

Minutes of the Regular Meeting of the
JEFFERSON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
February 17, 2022

CALL TO ORDER – REGULAR MEETING

The regular meeting of the Jefferson County Public Library Board of Trustees was held online via WebEx on February 17, 2022. 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), Jeanne Lomba, Charles Naumer, Cassie Tanner and German Zarate-Bohorquez.

Trustees not present: All Trustees were present.

Staff present: Donna Walker, Executive Director; Steve Chestnut, Director of Facilities and Construction Projects; Kim McGrigg, Director of Communications and Engagement; 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 Katie O’Loughlin, Administrative Coordinator.

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

APPROVAL OF AGENDA

MOTION: Jill Fellman moved that the Library Board of Trustees approve the 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. We did have two public comments that the Chair forwarded to the Board by email and all Board members have received the comments. The Board is not addressing the comments at this meeting but acknowledging that they were received.

APPROVAL OF CONSENT AGENDA

The Chair asked the Trustees if any of the items should be removed from the consent agenda. There were no requests for items to be removed.

MOTION: Charles Naumer 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. Minutes of January 13, 2022 Study Session
- B. Minutes of January 20, 2022 Board Meeting
- C. Haynes Mechanical Systems Contract Renewal
- D. Emerald Isle Landscape Services Contract Renewal

FOUNDATION UPDATE

Jo Schantz, Foundation Executive Director, provided an update on the activities of the Foundation. February has been a busy month already working on grants and sponsorships. The Foundation is working with Robyn Lupa, Public Services Manager of Kids and Families, on a neighborhood grant from the City of Lakewood for \$20,000 to augment the outdoor adventure space at the Belmar Library. The Whales Tales bookstore continues to do well and as was reported last month, raised almost \$70,000 in net income. The Foundation was approached by Ramos Law firm to do an interview for their podcast. The Foundation will post the podcast on their website when it is released at the end of March.

EXECUTIVE DIRECTOR REPORT

A. Executive Director Report

The Executive Director addressed the board and noted the update on the Express Library in the written report. The Board will be invited to the ribbon cutting and asked the Trustees to reach out to Amber Fisher if they wanted a tour of the Express Library before the ribbon cutting event. The Executive Director also noted the update on the Hybrid Public Meetings project included in the written report. There were no questions from the Trustees.

The Executive Director provided an update on Covid related events that occurred after the Board information packet went out. Last month the Library moved the Service Response to Covid project to an operational response. The Public Health Order (PHO) requiring masks in indoor public setting was rescinded late last week and the Library lifted that requirement in its facilities as it is no longer a legal mandate. JCPL is still requiring Library staff to be masked. As schools and businesses had urgency around mask policies, there was not a compelling reason to change JCPL's strategy which is to follow the recommendations of public health. That strategy has served the Library well and those recommendations from public health have several layers including vaccinations, testing, social distancing, hygiene and masking. The Executive Director is serving on a team of community leaders working to transition Jefferson County from a pandemic to endemic environment and one of the questions she posed to Public Health was around masking and when they would make a shift in the layers of prevention strategies. The CDC has a recommendation around communities with high or substantial transmission rates to mask up in indoor public spaces. The CDC might make a shift and Public Health might make their own indicator around masking. (Potentially 100 cases per 100,000 residents vs. the 50 per 100,000 residents the CDC is currently recommending for high transmission rate communities). The transmission rate is coming down in Jefferson County and the Executive Director reported that she checks that rate every day. In addition, the Library has a reconstitution/recovery team thoughtfully

thinking through any changes that may come with removing protective layering. The Executive Director expressed appreciation to the Board for their support of the Library's methodical approach.

In response to a question, the Board was advised that the Library does not anticipate an updated response to the staff masking requirement to take too long, perhaps a couple of weeks. Some of that work is around story times and working closely with a population that is not able to receive vaccinations. It is a special situation that the Library wants to spend some time on to figure out a few things before making that transition around staff and masks.

B. 2021 Strategic Plan Achievements

The Executive Director addressed the Board and introduced the topic. The report in the Board's packet captures the achievement of the Jefferson County Public Library (JCPL) 2021 Annual Plan as well as the success benchmark measures. It's the formal completion of this element of the governance process calendar. Tonight, the Library will use this time to engage with the Board on the highlights of this incredibly challenging and rewarding year. The Library is proud of the work of the team and happy to share these achievements with the Board.

The Executive Director shared a patron impact statement:

"Thank you for staying open while keeping our safety in mind. Thank you for remaining the asset you are to this community! Just Thank You!"

Covid-19 Service and Staffing Response – Completed

Due to the extreme diligence of the JCPL team when it came to the safety of staff and patrons, the Library was able to provide in-person services the entire year with a return to full hours in August. The Library appreciates that its patrons noticed. In addition to returning to full hours, the Executive Director highlighted the Library's ability to have in-person programming while still offering safe and convenient options like curbside service and adding holds lockers outside buildings. A real point of pride was the ability to offer vaccinations to staff when they first became available. This project is completed and moved to operational for 2022.

The Chair expressed appreciation on behalf of the Board to the Executive Director and her teams that raised mountains to continue to provide services that were so beneficial to our communities.

South County Expansion – Continuation with New Deliverables

Highlights include stakeholder engagement, our program of service, getting our architect and realtor on board and having our trustees approve the site search criteria and going full speed with the site search. This project is continuing with new deliverables in 2022

Philanthropy Development – Continuation with New Deliverables

Highlights include educating the Board with two different consultant reports including a peer library fundraising comparison, bringing on in-house expertise, and JCPL staff actively engaged in securing over \$45k in new grants. This project is continuing into 2022 with newly defined deliverables

Trustee Fellman noted that she appreciates how the project is framed - what is possible and what can we do. It is such a positive way to approach philanthropy.

Accelerating Facility Master Plan – New - Continuation with New Deliverables

Accelerating the Facility Master Plan (FMP) was a new project the Board brought forward during the budgeting process. Highlights include budgeting resources for the new work and gathering information from colleagues across the country on how to manage concurrent building projects well. This was a new priority identified by the Board early in 2021. It is continuing in 2022 with new deliverables.

Hybrid Public Meetings – New – Moved to Operational

This was also a new project identified by our Board. Highlights include the quick work by our team to identify what was needed and get our equipment order placed. Our remote environment created greater transparency into the process for our public and also brought fruition to our staff equity efforts by having more people participate in the public process. This project has moved to operational for 2022.

In response to a question, the Board was advised that the updated Facility Master Plan (FMP) will be brought to the Board in March. Depending upon the Chair's decision about a Study Session the FMP will be presented at the Study Session or the Board meeting in March. The Library is excited for the Board to see the updated FMP and looks forward to an interesting conversation on the future path, 5-year capital improvement plan and longer term focus.

Trustee Naumer expressed appreciation for the impressive amount of work the Executive Director and her team was able to accomplish. The Chair noted her appreciation for the Library's amazing accomplishments and the ability to quickly prioritize the new projects presented by the Board.

2021 Scorecard – Library Benchmark Excellence and Operational Measures

JCPL's success measures are Covid restriction dependent, and the Library can't benchmark against other libraries anymore, but the numbers tell a story. The total collection use and visits reflect our service response, and we can see that we met a need. Patrons showed a demand, and we met that need. There were only half the visits for a variety of reasons, but our collection use rebounded. Refiguring the collection, physical and digital, and the expansion of offsite services made it easier to use our libraries. Our use numbers show

notable improvements as access to services and locations increased throughout the year. Active cardholders show that we lost some people during 2020, and then in 2021, we are seeing use of the library come back as we opened hours and had more in person programming. People changed their habits a lot in 2020 and it is gratifying to see the huge use of the Library by our community. Active households and active cardholders are seeing a rebound from 2020.

2021 Scorecard

Library Benchmark Excellence & Operational Measures

Library Benchmark Excellence Measures					
Strategic Scorecard Results	2019 Actual	2020 Actual	2021 Actual	% change YOY 2021 vs 2020	% change YOY 2021 vs 2019
Circulation per capita	13.99	12.53	14.64	17%	5%
Visits per capita	4.48	1.42	2.11	48%	-53%
Program attendance per 1000 capita	471	95	70	-26%	-85%
Public service hours per 1000 capita	51.74	20.86	42.61	104%	-18%
Square feet per capita	0.39	0.39	0.39	-1%	-1%
Operating revenue per capita	\$74.39	\$78.15	\$77.62	-1%	4%
FTE per 1000 capita	0.49	0.52	0.50	-3%	4%
Net Promoter Score	79.8	83.9	82.3	-2%	3%

Library Benchmark Operational Measures					
Strategic Scorecard Results	2019 Actual	2020 Actual	2021 Actual	% change YOY 2021 vs 2020	% change YOY 2021 vs 2019
Active households	115,377	100,581	113,212	13%	-2%
Active Cardholders	166,646	138,477	159,313	15%	-4%
Program attendance	274,669	55,647	41,325	-26%	-85%
Total collection use	9,706,552	8,806,903	9,843,592	12%	1%
Visits	2,613,399	830,615	1,242,213	50%	-52%

In response to a question, the Board was advised that the Library is working with the State Library on their definitions of visits and the use of curbside and locker services, and the different ways people use the library.

There was so much more to the 2021 story that wasn't part of the official annual plan that the Library so proud of – like the FLTI, our digital media studio and laptop lending program, the saving of almost 900 gallons of gas from use of our electric vehicle charging stations, our community partnerships that helped us provide additional resources to our patrons in need, installation of 3 new sorters, moving recruitment, onboarding, and training to a hybrid environment, staff engagement in the professional community and so much more. All along our professional staff was presenting at conferences and so many of our staff took their own time to do that additional work.

Trustee Zarate-Bohorquez expressed his appreciation and noted that the achievements are remarkable and it's clear the community still considers the library as a huge asset.

Trustee Fellman noted that it is a tribute to the Executive Director and her staff that so many people want JCPL to present at conferences and that work puts JCPL on the national map.

The Executive Director shared a patron impact statement that tells the story of how JCPL met its mission more than any chart or graph.

“With the ups and downs of changes with varying COVID restrictions it’s not been easy to stay ahead, much less keep up with it all while striving to maintain some sense of ‘library-ness.’ And I think you’ve done an amazing job, I just feel like you always have ‘us’ foremost in your minds, The Library is more than an asset in the community It’s another home.”

The Chair expressed appreciation to the Executive Director and her team.

EXECUTIVE TEAM OPERATIONAL UPDATES

Business Strategy and Finance - Finance and Budget

A. Financial Report, December 2021- Updated

The Executive Director informed the Board that Barbara Long, Assistant Director of Finance & Budget, is leaving JCPL and moving on to something new. The Library is sorry to see her go, she has been an amazing asset to the Library and is an awesome human being. The Chair expressed appreciation to Barbara and noted that the Board is grateful for all of her work.

Barbara Long addressed the Board and provided a summary of the updated December 2021 financial tables. Overall revenue was over budget and approximately \$9.9 million was transferred to the fund balance. A lot of that is in capital projects and there was a significant amount on operating savings, approximately \$3.4 million. There will probably be some minor changes to December as auditors complete their work.

B. Financial Report, January 2022

Barbara Long, Assistant Director of Finance and Budget, presented information on the January 2022 financial tables. There is not too much activity in January, which is normal. This review is more valuable as an overview of the 2022 budget and plan for the year. Growth in property tax revenue is expected from another assessment year. In the operating table the Board can see what is planned for 2022.

In response to a question, the Board was advised that the budget for the Express Library is included in Table 6, under the alternative services line and the balance at the end of the year. That balance is for the Express Library project.

C. Project Carryforward Budget Amendment

The Chair introduced the topic and advised the Board that the carryforward is for projects that were budgeted in 2021 but not completed and the Library is requesting a carryforward to 2022.

MOTION: Pam Anderson moved that the Library Board of Trustees authorize the Executive Director to submit a carryforward budget amendment in the amount of \$7,981,951. Seconded by Jill Fellman the motion passed by unanimous vote of all Trustees present.

D. Budget Supplemental Request for Belmar Outdoor Adventure Space

The Chair introduced the topic and asked if there were any questions from the Board. There were no questions from the Trustees.

MOTION: Jill Fellman moved that the Library Board of Trustees authorize the Executive Director to submit a budget supplemental request in the amount of \$200,000 for the Belmar Outdoor Adventure Space project. Seconded by German Zarate-Bohorquez the motion passed by unanimous vote of all Trustees present.

ITEMS REMOVED FROM THE CONSENT AGENDA

No items were removed from the consent agenda.

EMERGING ISSUES

There were no emerging issues.

ENDS

There were no items.

BOARD GOVERNANCE

Nominating Committee Report

Committee members Jeanne Lomba and Charles Naumer presented the Slate of Officers:

- Pam Anderson for Vice-Chair
- Jill Fellman for Secretary

The Chair expressed appreciation to Trustees Anderson and Fellman for wanting to continue in their roles.

Bylaws Committee Report

Committee members Cassie Tanner and German Zarate-Bohorquez advised the Board that the committee is recommending no amendments to the Bylaws.

The Chair expressed appreciation to Trustees Tanner and Zarate-Bohorquez for taking the time to do that work on the Bylaws.

Library Board of Trustees Review Policy Governance Monitoring Reports 2.0 to 2.4.

The Chair introduced the topic and advised the Board that adoption of the policies will be on the consent agenda for the March Board meeting. There were no questions or comments from the Board.

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.

Next Board Meetings Schedule

- March 10, 2022 – Study Session – 5:30 pm (Virtual)
- March 17, 2022 – Board Meeting – 5:30 pm (Virtual)
- April 14, 2022 – Study Session – 5:30 pm (Virtual)
- April 21, 2022 – Board Meeting – 5:30 pm (Virtual)

ANNOUNCEMENTS/GENERAL INFORMATION SHARING

ADJOURNMENT

The Board meeting was adjourned at 6:21 pm.



Jill Fellman, Secretary