chair asked if there were any questions about the February 2021 financials. There were no questions from the Board.

Kleen-Tech Carpet and Upholstery Cleaning Contract Information

Steve Chestnut, Director of Facilities and Construction Projects, addressed the Board and provided information on the carpet and upholstery cleaning contract. JCPL is currently under contract with Kleen-Tech Services Corporation to provide carpet and upholstery-cleaning services for all JCPL owned properties through May 31, 2021. The Library completed an RFP this spring to ensure that we were receiving the best quality service and pricing after our five-year contract term. While Kleen Tech was the high bid, the Library has been happy with their services and would like to enter into a one-year contract. There were no questions from the Board.

Freegal Music Streaming Contract Information

Julianne Rist, Director of Libraries, introduced the topic. The Board approved the original agreement with Library Ideas for Freegal Music in May 2019. This agreement included an option to renew for a second year at the same cost. Our current agreement ends June 30, 2021. Freegal Music is a platform that gives Jefferson County Public Library patrons access to over 15 million songs for download or streaming. Freegal Music is the only music platform available to public libraries with this depth of content and has proven to be very popular with our patrons. There were no questions from the Board.

EBSCO Subscription Services Contract Information

Julianne Rist addressed the Board and provided information on the EBSCO contract. The contract will allow JCPL to have all magazines going through one vendor. JCPL would like to renew the contract now that materials are in a three day quarantine. The renewal is coming before the Board one month early to allow time to get the magazines back into the libraries. In response to questions, the Board was advised that:

- Circulation of physical materials is going down because of the quarantine. Materials are not available as quickly because they go into quarantine before they go on to the next patron. E-materials usage is increasing because they are instantly available.
- Physical material circulation is still strong.

Renewal of the Intergovernmental Memorandum of Understanding with Jefferson County Public Schools Regarding Axis 360 Community Share Portal

Julianne Rist advised the Board that the agreement between JCPL and Jeffco Schools allows the Library to give access directly to students through their school website. This is the first renewal of the agreement that was brought to the Board last year. In response to questions, the Board was advised that:

- The agreement allows the school's website and their system that circulates their books to talk directly to Axis 360, JCPL's digital book vendor.
- JCPL's goal is to get materials into people's hands and the Library would be happy to talk to different groups.
- In 2020, there were 11,240 student e-book circulations through Axis 360. So far in 2021, there are almost 3,000 circulations through this platform.

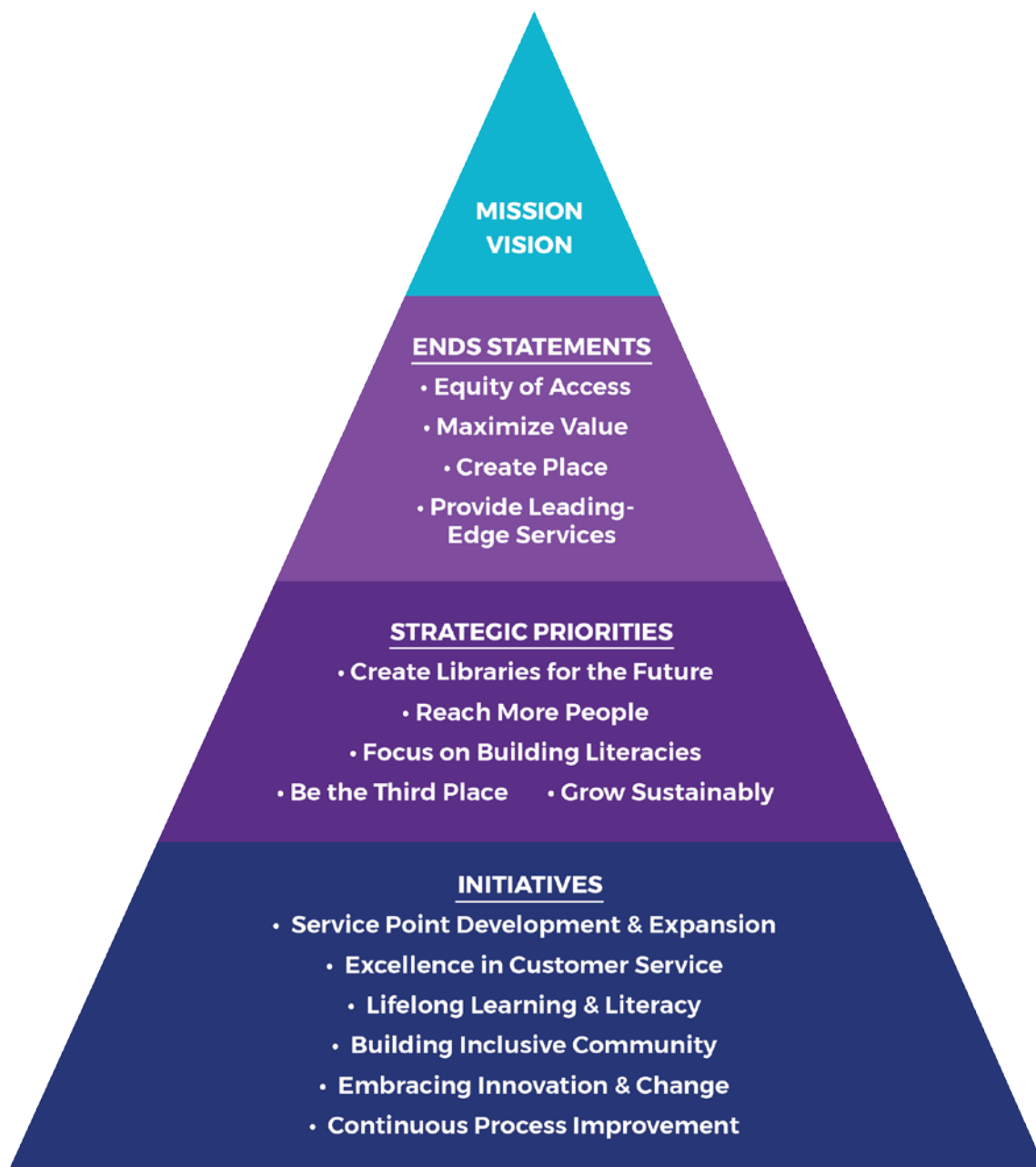
2020-2025 Strategic Plan Update

The Executive Director introduced the topic and addressed the Board. When the Board put strategic planning into their bylaws some changes happened in the Library's engagement with the Board around strategic planning. Since then, the Library has been checking in with the Board every March as a way to receive inputs and do a big picture review. 2020 was the first year of implementation of the 5-year strategic plan. The advantage of the longer term plan is that the annual updates are quicker. The Library used to spend half a day on this with the Board. As we go into 2021, year two of the 5-year plan, the Library is looking for input into the updates to plan for this year. Rex Whisman, Director of Strategy, Engagement and Finance will lead the discussion on the update of the plan for 2021.

Rex Whisman addressed the Board and shared a few PowerPoint slides to help guide the conversation. The draft of the plan for 2021 is included in the information packet. Included in the plan is the strategic planning steps that we take to arrive at our ends statements, strategic priorities, initiatives and projects. We have consensus that our ends statements and strategic priorities have held firm, while our initiatives have been updated to reflect our first year successes and our road map for year two and beyond.

The strategic framework is the structured method we use to define how initiatives and projects support our strategic priorities and ends statements. Our famous pyramid captures the essence of our strategic plan and demonstrates the relationship of each component.

Strategic Framework



The updated five-year strategic plan draft in the Board's information packet stays true to the format of the original plan, with the following modifications.

2021 Year Two Update

- New Cover Page
- New Message from Chair and Executive Director

- Updated Planning and Framework Content
- New Initiatives and Projects
- New Appendix A: Year One Progress
- Updated Appendix B: Glossary

Of note is the impact of Covid-19 on year one of the five-year plan and weaving throughout year two. And, by design and based on input from stakeholders, our path forward in 2021. Another important point is our 2022 budget. The Library is in the process of developing the 2022 budget for year three of the strategic plan. The Library is confident that we will see a more aligned process with strategic planning and budget development. Last year when we started the process the pandemic hit and there was uncertainty about the Gallagher amendment. The plan reflects year one progress within the context of the pandemic. There is also an updated glossary to reflect our project management focus now that the Library has a project manager, tools and resources. The glossary includes common terms for project management. In response to questions and comments, the Board was advised that:

- The Library has a diversity, equity and inclusion project charter and is waiting for our new director of people and culture. The plan is to make progress this year.
- The projects are listed in priority order in the updated strategic plan and the Library will work to highlight the top three projects. The Executive Director also reports on those top three priorities every month in her report to the Board.

The Board expressed appreciation for the work that went into the updated strategic plan and noted that it is very helpful when responding to questions.

Facility Master Plan Review

The Executive Director addressed the Board and noted that the Library brings the Facility Master Plan (FMP) to the Board every year as part of the budget development process. The FMP is a key element in the strategic plan and a key driver of the Library's capital spending. Information from the Board's review will be used to develop the five year capital improvement plan and ten year financial forecast.

Steve Chestnut addressed the Board and provided background information, including the purpose of the FMP. In 2017 JCPL commissioned Group 4 to prepare a Facilities Master Plan (FMP). The purpose was to evaluate space needs and recommend a plan for capital projects that assured sustainable growth and delivery of library services. The FMP is intended as a flexible document that will enable JCPL to easily adjust and update its capital facilities planning as circumstances evolve and opportunities arise

over time. The FMP is updated each year to reflect what's been completed and what recommendations and opportunities there are for the coming years

Original Project Plan



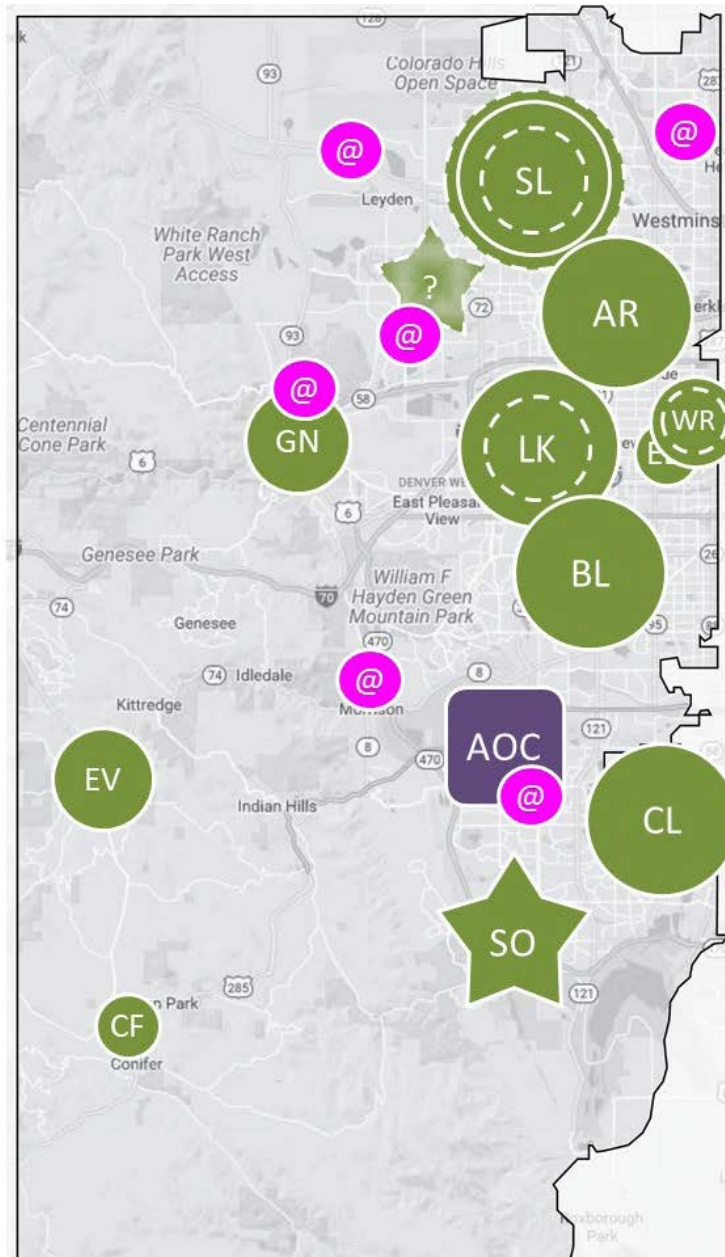
Phase 1 Projects Begin 2018	Phase 2 Projects Begin ~ 2023-2025	Phase 3 Projects Begin ~ 2030-2032
<ul style="list-style-type: none"> • Belmar Library renovation • Evergreen Library renovation • Standley Lake Library renovation/expansion • South County new branch — minimum 30,000 square feet 	<ul style="list-style-type: none"> • Administration/Operations Center (AOC) relocation/consolidation • Arvada Library renovation • Lakewood Library renovation/expansion into east wing 	<ul style="list-style-type: none"> • Conifer Library relocation/expansion • North County additional capacity strategy • Wheat Ridge Library relocation/expansion



Several of the phase 1 projects that were part of the original FMP have been completed, as well as some projects that weren't in the FMP but were unexpected opportunities.

Completed Projects	Projects Underway in 2021
<ul style="list-style-type: none"> • Edgewater Library expansion (opportunity not part of the original plan) • Belmar Redesign • Ridge Recreation Center Offsite Services • Conifer Mountain Resource Center Offsite Services 	<ul style="list-style-type: none"> • South County Expansion (New Library) • N/W Arvada Offsite Services

Master Plan Buildout Vision



MASTER PLAN BUILDOUT VISION

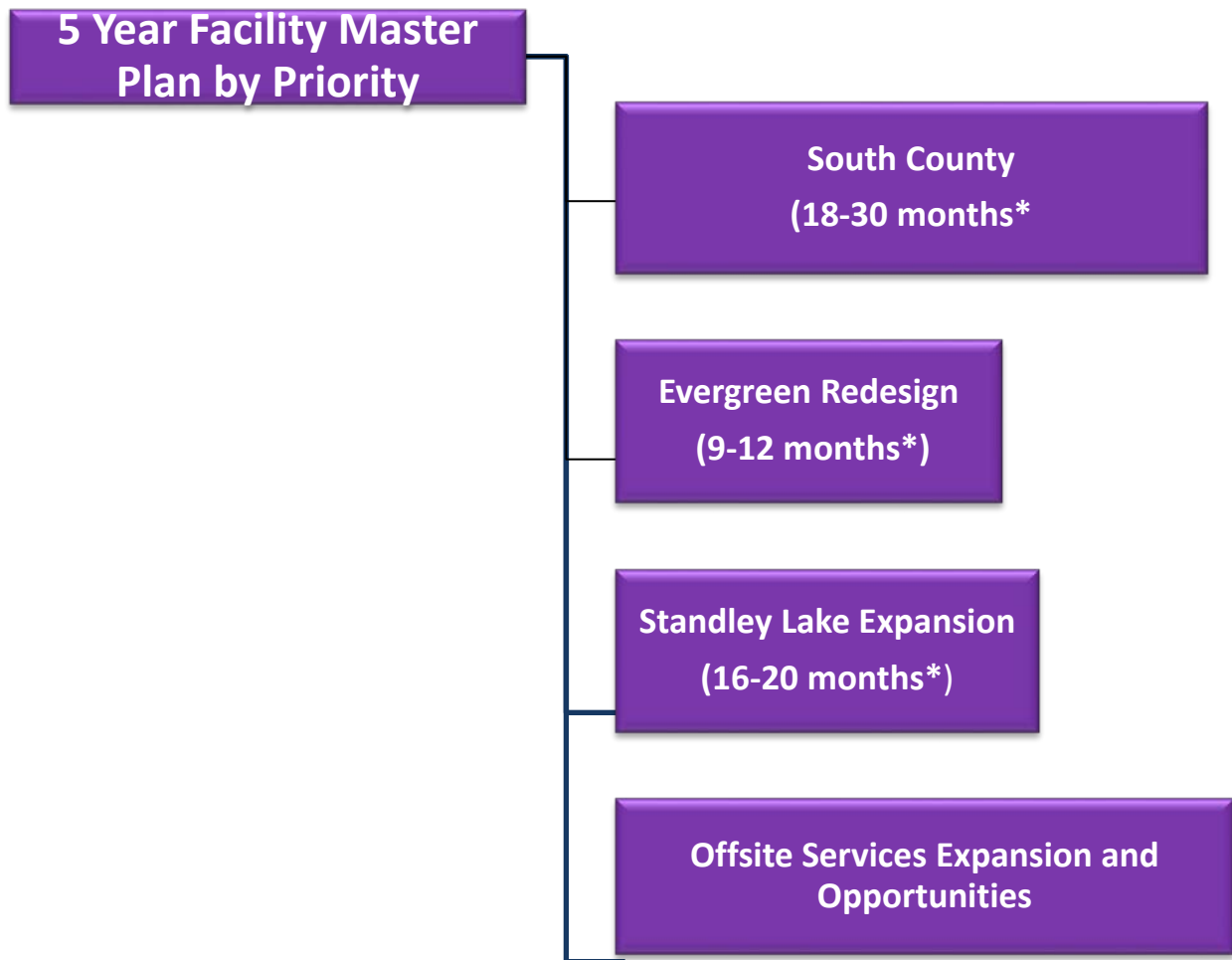
- **11-12 branch libraries**
 - ★ (1-2 net new)
 - 0.5-0.6 SF/capita over 15-20 years
 - full-service destination libraries
 - leverage partnerships for space and services
- ④ **alternative service delivery (ASD)**
 - leverage opportunities for increased access and impact
 - (locations shown on map are placeholders)
- **consolidate systemwide services**
 - effective and space-efficient

The FMP build out vision recommends that JCPL aim for 0.5 - 0.6 square foot of public space per capita in order to provide adequate services to the community. JCPL is currently at 0.39 square feet per capita. When considering population growth estimates, JCPL needs to add 100,000 additional square feet of library space to meet a target of 0.5 by 2040.

The recommendation to develop large destination libraries has not changed. Moreover, the Covid-19 pandemic has demonstrated that our residents place a high value on physical library space and that large destination libraries are essential to meeting the community's need.

The plan also recommended a consolidated facility with enough space to accommodate all system wide administrative and operations functions which currently shows on the map as the Fehringer Ranch property.

5-Year Facility Master Plan by Priority



* Denotes estimated time to complete the project.

In response to questions and comments, the Board was advised that:

- The Library looks at all financial considerations for capital projects. The consolidation of administrative operations would include looking at all aspects to make sure we are fiscally responsible. This project would include looking at the cost savings associated with ending leased space and not having the Library Service Center (so it would be losing one building and gaining one building). There would also be a gain for public service use of 15,000 square feet that is currently used for administration at Lakewood. The Library would study all of the factors to see what the expenses versus cost benefit would be. This project is at least five years out.
- The FMP is designed to be a flexible document to allow the Library to take advantage of opportunities and to address gaps in service as we can. For example, Edgewater and the Mountain Resources Center were emerging opportunities. The Library uses the FMP as a guide and helpful graphic to remind us what we are aiming for.

Public Services Trends Refresh

The Executive Director introduced the topic and noted that in 2018/2019 when the Library was developing the five-year strategic plan, we did a lot of work with the Board on trends. Each year we do a refresh until we are ready to go into the next five year planning cycle when we will take a deeper look at trends. Covid-19 offered a whole new perspective on how quickly trends can change.

Julianne Rist addressed the Board and provided information on the work that went into creating the trends document in the Board's information packet. At the Manager's team meeting on March 24, the team talked about trends and the effect of the pandemic. Managers were assigned homework to research what trends or ideas they noticed on how industries were adapting to the "new normal", new services offered, or if there was something that would not be coming back. They then brought 2-3 of these trends/observations to the meeting and shared them with the group. They were asked not to restrict themselves to libraries, but to bring ideas from other industries or fields as well. The team broke out into small groups, each person shared their 2-3 trends and identified any overarching themes. Each group then talked about how the themes were reflected in the Library's 5-year strategic plan and in their own work. They each identified one strategic project or area of focus for 2022 that they saw as related to the trends. The entire group then shared their one strategic project and how the identified theme related to that project. All of the notes from the individual session work were utilized in the memo that was provided to the Board. For example, the trends for the theme of convenience and customization included such things as curbside pickup, home delivery, and subscription boxes of products used every month and sent to people's door. People are now used to the services coming to them, or being customized

to their needs. JCPL is planning for these new expectations with services such as our hold lockers, mail delivery, and our just for you recommendations for what to read or watch next.

The Board was invited to share their feedback on the information in the memo, any trends they have been noticing, and any gaps in service that can be addressed as the Library develops the 2022 budget. Following are the responses:

- People are used to stuff coming to them. The way we do things has changed forever and it is important for us to keep in mind. Under diversity, equity and inclusion, we have seen the divide between the haves and have nots; inequities in technology, medical care and criminal justice.
- Glad you shared the detail behind the information. What resonated was connection and an increasing desire to return back to the place and connect. People need that physical connection as well and materials and space. The values the library has for that third place and civic conversation. The trend around misinformation and disinformation and the role the Library can play with that increasing and hyperbolic trend. The Library being the third place, the trusted place for information.
- Trends in materials for families and students – emotionally more people are eager to find information about the social and emotional impacts with kid's online learning. Parents are getting tired – bringing balance in their life – exercise – people trying to understand and facing some anxiety. There is a need to find out more about this – how to tackle it, confront and live with all of this in a healthy environment.
- Really like the themes, impacts and our response. One of the things I'm excited about is how we've looked at alternative service delivery – some really cool trends in that area.
- What stood out to me the most is continuous process improvement – know that everyone has had to do that evaluation and were surprised how much it has impacted your processes in the last year and how much you have thought about that.
- The society trend that I see at work and in the community. Hearing from kids and their peers and in my work life – a constant state of feeling better and then the other shoe is dropping and worrying about that being with us for some time. The library as a gathering place and keeping the mental health piece as part of the process of how we can help people.
- The balance of the new normal and going back to something – move forward with stuff – balance of the new, old, convenience and connection. In my life that's what I'm hearing - how do you balance what was with what can be, and balance what is with what should be.

- 2020 was a tumultuous year – looking for stability in our institutions - our schools and libraries – safe places they can depend on and trust. Once we get through the pandemic – people look forward to going back to those places more than they did before the pandemic.
- Belmar providing services with other languages. Materials and bilingual programs – bringing what will be meaningful for other minorities and making advances to attract more people, serve more people and make a difference in their lives. I'm grateful for JCPL working toward this – it is amazing to see and is welcoming to more people.
- Don't think it's a gap in service, but the thing JCPL and most organizations have to work on is communication and how to break through all the noise. Biggest challenge in providing services to Jeffco residents is do they know what services we provide. Make sure that when we need to do that communication we put money toward that in the budgeting.

The Library expressed appreciation to the Board for their input. The Executive Director advised the Board that next week at the Board meeting, the Library will be asking for input on South County.

The Board expressed appreciation to the Library for the detailed and helpful information.

ADJOURNMENT

The Study Session was adjourned at 6:29 p.m.

Jill Fellman, Secretary

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

April 15, 2021

CALL TO ORDER – REGULAR MEETING

The regular meeting of the Jefferson County Public Library Board of Trustees was held online via WebEx on April 15, 2021. Library Board of Trustees Chair, Kim Johnson, called the meeting to order at 5:30 p.m. Other Trustees present: Pam Anderson (Vice-Chair), Jill Fellman (Secretary) John Bodnar, Jeanne Lomba and German Zarate-Bohorquez.

Trustees not present: Charles Naumer.

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; Barbara Long, Assistant Director of Finance and Budget; Lizzie Gall, Assistant Director of Library Experience; Padma Polepeddi, Assistant Director of Library Experience; Heather Grimshaw, Stakeholder Engagement Manager; Amber Fisher, Executive Assistant, Office of the Executive Director; and Katie O'Loughlin, Administrative Coordinator.

Guests: HDR, Inc. Julianne Scherer, Principal, Library Design Lead; James Braam, Principal, Architect; Whitney Swanson, PM, Architect

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

APPROVAL OF AGENDA

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

The Chair advised the Board that Trustee Bodnar asked to have an opportunity to address the Board.

Trustee Bodnar advised the Board that he has turned in papers to withdraw from the Board effective today. He noted that his focus is going in a different direction with business and travel and he is not able to give his full energy to serving on the Board and this Board deserves someone who is focused. It has been a pleasure to serve on the Board for the past nine years. He expressed appreciation to staff for helping educate him on libraries and growing together over the years. He has had the pleasure of serving with 14

different Trustees – a great breadth of people – and this current Board is a pleasure. When he started as a Trustee the budget was \$26 million and will be over \$47 million this year. We have not gained any libraries. We expanded the smallest library, Edgewater. One of his first votes was to expand service to seven days a week. He was happy to get the mill levy passed to provide services seven days a week. He thanked the Board and staff.

The Chair addressed the Board and provided information on some accomplishments during Trustee Bodnar's tenure:

The Board of County Commissioners appointed John Bodnar to the Jefferson County Public Library Board in May of 2012. Trustee Bodnar came onto the Library Board during some of the Library's most difficult times when funding was tight and relationships with the County were strained. Trustee Bodnar helped govern the library through these difficult times. Over these last nine years, he helped improve relationships and secure a responsible level of funding for services which led to a rebuilding of services, facilities and staffing. Some notable projects during his tenure include:

- automated materials handling,
- a successful mill levy campaign,
- the remodel of the Golden Library,
- the restoring of library hours,
- remodel of the Columbine Library,
- Facility Master Planning,
- rebuilding staffing levels,
- construction of the Edgewater Library in partnership with the City of Edgewater,
- selecting and onboarding a new executive director
- redesign of the Belmar Library,
- reducing barriers to library service by going fine free and creating alternative services,
- planning for a library in South County.

Trustee Bodnar took on the added responsibility of serving on the nominating committee multiple times, as well as serving as Secretary and on the Bylaws committee. He represented the Library at National Library Legislative Day in Washington, DC. We would like to acknowledge the progress of the Library during his tenure and thank Trustee Bodnar for his volunteer service to the Library and community. We will miss his leadership, experience, and persistent pursuit of responsible stewardship of the taxpayer dollar. We look forward to your continued advocacy on behalf of the Library.

The Chair noted that personally and professionally it has been a pleasure to serve with Trustee Bodnar and appreciated the opportunity to work together.

The Trustees and Executive Director acknowledged Trustee Bodnar's service with the following comments:

- Thank you for your service – it was amazing to hear what you have done as a Trustee since 2012. The county, state and country is lucky to have citizens like you. I also enjoyed your great sense of humor. Bringing the budget from \$26 to \$46 million during your time is remarkable. Your efforts with promoting the book a librarian service served the community well.
- When I came on the Board and didn't know what to expect, your kindness in showing me what door to walk in, where the water was and many other things is something I will always remember. Your experience on the nominating committee helped teach me so much about the process. Thank you for your calmness and competence.
- When you came on the Board, I had just arrived myself in May of 2012. I remember how many questions you asked during Board orientation and how that was a prelude to your style of asking the hard questions. You taught me so much with your questions. I also remember you bringing cookies and candy to BCC meetings and at National Legislative Day in Washington, DC and what a difference that made in making those relationships more personal. You also helped understand when it was time to bring in the more formal approach. Thank you for all your yes votes that made such a difference, your support with the mil levy, and your no votes that helped me learn so much. It is really inspiring to see what you brought to the Board. Thank you for your service.

Trustee Bodnar left the meeting at 5:44 pm.

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: Pam Anderson moved that the Library Board of Trustees approve the items on the consent agenda as presented. Seconded by Jeanne Lomba the motion passed by unanimous vote of all Trustees present.

Items on the Consent Agenda

- A. Library Board of Trustees approve the March 11, 2021 Special Board Meeting Minutes

- B. Library Board of Trustees approve the March 18, 2021 Regular Board Meeting Minutes
- C. Library Board of Trustees authorize the Library Executive Director to enter into a contract with Kleen-Tech Services Corporation for carpet and upholstery cleaning services in the base amount of \$109,554.
- D. Library Board of Trustees authorize the Library Executive Director to enter into a contract with Freegal Music Streaming in the amount of \$160,000.
- E. Library Board of Trustees authorize the Library Executive Director to sign the subscription services renewal contract with EBSCO within the approved budgeted amount.
- F. Library Board of Trustees authorize the Library Executive Director to sign the Renewal of the Intergovernmental Memorandum of Understanding with Jefferson County Public Schools Regarding the Axis 360 Community Share Portal.

FOUNDATION UPDATE

Jo Schantz, Foundation Executive Director, provided an update to the Board. The Whales Tale bookstore at Colorado Mills is still doing well. The Foundation budgeted for \$10,000 a month and exceeded that by \$2,000-\$3,000 the last couple of months. There are several grants pending and Jo has been working with Donna Walker to submit a couple more grants. The Foundation has hired some part time staff members, a warehouse assistant and a bookstore assistant. Library giving day last year raised a little less than \$5,000. This year the Foundation raised over \$7,500. Jo expressed appreciation to Susan Spring, the Foundation's office coordinator, who did a great job spreading the word. The Foundation is changing the name of the Belmar gift shop to Baby Whale bookstore to align with used book sales. The spring book sale has been pushed back to June 23-27, and will still require reservations, face masks, six foot distancing and a five dollar fee.

The Chair advised the Board that she has enjoyed serving as the Trustee liaison to the Foundation Board, getting to know Jo Schantz and working with all the Foundation Board members. The Chair further advised the Board that in consideration of the additional duties she now has as Chair, she reached out to Trustee Fellman who graciously agreed to be the liaison to the Foundation Board going forward. The Chair has made that appointment.

EXECUTIVE DIRECTOR REPORT

Executive Director Report

The Executive Director addressed the Board and advised the Trustees that the office of the Board of County Commissioners (BCC) has indicated that they will use their regular process for appointing a new Trustee. Applications will open this summer.

Trustee Fellman lost connectivity to the Board meeting at 5:52 pm. The meeting was paused for a few minutes and then resumed with Trustee Fellman still not able to reconnect.

The Executive Director advised the Board that the Conifer Area Council (CAC) is a 501c3 volunteer organization that advocates the needs of the Conifer area. The CAC reached out to the Library Board in January as was reported by the Chair, Charles Naumer. The CAC conducted their own survey and offered to share the results of that survey. The Executive Director invited two of their board members to present that information to the Executive Team last week. In addition to the survey, they had a list of things they would like done differently. They also shared their survey results and requests with the Board of County Commissioners (BCC) and the principal of Conifer High School. This does not alter the recommendations within the Library's five year capital plan.

The Public health order changed in surprising ways. This past Tuesday, the Library heard officially from Public Health and received a verbal explanation this past Wednesday. Julianne Rist, Director of Libraries, had prepared a 90-day plan. Now that plan has been adjusted to a 2-phased approach. The Library is working on that 2-phased approach and helping staff understand what that means.

The Library has been advised by the BCC that there is an internal team at the county working on hybrid (in-person and virtual) meetings and the related technology. The BCC has asked that they lead in the transition and have asked that other boards and commissions hold on in-person/hybrid meeting plans. The Library has reached out to the City of Edgewater regarding meeting space.

The Executive Director asked the Board to provide input on connectivity issues with the community input meetings for south county to make sure the Board has what they need to participate.

- Trustee Anderson reported that her email bounced back and expressed appreciation to the very diligent emails from Heather Grimshaw, Stakeholder Engagement Manager, and she has what she needs to participate.
- The Chair noted that after she registered for the community input meeting she did not receive an email with information and a link to attend.
- In response to a question from Trustee Zarate-Bohorquez, the Board was advised that there is a community meeting on April 21, and the input exercises are the same for all the meetings.

In response to questions, the Board was advised that:

- A specific timeline on the County's plans for in-person/hybrid meetings was not provided. The County noted that testing would take place later this month, however, that information was provided before the new public health order was issued.
- The Executive Director acknowledged the Chair's appreciation for the Library's efforts to respond to the new public health order and the work involved.
- The Library values and has enjoyed the partnership with Jefferson County Public Health to help get vaccinations to the Spanish speaking community.

EXECUTIVE TEAM OPERATIONAL UPDATES

Strategy, Engagement & Finance

Finance and Budget - Financial Review – March 2021

Barbara Long, Assistant Director of Finance and Budget, addressed the Board. What may be sticking out in the summary is the lack of any property tax revenue. This doesn't mean that it is not there, it is a continuing issue with Workday implementation. Information from the Treasurer's office is used to estimate how much property tax is there. For the Library it is just over \$16 million when applying that percentage from the Treasurer. The Library does have all its expenses in the summary as well as income from the Foundation.

In response to questions, the Board was advised that:

- There are differences in the projected year end in tables five and six. Projections in table 5 indicates that the Library will spend the entire budget. Table six would include encumbrances from the carry forward request. The Library still has commitments but hasn't put in the carry forward information. The Board of County Commissioners is scheduled to approve the carry forward request by the end of the month and the Library will include that in next month's tables.
- The revenue issues in Workday is impacting a lot of the revenue that is entered at the County level in addition to property tax revenue. The issue is integration from property tax software to the Workday software. Interest income also is not reported and the County cannot allocate that revenue when we do not know what the Library's position is. The revenue that is in the financial tables is what the Library has control over on the entry of that information.

Trustee Fellman returned to the meeting at 6:06 pm.

Strategy and Engagement - South County Destination Library Board Input for Community & Stakeholder Engagement.

The Executive Director introduced the topic and advised the Board that representatives from HDR, Inc. Julianne Scherer, Principal, Library Design Lead; James Braam, Principal, Architect; and Whitney Swanson, PM, Architect, will lead the Board through the input exercises.

Rex Whisman, Director of Strategy, Engagement and Finance addressed the Board. The Library shares the Board's enthusiasm in restarting planning for a new library in South County. The Library is at full steam ahead with the community engagement phase of the project. HDR has already facilitated several input sessions with JCPL leadership and held the first community input session last Saturday. The Library invited HDR to facilitate another input session with the Board.

Julianne Scherer addressed the Board and provided information on the agenda for the meeting and a summary of the Board's work to date with HDR on the South County library project. The agenda includes a presentation on future library trends and inspiration to get ready for the interactive exercises.

HDR met with the Board over a year ago in November 2019. The Board helped create key messaging for the fact sheet. In December 2019, the Board provided feedback for the service area map and finalized the fact sheet. The Board completed exercises and that work was used as part of the community engagement survey that is active now. There was a pause with the project due to Covid-19, and we are now full steam ahead with community engagement. To date, over 1,000 people have responded to the survey. The Trustees were invited to complete the survey if they haven't already done so. April 21, is the last community engagement meeting and the survey also ends on that date.

Tonight, Board input will be requested to inform the Guiding Principles by discussing what will determine success, planning for future growth, and expanding services for all generations, the space program and site location. It will not pinpoint the location, but the area and will include data and information from the survey. The space program is quantifiable pieces that will give numbers to different areas and guiding principles. HDR plans to put this information together in a report in May with output meetings in June to the Board and community.

HDR provided information on future library trends and an inspirational presentation before moving into interactive activities that included capturing the Board's input on a virtual whiteboard. Some of the Board's input to defining success, defining adaptable for future growth and expansion of services for all generations included:

- Ability to enjoy indoors and outdoors
- Quantitative increase in library use
- Everyone has their needs met
- Adaptability and sustainability
- Place with a purpose, cultural relevance, everyone has their space, connect with other cultures and languages and communicating with those cultures and communities.

- Dynamic, one room can change from one day to the next
- Excitement and interest from the community and the project is on budget
- The community recognizes their input was incorporated into the new library
- The library looks like it belongs in Colorado and reflects where it is located
- It is a destination library with creative ways to create a uniqueness about that library
- Flexible spaces
- Reflects big thinking and out of the box thinking
- Easy to get there
- Considers the area's strong technical, health and other businesses
- Event space – seems to be an absence of event space in the area – events have to be held at places of worship as only available option
- Location makes it a part of people's day when running errands
- Future thinking so it is not already irrelevant when it opens
- Accessibility – addresses the digital divide
- Can continue operating and serving the community in the event of another shut down of physical space
- Planned outdoor space
- Any given space can have at least 2-3 uses – spaces can ultimately be used for anything
- Movable collection – more flexibility with the stacks
- Supporting economic development – mixed use concept with partners and shared space – tapping into industries in the area
- Technology of the future
- Collaborating with other organizations on wellness – whether its medical facilities for a clinic day – wellness space
- All generations can play – balance serious with play
- Third place – civic space, civic education – gathering place to bring people with different perspectives together in a civil space
- Flexibility – library is for people to come read and research, investigate a topic, exchange ideas, listen to a poem or experience someone painting.
- Includes other communities, people and different generations
- Provides the types of innovations you might expect, a variety of technology, not just computer stations – portability within and outside the library would speak to multiple generations
- Cultural things, guest speakers, demonstrations, a place to have cultural events, moveable walls

The Board was advised that continuing through April, HDR will be gathering input and analyzing the data in May. A report out is scheduled for June. Julianne Scherer expressed appreciation to the Board for their great engagement in the process.

The Board expressed appreciation to HDR for the survey, and interactive input processes.

ITEMS REMOVED FROM THE CONSENT AGENDA

No items were removed from the consent agenda.

EMERGING ISSUES

No emerging issues.

ENDS

There were no items.

BOARD GOVERNANCE

There were 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 that now that we are down to six trustees it is important to respond to Amber Fisher to determine quorum for the meetings. The Chair noted that she will be sending out an email to the Board to check on availability for this summer.

2021 Board Meeting Schedule

- May 13, 2021 – Study Session – 5:30 pm – WebEx
- May 20, 2021 – Board Meeting – 5:30 pm – WebEx
- June 10, 2021 – Study Session – 5:30 pm – WebEx
- June 17, 2021 – Board Meeting – 5:30 pm - WebEx

ANNOUNCEMENTS/GENERAL INFORMATION SHARING

There were no announcements.

ADJOURNMENT

The Board meeting was adjourned at 7:09 pm.

Jill Fellman, Secretary

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



jeffcolibrary.org

TO: Donna Walker, Executive Director

FROM: Bernadette Berger, Director of Technology and Innovation

DATE: April 20, 2021

RE: Contract Amendment for Automated Materials Handling System

History of Contract: Automated Materials Handling System

Jefferson County Public Library has a need to provide an available and reliable Automated Materials Handling System (Book Sorter), which both patrons and staff use daily. Jefferson County Public Libraries strives to make the patron experience positive and easy by providing a "Drop and Go" induction service either via the internal book drop portal or via an external drive-up or walk-up book drop portal. The specific goal of the system is to provide the patron convenience of an available and reliable "Drop and Go" system.

An RFP was issued on May 29, 2019, for an Automated Materials Handling System (AMH). RFID Library Solutions, Inc. was selected for the current contract during the July 2019, Board Meeting. The current contract included the Belmar AMH with the option to purchase additional AMH systems through 2022. RFID has installed "Drop and Go" sorters at the Lakewood, Belmar, and Standley Lake libraries. These sorters are functioning well and meeting JCPL's requirements. At this time, we recommend that we amend the current contract to include the purchase and installation of an AMH for the patrons and staff at the Golden location.

The projected start date would be August 1, 2021.

Budget:

The budget for the contract is less than the 2021 budget of \$300,000 for ARM-04, Book Sorter Replacement.

Action Requested:

We recommend an amendment to the existing RFID Library Solutions, Inc. contract to complete the Golden AMH replacement project. We are asking the Library Board of Trustees to authorize the Executive Director to sign a contract amendment with the recommended vendor in the amount of \$230,775. **This item will be placed on the consent agenda for the May 20, 2021 Library Board meeting unless otherwise instructed by the Board.**

jeffcolibrary.org

TO: Donna Walker, Executive Director

FROM: Bernadette Berger, Director of Technology and Innovation

DATE: May 5, 2021

RE: E-Rate Contract for Internet and Lit Fiber Services

Background of Contract: E-Rate for Category 1 Internet and Lit Fiber Services

E-Rate is a detailed and administratively complex system that is funded, coordinated, regulated and monitored by the Universal Service Administrative Company (USAC) under the direction of the Federal Communication Commission. Its purpose is to “bridge the digital divide” by funding schools and libraries with regard to their telecommunications infrastructure. This program saves the Library approximately \$190,000 per year in telecommunication costs.

The Library’s T&I team has applied to the E-Rate program to include:

Category 1

- Lit Fiber for connections between facilities
- Internet Service

Through the E-Rate regulatory process, an RFP was issued on February 10, 2021, for both Lit Fiber and Internet Services and 8 responses were received. Lumen was selected as the finalist for the contract based on price and value.

These additions to the E-Rate program will be spread out over the next 5 years, and each year the anticipated funds will be budgeted for the services planned for the year. The ultimate goal is to provide 300 MB of bandwidth between the Data Center and the larger libraries and 100 MB for the three smaller libraries, Conifer, Wheat Ridge and Edgewater. The plan for the Internet link is to increase the bandwidth from 1 GB to 2 GB.

The Library could potentially receive 50% of the cost back from the E-Rate program. Budget for the costs of these services for the first year is included in the 2021 IT budget. While the services are budgeted in the operating budget, participation in the E-Rate program requires approval by the Library Board of Trustees.

In addition, the bidding process will allow JCPL to provide the increased bandwidth for about a 50% decrease to the current costs.

Budget:

The budget for the contract is less than the 2021 budget of \$197,000 for Internet Services and Lit Fiber

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



jeffcolibrary.org

Action Requested:

We recommend that the Library Board of Trustees authorize the Executive Director to sign a contract with Lumen for Category 1 services including Lit Fiber and Internet Services. **This item will be placed on the consent agenda for the May 20, 2021 Library Board meeting unless otherwise instructed by the Board.**

jeffcolibrary.org

TO: Donna Walker, Executive Director

FROM: Bernadette Berger, Director of Technology and Innovation

DATE: May 5, 2021

RE: E-Rate Contract for Network Equipment and Firewall

Background of Contract: E-Rate for Category 2 Network Equipment and Firewall

E-Rate is a detailed and administratively complex system that is funded, coordinated, regulated and monitored by the Universal Service Administrative Company (USAC) under the direction of the Federal Communication Commission. Its purpose is to “bridge the digital divide” by funding schools and libraries with regard to their telecommunications infrastructure. This program saves the Library approximately \$190,000 per year in telecommunication costs.

The Library’s T&I team has applied to the E-Rate program to include:

Category 2

- Network Equipment
- Firewall

Through the E-Rate regulatory process, an RFP was issued on February 10, 2021, for both Network Equipment and Firewall hardware and 4 responses were received. Sentinel Technologies was selected as the finalist for the contract based on price and value.

These network equipment additions to the E-Rate program will be used to update the JCPL’s distribution switches to be more secure and easier to manage. The firewall upgrade will allow us to utilize the proposed full 2GB Internet bandwidth and will increase security and ease of management.

The Library could potentially receive 50% of the cost back from the E-Rate program.

Budget:

Budget for the costs of \$316,775 for this contract is included in the 2021 IT budget in the ARM-05 Technology and Innovation Infrastructure.

Action Requested:

We recommend that the Library Board of Trustees authorize the Executive Director to sign a contract with Sentinel Technologies for Category 2 hardware for Network Equipment and Firewall. **This item will be placed on the consent agenda for the May 20, 2021 Library Board meeting unless otherwise instructed by the Board.**



SUPPORT THE POSSIBILITIES

TO: Donna Walker, Executive Director

FROM: Jo Schantz, Executive Director, Library Foundation

DATE: May 6, 2021

RE: Brigham/Roeske Naming Agreement at Belmar Library

Brigham/Roeske Naming Agreement

Total Donation:

\$100,000 to name the Discover Together: Outdoor Adventure Space at the redesigned Belmar Library.
(Draft agreement attached.)

Action Requested:

We are asking the Library Board of Trustees to authorize the Executive Director to sign a naming agreement with the donor, Allison Brigham, for a \$100,000 contribution to the Belmar Library. These funds will be used exclusively for the Library's Discover Together: Outdoor Adventure Space, and the donation will be recognized with a plaque in memory of the donor's parents, Shirley M. and Warren A. Roeske. **This item will be placed on the consent agenda for the May 20, 2021 Library Board meeting unless otherwise instructed by the Board.**

JEFFERSON COUNTY PUBLIC LIBRARY DONATION AND NAMING AGREEMENT

This Donation and Naming Agreement (“Agreement”), dated for reference purposes only this 6th day of May, 2021, is between Allison Brigham (“the donor”), the **Jefferson County Library Foundation, Inc.**, a Colorado non-profit corporation (the “Library Foundation”), and the **Jefferson County Public Library** (the “Library”). The Donor, Library Foundation, and Library are collectively referred to herein as the “parties”, and hereby agree as follows:

WHEREAS, the Donor desires to make a donation in the amount of \$100,000 (the “Donation”) for the Discover Together: Outdoor Adventure Space at Belmar Library; and

WHEREAS, the Library Foundation and the Library are proud to recognize the Donation by providing naming rights to the Donor at the Project, as more fully set forth herein.

NOW, THEREFORE, the parties hereto agree as follows:

1. The Recitals to this Agreement are true and correct, and are incorporated herein.

The Donor pledges to make a Donation to the Library Foundation of \$100,000, payable in two increments on or before May 30, 2021, to support funding of the Project.

2. Donation payments are to be payable to the Jefferson County Library Foundation, Inc., and mailed or hand delivered to the following address:

Jefferson County Library Foundation, Inc.
10790 W 50th Ave., Suite 200
Wheat Ridge CO 80033.

3. The Donor, Library Foundation, and Library agree that the Donation will be used for the Project to name the Discover Together: Outdoor Adventure Space at Belmar Library and as an expression of appreciation, a plaque stating “In Memory of Shirley M. and Warren A. Roeske” shall be displayed at the project site.
4. The Donation may be invested, commingled, or merged with and become part of the general endowment funds and investment assets of the Library Foundation. Guidelines established by the Library Foundation Board of Trustees from time to time determine the investment, allocation of return on investment, and distribution of endowment funds and the allocation of income, loss, fees and expenses associated with endowment funds and securing and administering endowment funds. The Donation and all accounting of the Donation will be subject to these guidelines.
5. No items recognizing the Donation will be ordered until the full amount of the Donation has been received by the Library Foundation.

6. The parties agree that this naming is contingent on and subject to prior approval by the Library Board of Trustees. In the event that the Board does not approve, the full Donation will be returned to Donor within 14 business days.
7. If, in the opinion of the Library Board of Trustees or the Executive Director of the Library, all or part of the Donation cannot, in the future, be applied usefully to the above purposes, it may be used for any related purpose which, in the opinion of the Executive Director of the Library will most nearly accomplish the wishes of the Donor as expressed herein.
8. This Agreement is governed by Jefferson County Public Library's Naming Policy and Guidelines, which are incorporated herein. By entering into this Agreement, the Donor agrees to all of the conditions contained therein, including the following:
 - a. Signage:

The sign acknowledging the naming of the space will be placed in a prominent location near the named space, and its design shall be consistent with the Library's image and building design requirements. The wording of the sign shall be mutually agreed upon by the Donor and the Executive Director of the Jefferson County Public Library.
 - b. Duration:

These naming rights are will last through December 31, 2031. Donor will be given first right of renewal at the end of the naming period to extend the naming rights for an additional donation to be mutually determined by the parties.
 - c. Approvals:
 - (i) All naming acknowledgements will be approved by the Library Board of Trustees.
 - (ii) A re-approval process with input by the Donor shall be necessary in the following situations:
 - (a) Major renovation of the space;
 - (b) Sale, destruction, removal or abandonment of the facility; or
 - (c) A change in the name, business focus or viability of the Donor entity.

Should the Donor for which the space is named violate acceptable standards of integrity and civic leadership, the Library, in its sole discretion, may elect to remove the Donor's name from the Library.
- d. Payment: No donations will be refunded for any reason unless the Library is unable to fulfill their obligations due to unforeseen circumstances.
9. Tax Consequences. Donor, and not the Library Foundation or the Library, is solely responsible for determining the tax consequences to Donor of the within transaction including, without limitation, any monetary value assigned to the naming right.
10. Venue and Governing Law. Venue for any and all legal actions regarding this Agreement shall lie in the District Court in and for the County of Jefferson, State of Colorado, and this transaction shall be governed by the laws of the State of Colorado.

11. Invalid Provisions. If any provision of this Agreement is held to be illegal, invalid or unenforceable under present or future laws, such provisions shall be fully severable; this Agreement shall be construed and enforced as if such illegal, invalid or unenforceable provision had never comprised a part of this Agreement; and the remaining provisions of this Agreement shall remain in full force and effect and shall not be affected by the illegal, invalid or unenforceable provision or by its severance from this Agreement. Furthermore, in lieu of such illegal, invalid or unenforceable provision, there shall be added automatically as a part of this Agreement a legal, valid, and enforceable provision as similar in terms to such illegal, invalid or unenforceable provision as may be possible.
12. Amendments to Agreement. This written Agreement constitutes the entire Agreement of the parties. No representations, promises, terms, conditions or obligations regarding the subject matter of this Agreement, other than those expressly set forth herein, shall be of any force and effect. No modification, change or alteration of this Agreement shall be of any force or effect, unless in writing, signed by both parties.
13. Further Acts. Donor, the Library Foundation, and the Library agree to perform or cause to be performed such further acts as may be reasonably necessary to consummate the transaction contemplated hereby.
14. This Agreement may be executed in two or more counterparts, each of which shall be deemed to be an original, and all of which counterparts together shall constitute but one and the same instrument.
15. Donor, the Library Foundation, and the Library have each been advised by counsel in the drafting of this Agreement, and accordingly hereby agree that in the event a dispute arises between them, the terms of this Agreement shall not be construed against or in favor of either party as draftsman.

[SIGNATURES FOLLOW ON NEXT PAGE]

IN WITNESS WHEREOF, the parties have executed this agreement this ____ day of 2021.

Donor:

By: _____
Allison Brigham

Date: May ___, 2021

[illegible]

The foregoing instrument was acknowledged before me this _____ day of _____, 2021, by Allison Brigham, as “Donor”.

WITNESS my hand and official seal.
My Commission expires: _____

Notary Public

Jefferson County Library Foundation

By: Jo Schantz, Executive Director
Date: _____

[illegible]

The foregoing instrument was acknowledged before me this _____ day of _____, 2021, by Jo Schantz, as Executive Director of the Jefferson County Library Foundation, a Colorado nonprofit corporation.

WITNESS my hand and official seal.
My Commission expires: _____

Notary Public

By: Donna Walker, Executive Director
Date: _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20__, by Donna Walker, as Executive Director of the Jefferson County Public Library.

My Commission expires: _____

APPROVED AS TO FORM:

TM14-2489

Foundation Update



MAY 2021

Executive Director Report

by Jo Schantz, MNM, CFRE, GPC

Two New Hires at JCLF

We're growing! Our Foundation recently added two temporary, part-time staff members to assist us both at our warehouse in Wheat Ridge and at the Whale's Tale Books & Gifts Shop in Colorado Mills Mall. I want to introduce our new helpers...

Anna Horn is the new JCLF Warehouse Assistant who will be at JCLF on Mondays and Tuesdays. She will be working with Neil Thoreson, our Warehouse Coordinator, in accepting donations from the public and helping us research rare and collectible materials that we post for sale on our Jeffco Friends online storefront.

Anna graduated from Shimer College in Chicago with a B.S. degree, and was previously with the Sie Film Center in Denver. Welcome aboard, Anna!

Anna Horn



Janet Spaeth

JCLF is happy to announce that Janet Spaeth is our new Bookstore Assistant.

Janet will be taking charge of our Whale's Tale Books & Gifts storefront operation on weekends, and the job may expand to assisting us with the Baby Whale Bookstore in Belmar Library, when that venue reopens.

She holds a PhD in English, and her dissertation was on Laura Ingalls Wilder and the author's "Little House" book series. Janet is a teacher, a writer and she earned her Master of Library Science (MSL) degree from the University of Oregon. Welcome, Janet!

Coming Soon! A New Outdoor Adventure Space

Our Foundation is thrilled to announce that we recently received a \$100,000 contribution that came from Allison Brigham and her late father's estate, a gift that is designated to the Belmar Library's Discover Together: Outdoor Adventure Space. The funds are given in memory of Shirley M. and Warren A. Roeske, Allison's parents. Shirley and Warren were both educators, and they were passionate about libraries.

"We are so excited by this extraordinary contribution," says Ana Rojas-Artica, JCLF Board President. "Allison and her father were instrumental in funding the Outdoor Adventure Space at Standley Lake Library, and we are honored that Allison wants to continue to pay tribute to her parents with this amazing gift."

The Outdoor Adventure Space was part of a "wish list" at the start of the Belmar renovation. Now this gift, along with added contributions from our Foundation, the Socrates Foundation and MWH Funding, have brought the total project donations to more than \$145,000 -- funds that will pave the way for JCPL to make this one-time wish a reality.

Allison and her father are charter members of the JCLF Legacy Chapter, a group of individuals that has placed our Foundation in their wills and estate plans. We are grateful for their truly generous support.

Executive Director Report



JCLF'S Three Endowments Show Steady Growth!

JCLF is glad to announce that our three endowment funds -- two held at Community First Foundation and one at Rose Community Foundation -- are growing!

According to our 2021 First Quarter report, the New Generation Endowment at Rose Community Foundation has grown from our initial \$25,000 investment (made last summer) to \$31,913.25 -- a 22% increase. At Community First Foundation, our main endowment is now at \$689,064.80, and the JC Graham endowment currently stands at \$17,463.74. This brings our combined endowment holdings to \$738,441.79.

Remembering Linda Abbott



All of us at JCLF were very sad to hear the news that one of our long-time volunteers, Linda Abbott, passed away in January. Shoppers and volunteers at our Whale of a Used Book Sales will likely remember Linda as a mainstay of our Children's section, and Linda was

also key part of our Friends Council. Due to COVID-19 restrictions that have limited funeral attendance, Linda's family is scheduling a memorial service in June, and I have been asked to pay tribute to Linda at the service, on behalf of JCLF.

Another Generous Legacy Chapter Gift

In 2018, JCLF launched a planned giving program called the Legacy Chapter. At present, we have 11 members of this group -- donors who have placed JCLF in their estate plans. Recently one of those donors, Carol Christensen, passed away, and our Foundation received a total of nearly \$15,000 in unrestricted funds from her estate. We are grateful to Carol for planning ahead and for designating her gift in support of JCLF and JCPL.

Fundraising Update

Recent Grants Pending

Bellco Foundation -- \$5,000 for Library Summer Challenge

Buell Foundation -- \$10,000 for 1,000 Books Before Kindergarten

International Paper Co. Foundation -- \$5,000 for Library Summer Challenge

Applewood Community Foundation -- \$2,500 for Library Summer Challenge

Grants Received

FirstBank -- \$1,000 sponsorship for Library Summer Challenge



Our new bookstore in Colorado Mills Mall continues to perform beautifully, even four months after last winter's huge holiday sales rush. In April, we grossed more than \$11,000, and our average sales have tallied between \$11,000 and \$12,000+ each month since last December.

JCLF has budgeted gross monthly sales at \$10,000, and we continue to surpass that goal month after month!

Community Contacts

I was pleased to provide an in-person presentation on JCLF to the Wheat Ridge Optimist Club on April 28.

Last month, I joined the Applewood Business Association and attended their Kentucky Derby networking event on May 1. I was accompanied to the event by Deborah Deal, JCLF's Board Vice President.

Operational Updates

Executive Director Report

May 2021 EXECUTIVE DIRECTOR REPORT

Second Quarter Focus:

1. COVID-19 Service & Staffing Response
2. South County Expansion
3. Philanthropy Development

COVID-19 Service & Staffing Response:

In May, the Library is focusing on,

- Transitioning in-person service to Level Clear
- Transitioning all divisions to regular duties + new work due to COVID

South County Expansion:

In May, the Library is focusing on,

- Analyzing and reporting on Community Engagement results
- Program of Service development
- Executing on next level Stakeholder Engagement Plan
- Architect Bid Response Review

Philanthropy Development:

In May, the Library is focusing on,

- Updating Memorandum of Understanding with Jefferson County Library Foundation
- Orienting new trustee liaison to JCLF

Advocacy and Engagement Opportunities for Trustees

[ALAAnnual Virtual](#): June 23-29, 2021. Registration is open. Contact Amber to register.

[CALCON 2021](#): September 9-11, 2021. The Westin Westminster. Conference registration not yet open.

JCPL SERVICE HIGHLIGHTS

Programming



Summer Challenge 2021 Preregistration and promotion kicked off on May 1st. Program runs from June 1 – July 31. Outreach to schools and community partners is underway.

Community Engagement:

We've created a [new online guide](#) for Jeffco teachers and educators! Available now, this guide is the result of a collaboration between JCPL core service teams and Jeffco Public Schools to better support the online learners and educators in our community.

Impact Statement from a patron:



Thank you to JCPL for always having such amazing things for kids! This was our first "Take and Make" - and it was great. We love the library - between the Stories to Go bags (amazing) and the Launch Pads (also amazing) - you make it so easy to encourage and excite our children about reading.

We've been members to libraries all over (Loveland, Fort Collins, Denver, Phoenix, Vermont) and JCPL is easily the best one hands down. The electronic/online library of ebooks and audio books saved our sanity during lockdown throughout 2020 - and the kids stuff, like mentioned earlier is just awesome.

Keep up the amazing work!!

Professional Engagement:

Karen Walker, outreach librarian for Services to Kids & Families, was named one of four TRIAD Children's Champions at the annual Triad Early Childhood Council Children's Champion Event.

Jill Hinn, outreach librarian for Services to Kids & Families, and **Abigail Lokits**, location librarian serving Kids & Families, attending the Association for Library Service to Children (ALSC) conference.

Victoria Sandoval, Patron Experience associate, attending the U.S. Book Show Conference by Publishers Weekly

Lizzie Gall and **Padma Polepeddi**, assistant directors of Library Experience, attending the Library Journal workshop on "Designing for a Flexible Future."

HIGHLIGHTS OF EXECUTIVE DIRECTOR COMMUNITY ACTIVITIES, May 2021

- Monthly meeting with **Jefferson County Elected/Appointed Officials**
- Meeting with **Trustee Fellman** to orient as JCLF liaison
- Colorado Association of Libraries (CAL) **Mentorship Interest Group**
- Monthly meeting of **West Metro Chamber of Commerce** Board of Directors
- Weekly meetings with **Jefferson County Public Health** (JCPH) and local elected/appointed officials
- Monthly call with **Colorado Public Library Directors** (CPLD)
- Monthly call with **Urban Libraries Council Directors** (ULC)

- 
- Monthly meeting with **Jefferson County Library Foundation** (JCLF) executive director
 - Meeting with Pam Bales, **West Metro Chamber of Commerce**, executive director
 - Tour of **Porchlight Family Justice Center**
 - Attending Directors panel discussion on **Public Library Metrics that Matter and Measuring Impact** sponsored by Bibliocommons



Operational Updates

Strategy, Engagement and Finance



Memo

Date: Wednesday, May 12, 2021

Project: Jefferson County Public Library – South County Expansion Project

To: Donna Walker, Executive Director, JCPL and JCPL Board of Trustees

From: Julianne Scherer, Managing Principal, HDR Architecture, Inc.

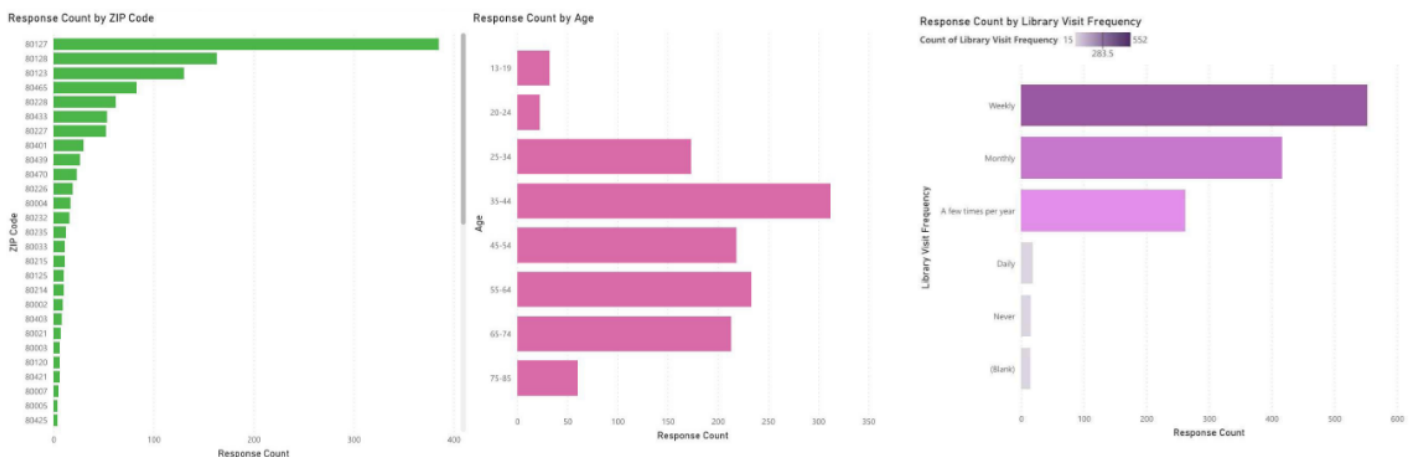
Subject: Board of Trustees May Meeting – Output of Community Engagement Process

This memo builds upon the previous memo from the April Board meeting and work conducted since then by HDR. As a reminder, HDR started in Fall of 2019 with Jefferson County Public Library (JCPL) to investigate a new Library located in the southern region of the county. To date we have created the Fact Sheet, Virtual Community Engagement Survey, as well as held a series of community and stakeholder (JCPL Directors, Board of Trustees and JCPL Managers) Virtual Engagement Meetings. During the months of March and April 2021, the virtual engagement meetings with activities were held. HDR is preparing a comprehensive report for JCPL.

The report includes the following information and analysis which will be presented at the May Board meeting:

1. Community Engagement Process:

- a. The Online engagement survey was launched on March 19th, 2021 and was closed on April 21st, 2021. The survey and fact sheet were available in both English and Spanish and accessible from computer or mobile device.
 - i. 1,277 survey responses with over 3,000 written wishes
- b. Four (4) virtual community engagement meetings were held via ZOOM during the month of April. Meetings were made available for both English and Spanish speakers.
 - i. Approximately 60 people attended
- c. Two (2) input meetings were held with the JCPL Managers, two (2) input meetings were held with the JCPL Director's Team, and one (1) input meeting was held with the JCPL Board of Trustees to gather information about what they want in their new library.
- d. TOTAL Community Respondents = approx. 1,337



2. Guiding Principles:

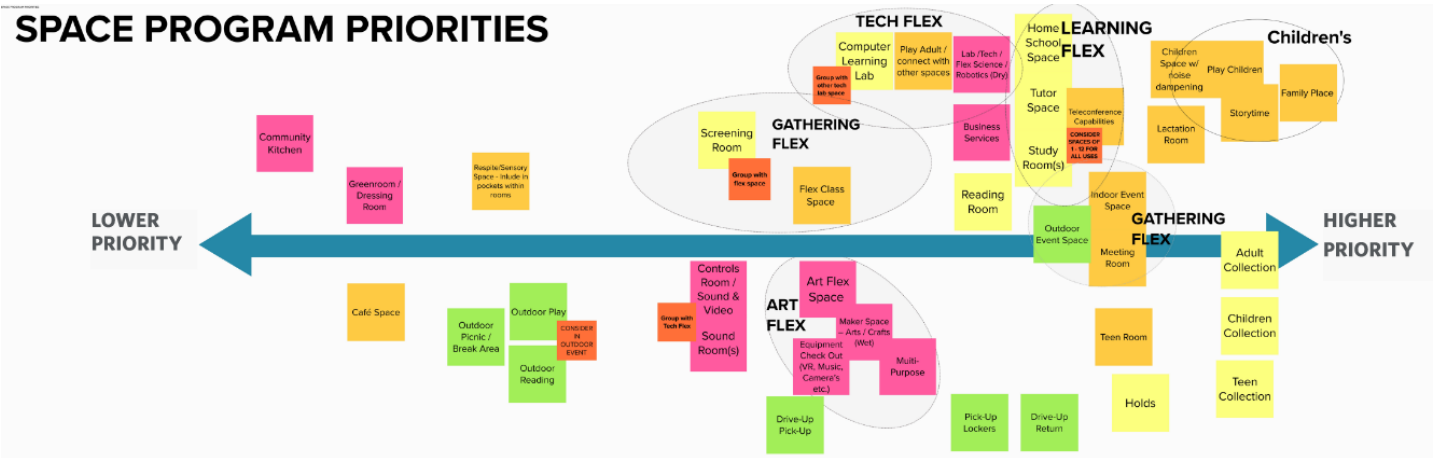
- a. Analysis of the data and information gathered from the community engagement process revealed the guiding principles.
 - i. **Inspirational** place for learning
 - ii. Community **Gathering** place
 - iii. Connection to **Outdoors**
 - iv. A place to **Create**
 - v. Elevating **Convenience**
 - vi. **Welcoming** for all
 - vii. A model of **Flexibility/Adaptability**

COMMUNITY WISHES *(sampling)*



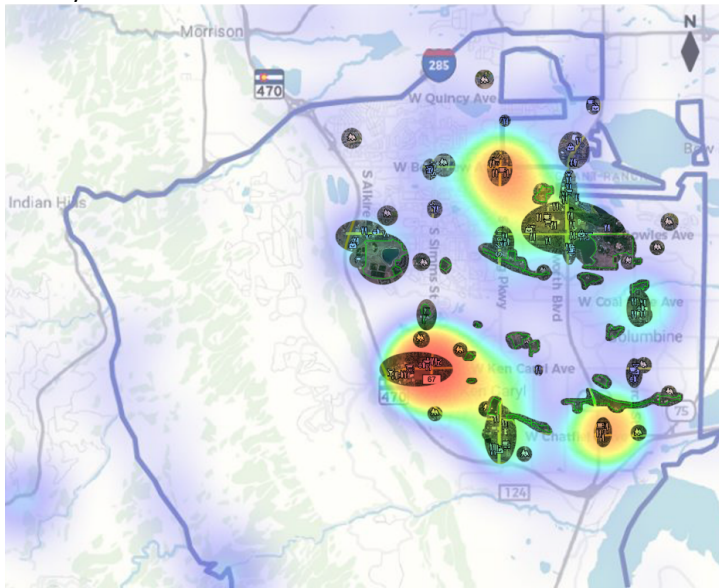
3. Space Program:

- a. Analysis of the data and information gathered from the community engagement process revealed the space needs of the community.
 - i. Event space – currently lacking in the community
 - ii. Outdoor space – strong connection to context
 - iii. Gathering space – spending time with others
 - iv. Children's space – learn, grow and play
 - v. Teen space – hang out, study and express themselves
 - vi. Study space – all ages
 - vii. Space to create/make – analog and digital
 - viii. Self-service – holds, pickups, checkout and returns
 - ix. Collection space – foundational elements of a library



4. Location Assessment:

- a. Analysis of the data and information gathered from the community engagement process revealed the location should be along daily/weekly routes to be convenient for patrons (*Blue outline indicates service area for southern part of County*). Zones revealed on the map indicate areas visited on a regular daily/weekly basis creating heat maps of activity.



5. Next Steps: Community Output meeting scheduled for June 15, 2021.

memorandum

To: Donna Walker, Executive Director
From: Barbara Long, Assistant Director for Budget & Finance
Re: Finance Monthly Report
Date: May 11, 2021

Budget to Actual Tables

The Budget to Actual Tables for April 2021 will be forwarded before the meeting and will include the analysis discussion.

Long Term Financial Plan

An updated file showing JCPL's long term financial plan will be provided before the meeting with a memo describing the plan's highlights. The purpose of this information is to facilitate discussion and inform planning for the 2022 budget.

memorandum



To: Donna Walker, Executive Director
From: Barbara Long, Assistant Director for Finance & Budget
Re: April Financial Tables and Long Term Financial Plan
Date: May, 2021

A. April 2021 Financial Tables

The Budget to Actual Tables for April 2021 are attached. Workday implementation is still causing a delay in getting revenue entered into the financial system, so the financial tables do not yet show any property tax revenue. The Jefferson County Treasurer reports that Jefferson County has received about 53% of budgeted property tax revenue through the end of April. This is 10% less than receipts during the same time period in 2020. Through the end of April, the Library received funding of \$41,440 from the Library Foundation. In-kind support provided to the Foundation by the Library in 2021 through April is valued at \$24,746 (Ratio of 1.67:1).

The April tables show the Board's approval of carryforward funds in Table 2, as a commitment of fund balance, however the capital tables do not include carryforward budget amounts because the Board of County Commissioners (BCC) hearing to approve this appropriation was delayed until May 25th.

B. Long Term Financial Plan Update

This information is presented for discussion to provide background and inform 2022 budget decisions in June. JCPL's long term financial plan is a first look at revenue and expense projections showing the impact of planned capital projects and operational changes for the next budget year and over time. 2021 is an appraisal year for property tax. Changes to property values will be reflected in 2022's property tax revenue. Jefferson County Assessor's office has released information about property values (please see the attached article) which shows that residential and commercial property values are up by 10% since 2019, the last appraisal year. This quite a change from the projected 5% decrease which was the assumption used for 2022 revenue in JCPL's long term financial plan last year. The combination of an increase for next year rather than a decrease and future years increasing from a higher base presents a much more financially robust picture than seemed possible last year.

There is still uncertainty in revenue projections past 2022. A potential 2022 ballot proposal would reduce the assessment rate on both residential and commercial property. Should this proposal make it to the ballot and pass, future year revenue would decrease. The impact of this measure is not included in long term planning assumptions.

An improved revenue picture means that the current version of the long term plan eliminates the "gap years" that were included between some larger capital projects in last year's version of the

memorandum



plan. This year, capital projects are marching forward at the same cadence used in previous growth scenario plans. In addition, the project budget for the new South County Library project is increased to reflect projections based on a 40,000 square foot facility and updated construction costs.

Even with these changes to the timing and cost of capital projects, increased revenue and fund balance resulting from 2020 savings and the support of funding from the CARES act means that JCPL can fund planned 2022 operating and capital expenses sustainably with a lower mill levy. The proposed budget for 2022 will include a recommendation to set the library's mill levy at 4.0 mills. This rate is also used for 2023 in the financial plan. The assumption for all future years is 4.5 mills.

As part of the 2021 budget, the Library Board committed funds of \$9M to a capital projects sinking fund. The 2022 proposed budget will not recommend an additional allocation to this fund. The capital projects sinking fund can be spent down with the remaining projects in phase 1 of the facility master plan (South County Library, Evergreen renovation and Standley Lake expansion). JCPL will evaluate fund balance annually and may reduce the mill levy in future years if warranted.

The most significant area of uncertainty in the financial plan is the cost for the South County Library project. Increased funding for this project is included in the plan but until a site is selected the project cost remains an estimate based on general assumptions. The long term financial plan shows that JCPL can pursue this development in a way that meets community needs and is financially sustainable while also reducing the mill levy at least for upcoming budget year.

TABLE 1
JEFFERSON COUNTY PUBLIC LIBRARY
TOTAL FUND SUMMARY
2021 BUDGET TO ACTUAL

Sources and Uses of Funds	2020 Amended Budget	2020 Actual	2021 Amended Budget	YTD Actual 4/30/2021	\$ Variance 2021 Budget	Budget to Actual %
Sources of Funds	4.500		4.500			
	Values	Linked	Values	Linked		
Revenues						
Taxes						
Property Tax - Operating	\$ 44,134,625	\$ 44,550,056	\$ 44,134,625	\$ -	\$ (44,134,625)	-100%
Property Tax - Capital	2,165,680	2,194,337	2,165,680	-	(2,165,680)	-100%
Total Taxes	\$ 46,300,305	\$ 46,744,393	\$ 46,300,305	\$ -	\$ (46,300,305)	-100%
Federal & State Grants	\$ 128,000	\$ 161,962	\$ 121,051	\$ 125,817	\$ 4,766	4%
Fines & Fees	239,513	47,797	145,000	3,313	(141,687)	-98%
Other Revenue	572,640	797,130	298,640	129,105	(169,535)	-57%
Total Other Revenues	\$ 940,153	\$ 1,006,889	\$ 564,691	\$ 258,235	\$ (306,456)	-54%
Sub Total Revenues	\$ 47,240,458	\$ 47,751,282	\$ 46,864,996	\$ 258,235	\$ (46,606,761)	-99%
Fund Balance Activity						
Transfer from FB - Capital Projects	8,311,655		498,235	-		NA
Transfer to/(from) Fund Balance	-	8,955,407	-	(12,656,593)		NA
Total Sources of Funds	\$ 55,552,113	\$ 38,795,875	\$ 47,363,231	\$ 12,914,828		
Uses of Funds						
Operating Expenditures						
Salaries & Employee Benefits						
Salaries	\$ 15,935,735	\$ 13,055,682	\$ 16,081,526	\$ 4,732,437	\$ (11,349,089)	-71%
Benefits	5,288,399	4,566,527	5,373,904	1,566,412	(3,807,492)	-71%
Total Salaries & Benefits	\$ 21,224,134	\$ 17,622,209	\$ 21,455,431	\$ 6,298,849	\$ (15,156,582)	-71%
Library Books & Materials	\$ 8,135,190	\$ 7,354,512	\$ 7,754,177	\$ 3,408,262	\$ (4,345,915)	-56%
Supplies	1,449,965	1,111,151	1,515,924	206,500	(1,309,424)	-86%
Vehicles	-	-	-	-	-	NA
Services & Charges	4,914,583	3,350,808	5,197,772	1,979,802	(3,217,970)	-62%
Internal Transactions /Cost Allocation	2,251,204	2,177,691	2,582,108	602,393	(1,979,715)	-77%
Total Operating Expenditures	\$ 37,975,076	\$ 31,616,370	\$ 38,505,412	\$ 12,495,806	\$ (26,009,606)	-68%
Financing & Debt Service	\$ 1,410,421	\$ 1,409,294	\$ 621,819	\$ -	\$ (621,819)	-100%
Capital Projects	\$ 16,166,616	\$ 5,770,211	\$ 8,236,000	\$ 419,023	\$ (7,816,977)	-95%
Total Uses of Funds	\$ 55,552,113	\$ 38,795,875	\$ 47,363,231	\$ 12,914,828	\$ (34,448,402)	-73%

TABLE 2A
JEFFERSON COUNTY PUBLIC LIBRARY
FUND BALANCE SUMMARY
2021 BUDGET TO ACTUAL

	2020 Amended Budget	2020 Actual	2021 Amended Budget	YTD Actual 4/30/2021
Beginning Fund Balance	\$ 19,529,543	\$ 24,364,581	\$ 33,319,987	\$ 33,319,987
Revenues	\$ 45,074,778	\$ 45,556,945	\$ 44,699,316	\$ 258,235
Capital Funding	2,165,680	2,194,337	2,165,680	-
Total Revenues	\$ 47,240,458	\$ 47,751,282	\$ 46,864,996	\$ 258,235
Expenditures				
Operating Expenditures	\$ 37,975,076	\$ 31,616,370	\$ 38,505,412	\$ 12,495,806
Debt Service	1,410,421	1,409,294	621,819	-
Capital Projects	16,166,646	5,770,211	8,236,000	419,023
Total Expenditures	\$ 55,552,143	\$ 38,795,875	\$ 47,363,231	\$ 12,914,828
Increase/(Decrease) in Fund Balance	\$ (8,311,685)	\$ 8,955,406	\$ (498,235)	\$ (12,656,593)
Ending Fund Balance	\$ 11,217,858	\$ 33,319,987	\$ 32,857,859	\$ 20,663,394
Committed to Capital Projects - Carryforward		\$ 1,746,783	\$ 1,746,783	
Committed to Capital Projects - Sinking Fund		\$ 9,000,000	\$ 9,000,000	
Reserve Fund Balance		\$ 22,573,204	\$ 22,111,076	

Reserve Fund Balance Policy Calculation

	2020 Amended Budget	2020 Actual	2021 Amended Budget	2021 Actual
Year-End Reserve Fund Balance		\$ 22,573,204		
16% - Current Year Budgeted Revenues	\$ 7,558,473		\$ 7,498,399	
9% - Current Year Budgeted Revenues - Uncertainty	4,251,641		4,217,850	
Total Minimum F/B Reserve Requirements (FLOOR)	\$ 11,810,115		\$ 11,716,249	
50% of Current Year Budgeted Revenues	\$ 23,620,229		\$ 23,432,498	
Total Maximum F/B Reserve Requirements (CEILING)	\$ 23,620,229		\$ 23,432,498	
Above/(Below) Minimum (FLOOR)		\$ 10,763,090		
Above/(Below) Maximum (CEILING)		\$ (1,047,025)		

TABLE 3
JEFFERSON COUNTY PUBLIC LIBRARY
OPERATING EXPENDITURES
2021 BUDGET TO ACTUAL

Sources and Uses of Funds	2020 Amended Budget	2020 Actual	2021 Amended Budget	YTD Actual 4/30/2021	Projected Year-End 2021	Variance 2021 Budget
Sources of Funds						
Revenues						
Taxes						
Property Taxes	\$ 45,960,543	\$ 46,568,712	\$ 45,960,543		\$ 45,960,543	\$ -
Delinquent Taxes	48,032	80,773	48,032		48,032	-
Prior Year Cancellations	(385,353)	(708,709)	(385,353)		(385,353)	-
Urban Renewal	(1,509,624)	(1,402,175)	(1,509,624)		(1,509,624)	-
Penalties & Interest	21,027	11,456	21,027		21,027	-
Total Taxes	\$ 44,134,625	\$ 44,550,056	\$ 44,134,625	\$ -	\$ 44,134,625	\$ -
Federal & State Grants	\$ 128,000	\$ 161,962	\$ 121,051	\$ 125,817	\$ 121,051	\$ -
Library Fines	107,950	15,537	40,000	2,726	40,000	-
Charges for Services	131,563	32,260	105,000	587	105,000	-
Investment Income	322,000	298,834	108,000		108,000	-
Library Foundation	160,000	160,490	100,000	41,440	100,000	-
E Rate Revenue	90,640	146,448	90,640	81,372	90,640	-
Other Revenue	-	43,917	-	6,294	6,294	6,294
Transfer		147,441		-	-	-
Total Revenues	\$ 45,074,778	\$ 45,556,945	\$ 44,699,316	\$ 258,235	\$ 44,705,610	\$ 6,294
Uses of Funds						
Operating Expenditures						
Salaries & Employee Benefits						
Salaries	\$ 15,093,111	\$ 13,493,744	\$ 14,816,028	\$ 4,272,786	\$ 14,816,028	\$ -
Awards & Bonuses	130,000		135,000		135,000	-
Termination Pay		172,528	110,000	56,867	110,000	-
Temporary Salaries	2,146,611	1,273,728	2,095,441	401,159	2,095,441	-
CARES Reimburse Salaries		(1,887,045)			-	-
Overtime	5,130	2,726	-	1,626	-	-
Vacancy Savings	(1,439,117)		(1,074,943)		(1,074,943)	-
Benefits	5,288,399	4,566,527	5,373,904	1,566,412	5,373,904	-
Total Salaries & Benefits	\$ 21,224,134	\$ 17,622,209	\$ 21,455,431	\$ 6,298,849	\$ 21,455,431	\$ -
Library Books & Materials	\$ 6,691,154	\$ 5,984,769	\$ 6,191,154	\$ 3,147,877	\$ 6,191,154	\$ -
Library Computer Materials	1,285,686	1,197,604	1,385,948	196,735	1,385,948	-
Library Periodicals	158,350	172,139	177,075	63,650	177,075	-
Sub-Total Library Collections	8,135,190	7,354,512	7,754,177	3,408,262	7,754,177	-
Supplies	\$ 1,449,965	\$ 1,111,151	\$ 1,515,924	206,500	\$ 1,515,924	\$ -
Services & Charges	4,914,583	3,350,808	5,197,772	1,979,802	5,197,772	-
Vehicles	-		-		-	-
Direct Internal Charges	164,067	111,388	145,090	150,553	145,090	-
Indirect Cost Allocation	1,145,837	1,145,837	1,355,518	451,839	1,355,518	-
Intra County Transactions	941,300	920,466	1,081,500	-	1,081,500	-
Total Supplies and Other	\$ 8,615,752	\$ 6,639,650	\$ 9,295,804	\$ 2,788,695	\$ 9,295,804	\$ -
Total Operating	\$ 37,975,076	\$ 31,616,370	\$ 38,505,412	\$ 12,495,806	\$ 38,505,412	\$ -

TABLE 4
JEFFERSON COUNTY PUBLIC LIBRARY
DEBT SERVICE DETAIL
2021 BUDGET TO ACTUAL

Sources and Uses of Funds	2020 Budget	2020 Actual	2021 Budget	YTD Actual 4/30/2021	Projected Year End 2021	Variance 2021 Budget
Debt Service						
Principal - Arvada (2005-2024)	\$ 552,073	\$ 552,073	\$ 565,720		\$ 565,720	\$ -
Interest - Arvada (2005-2024)	69,294	69,294	56,099		56,099	-
Principal - Refunding Series 2013	608,265	608,265	-		-	-
Interest - Refunding Series 2013	31,303	30,176	-		-	-
Principal - COP - Capital Projects	142,143	142,143	-		-	-
Interest - COP - Capital Projects	7,343	7,343	-		-	-
Total Debt Service	\$ 1,410,421	\$ 1,409,294	\$ 621,819	\$ -	\$ 621,819	\$ -

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
2021 BUDGET TO ACTUAL

Sources and Uses of Funds	2020 Amended Budget	2020 Actual	2021 Budget	2021 Amended Budget	YTD Actual 4/30/2021	Projected Year End 2021	Variance 2021 Budget
Sources of Funds							
Property Tax - Capital - 4.5%	\$ 2,165,680	\$ 2,194,337	\$ 2,165,680	\$ 2,165,680		\$ 2,165,680	\$ -
Transfer from FB - Capital Expenses	2,267,039		2,267,039			-	-
Total Sources of Funds	\$ 4,432,719	\$ 2,194,337	\$ 4,432,719	\$ 2,165,680	\$ -	\$ 2,165,680	\$ -
Uses of Funds							
Annual Replacement & Maintenance Program (ARM) and Recurring Projects							
ARM-01 Capital Maintenance	\$ 307,000	\$ 161,086	\$ 250,000	\$ 250,000	\$ 61,166	\$ 250,000	\$ -
ARM-02 Furniture & Equipment	36,000	5,148	36,000	36,000	468	36,000	-
ARM-03 Computer Replacement Plan	180,000	134,156	200,000	200,000	122,385	200,000	-
ARM-04 Book Sorter Replacement	470,000	384,870	300,000	300,000	65,035	300,000	-
ARM-05 IT Infrastructure Replacement	370,000	147,545	350,000	350,000	163,889	350,000	-
Alternative Services	450,000	54,209	100,000	100,000	6,080	100,000	-
2016 Projects							
16-14 High Availability Internet Redundancy	\$ 41,000	\$ 33,108	\$ -	\$ -	\$ -	\$ -	\$ -
2017 Projects							
18-07 LSC Garage & Loading Dock Planning	122,583	135,783	-	-	-	-	-
18-08 Bookmobile Replacement	547,411	118,623	-	-	-	-	-
2019 Projects							
19-02 Document Management System	160,000	80,000	-	-	-	-	-
2020 Projects							
20-01 Arvada HVAC Upgrade	\$ 140,000	\$ 49,870	\$ -	\$ -	\$ -	-	\$ -
Multi-Year Construction Projects							
18-01 Belmar Library Remodel	4,602,522	4,438,756	-	-	-	-	-
19-03 South County Library	4,344,100	27,055	7,000,000	7,000,000	-	7,000,000	-
20-02 Golden Library	4,396,000			-			
Total Capital Projects	\$ 16,166,616	\$ 5,770,211	\$ 8,236,000	\$ 8,236,000	\$ 419,023	\$ 8,236,000	\$ -

TABLE 6
JEFFERSON COUNTY PUBLIC LIBRARY
CAPITAL IMPROVEMENT PROJECTS
2021 BUDGET TO ACTUAL

Project	2021 Budget	YTD Actual 4/30/21	YTD Encumbrances 4/30/21	YTD Total Actual + Enc	Remaining Budget
ARM-01 Capital Maintenance	\$ 250,000	\$ 61,166	\$ 11,502	\$ 72,668	\$ 177,332
ARM-02 Furniture & Equipment	36,000	468	-	468	35,532
ARM-03 Computer Replacement Plan	200,000	122,385	197,813	320,198	(120,198)
ARM-04 Book Sorter Replacement	300,000	65,035	-	65,035	234,965
ARM-05 IT Infrastructure Replacement	350,000	163,889	21,810	185,699	164,301
Library Alternative Services	100,000	6,080	217,853	223,933	(123,933)
Bookmobile Replacement	-	-	223,247	223,247	(223,247)
Document Management System	-	-	-	-	-
Multi-Year Projects Construction Projects					
South County Library	7,000,000	-	62,294	62,294	6,937,706
Total Capital Projects	\$ 8,236,000	\$ 419,023	\$ 734,519	\$ 1,153,542	\$ 7,082,458

Jefferson County Residential and Commercial Values Up 10% Since 2019

Jefferson County Assessor Scot Kersgaard has announced that for the current reappraisal year, median single family residential values in Jefferson County are up 10%.

State law requires every county in Colorado to revalue property every two years, with values set at what properties were worth on the last day of June every even numbered year. This reappraisal year, Jefferson County revalued 207,016 parcels in the county. Those values will be in effect for tax year 2021 (payable in 2022) and tax year 2022 (payable in 2023).

Property taxes are calculated as the value x the assessment rate x the mill rate. The Assessor's Office sets the value only. The Legislature, acting on the recommendation of the Division of Property Taxation, sets the assessment rate, and local taxing entities (the county, school districts, fire districts, cities, special districts) set the mill rates. As of 2020, the residential assessment rate is locked at 7.15%. The median home value in Jefferson County is \$443,641. Assessed at 7.15%, the assessed value would be \$31,720. At 100 mills, taxes would be \$3,172. Your mills may be higher or lower depending on where you live and who you pay taxes to.

The new values will also be posted on the county's website.

"Few people will see the value of their property rise exactly 10%," Kersgaard said. "Every area and every type of property has its own sales trends. Many people will see their value up 15% or more, while many others will see increases closer to 6 or 8%," Kersgaard said.

Median value change by city for single family homes:

Arvada	9%	Mountain View	4%
Edgewater	8%	South Metro	12%
Evergreen	9%	Unincorporated	11%
Golden	13%	Westminster	8%
Lakewood	11%	Wheat Ridge	10%
Morrison	18%		

Single family detached homes, on average, are up 11%; condominiums are up 12% and townhomes are up 4% percent.

For the current reappraisal year, median commercial values are also up 10%.

Median value change by city for commercial properties:

Arvada	12%	Morrison	11%
Edgewater	15%	Mountain View	11%
Evergreen	20%	South Metro	11%
Golden	15%	Unincorporated	6%
Lakeside	6%	Westminster	10%
Lakewood	10%	Wheat Ridge	10%

The median total change for low rise apartments is 15%; general retail is up 16%; and industrial/condos are up 37%. At the same time, the median total change for general restaurants is -16%; hotels are down between 19% and 32%, depending on the type of hotel; and car washes are down 23%.

JEFFERSON COUNTY PUBLIC LIBRARY - 10% Increase in Assessed Value for 2022; 5% Increase in Assessed Value Thereafter												
	ACTUAL	FINAL	PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED
	2020	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2030
Property Tax	4.500 Mills	4.500 Mills	4.000 Mills	4.000 Mills	4.500 Mills	4.500 Mills	4.500 Mills	4.500 Mills	4.500 Mills	4.500 Mills	4.500 Mills	4.500 Mills
Property Tax	\$ 46,744,393	\$ 46,300,305	\$ 46,102,000	\$ 46,102,000	\$ 52,635,264	\$ 52,635,264	\$ 55,285,820	\$ 55,285,820	\$ 58,068,904	\$ 58,068,904	\$ 61,087,728	\$ 61,087,728
Subtotal Taxes	46,744,393	46,300,305	46,102,000	46,102,000	52,635,264	52,635,264	55,285,820	55,285,820	58,068,904	58,068,904	61,087,728	61,087,728
Intergovernmental	161,962	121,051	125,000	126,250	127,513	128,788	130,076	131,376	132,690	134,017	135,357	135,357
Charges for Services	32,260	105,000	105,000	106,050	107,111	108,182	109,263	110,356	111,460	112,574	113,700	113,700
Fines & Forfeitures	15,537	40,000	10,000	10,100	10,201	10,303	10,406	10,510	10,615	10,721	10,829	10,829
Investment Income	298,834	108,000	108,000	217,356	196,840	195,241	217,424	227,115	224,438	242,313	251,541	251,541
Contributions & Donations	160,490	100,000	100,000	100,000	100,000	100,000	200,000	200,000	200,000	200,000	200,000	200,000
E Rate Reimbursement	146,448	90,640	90,640	96,160	99,045	102,016	105,077	108,229	111,476	114,820	115,968	115,968
Miscellaneous	43,917	-	-	-	-	-	-	-	-	-	-	-
Intra-County Transactions	147,441	-	-	-	-	-	-	-	-	-	-	-
Subtotal Revenues	47,751,282	46,864,996	46,640,640	46,757,916	53,275,973	53,279,793	56,058,065	56,073,407	58,859,582	58,883,349	61,915,123	61,915,123
Use of Fund Balance			-	-	-	-	-	-	-	-	-	-
TOTAL SOURCES	\$ 47,751,282	\$ 46,864,996	\$ 46,640,640	\$ 46,757,916	\$ 53,275,973	\$ 53,279,793	\$ 56,058,065	\$ 56,073,407	\$ 58,859,582	\$ 58,883,349	\$ 61,915,123	\$ 61,915,123
Salaries & Benefits	\$ 17,622,209	\$ 21,455,431	\$ 21,597,542	\$ 22,745,468	\$ 23,827,832	\$ 24,542,667	\$ 25,278,947	\$ 26,037,316	\$ 26,818,435	\$ 27,622,988	\$ 28,451,678	\$ 28,451,678
Supplies	1,111,151	1,515,924	1,559,475	1,575,204	1,619,310	1,664,651	1,711,261	\$ 1,759,176	\$ 1,808,433	\$ 1,859,069	\$ 1,911,123	\$ 1,911,123
Library Books and Materials	7,354,512	7,754,177	7,937,400	7,769,091	7,844,527	7,923,631	8,006,584	\$ 8,093,574	\$ 8,184,800	\$ 8,280,470	\$ 8,380,804	\$ 8,380,804
Services & Charges	3,350,808	5,197,772	4,932,440	5,214,610	5,325,226	5,439,027	5,572,829	\$ 5,727,603	\$ 5,887,180	\$ 6,034,047	\$ 6,166,918	\$ 6,166,918
Vehicle												
Interdepartmental	2,177,691	2,582,108	2,556,213	2,840,319	2,811,834	3,124,351	3,093,018	3,436,786	3,402,320	3,780,464	3,742,551	3,742,551
Subtotal Operating	\$ 31,616,371	\$ 38,505,412	\$ 38,583,070	\$ 40,144,692	\$ 41,428,730	\$ 42,694,327	\$ 43,662,639	\$ 45,054,454	\$ 46,101,167	\$ 47,577,039	\$ 48,653,074	\$ 48,653,074
Operating Costs -So County	-			2,523,064	1,500,776	1,545,799	1,592,173	1,639,938	1,689,137	1,739,811	1,792,005	1,792,005
Operating - Golden												
Subtotal Operating w/Capital	31,616,371	38,505,412	38,583,070	42,667,756	42,929,506	44,240,127	45,254,812	46,694,393	47,790,304	49,316,850	50,445,079	50,445,079
Debt Service	1,409,294	621,818	621,945	621,744	623,700	-	-	-	-	-	-	-
ARMs	832,805	1,136,000	1,271,000	1,236,000	1,236,000	1,336,000	1,336,000	1,336,000	1,336,000	1,336,000	1,336,000	1,336,000
Facility Master Plan Projects	4,883,197											
Subtotal - Debt, Capital, ARM	7,125,296	1,757,818	1,892,945	1,857,744	1,859,700	1,336,000	1,336,000	1,336,000	1,336,000	1,336,000	1,336,000	1,336,000
Alternative Services	54,209	100,000	200,000		50,000		175,000	50,000				
Library Location Holds Lockers			205,000									
South County	-	7,000,000	9,125,536									
Golden					350,000	4,396,000						
Evergreen			350,000	3,867,884								
Standley Lake/NW Arvada				350,000	8,300,000							
Admin Bldg						350,000	8,000,000	8,000,000				
Lakewood								350,000	7,000,000			
Arvada									350000	7,000,000		
Data Warehouse			125,000								5,000,000	5,000,000
ILS				750,000								
TOTAL USES	\$ 38,795,876	\$ 47,363,230	\$ 50,481,551	\$ 49,493,384	\$ 53,489,206	\$ 50,322,127	\$ 54,765,812	\$ 56,430,393	\$ 56,476,304	\$ 57,652,850	\$ 56,781,079	\$ 56,781,079
NET SOURCE (USE) OF FUNDS	\$ 8,955,406	\$ (498,234)	\$ (3,840,911)	\$ (2,735,468)	\$ (213,233)	\$ 2,957,667	\$ 1,292,253	\$ (356,986)	\$ 2,383,279	\$ 1,230,499	\$ 5,134,044	\$ 5,134,044
BEGINNING FUND BALANCE	\$ 24,364,581	\$ 33,319,987	\$ 32,821,753	\$ 28,980,842	\$ 26,245,375	\$ 26,032,142	\$ 28,989,809	\$ 30,282,062	\$ 29,925,076	\$ 32,308,355	\$ 33,538,854	\$ 33,538,854
Total Sources	47,751,282	46,864,996	46,640,640	46,757,916	53,275,973	53,279,793	56,058,065	56,073,407	58,859,582	58,883,349	61,915,123	61,915,123
Total Uses	38,795,876	47,363,230	50,481,551	49,493,384	53,489,206	50,322,127	54,765,812	56,430,393	56,476,304	57,652,850	56,781,079	56,781,079
ENDING FUND BALANCE	\$ 33,319,987	\$ 32,821,753	\$ 28,980,842	\$ 26,245,375	\$ 26,032,142	\$ 28,989,809	\$ 30,282,062	\$ 29,925,076	\$ 32,308,355	\$ 33,538,854	\$ 38,672,898	\$ 38,672,898
Committed to Capital	\$ 9,000,000	\$ 10,746,783										
Reserve Balance	\$ 24,319,987	\$ 22,074,970	\$ 28,980,842	\$ 26,245,375	\$ 26,032,142	\$ 28,989,809	\$ 30,282,062	\$ 29,925,076	\$ 32,308,355	\$ 33,538,854	\$ 38,672,898	\$ 38,672,898
MIN RESERVE BALANCE	\$ 11,937,821	\$ 11,716,249	\$ 11,660,160	\$ 11,689,479	\$ 13,318,993	\$ 13,319,948	\$ 14,014,516	\$ 14,018,352	\$ 14,714,896	\$ 14,720,837	\$ 15,478,781	\$ 15,478,781
MAX RESERVE BALANCE	\$ 23,875,641	\$ 23,432,498	\$ 23,320,320	\$ 23,378,958	\$ 26,637,987	\$ 26,639,897	\$ 28,029,033	\$ 28,036,703	\$ 29,429,791	\$ 29,441,674	\$ 30,957,561	\$ 30,957,561
RESERVE BALANCE OVER MINIMUM	\$ 12,382,167	\$ 10,358,721	\$ 17,320,682	\$ 14,555,896	\$ 12,713,149	\$ 15,669,860	\$ 16,267,546	\$ 15,906,724	\$ 17,593,459	\$ 18,818,017	\$ 23,194,118	\$ 23,194,118



Jefferson County
PUBLIC LIBRARY

JCPL Long-Term Financial Plan

May 20, 2021 | Library Board Meeting

JCPL Long-Term Plan

The following slides show the impact of revenue, operating expense and capital projects on fund balance over time.



JCPL Long-Term Plan

Revenue Assumptions:

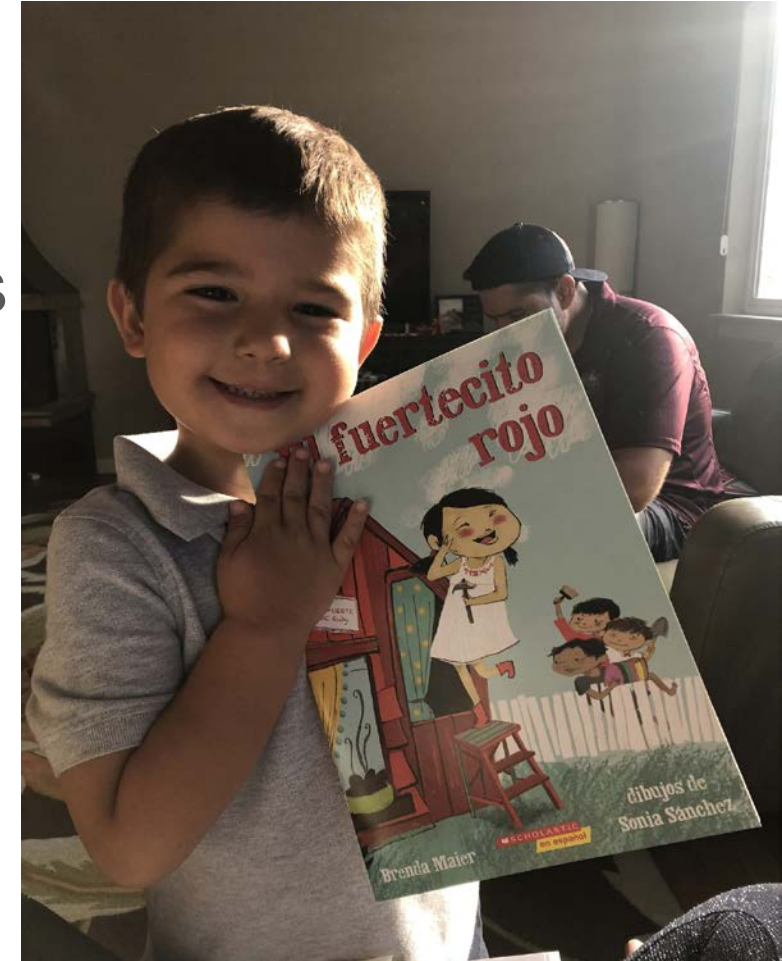
- 10% growth in property tax revenue from 2021 to 2022
- 4.0 Mills for 2022 & 2023
- 4.5 Mills for 2024 and beyond
- 5% growth in property values in future years
- No change in residential or commercial assessment rate



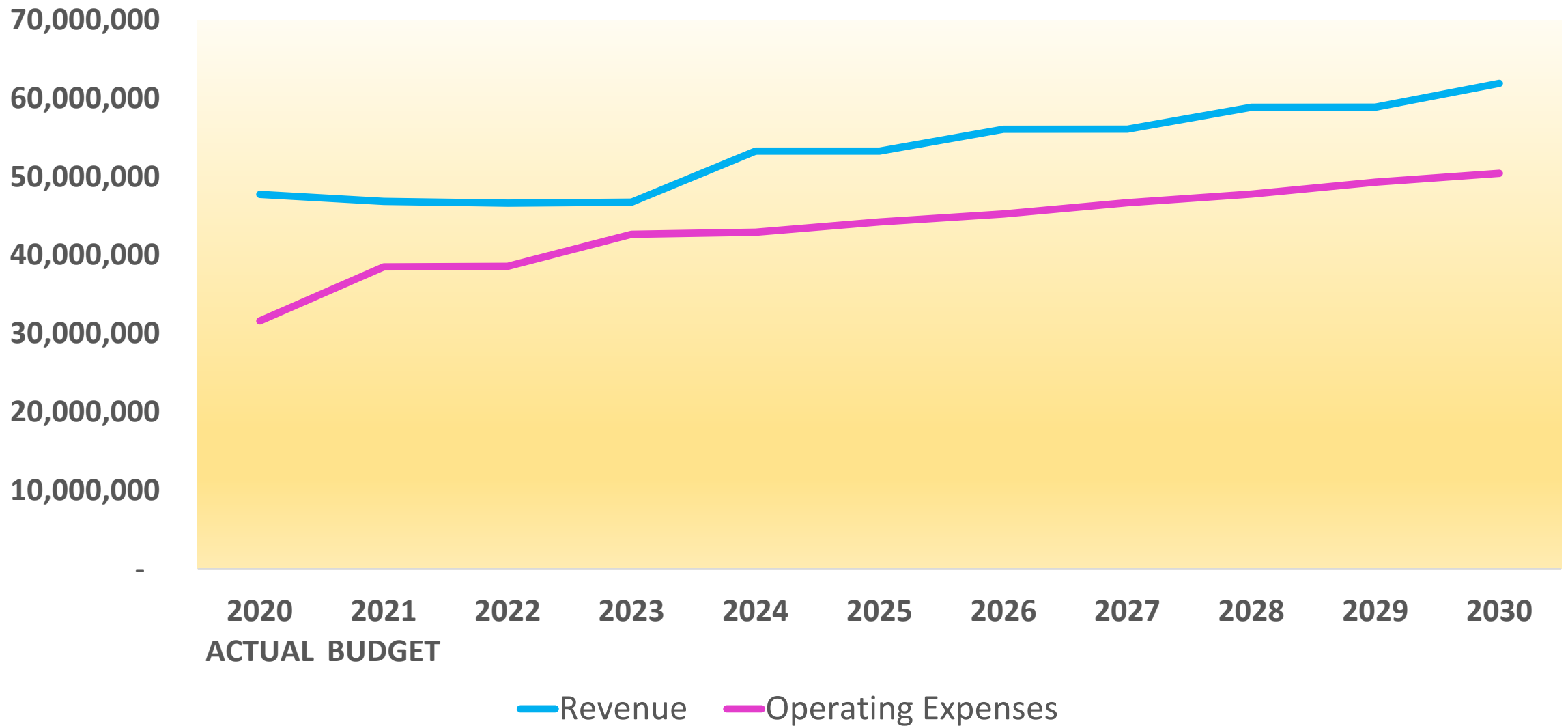
JCPL Long-Term Plan

Expense Assumptions:

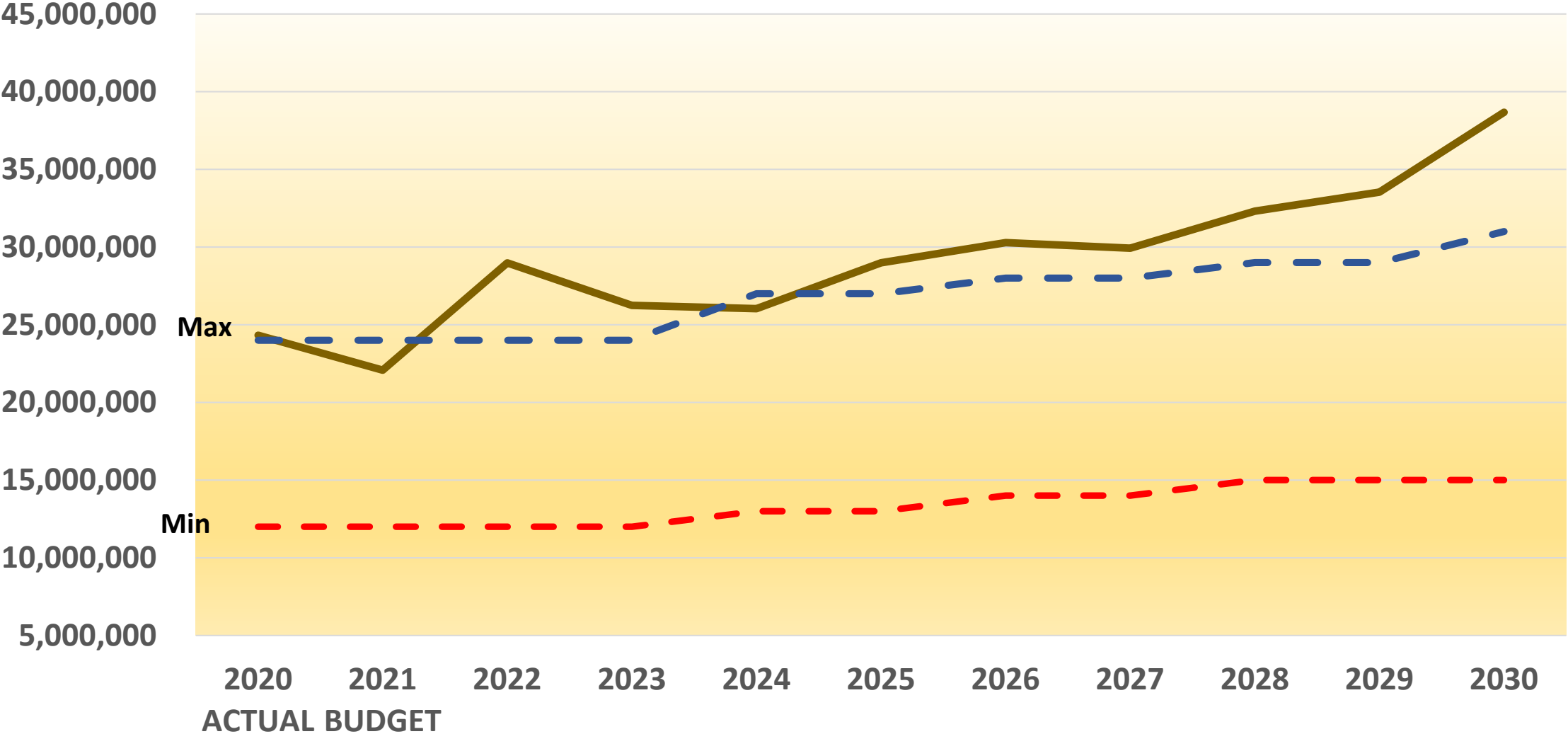
- 9.5 positions added in 2022. 8.5 of these positions were included in the 2020 budget but not filled.
- South County Library opens in 2023
- Capital projects follow each other without gap years



Revenue vs. Operating Expense



Fund Balance Over Time



2022 Budget: Next Steps



June: Board authorizes JCPL to submit the 2022 Recommended Budget and 5-year Capital Plan

August: Preliminary certification of values; revenue projections will be refined

November: BCC Adoption of 2022 Budget for Jefferson County

December: Board authorizes JCPL's Executive Director to implement the 2022 spending plan





Questions and Discussion

Operational Updates

Facilities and 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 & Barbara Long, Assistant Director of Budget and Finance

DATE: May 13, 2021

RE: Standley Lake Clerestory Panels

History: Standley Lake Clerestory Roof Panels

The Standley Lake clerestory roof was constructed in 1991 and is made of fiberglass-reinforced panels. The roof panels have developed some leaks over the years, and show distress from UV damage. We would like to replace the roof panels with a similar product that will provide the appropriate strength and leak protection, and have a long-term life expectancy. JCPL unsuccessfully went out to bid in 2019 for new clerestory panels. We realized at that time that the cost and scope of the project were larger than we had expected, and we made the decision to delay completing the project at that time. We have adjusted our approach based on the vendor feedback from our 2019 RFP, and feel that we now know more about this project's cost and scope of work. We would like to reissue an RFP for replacement clerestory panels for the Standley Lake Library in 2021. This project was not originally included in our 2021 plans, but we feel that we have the budget and time to successfully complete this work this year. We believe that it is worth making this investment ahead of the planned Standley Lake Library remodel in 2024-2025 to ensure we do not encounter a roof failure and/or damage other structural components of the building. Moreover, we do not believe that the clerestory roof will be part of the scope in a redesign or expansion of the building.

Budget & Cost:

The estimated cost of this project is \$140,000. Contingency funds of \$500,000 are included in the 2021 budget and can be used to fund the clerestory roof replacement at the Standley Lake library. No other uses for contingency funds have been identified to date and the balance of contingency funds would be \$360,000 after funding this project.

Next Actions:

We recommend that the Board of Trustees authorize the Executive Director to transfer funds of \$140,000 from contingency into a new project to replace the clerestory roof at the Standley Lake library.

Operational Updates

Public Services

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

RE: Update to In-Person Services

DATE: May 20, 2021

Summary

Jefferson County Public Library's strategy has remained constant throughout the Covid-19 pandemic. Our strategy has been to meet the needs of JCPL staff and community in a sustainable and safer way, while taking the steps necessary for residents to gain access to a full spectrum of resources and services including physical books and materials, and access to staff, technology and space.

JCPL previously aligned our services plan to the State Dial Dashboard. Now that this tool is retired, we will be adhering to new state and local Public Health Orders that inform the way we provide services. Jefferson County Public Health (JCPH) instituted a new county dial and released Public Health Order 21-001, which outlined a 2-phased approach to the county's response. This 2-phased approach is expected to last from April 16 through August 15. The goal of the phased approach is to move the county toward a full reopening. JCPL will mirror this same approach.

Updated Plan for In-Person Services

Phase 1, Level Blue (April 16 – May 15) for JCPL consisted of implementing the small changes already planned to take place. Phase 2, Level Clear (May 16 – August 15) will consist of an incremental expansion of services and hours with evaluation and adjustment between each level. During Phase 2, JCPL will begin the transition from short term planning for a gradual return to in person services, to longer term planning of our COVID-19 Services and Staffing Response Strategic Project. As we transition into Level Clear, the Gradual Return to In-person Services Team (GRIST) will start to stand down, as their primary function becomes ensuring we are monitoring current health and executive orders and ensuring our services meet the requirements for these orders.

We will share the highlights of the most current version of JCPL's plan for in person services at the May 20 Board meeting.



Jefferson County
PUBLIC LIBRARY

In- Person Services Update May 2021

May 20, 2021 | Julianne Rist

Current Orders



Local Order PHO 21-001 Simplified COVID-19 Dial (First Amended)

- April 22, 2021
- 2-phase plan to move the county towards a full reopening

Phase 1 (April 16-May 15)

- Additional furniture available in locations
- Expanded Walk in Hours
- Study Room Access

A Gradual Return to In-Person Services



Study Rooms

Starting this month, you can once again reserve and use a study room at the Library.

Expanded Hours

Starting May 16, JCPL will offer expanded walk-in hours at all locations except Conifer and Wheat Ridge.

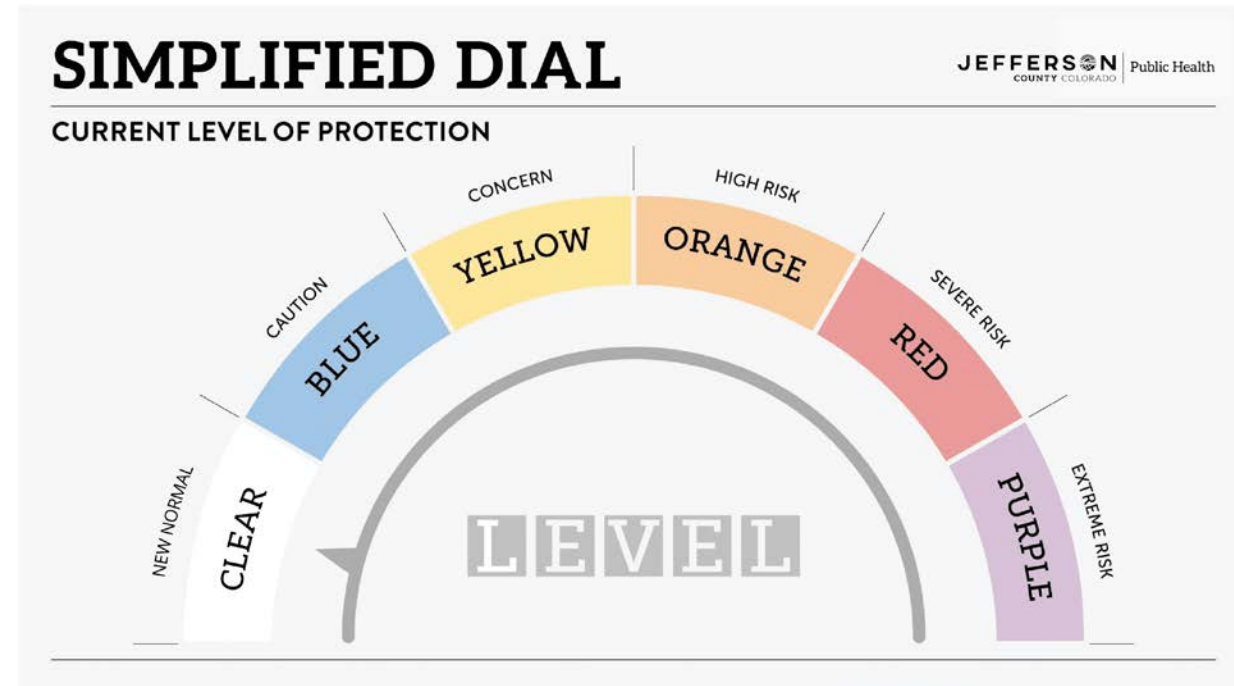
Check the [Service Updates](#) page to see the latest hours.

Phase 2 Level Clear (May 16-August 15)



Priorities for service expansions during this time:

1. Keep the health and safety of our staff and community our first priority
2. Gradually restore services to pre-pandemic levels



May Return to Service

- Remove the One Hour Time Limit
- Increase Building Capacities
- Pilot Location Holds Locker at Columbine
- Remove the Materials Quarantine
- Pilot Curbside Communicator



Library Services >



Walk-In and Curbside Services



Online Library: Open 24/7



Virtual and Call-In Programs



Book a Librarian



Library To You

June Return to Service

- Outdoor In-person Programming
- Bring back Furniture & Computers
- Increase Time Limit on Computers and Study Rooms
- Reopen Wheat Ridge for Walk-in Services





Questions?

Board Governance

administration

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

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TO: LIBRARY BOARD OF TRUSTEES

FROM: KIM JOHNSON, CHAIR

DATE: May 11, 2021

RE: **PROPOSED 2022** GOVERNANCE BUDGET - POLICY 4.8.2

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

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

Account Category	Account Number	Account Description	2022 Proposed 05-11-21	2021 Budget
426000 - Supplies	426137	Office Supplies	100	100
	426183	Recognition/Appreciation	300	300
	426190	General Supplies	100	100
	426390	Food Supplies	100	100
	426440	Professional Publications	200	400
433090- Professional Services	433090	Professional & Technical Services (Other) Pine Library Contribution	1,500	1,500
435600 – Dues, Meetings, Training	435625	Food/Beverages	6,500	6,500
	435630	Professional Dues	750	750
	435635	Business Meals	750	1,000
	435640	Training and Education	2,000	2,000
	435660	Conferences and Trade Shows	15,200	15,200
435800 – Travel	435850	Mileage	1,000	1,000
TOTAL			\$28,500	\$28,500

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

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

ADMINISTRATION
10200 W. 20th Ave.
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Jefferson County
PUBLIC LIBRARY

JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES **PROPOSED 2022 BOARD MEETING SCHEDULE**

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

<u>LIBRARY BOARD MEETINGS</u>	
<u>5:30 PM</u>	
<u>Date</u>	<u>Location</u>
January 20	Lakewood Library Meeting Room
February 17	Lakewood Library Meeting Room
March 17*	Lakewood Library Meeting Room
April 21	Arvada Library Meeting Room
May 19	Columbine Library Meeting Room
June 16	Evergreen Library Meeting Room
July 21	Golden Library Meeting Room
August 18	Standley Lake Library Meeting Room
September 15	Belmar Library Meeting Room
October 20	Lakewood Library Meeting Room
November 17	Lakewood Library Meeting Room
December 8	Combined Study Session & Board Meeting Lakewood Library Meeting Room

Arvada Library
7525 West 57th Avenue, Arvada

Columbine Library
7706 West Bowles Avenue, Littleton

Golden Library
1019 10th Street, Golden

Belmar Library
555 S. Allison Parkway, Lakewood

Evergreen Library
5000 Highway 73, Evergreen

Standley Lake
8485 Kipling Street, Arvada