

BOARD MEETING

JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

April 21, 2022



World Reborn with Jeff VanderMeer and Special Host Ean Tafoya
April 29, 2022 6:30-8:00 pm Virtual Event



Alzheimer's Association Memory Cafe



Family Time



Jefferson County
PUBLIC LIBRARY

APPROVAL OF AGENDA

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

ITEM# / ACTION	Thursday, April 21, 2022 – 5:30 pm - <u>ONLINE MEETING VIA ZOOM</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. March 17, 2022 Board Meeting Minutes B. Kleen-Tech Carpet Cleaning & Upholstery Contract Authorization C. EBSCO Periodicals Serial Subscription Authorization D. Bibliocommons Contract Amendment Authorization E. PSCO Easement Agreement – Evergreen Highway 73
6. Foundation Report	Foundation Report – Jo Schantz, Executive Director and Jill Fellman, Trustee Representative
7. Operational Updates Action as Needed	Executive Director Update <ul style="list-style-type: none"> • Executive Director Report • Facility Master Plan Check In – if needed Business Strategy & Finance <u>Finance and Budget</u> <ul style="list-style-type: none"> • Financial Report – March 2022 Communications & Engagement <ul style="list-style-type: none"> • Evergreen Redesign Community Engagement Report. Guests: Ryan Wallace, Kelly Wemple, EUA Public Services – Service Highlights <ul style="list-style-type: none"> • Signature Author Event Presentation
8. Action as Needed	Items Removed From Consent Agenda (4.3.4) The Board may address and/or vote on any items that were removed from the Consent Agenda

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

9. Emerging Issues Action as Needed	
10. Action as Needed	Ends. No items.
11. Action as Needed	Board Governance <ul style="list-style-type: none"> No items.
12. Suggest Agenda Items	<p>BOARD SCHEDULE – NEXT MEETINGS – 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. <u>2022 Board Meeting Schedule</u></p> <ul style="list-style-type: none"> May 12, 2022 – Study Session – 5:30 pm (Virtual) May 19, 2022 – Board Meeting – 5:30 pm (Hybrid) Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room June 9, 2022 – Study Session – 5:30 pm (Hybrid) June 16, 2022 – Board Meeting – 5:30 pm (Hybrid)
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 Express Library Ribbon Cutting: April 18, 4:00-5:00pm.
16. EXECUTIVE SESSION Action	<p>EXECUTIVE SESSION: Call for Motion and Second: To adjourn the special meeting of the Library Board of Trustees and reconvene in Executive Session:</p> <p><u>EXECUTIVE SESSION</u> South County Library Expansion Project. Statutory citations authorizing an executive session for this topic are:</p> <ul style="list-style-type: none"> Pursuant to 24-6-402(4)(a) Concerning the purchase, acquisition, lease, transfer or sale of Property. Pursuant to 24-6-402(4)(e)(I) for discussion of strategy and instructions to negotiators.
17. Adjournment	

CONSENT AGENDA

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

jeffcolibrary.org



TO: Library Board of Trustees

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

DATE: April 14, 2022

RE: Consent Agenda for the April 21, 2022 Board Meeting

- A. Library Board of Trustees approve the March 17, 2022 Board Meeting Minutes.
- B. Library Board of Trustees approve the Kleen-Tech Carpet and Upholstery Cleaning Contract Renewal
- C. Library Board of Trustees approve the EBSCO Periodicals Subscription Services Contract Renewal
- D. Library Board of Trustees approve the Bibliocommons Contract Amendment
- E. Library Board of Trustees approve the Public Service Company of Colorado Easement Agreement.

Minutes of the Regular Meeting of the
JEFFERSON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
March 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 March 17, 2022. Library Board of Trustees Chair, Kim Johnson, called the meeting to order at 5:30 p.m. Other Trustees present: Jill Fellman (Secretary), Jeanne Lomba, Charles Naumer and German Zarate-Bohorquez.

Trustees not present: Pam Anderson and Cassie Tanner.

Staff present: Donna Walker, Executive Director; Julianne Rist, Director of Public Services; Steve Chestnut, Director of Facilities and Construction Projects; Bernadette Berger, Director of Technology and Innovation; Lisa Smith, Director of People and Culture; Padma Polepeddi, Assistant Director of Library Experience; Lizzie Gall, Assistant Director of Library Experience; Kelly Duran, Patron Experience Public Services Manager; Amber Fisher, Executive Assistant, Office of the Executive Director; and Katie O'Loughlin, Administrative Coordinator.

Guests: Jill Eyres and David Schnee Group 4 Architecture Research & Planning, Inc.

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. The Chair noted that several public comments were submitted through the webpage and those comments were forwarded to the Board. The Chair acknowledged that there were guests in attendance that want to address the Board and stated the following instructions:

If you would like to address the Board during Public Comment: Send a chat message to the host, Bernadette Berger, with your name, and the topic of your comment so that at the appropriate time you can be recognized. Your name will be called in the order it was received. You will have three minutes for comment. Groups may use pooling of time to add to the length of their comment period. To pool time to be granted up to ten minutes, a

speaker must present the names of at least three individuals who are present in person or online in the audience and who wish to yield their three minutes.

The Chair welcomed the individuals to the meeting. The following individuals addressed the Board regarding the Conifer Library: Suzy Nelson Conifer Area Council; Marilyn Saltzman (ceded her 3 minutes to Suzy Nelson); Annette Snodgrass; Lauren Drabble; Nicole (no last name provided); Kaitlin Ehrlich and Katie Bartojay. Comments included the need for improvement in Conifer Library services. The following topics were noted: need for a standalone library; accessibility issues; parking problems; limited hours of operation; a lack of programs including story times; funding and taxes; services for seniors; quiet spaces; results of community and book group surveys regarding the Conifer Library; and the Library's Facility Master Plan. The Chair expressed appreciation for the 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: 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. Library Board of Trustees approve the February 17, 2022 Board Meeting Minutes.
- B. Library Board of Trustees Adopt Policy Governance: Monitoring Reports 2.0 to 2.4 as presented.
- C. Library Board of Trustees Adopt the Bylaws with no changes per the recommendation of the Bylaws Committee.
- D. Library Board of Trustees Approve the renewal of the Intergovernmental Memorandum of Understanding (IMU) with Jefferson County Public Schools Regarding the Axis 360 Community Share Portal.

FOUNDATION UPDATE

Jo Schantz, Foundation Executive Director, provided an update on the activities of the Foundation. The Friends Annual Meeting is April 22, at the Wheat Ridge Recreation Center with author Carter Wilson as the keynote speaker. Library Giving Day is April 6, and the Foundation hopes to beat the record last year of nearly \$8,000. Jo expressed appreciation to Trustee Fellman who has already contributed. The Good News Breakfast is April 19 at the Jeffco Fairgrounds. The Spring 2022 Whale Book Sale will be held at the Jeffco Fairgrounds June 2-5. The Foundation will continue to have the \$5.00 per adult per day fee to help cover the costs at the Fairgrounds that have escalated over the last few years. Volunteers are needed for the sale. Jo noted the Foundation's vendor partners Empty Shelves and Dream Books and their value to the Foundation as noted in the report. The Whales Tale store continues to do well with almost \$10,000 in gross sales in January, \$11,412 in February and so

far in March almost \$7,000. In response to a question the Board was advised that the Foundation has support to go through the books and determine which books are sold and at which sale.

Trustee Fellman expressed appreciation to Jo for her report and noted that she will be volunteering for the book sale at the Fairgrounds and encouraged everyone to volunteer.

EXECUTIVE DIRECTOR REPORT

A. Executive Director Report

The Executive Director addressed the board and provided information on community engagement. Invitations to the Evergreen Redesign Community Engagement meetings are opportunities for the Board to sit in and listen to the community. Those dates are listed in the agenda under announcements. The Library is working on a social calendar for the Board. The Heart of Golden project has restarted, and Library staff attended the community engagement meeting to listen to the community. No plans have been approved by the Golden City Council. The Library learned that the Conifer High School hours will move to a later schedule in 2023-2024. This is important information as we plan our services. The Library's Reconstitution Team has been working with Jefferson County Public Health to get to the new normal removing pandemic protocols that are no longer recommended. That team's work is moving along smoothly.

In response to a question, the Chair noted that Conifer High School hours look like a start time of 8:30-8:45 am. The Executive Director noted that the end of the school day's scheduled hours will be around 4:00 pm.

EXECUTIVE TEAM OPERATIONAL UPDATES

Public Services – Express Library

The Executive Director introduced Padma Polepeddi and Kelly Duran to present information on the Express Library.

Padma Polepeddi expressed appreciation for the opportunity to share their excitement about the expansion of the offsite services strategic project, and the deliverables for this project. The purpose of expanding offsite services is to create equity in access to library resources and meeting people where they are. The Express Library is one of the deliverables for this project. The completely self-service Express library location will place JCPL at the forefront of cutting edge and innovative technology in its radically welcoming customer service.

The Express Library connects with several of the strategic initiatives by expanding service points with a more accessible location and convenient hours; creating a customized patron experience to fit their lifestyle; and embracing innovation and change with a groundbreaking service. JCPL is a pioneer as this is the first stand-alone self-service library in the nation. The Express Library connects to continuous process improvement by maximizing staffing efficiency while advancing library service.

Kelly Duran thanked the Board for the opportunity to provide updates on the Express Library West Arvada. From the time the Board approved this project, it has been a cross divisional collaboration. We are looking at an open date towards the beginning of April with a ribbon cutting with the Arvada Chamber of Commerce which the Board will be invited to on April 18.

At the Express Library patrons will be able to pick up their holds, browse a popular collection, use a computer or the Wi-Fi, access the printer, copier, scanner, fax, return items, and have a place to sit or work. Having a flexible space (items on wheels) we will assess needs in the area and then be able to offer programs that match those needs.

The Express Library West Arvada is located at the corner of West 64th Avenue and Indiana Street in the Arvada West Town Center Shopping Plaza, next to a post office, restaurant and Auto Zone and is close to the Arvada YMCA. This location is about a 10-minute car ride from both the Standley Lake and Arvada libraries, the two closest JCPL locations.

The Express Library will be serviced by the Library-To-You (LTY) staff. LTY's vision to bridge community barriers to physical locations merged with JCPL's strategic planning and the Facilities Master Plan into the "Expand offsite Services" strategic project. The Express library is a major deliverable of this project. This stand-alone Self-service model is an innovative way to bring the Northwest Arvada community robust library experience in addition to the holds locker and the book drop that were opened in 2021. We look forward to seeing all of you for the ribbon cutting of this location on April 18th.

In response to questions, the Board was advised that:

- The Express Library capacity is 25 people
- To start, the Express Library hours will match our larger location hours. The Library will assess the usage.
- This project was funded in the Library's Capital Budget and is included in the financial tables under alternative services.
- The entry system will stop allowing entry when the maximum 25 person capacity is reached.

On behalf of the Board, the Chair expressed appreciation to Library staff for their work on this amazing project and encouraged the Board to place the April 18, ribbon cutting on their calendars.

Business Strategy & Finance

2020-2025 Strategic Plan Update – Trends Exercise

The Trends Exercise agenda topic was delayed to later in the meeting due to technical difficulties.

Facilities and Construction Projects

Updated Facility Master Plan (FMP) – Guest: Group 4 Architecture Research & Planning, Inc.

The Executive Director advised the Board that Steve Chestnut and Julianne Rist led the process with Group 4.

Steve Chestnut advised the Board that the Library reengaged Group 4 to help with reviewing and analyzing the data and develop recommendations. Group 4 was asked to:

- Reassess growth and per capita space needs
- Assess N/W Arvada Library assumptions
- Target size range and potential priority timing for Golden, Conifer and Wheat Ridge
- Determine if public service space is needed for Fehringer Ranch Property

Steve introduced Jill Eyres and David Schnee with Group 4 to present the information.

David Schnee addressed the Board and provided a summary of Group 4's work with the Jefferson County Public Library. In 2018 JCPL adopted a Facilities Master Plan (FMP) to guide planning, decision-making, and capital investment in its facilities. The FMP was created as a flexible, living plan that can accommodate changing circumstances. JCPL is a high performance library with nice sized libraries and a modern contemporary service level and model. The FMP was developed in the concept of a compass. JCPL has made great progress so far. As of the date of this report, JCPL has completed the recommended major redesign of the Belmar Library and was able to take advantage of an opportunity and partnership to expand the Edgewater Library. Planning for a recommended new South County Library is underway, as is preparation for remodeling the Evergreen Library. JCPL has also continued to build its offsite services network.

What Changed What Hasn't

Libraries are constantly evolving, and the pandemic was an opportunity to accelerate new services in new ways.

- Increased customer use of digital materials and virtual programming, both during Covid shutdowns and after re-opening.
- Libraries continue to be safe, neutral, and essential spaces for the community
- Customers are returning now that libraries are open again; physical visits are increasing as open hours increase
- South County residents are confirming the desire for gathering and program spaces
- Even more positive financial outlook

Scope of this FMP Update

1. Determine 2030 space needs using 2018 FMP recommended 0.5-0.6 SF/capita target with updated population data.

2. Propose recommended projects to meet 2030 space needs systemwide and in north, central, and south county areas.
3. Propose project priorities and timeline.
4. Review library design best practices and emerging directions since 2018.

Best practices for the FMP are to update every 4-6 years; check that map and confirm the compass is pointing in the right direction.

Confirmed Space Planning Target

Jill Eyres addressed the Board presented information on the things that have changed since 2018 and what needs to change to accomplish goals by 2030. This 2022 update confirmed that the 2018 FMP space planning target is still appropriate for JCPL moving forward. In revisiting the 2018 master plan for space planning, the 0.5-0.6 square foot per capita remains true and the update did move forward with that 0.5 target.

Updated Population Projections

Revised population projections are less than assumed in 2018, but growth is still expected. Updated 2030 projection is 612,000 population, 5% overall growth by 2030, approximately 29,000 people. Arvada may be higher at approximately 7% growth.

Updated 2030 System Wide Space Needs

Approximately 306,000 square feet needed for a 2030 population of 612,000. JCPL current total is 204,000 square feet. There is a net need of 102,000 square feet to get to 0.5 square feet per capita.

New Planning Zones

Three distinct geographic districts offer a methodology for monitoring distribution of library space systemwide, North Zone, Central Zone and South Zone. The county's population overall remains the primary multiplier for the 0.5-0.6 square foot per capita space planning target.

Updated Priority Projects

- New Northwest Arvada destination library, 45,000 square feet
- Expand Lakewood by 11,000 square feet
- New South County destination library, 40,000 square feet
- Fehringer Ranch Operations Center.
 - Reduces facility management and maintenance footprint. Consolidation will reduce the number of buildings and associated maintenance by one.
 - Improves operational efficiency and effectiveness; right-size space for organizational change, hybrid/remote work, etc.
 - High level estimate 35,000-40,000 SF for Fehringer Operations Center
 - Improves public service, allows for expanded public service space at Lakewood

- Modernized operations = enhanced innovation + even more responsive service systemwide

Priority Sequencing

The 2018 plan had three time frames for implementing groups of projects. The Library will continue to evaluate needs with regard to the priority sequencing of projects.

Updated 2030 Implementation Plan

Projects to achieve 0.5 square feet per capita by 2030:

- Two new destination libraries; South County and Northwest Arvada
- Expand public service into full Lakewood
- Capacity boosts are possible by expanding Standley Lake, including public service space at Fehringer Ranch, and/or increasing space at South County Library
- New Fehringer Ranch Operations Center
- Evaluate community needs for improved service, access, and partnerships at Golden, Wheat Ridge, and Conifer.

The Board discussed that there are other factors to consider in addition to square footage per capita.

In response to a question, Group 4 indicated that a 4th zone could be added to the zone map, but that it was not part of their scope in this study.

Trustee Naumer mentioned the following as items to consider for future meetings:

- Heat map to better understand how the proposed additional square footage would impact communities.
- Refresher on the library expansion area of South Jeffco and how that boundary was developed.
- Data on the Conifer service area.

The Chair advised the Board that this is the first step in a multi-month process to develop the 2023 budget and the 5-year, and long-term capital plans. The Board asked JCPL to look at the FMP because we know there are changes happening since 2018 in Jefferson County. The FMP provides us with some data so we can take the recommendations under advisement while we begin our budgeting process. It is important to know that the FMP is a living document that will change over the years. These are purely recommendations and data for the Board. We will be going through this before we finalize our budget and the capital plans. There will be multiple steps over the next few months to evaluate and make changes. Also, we evaluate the 5-year capital plan every year. The Library and the Board needs to consider the Conifer High School time change that will have an impact on services and, as the Library goes into preparing the 2023 budget, inflation and how that's going to impact our operating and capital costs in the near and midterm.

The Executive Director noted that one of the things the Library is doing with the zones is mirroring the zones that our commissioners have in their areas as a higher level view. The Library can look at what happens in Lakewood and the Central Zone. The Library also has square foot per capita for each of the local library service areas. What the Library was looking for in this study was a bigger view, how many more square feet in general JCPL needs system wide and looking at the people using the library according to areas of dominant use. Lakewood, Wheat Ridge, Belmar, Edgewater and Golden, we do see those as the central region with transportation routes and how data shows they are using the library.

In response to questions, the Board was advised that:

- Regarding the 0.5-0.6 square feet per capita target, there is no one size fits all national number. Group 4 does this work with libraries across the country from deep urban systems with a large central library, to systems with many small branches. In Jefferson County, Group 4 looked at a variety of criteria to determine the greatest amount of access to library services. Libraries have moved away from a single square foot number. At one time the print collection kept growing with the population and now digital materials have taken the pressure off that particular measure. Before iPhones and laptops libraries' planning for growth was based on computer space needs. As those things shifted, evaluation of space needs shifted. Meeting and gathering space have moved up in importance to communities. Jefferson County has a pretty big population and generally speaking is developed on a mobile and destination library model and how much library service per square foot can be provided out of those buildings. In Jefferson County you don't need many of those with alternative services bringing that square footage number down.
- Regarding travel time and how that factors in, Group 4 looked at people's mobility patterns. The average JCPL patron uses multiple libraries. People driving to work or shopping, drive by a library and use that location as well as one that may be closer to their residence. Additionally, some patrons like the view, or the program or the librarian in different locations. Group 4 used a system wide approach with general zones. Those zones recognize travel patterns, or mobility patterns geographically. Looking at a granular level indicated that adding a little bit of square footage here and there would not serve the communities as well as a high performance destination library and is a very efficient way to deliver service and sets you up well for the future.
- Regarding the target square feet and the impact of alternative service delivery models, JCPL is in the learning curve and the Chair is correct that it is a matter of timing and there hasn't been enough time to know the impact. Group 4's knowledge from other library systems is that once those alternative services are discovered by patrons, they will keep using them. Multnomah library system has tons of small libraries and over decades they developed a tremendous number of outside services. Their communities are saying they want people spaces, children's areas, collaboration and meeting spaces and programs. They are doing a major expansion of their facilities and passed huge

funding for it. Group 4 would have set the square foot target higher for JCPL in anticipation that the best services are provided in buildings.

Fehringer Ranch Operations Center

The Board Chair acknowledged Trustee Naumer's request for an analysis. That request included the cost of the new building, plus the value of Fehringer Ranch property and ongoing costs and comparing that to where we are right now with costs for the lease space, the owned LSC building and Lakewood administration. Looking at the historical operating costs for those three buildings today and where we'll be in 2026. Making estimates around efficiency gains, as a starting place to come up with base number and the cost difference between the two scenarios.

The Chair acknowledged the Executive Directors notation that this analysis was not the direction from the board in a previous meeting and the question around Fehringer Ranch was whether or not it needed public library space. The Chair recognized that we don't know how segmented the expenses are and how easy or difficult it would be to provide that analysis.

The Executive Director advised the Board that if they want the Library to do that kind of analysis, the Library is not staffed for that work right now. Both the Director and Assistant Director positions in the area that would do that work are vacant. Additionally, efficiencies around people's time are hard to quantify and that a consolidation of operations is generally seen as an efficiency. The analysis would be additional work on top of the 2023 budget development work.

Trustee Naumer stated that there should be a scope of work for an analysis that is feasible.

After some discussion with the Board expressing concerns over the work being asked of the Executive Director and the acknowledgement that multiple Trustees agreed more data would be of value, Trustee Naumer agreed to send suggestions for items to be included in a scope of the work to the Chair and Executive Director. The Chair will meet with the Executive Director to review the request and see what is possible at this time considering the current workload and resource restrictions.

The Chair noted hesitation to ask the Executive Director and her team to do this analysis right now and acknowledged the concerns expressed about kicking the can down the road but questioned the urgency as the project is part of the 5-year plan and not a 2023 budget expenditure.

Trustee Naumer added that the need for an analysis of the Fehringer Ranch Admin project can no longer be delayed under the argument that the capital plan is reviewed annually

because there is money in the budget for this project in the next budget with a ramp up in following years.

Golden Library

In response to a question, the Executive Director advised the Board that things changed from last time we saw the plan and what was recently presented to the public at the Heart of Golden community meeting. As we develop the 5 year plan, the questions may be if it would make fiscal sense to move the library for a little bit more space and would we need more library space in that particular community.

Northwest Arvada

The Executive Director advised the Board that the Library will use the input from this discussion to create the 2023 budget message. In terms of direction from the Board around Northwest Arvada, does the Board want the Library to move forward with budgeting for a larger library as it will have a huge impact on 2023 budget development. The Chair stated that it was okay to move forward as planned with that project.

Business Strategy & Finance

2020-2025 Strategic Plan Update – Trends Exercise

The Executive Director introduced the topic and advised the Board that the Business Strategy and Finance Director position is vacant. However, Lisa Smith, Director of People and Culture is an expert facilitator and will be leading the discussion with the Board on what's new in the world and what JCPL is doing to reflect those trends.

Lisa Smith addressed the Board and provided information on JCPL's work with the Management Team on trends. At the Manager's team meeting on February 23, we talked about the trends we see ahead for 2023. Everyone has their own associations they follow or belong to and journals or magazines they read. Managers were assigned homework to research what trends or ideas they have noticed on how industries are adapting to the "new normal", new services offered, and things people say will not be coming back as the pandemic winds down. They then brought 2-3 of these trends/observations to the meeting and shared them. There were no restrictions and ideas were discussed from other industries or fields as well as libraries.

At the meeting the team broke out into small groups with each person sharing 2-3 trends. The small groups then discussed the trends and identified any overarching themes in the trends. Each group then talked about how the themes are reflected in the Library's 5-year strategic plan and in their own work. They then identified one strategic project of focus for 2023 that they saw as related to the themes. When we came back to the large group a representative from each group shared their one strategic project and how the theme identified related to it. All of the notes from the individual session work were included in the memo that the Board received in the information packet.

For instance, the trends for the theme of community health included such things as work life balance, wellness, mission-based work, and higher wages. In response, JCPL strives to understand its communities and how to fulfill each of their varying needs. Opportunities for all ages, backgrounds, and abilities are met with effective and inclusive approaches. Partnerships are taking on increased importance.

Lisa asked the Board to share their thoughts on the report. Specifically, what stood out for them; what other trends they have noticed; and did they see any gaps in service the library could address as JCPL develops the 2023 budget. Following are the comments from the Board:

- Thank you very much, you are going at it the right way.
- The strong desire for community that people felt was lacking the last couple of years. You see it in having to work hard at the workplace – building that community and taking care of our people – such an important piece. The other thing – even to the point of having strangers strike up conversations with me in grocery line – people wanting to come back together. How the library can help with that in our communities. People ask me about in person services, story times – see a trend that people are going to want to go back – love the convenience of virtual and curbside – but really want to get back out into the community.
- Reducing stress – families or students – looking for physical activities and boosting brains – adding something in their lives after difficult times. Being more social and knocking on the door if they need help. Can see that in the groups I work with, everybody needs something to do to serve the community. With the library as a place for everybody – you can feel comfortable, relaxed and now be open. Time to reduce anxiety and stress.
- People are appreciating the convenience and flexibility of lockers and self-service – but still want the option to talk to a librarian in person or email to ask questions. The pandemic has shown us we can service ourselves a little more – we just didn't know we could.
- The small business community – big shift in video and audio messaging – and knowing how to do that professionally. The maker spaces, the opportunities to create audios and videos, conferencing, and the technical support to do that.

Lisa Smith expressed appreciation to the Board for sharing their thoughts and noted that there are things we will continue that are new and things we want to go back to.

Business Strategy & Finance

Finance and Budget

The Chair introduced the topics and asked if the Board had any questions about the January or February 2022 financials. There were no questions from the Board.

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

Trustees Elect Officers

The Chair introduced the topic and called for a motion regarding the Board officer positions of Vice-Chair and Secretary as presented:

- Pam Anderson for Vice-Chair: One-year term April 2022 to March 2023
- Jill Fellman for Secretary: One-year term April 2022 to March 2023

MOTION: Charles Naumer moved that the Library Board of Trustees elect Pam Anderson for Vice-Chair and Jill Fellman for Secretary for one year terms April 2022 to March 2023. Seconded by Jeanne Lomba the motion passed by unanimous vote of all Trustees present.

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

- April 14, 2022 – Study Session – 5:30 pm (Virtual)
- April 21, 2022 – Board Meeting – 5:30 pm (Virtual)
- May 12, 2022 – Study Session – 5:30 pm (Virtual)
- May 19, 2022 – Board Meeting – 5:30 pm (Hybrid)

The Chair noted the comments of Trustee Naumer regarding Fehringer Ranch and needing time for that discussion at a future Study Session or Board Meeting.

ANNOUNCEMENTS/GENERAL INFORMATION SHARING

- Evergreen Library Community Input Meetings: Community meetings are set to give patrons an opportunity to provide input on what they want to see in their library. Virtual community engagement meetings will be held:
 - Wednesday, March 30, 2022, from 7 to 8:30 p.m.
 - Thursday, March 31, 2022, from 10 to 11:30 a.m.

- Saturday, April 2, 2022, from 10 to 11:30 a.m.
- Express Library Ribbon Cutting: April 18, 4:00-5:30pm.

EXECUTIVE SESSION:

The Chair called for a motion to adjourn the regular meeting and reconvene in Executive Session.

MOTION: Jill Fellman moved to adjourn the regular meeting of the Library Board of Trustees and reconvene in Executive Session regarding the South County Library Expansion Project pursuant to:

- 24-6-402(4)(b) Conferences with an attorney for the local public body for the purposes of receiving legal advice on specific legal questions.
- 24-6-402(4)(a) Concerning the purchase, acquisition, lease, transfer, or sale of Property.
- 24-6-402(4)(e)(I) for discussion of strategy and instructions to negotiators.

Seconded by Jeanne Lomba the motion passed by unanimous vote of all Trustees present.

The Chair announced a 5 minute break to allow the Board time to leave the existing WebEx meeting and then join the Executive Session.

The Chair called the Executive Session to order at 7:36 p.m. with the following Trustees present: Charles Naumer, Jeanne Lomba, Jill Fellman and German Zarate-Bohorquez. Also, present were Kourtney Hartmann, County Attorney's Office; Donna Walker, Executive Director; Julianne Rist, Director of Public Services; Steve Chestnut, Director of Facilities and Construction Projects; and Amber Fisher, Executive Assistant, Office of the Executive Director. The Chair noted that the session would be recorded and that the recording would be retained for the required 90 days.

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

MOTION: At 8:20 pm Jeanne Lomba moved to adjourn the Executive Session and reconvene the regular meeting. Seconded by Charles Naumer the motion passed by unanimous vote of all Trustees present.

At 8:22 p.m. the Chair reconvened the regular meeting with the following Trustees present: Charles Naumer, Jeanne Lomba, Jill Fellman and German Zarate-Bohorquez. Also, present were Kourtney Hartmann, County Attorney's Office; Donna Walker, Executive Director; Julianne Rist, Director of Public Services; Steve Chestnut, Director of Facilities and Construction Projects; Bernadette Berger, Director of Technology and Innovation; Lisa Smith,

Director of People and Culture; Amber Fisher, Executive Assistant, Office of the Executive Director; and Katie O'Loughlin, Administrative Coordinator.

The Chair provided the following Executive Session Summary:

The Library Board of Trustees met in Executive Session to receive legal advice on specific legal questions, concerning the purchase, acquisition, lease, transfer or sale of property and discussion of strategy and instructions to negotiators with respect to the South County Library Expansion Project. The Trustees held those discussions, and this summary is provided as required by Colorado Statute.

The Chair noted that there was no formal action.

ADJOURNMENT

The Board meeting was adjourned at 8:23 pm.

Jill Fellman, Secretary

Foundation Update

■ APRIL 2022



Executive Director Report

Jo Schantz, MNM, CFRE, GPC -- Foundation Executive Director

TWO NEW SUPPORTERS FOR JCLF



THE DENVER
CHANNEL.COM

internet>>
essentials
FROM COMCAST

JCLF is proud to announce that two key sponsors have recently joined the ranks as our 2022 Friends Community Partners -- Denver7 (KMGH-TV) and Comcast.

Denver7 has agreed to be our media sponsor this year, and will help us promote both the fall and spring Whale of a Used Book Sales slated for June 2-5 and October 20-23. Denver7 will offer JCLF pre-event interviews, inclusion in Denver7 Things to Do (online article and on-air mentions in the Friday 11 a.m. News as well as Saturday 9 a.m. News) for each book sale.

Other bonuses for JCLF include a web article on TheDenverChannel.com website for each Whale Sale, and one of the television station's news reporters and weather personalities, Lisa Hidalgo, will serve as our discussion moderator for JCLF's new Books On Film fundraiser this summer.

Comcast has been a previous sponsor of our Foundation's Rare & Novel events, and last year Comcast donated a mountain of new children's toys to the Library to be used as part of JCPL's Kids & Families programming. This is the first time the company has agreed to be a Friends Community Partner at the \$5,000 level.

Comcast is currently promoting its Internet Essentials program, and the company is proud to participate in the Affordable Connectivity Program (ACP) that offers long-term financial assistance to qualified households of up to \$30/month toward Internet service.

Both Denver7 and Comcast will receive high-profile acknowledgement at all JCLF events this year, including name/logo placement on promotional materials, recognition via social media and our website, name/logo on our giveaway bookbags, banner placement at our Whale Sales, and more.

JCLF's Friends Community Partners consist of several businesses and organizations that show their support for JCLF by contributing from \$500 to over \$10,000 each year. Besides Denver7 and Comcast, our 2022 roster also features Bank of Colorado, Bandimere Speedway, Pinkard Construction, 50 Plus Marketplace, Colorado Women's Day and Stevinson Toyota West.

JCLF is truly grateful for the outstanding financial and in-kind support we are receiving from these valued sponsors!

"Where the Crawdads Sing" Launches JCLF's Books On Film Fundraiser

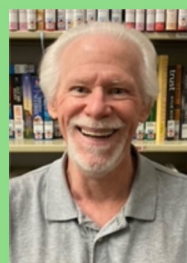
Popcorn, a soft drink and a really good movie. That's what JCLF is banking on to attract booklovers and movie goers for this year's key fundraiser as part of our new Books On Film series.

We are starting off with the film adaptation of Delia Owens' popular novel, "Where the Crawdads Sing," which will premier at the Regal UA Cinemas at Colorado Mills Mall on Friday, July 22. Doors open at 6 p.m. and the film starts at 6:30 p.m.



We are thrilled that Lisa Hidalgo, news and weather reporter from Denver7 television, will be our moderator for a post-film interactive discussion about the book and the movie.

Tickets are \$50 per person and include reserved seating (in a theatre that is exclusive for JCLF guests), popcorn and a soft drink, an opportunity to be part of the moderated discussion, plus several chances to win great prizes via the post-film door prize drawing.



Welcome to Jack Wooley, our new Warehouse Assistant! Jack joined the Foundation staff in March and will be assisting in our warehouse on Mondays and Tuesdays.

■ **APRIL 2022**

■ **PAGE 2**



Executive Director Report

JCLF Recent Activities and Community Contacts

- March 18 – Whale Sale Crew Chief meeting
- March 21 – Board meeting, Literacy Coalition of Colorado
- March 22 – Finance and Executive Committee meetings
- March 23 – Federal grants webinar
- March 23 – JCLF Board meeting
- March 24 – debrief luncheon for Colorado Women's Day
- March 25 – GPA grant writing webinar
- March 28 – meeting with Donna Walker
- March 29 – site visit with Jeremy Laufer, Wheat Ridge Business Association
- March 30 – JCLF staff meeting
- April 1-9 – vacation
- April 12 – Wheat Ridge Business Association breakfast meeting
- April 13 – Good News Breakfast steering committee meeting
- April 14 – Applewood Business Association lunch meeting
- April 15 – Whale Sale Crew Chief meeting
- April 19 – Good News Breakfast
- April 19 – Finance and Executive Committee meetings
- April 21-22 – annual audit by JDS Professional Group

WWW.JEFFCLF.ORG

Update on Whale's Tale Bookstore

We are pleased and proud that our Whale's Tale Books & Gifts shop in Colorado Mills Mall continues to bring in much-needed revenue. Although January was off to a slower start after a wildly successful December (where gross sales reached \$22,945 for the month), our storefront is settling back into a positive routine with sales so far averaging more than \$11,500 a month.

January's gross sales were close to \$10,000, February brought in sales totaling \$11,575, and March produced \$13,037 in gross sales.



Recently JCLF renewed our lease with Colorado Mills Mall at the same rate as last year. The lease will run through February 2023.

Friends Annual Meeting Slated for April 22

Please join us for our Friends Annual Meeting on Friday, April 22, from 11:30 a.m. to 1 p.m. at the Wheat Ridge Rec Center in Wheat Ridge. Suspense novelist Carter Wilson will be our guest author, providing us with a peek into his writing history and other facets of his literary success.

Carter is the author of multiple psychological thrillers including "The Dead Husband," "The Dead Girl in 2-A," and "Mr. Tender's Girl." His latest novel, "The New Neighbor," was released just a few days ago.

Tickets prices are \$35 for Friends members, \$45 for non-Friends, and \$50, which includes the luncheon presentation and a year's membership in the Friends of Jefferson County Public Library organization.



We are grateful to our event sponsors for their support of this year's event: Rocky Mountain Safety & Security, Foothills Vision Center, Dr. Jackie O'Beirne, and the Taurus Fund. Carter's books will be available for signing and for sale at the luncheon, courtesy of Barnes & Noble Booksellers.

Library Giving Day

We want to thank all donors who contributed on Library Giving Day, April 6th. This year, we raised more than \$8,000 -- funds that will help JCLF provide even greater support for JCPL!

Operational Updates

Executive Director Report



APRIL 2022 EXECUTIVE DIRECTOR REPORT

Second Quarter Strategic Project Focus:

Accelerate our Building Program:

In April, the Library is focusing on,

- Further input to the Updated Facility Master Plan
- Recruiting Director of Business Strategy & Finance
- Onboarding Assistant Director Library Design Projects & Planning
- Developing RFP for Library Innovation Design Consultant

Design a New Library in South County:

In April, the Library is focusing on,

- Taking next steps with site search
- Engaging County Attorney's office on mechanics of approval process

Initiate a New Library in Northwest Arvada

In April, the Library is focusing on,

- Finalizing project charter and plan
- Creating project team
- Updating cost estimates

Develop a New Concept in Philanthropy Strategy

In April, the Library is focusing on,

- Renewing MOU
- Checking progress of funder and grant opportunity report

Redesign Evergreen Library

In April, the Library is focusing on,

- Reporting and validating community engagement results
- Drafting Program of Service
- Developing RFP for general contractor services

Advocacy and Engagement Opportunities for Trustees

Express Library Ribbon Cutting April 18th, 4 pm. 14455 W 64th Ave. Unit O, Arvada, CO 80004



JCPL SERVICE HIGHLIGHTS

SIGNATURE EVENT – WORLD REBORN: JEFF VANDERMEER



What could a “world reborn” look like? Explore this idea with critically acclaimed author Jeff VanderMeer as he elaborates on his creative process, imaginative fiction and passion for ecological sustainability. This program is an in-depth, interactive conversation with him about his award-winning works, his ecological efforts and his author mentorship. Emceed by local activist and radio personality Ean Tafoya.

EXPRESS LIBRARY OPENS



The first of its kind in the United States, the Express Library is a fully self-service location that allows patrons to access library services safely and conveniently on their own, without library staff onsite.



Peace Butterflies made by Lakewood Library patrons. Patrons were encouraged to write a message of peace and then create origami butterflies and give them flight.



Patron Impact Statements:

Overheard - a Conifer High School student giving a new student a tour *“And we’re the luckiest ever because we have the public library as part of our library! And that means we have access to thousands of books, online databases, and other stuff. We have the best library!”*

From Commissioner Lesley Dahlkemper: *“I love the new library app. I downloaded it yesterday after you mentioned it at the EO meeting...and it’s an easy shortcut to checking on books (vs. of logging into the website). Great idea!”*

Professional Engagement:


Brian Moseby, Teen Services librarian, attending the *Power in Prevention Conference* This conference brings prevention workers from across the nation to participate in workshops focused on the intersections of LGBTQ youth and prevention work. Presented by the Center’s Models of Pride program in conjunction with CAN Coalition. Attendance funded by the Jefferson County Communities that Care (CTC) Program.


Polly Tagg, Adult Services librarian, will be attending, *Aging in America Conference*.

We have **12 staff** attending the *Colorado Teen Literature Conference* which is held locally at the Tivoli Union Center. <https://www.coteenlit.org/> This one-day conference is held annually each spring to promote and celebrate Teen literature.

Julianne Rist, director of Public Services, **Steve Chestnut**, director of Facilities and Construction, **Padma Polepeddi**, assistant director of Library Experience, **Lizzie Gall**, assistant director of Library Experience presenting a webinar for the Colorado State Library’s CSL in Session: *Learn how a Continuity of Operations Plan Creates a Roadmap to Meet Community Needs No Matter What*

HIGHLIGHTS OF EXECUTIVE DIRECTOR COMMUNITY ACTIVITIES, APRIL 2022

- **Jeffco Bright Futures Roadmap** Steering Committee
 - Evergreen Library Community Engagement Meetings
 - **JCLF Friends** Annual Meeting
 - **JCPL** Author Event
 - **JCPL** Express Library ribbon cutting
 - Attend **Jeffco BCC** meeting on budget carryforwards
 - Attend **Family Place** site visit ceremonies at Edgewater and Belmar Libraries
 - Meeting with **Jeffco county** re: ARPA funds, cost allocation
 - Meeting with **Jeffco county** manager
 - Attended **Public Health** Champions award ceremony
 - Attend **Jeffco EDC** Board of Governors meeting
 - **Jeffco Connections** Board meeting
 - Meeting with various entities re: South County land potential parcels
- 

- 
- Monthly call with **Colorado Public Library Directors (CPLD)**
 - Bi-monthly call with **Urban Libraries Council Directors (ULC)**
 - Monthly meeting with **Jefferson County Library Foundation (JCLF)** executive director
 - Monthly meeting with **Jefferson County Elected/Appointed Officials**
 - **Colorado Association of Libraries (CAL)** Mentorship Interest Group

Operational Updates

Business Strategy and Finance

memorandum

To: Donna Walker, Executive Director
From: Angila Pine, Temporary Financial Support
Re: Finance Monthly Report
Date: April 14, 2022

Budget to Actual Tables

The Budget to Actual Tables for March 2022 will be forwarded before the meeting and will include the analysis discussion.

MEMORANDUM

TO: Donna Walker, Executive Director
FROM: Angila Pine, Temporary Finance Support
RE: Finance Monthly Report
DATE: April 2022

A. March 2022 Financial Tables

The Budget to Actual Tables for March 2022 is attached. The month of March received some property tax revenue recorded by the county however, most property tax is received in April, and June. Revenues are tracking as projected.

In March, the library received funding of \$11,400.00 from the Library Foundation. In-kind support provided to the Foundation by the Library in March is valued at \$7,225.86. Year-to-date the library received funding of \$73,698.09. Year-to-date In-kind support provided to the Foundation by the Library is valued at \$21,196.14 (Ratio of 3.48).

TABLE 1
JEFFERSON COUNTY PUBLIC LIBRARY
TOTAL FUND SUMMARY
2022 BUDGET TO ACTUAL

Sources and Uses of Funds	2021 Amended Budget	2021 Actual	2022 Amended Budget	YTD Actual 3/31/2022	\$ Variance 2022 Budget	Budget to Actual %
Sources of Funds	4,500		4,500			
Revenues						
Taxes						
Property Tax - Operating	\$ 44,134,625	\$ 44,835,152	\$ 49,964,941	\$ 20,980,916	\$ (28,984,025)	-58%
Property Tax - Capital	2,165,680	2,193,145	2,442,681	988,839	(1,453,842)	-60%
Total Taxes	\$ 46,300,305	\$ 47,028,297	\$ 52,407,622	\$ 21,969,755	\$ (30,437,867)	-58%
Federal & State Grants	\$ 128,000	\$ 226,169	\$ 125,000	\$ (100,352)	\$ (225,352)	-180%
Fines & Fees	239,513	37,266	115,000	21,291	(93,709)	-81%
Other Revenue	572,640	389,946	298,640	(85,359)	(383,999)	-129%
Total Other Revenues	\$ 940,153	\$ 653,381	\$ 538,640	\$ (164,420)	\$ (703,060)	-131%
Sub Total Revenues	\$ 47,240,458	\$ 47,681,678	\$ 52,946,262	\$ 21,805,335	\$ (31,140,927)	-59%
Fund Balance Activity						
Transfer from FB - Capital Projects	8,311,655		4,259,785	-		NA
Transfer to/(from) Fund Balance	-	9,968,351	-	12,948,644		NA
Total Sources of Funds	\$ 55,552,113	\$ 37,713,328	\$ 57,206,047	\$ 8,856,691		
Uses of Funds						
Operating Expenditures						
Salaries & Employee Benefits						
Salaries	\$ 16,081,526	\$ 15,213,963	\$ 16,601,010	\$ 3,535,921	\$ (13,065,088)	-79%
Benefits	5,373,904	4,804,257	5,719,962	1,191,684	(4,528,278)	-79%
Total Salaries & Benefits	\$ 21,455,431	\$ 20,018,220	\$ 22,320,972	\$ 4,727,606	\$ (17,593,366)	-79%
Library Books & Materials	\$ 7,754,177	\$ 7,271,651	\$ 7,937,400	\$ 2,039,698	\$ (5,897,702)	-74%
Supplies	1,515,924	1,179,692	1,559,475	231,815	(1,327,660)	-85%
Vehicles	-	-	-	-	-	NA
Services & Charges	5,057,772	3,940,079	5,704,984	1,006,811	(4,698,173)	-82%
Internal Transactions /Cost Allocation	2,582,108	2,533,124	2,734,736	500,464	(2,234,272)	-82%
Total Operating Expenditures	\$ 38,365,412	\$ 34,942,766	\$ 40,257,567	\$ 8,506,394	\$ (31,751,173)	-79%
Financing & Debt Service	\$ 621,819	\$ 621,819	\$ 621,945	\$ -	\$ (621,945)	-100%
Capital Projects	\$ 10,122,783	\$ 2,148,743	\$ 16,326,536	\$ 350,297	\$ (15,976,239)	-98%
Total Uses of Funds	\$ 49,110,014	\$ 37,713,328	\$ 57,206,047	\$ 8,856,691	\$ (48,349,357)	-85%

TABLE 2A
JEFFERSON COUNTY PUBLIC LIBRARY
FUND BALANCE SUMMARY
2022 BUDGET TO ACTUAL

	2021 Amended Budget	2021 Actual	2022 Amended Budget	YTD Actual 3/31/2022
Beginning Fund Balance	\$ 24,364,581	\$ 33,319,987	\$ 33,319,987	\$ 43,288,338
Revenues	\$ 44,699,316	\$ 45,488,534	\$ 50,503,581	\$ 20,816,496
Capital Funding	2,165,680	2,193,145	2,442,681	988,839
Total Revenues	\$ 46,864,996	\$ 47,681,678	\$ 52,946,262	\$ 21,805,335
Expenditures				
Operating Expenditures	\$ 38,505,412	\$ 34,942,766	\$ 40,257,567	\$ 8,506,394
Debt Service	621,819	621,819	621,945	-
Capital Projects	16,326,536	2,148,743	16,326,536	350,297
Total Expenditures	\$ 55,453,767	\$ 37,713,328	\$ 57,206,047	\$ 8,856,691
Increase/(Decrease) in Fund Balance	\$ (8,588,771)	\$ 9,968,350	\$ (4,259,785)	\$ 12,948,644
Ending Fund Balance	\$ 15,775,810	\$ 43,288,338	\$ 29,060,202	\$ 56,236,981
Committed to Capital Projects - Carryforward				
Committed to Capital Projects - Sinking Fund		\$ 9,000,000	\$ 9,000,000	
Reserve Fund Balance		\$ 34,288,338	\$ 20,060,202	

Reserve Fund Balance Policy Calculation

	2021 Amended Budget	2021 Actual	2022 Amended Budget	2022 Actual
Year-End Reserve Fund Balance		\$ 34,288,338		
16% - Current Year Budgeted Revenues	\$ 7,498,399		\$ 8,471,402	
9% - Current Year Budgeted Revenues - Uncertainty	4,217,850		4,765,164	
Total Minimum F/B Reserve Requirements (FLOOR)	\$ 11,716,249		\$ 13,236,566	
50% of Current Year Budgeted Revenues	\$ 23,432,498		\$ 26,473,131	
Total Maximum F/B Reserve Requirements (CEILING)	\$ 23,432,498		\$ 26,473,131	
Above/(Below) Minimum (FLOOR)		\$ 22,572,089		
Above/(Below) Maximum (CEILING)		\$ 10,855,840		

TABLE 3
JEFFERSON COUNTY PUBLIC LIBRARY
OPERATING EXPENDITURES
2022 BUDGET TO ACTUAL

Sources and Uses of Funds	2021 Amended Budget	2021 Actual	2022 Amended Budget	YTD Actual 3/31/2022	Projected Year-End 2022	Variance 2022 Budget
Sources of Funds						
Revenues						
Taxes						
Property Taxes	\$ 45,960,543	\$ 46,543,405	\$ 51,839,123	\$ 20,985,359	\$ 51,839,123	\$ -
Delinquent Taxes	48,032	199,454	48,032	-	48,032	-
Prior Year Cancellations	(385,353)	(349,283)	(92,339)	-	(92,339)	-
Urban Renewal	(1,509,624)	(1,545,098)	(1,850,902)	-	(1,850,902)	-
Penalties & Interest	21,027	(13,326)	21,027	(4,443)	21,027	-
Total Taxes	\$ 44,134,625	\$ 44,835,152	\$ 49,964,941	\$ 20,980,916	\$ 49,964,941	\$ -
Federal & State Grants	\$ 121,051	\$ 226,169	\$ 125,000	\$ (100,352)	\$ 125,000	\$ -
Library Fines	40,000	28,124	10,000	6,625	10,000	-
Charges for Services	105,000	9,142	105,000	14,666	105,000	-
Investment Income	108,000	(201,886)	108,000	14	108,000	-
Library Foundation	100,000	199,566	100,000	73,738	100,000	-
E Rate Revenue	90,640	283,030	90,640	(174,111)	90,640	-
Other Revenue	-	21,638	-	15,000	15,000	15,000
Transfer	-	87,598	-	-	-	-
Total Revenues	\$ 44,699,316	\$ 45,488,534	\$ 50,503,581	\$ 20,816,496	\$ 50,518,581	\$ 15,000
Uses of Funds						
Operating Expenditures						
Salaries & Employee Benefits						
Salaries	\$ 14,816,028	\$ 13,576,973	\$ 15,829,037	\$ 3,186,880	\$ 15,829,037	\$ -
Awards & Bonuses	135,000	143,689	140,000	56	140,000	-
Termination Pay	110,000	178,014	110,000	56,083	110,000	-
Temporary Salaries	2,095,441	1,308,187	1,687,043	290,866	1,687,043	-
CARES Reimburse Salaries	-	-	0	-	-	-
Overtime	-	7,099	-	2,037	-	-
Vacancy Savings	(1,074,943)	-	(1,165,071)	-	(1,165,071)	-
Benefits	5,373,904	4,804,257	5,719,962	1,191,684	5,719,962	-
Total Salaries & Benefits	\$ 21,455,431	\$ 20,018,220	\$ 22,320,972	\$ 4,727,606	\$ 22,320,972	\$ -
Library Books & Materials	\$ 7,577,102	\$ 7,152,323	\$ 7,737,400	\$ 1,952,991	\$ 7,737,400	\$ -
Library Periodicals	177,075	119,328	200,000	86,707	200,000	-
Sub-Total Library Collections	7,754,177	7,271,651	7,937,400	2,039,698	7,937,400	-
Supplies	\$ 1,515,924	\$ 1,179,692	\$ 1,559,475	231,815	\$ 1,559,475	\$ -
Services & Charges	5,057,772	3,940,079	5,704,984	1,006,811	5,704,984	-
Vehicles	-	-	-	-	-	-
Interdepartmental Direct Charges	1,500,608	1,177,606	1,264,323	377,930	1,264,323	-
Interdepartmental Indirect Charges	1,081,500	1,355,518	1,470,413	122,534	1,470,413	-
Total Supplies and Other	\$ 9,155,804	\$ 7,652,895	\$ 9,999,195	\$ 1,739,090	\$ 9,999,195	\$ -
Total Operating	\$ 38,365,412	\$ 34,942,766	\$ 40,257,567	\$ 8,506,394	\$ 40,257,567	\$ -

TABLE 4
JEFFERSON COUNTY PUBLIC LIBRARY
DEBT SERVICE DETAIL
2022 BUDGET TO ACTUAL

Sources and Uses of Funds	2021 Budget	2021 Actual	2022 Budget	YTD Actual 3/31/2022	Projected Year End 2022	Variance 2022 Budget
Debt Service						
Principal - Arvada (2005-2024)	\$ 565,720	\$ 565,720	\$ 579,366	\$ -	\$ 579,366	\$ -
Interest - Arvada (2005-2024)	56,099	56,099	42,578	-	42,578	-
Total Debt Service	\$ 621,819	\$ 621,819	\$ 621,945	\$ -	\$ 621,945	\$ -

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

TABLE 5
JEFFERSON COUNTY PUBLIC LIBRARY
CAPITAL IMPROVEMENT PROJECTS
2022 BUDGET TO ACTUAL

Sources and Uses of Funds	2021 Amended Budget	2021 Actual	2022 Budget	2022 Amended Budget	YTD Actual 3/31/2022	Projected Year End 2022	Variance 2022 Budget
Sources of Funds							
Property Tax - Capital - 4.5%	\$ 2,165,680	\$ 2,193,145	\$ 2,442,681	\$ 2,442,681	\$ 988,839	\$ 2,442,681	\$ -
Transfer from FB - Capital Expenses	2,267,039					-	-
Total Sources of Funds	\$ 4,432,719	\$ 2,193,145	\$ 2,442,681	\$ 2,442,681	\$ 988,839	\$ 2,442,681	\$ -
Uses of Funds							
Annual Replacement & Maintenance Program (ARM) and Recurring Projects							
ARM-01 Capital Maintenance	\$ 250,000	\$ 183,701	\$ 250,000	\$ 250,000	\$ 1,203	\$ 250,000	\$ -
ARM-02 Furniture & Equipment	36,000	468	36,000	36,000	-	36,000	-
ARM-03 Computer Replacement Plan	490,000	412,322	235,000	235,000	122,545	235,000	-
ARM-04 Book Sorter Replacement	385,130	492,352	500,000	500,000	87,813	500,000	-
ARM-05 IT Infrastructure Replacement	500,000	480,442	250,000	250,000	45,356	250,000	-
Alternative Services	495,791	257,868	200,000	200,000	35,257	200,000	
2017 Projects							
Bookmobile Replacement	\$ 428,818	111,623	-	-			
2019 Projects							
Document Management System	80,000	2,738	-				
2021 Projects							
Standley Lake Clerestory Roof	\$ 140,000	143,309	\$ -	\$ -	\$ -	-	\$ -
2022 Projects							
Library Location Holds Lockers	\$ -	\$ -	\$ 205,000	\$ 205,000	\$ -	\$ 205,000	\$ -
Library Belmar Outdoor Space	-	-	-	-	4,900	200,000	(200,000)
Library Data Warehouse			125,000	125,000		125,000	-
Multi-Year Construction Projects							
South County Library	\$ 7,317,045	\$ 63,919	\$ 9,125,536	\$ 9,125,536	\$ 40,369	\$ 9,125,536	\$ -
Evergreen Library Redesign			700,000	700,000	12,855	700,000	
NW Arvada Library			4,700,000	4,700,000		4,700,000	
Total Capital Projects	\$ 10,122,783	\$ 2,148,743	\$ 16,326,536	\$ 16,326,536	\$ 350,297	\$ 16,526,536	\$ (200,000)

TABLE 6
JEFFERSON COUNTY PUBLIC LIBRARY
CAPITAL IMPROVEMENT PROJECTS
2022 BUDGET TO ACTUAL

Project	2022 Budget	YTD Actual 3/31/2022	YTD Encumbrances 3/31/2022	YTD Total Actual + Enc	Remaining Budget
ARM-01 Capital Maintenance	\$ 250,000	\$ 1,203	\$ 72,406	\$ 73,609	\$ 176,391
ARM-02 Furniture & Equipment	36,000	-	24,695	24,695	11,305
ARM-03 Computer Replacement Plan	235,000	122,545	92,710	215,255	19,745
ARM-04 Book Sorter Replacement	500,000	87,813	318,650	406,463	93,538
ARM-05 IT Infrastructure Replacement	250,000	45,356	27,571	72,927	177,073
Library Alternative Services	200,000	35,257	32,978	68,235	131,765
Bookmobile Replacement	-	-	-	-	-
Document Management System	-	-	-	-	-
Library Location Holds Lockers	205,000	-	-	-	205,000
Library Belmar Outdoor Space	-	4,900	-	4,900	(4,900)
Library Data Warehouse	125,000	-	-	-	125,000
Multi-Year Projects Construction Projects					
South County Library	9,125,536	40,369	-	40,369	9,085,167
Evergreen Library Redesign	700,000	12,855	-	12,855	687,145
NW Arvada Library	4,700,000	-	-	-	4,700,000
Total Capital Projects	\$ 16,326,536	\$ 350,297	\$ 569,010	\$ 919,307	\$ 15,407,229

Operational Updates
Communication and Engagement

ADMINISTRATION
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jeffcolibrary.org

TO: Donna Walker, Executive Director

FROM: Kim McGrigg, Director of Communication and Engagement

DATE: April 12, 2022

RE: Evergreen Redesign Community Engagement Report Summary

The Evergreen Library redesign project was approved by the JCPL Board of Trustees as part of its Facilities Master Plan (FMP) and is budgeted for through the Library's 5-year Capital Improvement Plan. The first major deliverable for this project is to engage the community.

JCPL retained the services of EUA, a design and architecture firm, to provide services for the renovation to the Evergreen Library, beginning with community engagement. This community engagement was an information-filled process that involved the local community by offering a glimpse to what their library of the future could hold for the many different users. Innovations and new ideas were presented to stir the imagination and will be used to inform the design team for future decisions. In March and April 2022, 27 people participated in our virtual community engagement sessions and more than 300 completed the online surveys. This process set a solid foundation for what will become later phases and a full design service at this branch.

EUA has used the information gathered through the engagement process to create an Evergreen Redesign Community Engagement Report Summary. This report is intended to inform trustees and engage them in a discussion on the outcomes of the community engagement on this project to complete the first deliverable. The report will be provided to trustees ahead of the April 21, 2022 regular meeting.

EVERGREEN LIBRARY REDESIGN COMMUNITY ENGAGEMENT REPORT



Jefferson County
PUBLIC LIBRARY

21 APRIL 2022



ENGAGEMENT OVERVIEW

326 COMMUNITY
SURVEY RESPONSES

+

9 TEEN SURVEY RESPONSES

+

~27 MEETING ATTENDEES

=

**362 TOTAL
PARTICIPANTS**

OPPORTUNITIES FOR INPUT

- 3 Community Meetings
- 2 Meetings with Library Staff
- Community Surveys
- Teen Surveys



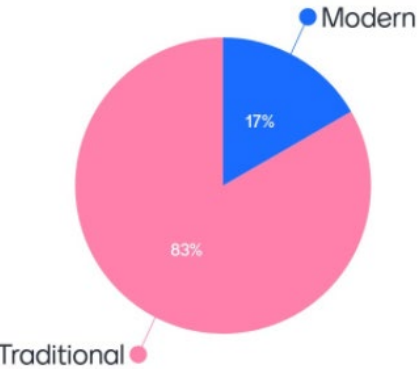
COMMUNITY MEETING PROCESS

- Language Justice
- Visioning
- Topics of Discussion
 - Style
 - Entry
 - Service Point
 - Children's Area
 - Teen Area
 - Reading / Study Spaces
 - Meeting / Community Room
 - Signage / Wayfinding
 - Computers / Technology
 - Outdoor Space
 - Your Library



COMMUNITY MEETING PROCESS

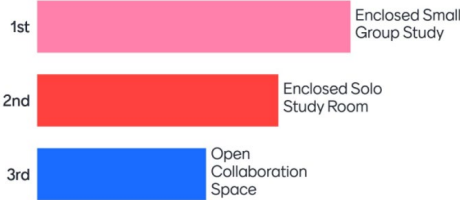
Mentimeter polls for input



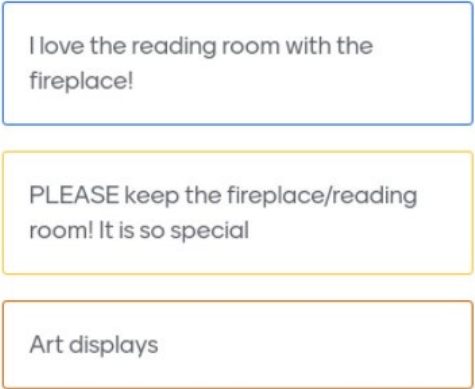
Multiple Choice



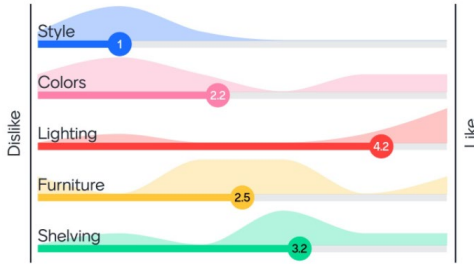
Word Cloud



Rate Choices



Short Answer



Rank Attributes



SURVEYS

- Online v. Hard Copy
- General Community Survey
- Teen Survey
- Questions regarding:
 - What do you do at the library?
 - Rate existing services
 - What would encourage you to visit a library?
 - Values
 - How should the library feel?



KEY THEMES



KEY THEMES

- Warm
- Cozy
- Welcoming
- Comfortable
- Light
- Natural
- Rustic



THE COMMUNITY LIBRARY, RATIO ARCHITECTS

STYLE | Keep natural, traditional feeling while modernizing



BELMAR LIBRARY, HDR

USE NATURAL MATERIALS & EMPHASIZE VIEWS



IMPROVE LEVEL OF SERVICE

- Self-service model
 - Self-Check Outs are used most
- Interaction with staff still important
 - Service Desk & Kiosks





RETAIN THE READING ROOM / FIREPLACE

CHILDREN'S AREA

- Enclosed
- Reading nooks
- Flexible space / fun movable seating
- Move Storytime into Children's
- Interactive / sensory play
- Art everywhere



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TEEN AREA

- Mixed feedback on enclosed v. open
- Mixed feelings on providing gaming
- Art display
- Study booths



ENCLOSED SMALL GROUP STUDY ROOMS

- Less need for open collaboration space
- Variety of seating types
- Glass for transparency/security

LOWER SHELVING

- Line of sight
- Accessibility of materials
- Brings in more light
- Improve signage
- Usable end panels





MEETING ROOM / MAKER SPACE

- Flexible space
- Need for more room
- More windows / daylight
- Double as Maker Space
 - Recording / Music
 - 3D printer
 - Crafts
 - Sewing
- Questions about whether a maker space could be in the basement



OUTDOOR SPACE

- Maintain views to the outdoors
- Separate Children's / Family Space
 - Outdoor learning & activities
- Good Wi-Fi coverage



STAFF NEEDS

Smaller service desk

- Face the entry
- Concealed storage

Kiosks on the floor

- Sit / stand desks



GENEVA PUBLIC LIBRARY, GENEVA, IL



EUA



STAFF NEEDS

Work Room

- More space
- Noise control
- Privacy / offices
- Open / flexible
- Improve systems



STAFF NEEDS

Break Room

- Comfortable Furniture
- Flexible
- Individual rest
- Not a meeting space
- Natural light
- More space

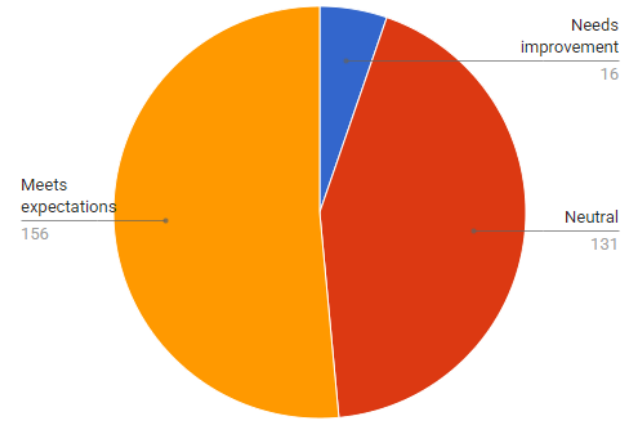


Wellness Room

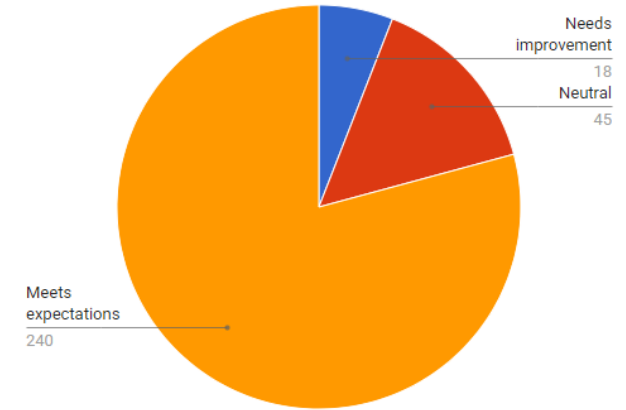
- Mother's room
- Private calls

EXISTING SERVICES

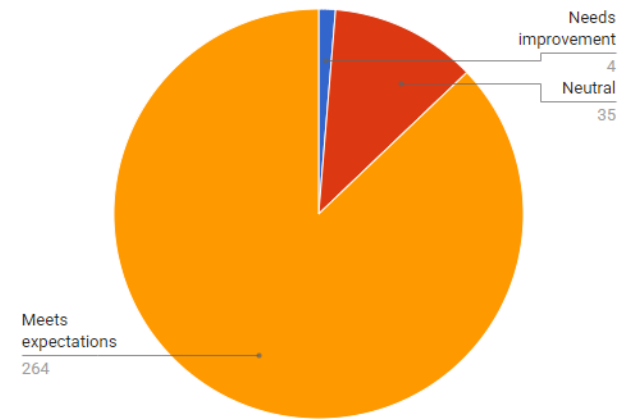
- Results show JCPL is meeting the Community's expectations for services
- Area's requiring the most improvement:
 - Comfortable Furniture
 - Meeting Room
 - Teen Area



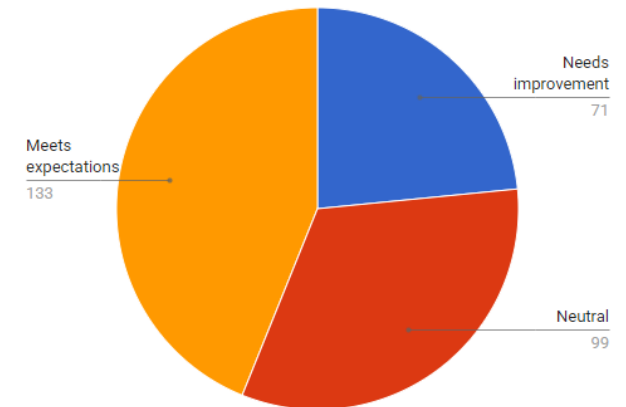
COMPUTER ACCESS & PERFORMANCE



WELCOMING ENVIRONMENT



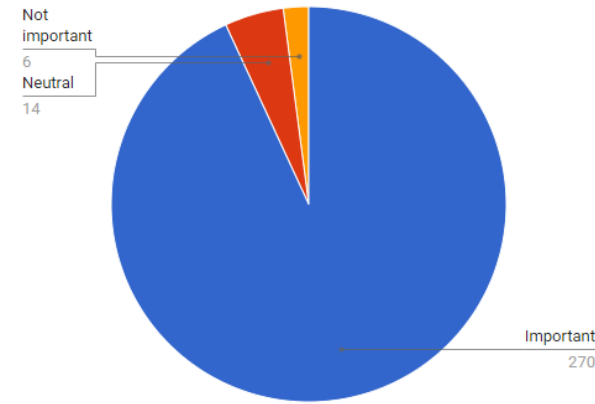
STAFF HELPFULNESS



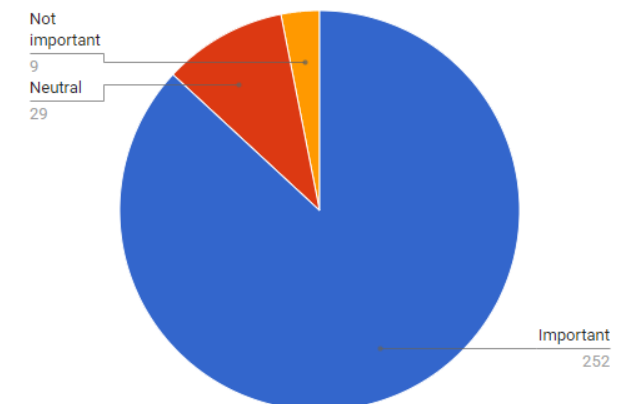
COMFORTABLE FURNITURE

WHAT'S IMPORTANT TO THE COMMUNITY?

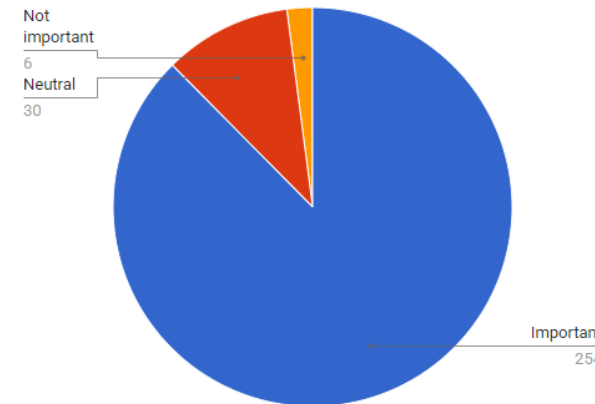
- Results show most services are important to the Community
- Most important services:
 - Materials
 - Staff Helpfulness
 - Welcoming Environment
- Teen Area results show it needs improvement, but is less important to the Community



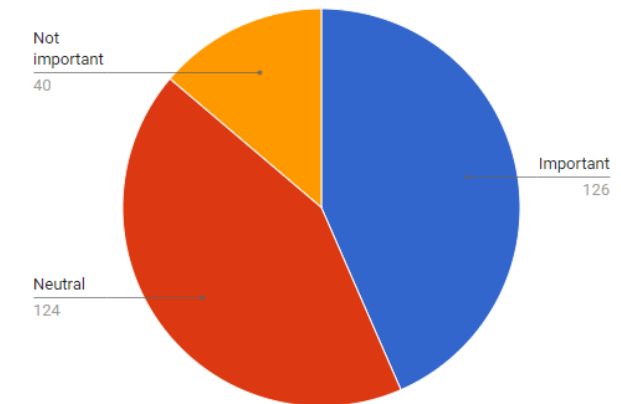
MATERIALS



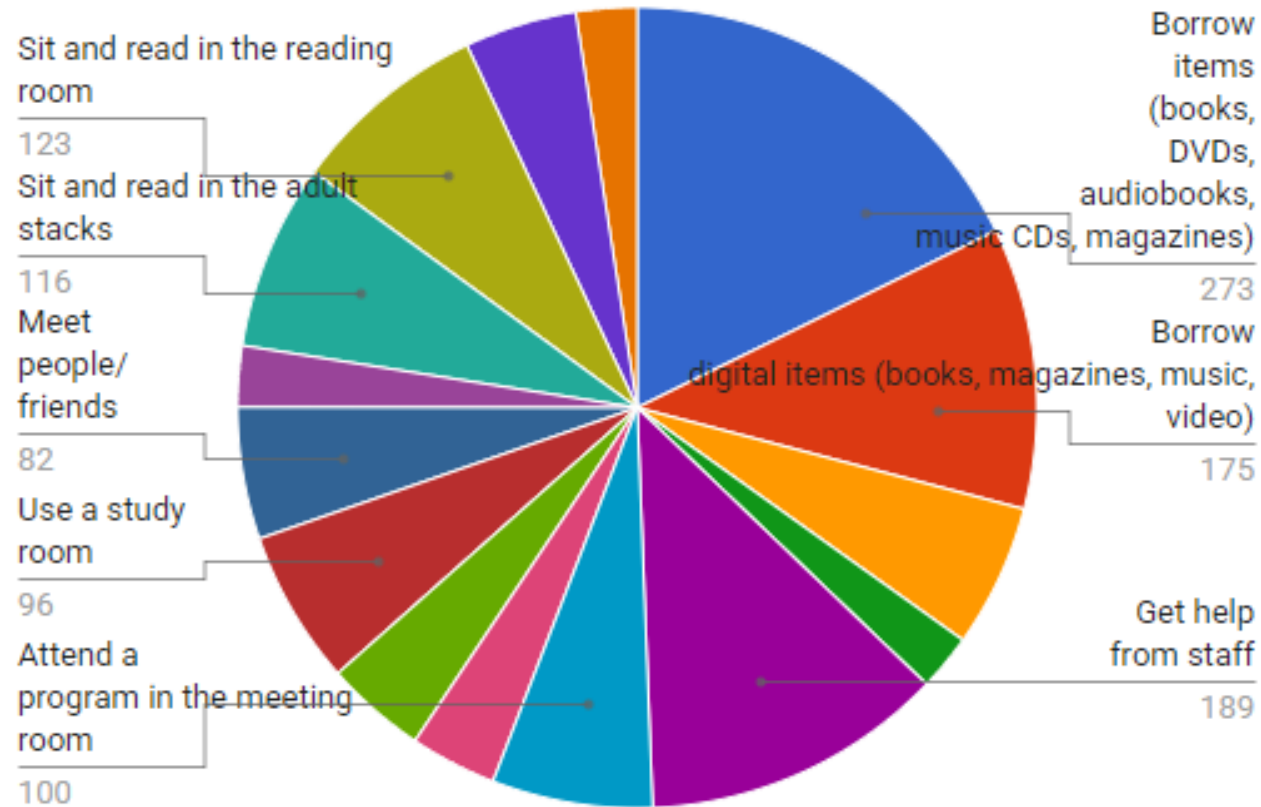
WELCOMING ENVIRONMENT



STAFF HELPFULNESS



TEEN AREA



WHAT PATRONS DO AT THE LIBRARY

1. Borrow items
2. Get help from staff
3. Borrow digital items
4. Sit & read in reading room
5. Sit & read in adult stacks
6. Attend a program in meeting room
7. Use a study room
8. Meet people/friends



QUESTIONS?



Jefferson County
PUBLIC LIBRARY



THANK YOU!!

Operational Updates
Public Services