

Minutes of the **Joint** Meeting of the
JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES and THE JEFFERSON
COUNTY LIBRARY FOUNDATION BOARD and the **Regular** Meeting of the JEFFERSON
COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

November 18, 2021

CALL TO ORDER – JOINT MEETING

The joint meeting of the Jefferson County Public Library Board of Trustees and the Jefferson County Library Foundation Board was held online via WebEx on November 18, 2021.

Library Board of Trustees Chair, Kim Johnson called the joint meeting to order at 5:01 p.m. Other Trustees present: Jill Fellman (Secretary), Jeanne Lomba, Cassie Tanner and German Zarate-Bohorquez.

Trustees not present for the joint meeting: Pam Anderson and Charles Naumer.

Jefferson County Library Foundation Board members and Staff present: Ana Rojas-Artica Deborah Deal, Angela Hahn, Cleo Arellano, Ron Benson, Neal Browne, Tim Rogers and Jo Schantz.

Jefferson County Public Library Staff present: Donna Walker, Executive Director; Julianne Rist, Director of Libraries; Bernadette Berger, Director of Technology and Innovation; Steve Chestnut, Director of Facilities and Construction Projects; Lisa Smith, Director of People and Culture; Lizzie Gall, Assistant Director of Library Experience; Padma Polepeddi, Assistant Director of Library Experience; Amber Fisher, Executive Assistant, Office of the Executive Director; and Kelci Rude, Administrative Coordinator.

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

Introductions

The Library Board Chair opened the meeting with introductions and expressed appreciation for the opportunity to meet with the Foundation Board.

Opening Remarks – Kim Johnson, Library Board Chair

The Chair noted that the Library Board of Trustees and the Foundation Board of Directors have a long history of a collaborative partnership built on the common belief in the mission of JCPL. The Library Board of Trustees is appointed by the Jefferson County Commissioners and is held accountable to Jefferson County residents. We are bound by state statute, govern by policy, participate in strategic planning, advocate on behalf of the Library and have a fiduciary responsibility to the taxpayers of Jefferson County. The Board looks forward to working as partners to achieve the vision of the library to be the essential destination where all generations connect, discover and create.

Foundation Opening Remarks and Presentation – Ana Rojas-Artica, Foundation Board President

The Foundation Board President, Ana Rojas-Artica, expressed appreciation for the opportunity to meet with the Library Board and shared exciting news about the Foundation and 2021 accomplishments. The mission of the Jefferson County Library Foundation is to support and enrich the capabilities, resources and services of the Jefferson County Public Library through fundraising and advocacy efforts that benefit our diverse community. Highlights of the presentation included fundraising, book sales, the Whales Tale Books and Gift store, special events, major gifts, legacy chapter gifts, online giving and the annual appeal, special events, endowments, grants and sponsorships, the friends membership organization, expanded office space, and funding and value to the Library.

Library Presentation - Donna Walker, Executive Directory

The Executive Director expressed appreciation to the Foundation and Library Boards, and shared information on the Library's 2021 achievements and plans for 2022.

The Chair expressed appreciation to all attendees for taking the time to meet and noted that it is an honor to have the partnership with the Foundation.

The Joint meeting was adjourned at 5:38 pm.

CALL TO ORDER – REGULAR MEETING

The regular meeting of the Jefferson County Public Library Board of Trustees was held online via WebEx on November 18, 2021. Library Board of Trustees Chair, Kim Johnson, called the meeting to order at 5:39 p.m. Other Trustees present: Jill Fellman (Secretary), Jeanne Lomba, Cassie Tanner and German Zarate-Bohorquez.

Trustees not present: Pam Anderson and Charles Naumer.

Staff present: Donna Walker, Executive Director; Julianne Rist, Director of Libraries; Steve Chestnut, Director of Facilities and Construction Projects; Lisa Smith, Director of People and Culture; Bernadette Berger, Director of Technology and Innovation; Barbara Long, Assistant Director of Finance and Budget; Padma Polepeddi, Assistant Director of Library Experience; Lizzie Gall, Assistant Director of Library Experience; Amber Fisher, Executive Assistant, Office of the Executive Director; and Kelci Rude, Administrative Coordinator.

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

APPROVAL OF AGENDA

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

PUBLIC COMMENT

Public comments are currently being submitted to the Board via a link on the Board of Trustee's webpage. Comments will be acknowledged in the minutes of the meeting. 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: Jeanne Lomba moved that the Library Board of Trustees approve the item on the consent agenda as presented. Seconded by Jill Fellman the motion passed by unanimous vote of all Trustees present.

Item on the Consent Agenda

A. Approve the October 21, 2021 Board Meeting Minutes

FOUNDATION UPDATE

Jo Schantz, Foundation Executive Director, noted that the fall 2021 whale sale raised a lot of money, just over \$50,000. The \$5.00 admission fee for adults helped raise funds and cover increased expenses at the Fairgrounds. The Foundation is gearing up for holiday sales and is looking forward to another successful year. The Foundation Board welcomed two new board members, Cynthia Benson, and Angela Hahn.

Trustee Fellman addressed the Board and expressed appreciation to the Foundation.

EXECUTIVE DIRECTOR REPORT

A. Executive Director Report

The Executive Director advised the Board that the public health order requiring staff to get vaccinated or submit to weekly testing has been implemented. Lisa Smith, Director of People and Culture administered the process and assisted staff. The Library is at 99.96% compliance which is good news as the potential implications for staff choosing not to comply would be unpaid leave and then automatic termination. The Library is very happy to report that situation did not occur at JCPL. Another item of note is that some library systems are not at full hours because they can't staff their full open hours. JCPL is at full hours and that deserves a big shout out to the team.

B. Executive Director Evaluation Process Review-

The Executive Director advised the Board that a review of the evaluation process is part of the procedure and asked the Board for comments. Trustee Fellman noted that the Executive Director's evaluation report was incredibly thorough and gave good insight into the process and what she needed to think about going into the evaluation. There were no other comments from the Board on the process. The Chair noted that she will send the written evaluation to the Executive Director.

C. Update on Hybrid Public Meetings

The Executive Director advised the Board of the delay in the delivery of the equipment for hybrid meetings. As noted in the report, supply chain issues are affecting the timeline for this project. The new estimated ship date for equipment is April 24, 2022. Our vendor will continue to work toward a faster delivery date, but we have no guarantees on any date for receipt. At the Elected and Appointed Officials meeting it was noted that County officials received a request from the Governor for State boards to continue to meet remotely and, until further notice, continue virtual meetings rather than going to in-person or hybrid. The recommendation before the Board is to stay the current course and wait for the equipment to come in.

The Chair addressed the Board, noted her understanding of the supply chain issues, and asked the Trustees to provide their thoughts on the issue.

Trustee Tanner indicated support for the recommendation to stay the course and noted that as much as she would like to meet in person, she does not want to add another thing to the Executive Directors' plate.

Trustee Zarate-Bohorquez indicated that we should stay the course and noted that it would take a while to do a Plan B and that while the timeline is important, supply chain issues are not in our control.

Trustee Lomba indicated support to stay the course and wait for the equipment.

Trustee Fellman indicated support to stay the course and wait for the equipment.

The Chair indicated her support to stay the course and noted that Trustee Anderson supports the recommendation. The equipment may be here faster than what the Board could reasonably expect the team to come up with in terms of a Plan B.

The Chair confirmed Board consensus to support the Executive Director's recommendation to stay the course.

EXECUTIVE TEAM OPERATIONAL UPDATES

Business Strategy and Finance - Finance and Budget

A. 2022 Final Recommended Budget

Barbara Long, Assistant Director of Finance and Budget, addressed the Board and provided information and highlights on the final 2022 budget.

2022 Budget Highlights

JCPL's 2022 budget funds library services, continues investment in the collection and Library programs. During budget development season, we heard the Board's guidance to put library

funding to work and include significant investments in capital projects next year and into the future. The 11 FTE that are funded puts JCPL back on track with staffing; 8.5 of these positions were included in the 2020 budget but put on hold due to the uncertainty around the pandemic. 1.5 of these positions have the specific focus of helping achieve the goal of accelerating the facilities master plan. To put this in context, this is 2.5 more FTE than what was approved in 2020 before we took a step back due to the uncertainties around the pandemic.

Long Term Financial Plan – A New Approach to Capital Projects

The board's direction to accelerate JCPL's facility master plan is reflected in the 2022 budget, specifically in the 5 year capital plan (Table 6) and in the long-term financial plan. The budget prioritizes projects that add space for the community; it includes plans for 2 new libraries and the continuing renovation of existing facilities, beginning with Evergreen.

- Property tax revenue based on 4.5 mills
- Prioritizing capital projects which add space including South County Library & NW Arvada Library
- Using fund balance to accelerate the facility master plan

Changes From Proposed Budget to Final Budget

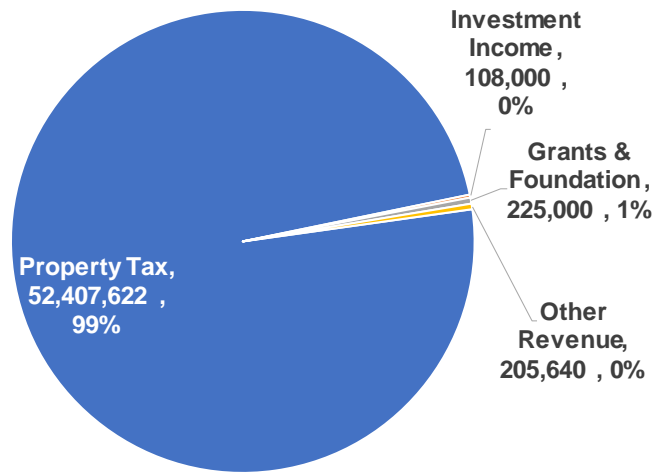
Every year there are changes from the proposed budget to the final budget as estimates are refined and more information is received. One area with changes is property tax revenue. The original projection was for a 10% increase over last year. Those projections were revised up when we received the preliminary certification of value from the Assessor's office in August. We had some expense increases including a correction to the software budget that was presented to the Board in August. There is an increase for salary and benefits expense that is not due to new positions, but due to the Board of County Commissioners decision to implement a 2% increase in staff pay across the board in Jefferson County. Those increases are now reflected in the budget numbers. The number of FTE has not changed from the proposed to the final budget.

- Revenue increased by \$1.3M
 - Property tax revenue assumption was revised based on preliminary certification of value
- Expense increased by \$1.2M
 - \$612K, correct software budget
 - \$567K, increase salary & benefit expense

2022 Budget Total Projected Revenue

Property tax revenue makes up the lion's share of JCPL revenue. Budgeted property tax revenue is based on the preliminary certification of value.

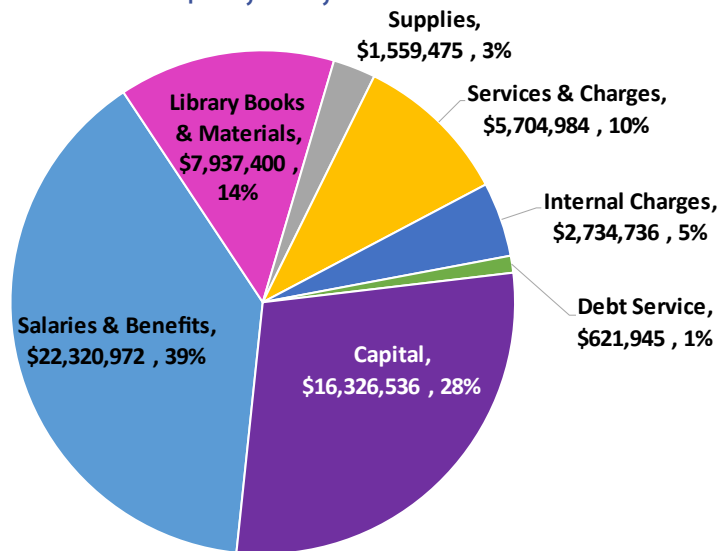
2022 BUDGET TOTAL PROJECTED REVENUE: \$52,946,262



2022 Budget Total Projected Expenses

Projected expenses include significantly more capital investment. The Library collection remains a priority. The last year of debt service is 2024.

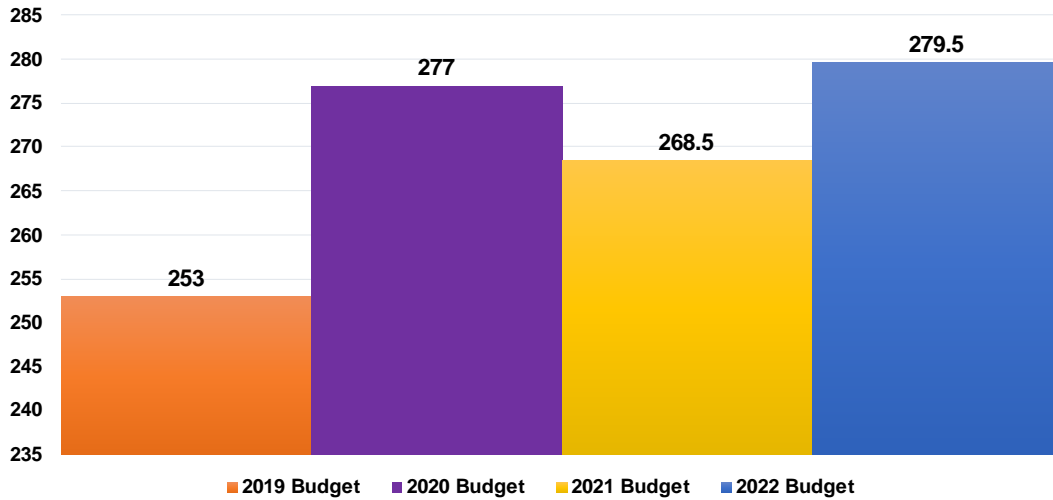
2022 BUDGET TOTAL PROJECTED EXPENSES: \$57,206,047



Budgeted Positions Over Time

This chart shows standard positions over the past few years. You can see the dip in 2021 in response to COVID and planned staffing for 2022 in comparison with 2020 budgeted positions.

BUDGETED POSITIONS OVER TIME



2022 Capital Investments

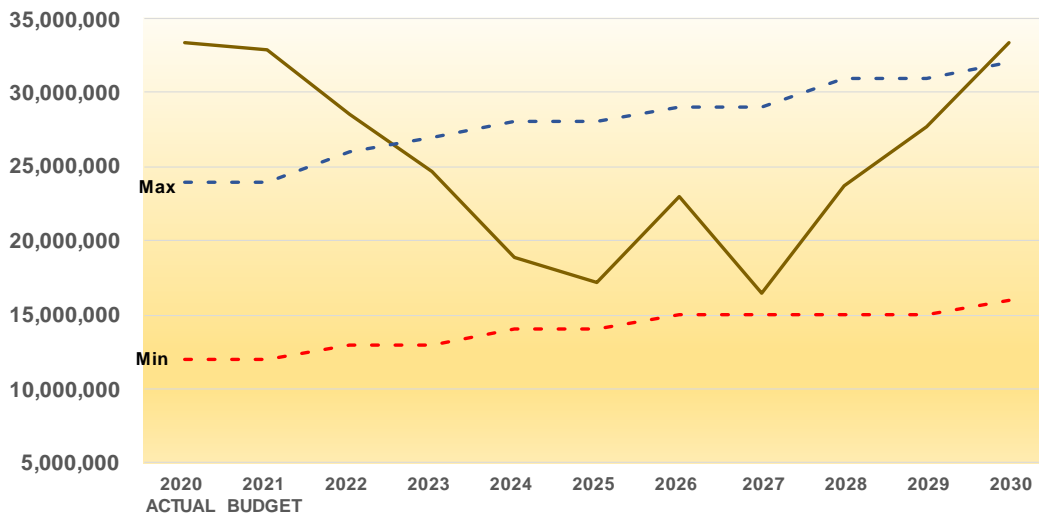
Capital investments include the South County library and funding for property acquisition in NW Arvada. Annual replacement funding helps JCPL take care of existing assets and make improvements to the physical and technological infrastructure. Funding is included to place holds lockers outside more library buildings and to continue alternative service investments.

Annual Replacement Plan	
ARM-01 Capital Maintenance	\$ 250,000
ARM-02 Equipment Replacement	36,000
ARM-03 Computer 5-year Replacement Plan	235,000
ARM-04 Book Sorter Replacement	500,000
ARM-05 IT Infrastructure Replacement	250,000
Total ARM	\$ 1,271,000
Capital Projects	
Alternative Services	\$ 200,000
Library Location Holds Lockers	205,000
South County Library	9,125,536
Evergreen Library Redesign	700,000
NW Arvada Library	4,700,000
Data Warehouse	125,000
Total Capital Projects	\$ 15,055,536
Total Capital Improvement Plan	\$ 16,326,536

Long Term Plan: Fund Balance

This chart shows fund balance for the long term plan updated to include the final budget numbers. The increased budget for property tax means that fund balance does not dip below the minimum in 2027 as it did in the proposed budget plan shown earlier in the year.

LONG TERM PLAN: FUND BALANCE



Next Steps

On Tuesday of this week, the Board of County Commissioners voted to adopt the 2022 budget for Jefferson County which includes the Library’s 2022 budget. At the December Board meeting, the Library Board will vote to adopt the 2022 budget and authorize the Executive Director to implement the spending plan

B. Financial Report (October)

Barbara Long presented information on the October 2021 financial report. The Library is over budget on revenue and that has not changed from last month’s report. The Library is continuing to put projections on Table 3 and Table 5. The projections are showing significant savings in most categories in operations. However, we don’t expect those savings to continue as they are due to timing.

In response to questions the Board was advised that:

- In Table 5, ARM03 is projected to spend the entire amount as well as in ARM05. There are significant encumbrances that are not showing due to timing. The Library has ordered computers and is issuing purchase orders and is hopeful those encumbrances will show

on November's activity. It is perhaps not likely some of the projects will be wrapped up by the end of the year.

- The Library has requested carryforward on recurring maintenance in the past if it represents continuing a planned project.

Facilities and Construction Projects

A. South County Update on Site Search. Guests: Tim Rogers and T. Blake Rogers
Genesee Commercial Group, LLC.

The Executive Director introduced the topic and advised the Board that Steve Chestnut, Director of Facilities and Construction Projects, has been working with the realtors on the South County site search. Tonight, the Library is hoping to get consensus from the Board to expand our search to land acquisition.

Steve Chestnut addressed the Board and provided information on the site search and introduced Tim Rogers, with Genesee Commercial Group, LLC, who is present to answer any questions the Board may have about his report. In 2019, the Board directed the Executive Director to search for an existing building. In July 2021, the Library engaged Tim Rogers to begin that search.

Tim Rogers addressed the Board and noted that he has been engaged in the search for a site for the South County library and has developed an analysis of available properties within the geographical boundaries. The report provides a good picture of what is out there. The report includes 10 properties. Of those 10 properties, 2 are industrial, 7 are retail and 1 is a church. The church property just went back under contract. The challenge with the retail properties is that many are multi-tenant and don't meet the basic requirements for the South County site. In summary, there isn't a single strong candidate that meets the redevelopment site criteria. This shortage of properties of this size in South County has been the case for the last two years. Along with utilizing commercial property databases, Genesee reaches out to commercial brokers in the metro area to let them know the properties we are looking for. Genesee also reached out to Open Space, Foothills Parks and Recreation and developers with new development projects coming online in South County. None of those inquiries are promising at this point and it doesn't look like the future dynamic will change for an existing product that could be repurposed,

In response to questions, the Board was advised that:

- The target area is along Kipling and C470 around the area of Ken Caryl and south of Coal Mine so as not to overlap with the influence area of the Columbine Library.
- Only properties 1, 7 and 8 in the report were in the right area.
- The target square footage is between 40,000 and 50,000. The project is budgeted for 40,000.

The Executive Director advised the Board that this information is being presented to check in with the Board and whether or not to continue on the same path and look for a few more months or expand the search to include land. That may also be equally hard to find, but it is an option for the Board to consider.

The Chair asked the Trustees to provide their thoughts and comments on expanding the search.

Trustee Lomba noted that we have to look at land. In the report there were only three options that were remotely South County and far enough away from Columbine to justify another library.

Trustee Fellman indicated support for expanding the search and if that doesn't bear any fruit then the Board should come back for more discussion – we want as many options on the table as we can get.

Trustee Zarate-Bohorquez noted that expanding the search to include land is a good idea and that needs to be looked at as another option.

Trustee Tanner noted that South County is a unique and challenging area, it is difficult to find a building to repurpose and she supports expanding the search to look for land.

The Chair advised the Board that she agrees that it is time to look for land. She noted that she will work with the Executive Director to plan for another check in the not too distant future. The Chair noted that she believes that we may know quickly if land is an option and whether or not we need to move on to option 3.

The Chair confirmed Board consensus to expand the South County site search to include land.

The Executive director noted that it will continue to be a challenge and that plan C is finding something to lease which may be equally difficult. In response to a question from the Executive Director regarding a land search for 4.0 to 4.5 acres, Tim Rogers indicated that he has enough information to dig deeply into what is available and does feel that there are more opportunities for land than for an established building.

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

The Trustees reviewed the 2022 Board Governance Process Calendar for adoption at the December 9, 2021 Board meeting.

BOARD SCHEDULE – NEXT MEETINGS

Location of meetings of the Library Board of Trustees are being determined in cooperation with guidelines from Jefferson County. Information on meeting location will be posted at least one week prior to the scheduled meeting date.

2021-2022 Board Meeting Schedule

- December 9, 2021 – Board Meeting – 5:30 pm (WebEx)
- January 13, 2021 – Study Session – 5:30 pm (WebEx)
- January 20, 2021 – Board Meeting – 5:30 pm (WebEx)
- February 10, 2021 – Study Session – 5:30 pm (WebEx)
- February 17, 2021 – Board Meeting – 5:30 pm (WebEx)

ANNOUNCEMENTS/GENERAL INFORMATION SHARING

The Chair reminded the Trustees of the holiday party on December 3, at 6:00 pm. And noted that she will be sending more information and that spouses and significant others are welcome.

ADJOURNMENT

The Board meeting was adjourned at 6:34 pm.



Jill Fellman, Secretary