

BOARD MEETING

JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

July 21, 2022



Dive Deep into Watercolors



Let's Dance!



Family Finders with Mountain Genealogists Society



Hydroponic Gardening – Get Growing!



Jefferson County
PUBLIC LIBRARY

APPROVAL OF AGENDA

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

ITEM# / ACTION	Thursday, July 21, 2022 – 5:30 pm – HYBRID MEETING <ul style="list-style-type: none"> • <u>ONLINE MEETING VIA ZOOM</u> • <u>IN-PERSON MEETING AT LAKEWOOD LIBRARY MEETING ROOM</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 The Board values public participation. Those who would like to address the Library Board must sign on the form provided at the door, or for virtual public comment, submit the online public comment form 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. Minutes of June 9, 2022 Study Session B. Minutes of June 16, 2022 Board Meeting C. Second Renewal of the Sentinel Technologies, Inc. Master Services Agreement D. Amend the Eppstein Uhen Architects, Inc. contract to include the design scope of services for the Evergreen redesign project
6. Foundation Report	Foundation Report – Jo Schantz, Executive Director
7. Operational Updates Action as Needed	Executive Director <ul style="list-style-type: none"> A. Executive Director Report B. <u>Strategic Projects – Initiate a New Library in Northwest Jefferson County</u> Call for Consensus on all three items <ul style="list-style-type: none"> o Library Service Area o Site search boundaries o Site search criteria Business Strategy & Finance <u>Finance and Budget – Monthly Financials</u> <ul style="list-style-type: none"> A. Financial Review (May) B. Financial Report (June) Public Services <ul style="list-style-type: none"> • Midwest Tape Audiovisual Materials Contract Authorization Call for motion and second

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

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
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"> Adopt 2023 Board Meeting Schedule – Call for motion and second Note: May 2023 Study Session and Board Meeting were moved up by one week (Study Session May 4, 2023 and Board Meeting May 11, 2023).
12. Suggest Agenda Items Action as Needed	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> <ul style="list-style-type: none"> August 11, 2022 – Study Session – CANCELLED August 11, 2022 – Board Meeting – 5:30 pm (Hybrid) Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room September 8, 2022 – Study Session - 5:30 pm (Hybrid) Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room September 15, 2022 - Board Meeting – 5:30 pm (Hybrid) Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room
13. Discussion	Board Questions or Comments Related to Items on the Meeting Agenda
14. Discussion	Evaluate Board Meeting (4.1.9)
15. Information	Announcements/General Information Sharing <ul style="list-style-type: none"> Report of the Chair – Correspondence, Other Other Announcements
16. EXECUTIVE SESSION Action	EXECUTIVE SESSION: Guest: Kurt Behn, County Attorney's Office Call for Motion and Second: To adjourn the special meeting of the Library Board of Trustees and reconvene in Executive Session: <u>EXECUTIVE SESSION</u> South County Library Expansion Project. Statutory citations authorizing an executive session for this topic are: <ul style="list-style-type: none"> 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. Pursuant to 24-6-402(4)(a) Concerning the purchase, acquisition, lease, transfer or sale of Property.

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

	<ul style="list-style-type: none">• 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



Jefferson County
PUBLIC LIBRARY

TO: Library Board of Trustees

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

DATE: July 12, 2022

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

- A. Library Board of Trustees approve the June 9, 2022 Board Study Session Minutes.
- B. Library Board of Trustees approve the June 16, 2022 Board Meeting Minutes.
- C. Library Board of Trustees authorize the Executive Director to sign the Second Renewal of the Sentinel Technologies, Inc. Master Services Agreement for IT Consulting and Professional Services.
- D. Library Board of Trustees authorize the Executive Director to Amend the Eppstein Uhen Architects, Inc. contract to include the design scope of services for the Evergreen redesign project at a base cost of \$301,970.

Jefferson County Public Library Board of Trustees
Study Session
June 9, 2022 – 5:30 pm
Hybrid meeting held online via ZOOM
and in-person in the Lakewood Library meeting room.

TOPICS:

Business Strategy and Finance

- Financial Review (April 2022)
- Review draft 2023 Proposed Budget Plan
- Review draft 2023 5-Year Capital Plan
- Review 10-Year Financial Forecast
- Review draft letter to the Board of County Commissioners certifying the mil levy necessary to maintain and operate the library

Contracts & Agreements

- Baker and Taylor Contract Renewal Information
- JCPL and Jefferson County Business and Workforce Center Intergovernmental Agreement Amendment

Call to Order

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

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

Trustees not present: Pam Anderson, Jeanne Lomba and Cassie Tanner.

Staff present: Donna Walker, Executive Director; Julianne Rist, Director of Public Services; Bernadette Berger, Director of Technology and Innovation; Steve Chestnut, Director of Facilities and Construction Projects; Dan Wells, Director of Business Strategy and Finance; Padma Polepeddi, Assistant Director of Library Experience; Lizzie Gall, Assistant Director of Library Experience; Amy Bentz, Assistant Director of Library Design Projects and Planning; Brenda Brostrom, Technology and Innovation Operations Supervisor; Amber Fisher, Administrative Services Coordinator, Office of the Executive Director; and Katie O'Loughlin, Administrative Coordinator.

There were additional Library staff members attending the meeting.

Guests: None.

Business Strategy and Finance

Financial Review (April 2022)

There were no questions from the Board on the April financials.

Review draft 2023 Proposed Budget Plan

Dan Wells, Director of Business Strategy and Finance, presented information on the 2023 proposed budget plan.

2023 Proposed Budget Assumptions

- Property tax revenue is based on most current estimates of assessed value and 4.5 mills.
- Increase in salary cost is estimated at 5%.
- Temporary salary cost is estimated to decrease 3%.

2023 Proposed Budget Highlights

The 2023 budget aligns to the adjusted Facility Master Plan, prioritizing capital improvements that increase public use square footage.

- Accelerate improved services in underserved areas:
- South County and Northwest Arvada Libraries
- Adding 18.5 FTE to support new South County Library
- Continue investments in Library collection, services and infrastructure

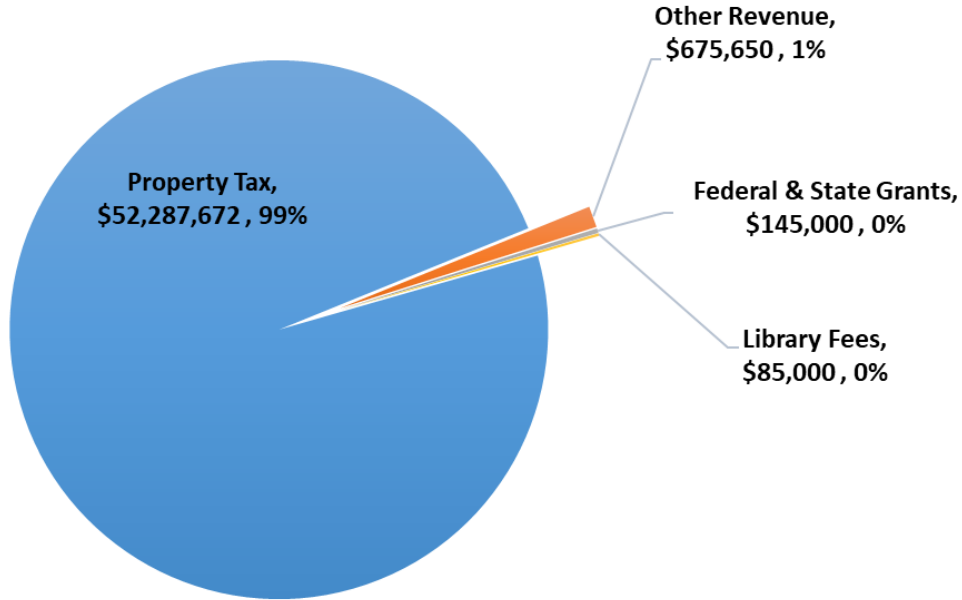
5 & 10 Year Financial Model – Accelerate Strategic Priorities

The 10-year financial outlook reflects priorities to accelerate square footage increase to underserved areas (South County and Northwest Arvada), while maintaining the minimum reserve fund balance. Additional planned staffing of 18.5 FTE in 2023 will support the new South County Library.

- 10 years financial outlook
- Property tax revenue based on 4.5 mills; 5% valuation increase
- Capital investments reflect priorities identified by Board of Trustees
- Additional staffing to support adjusted Facility Master Plan

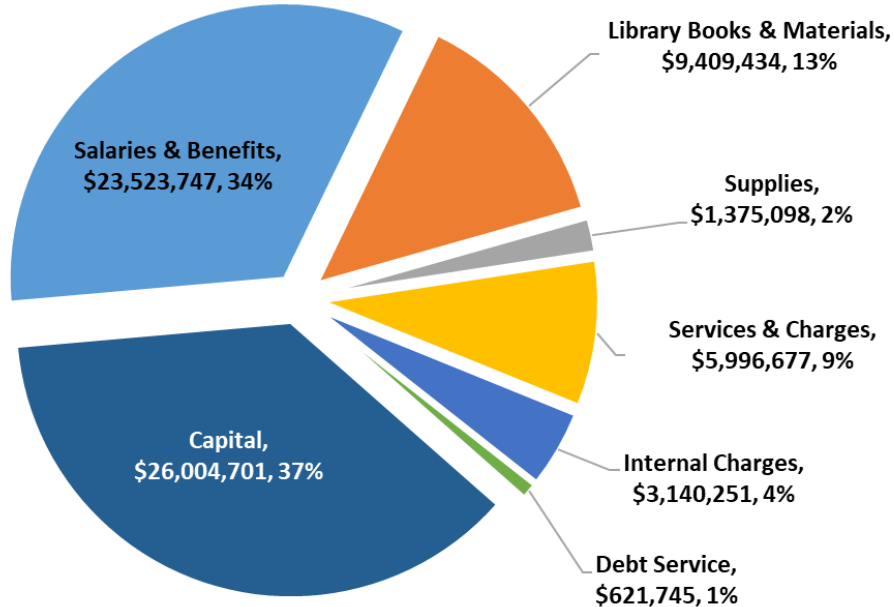
2023 Budget: Total Projected Revenue = \$53,193,322

99% of the projected revenue is from property tax.



2023 Total Projected Expenses = \$70,071,653

Salaries and benefits represent 53% of total operating expenses. Capital and library books and materials are 50% of total projected expenses in 2023 with 37% of projected expenses going to capital.



2023 Capital Investments

95% of the 2023 capital improvements budget will be used for capital projects. 5% of the capital improvement budget is designated for annual replacement and maintenance (ARM). The total 2023 capital projects improvement plan is \$26 million.

Annual Replacement & Maintenance	
ARM-01 Capital Maintenance	\$ 250,000
ARM-02 Equipment Replacement	36,000
ARM-03 Computer 5-year Replacement Plan	250,000
ARM-04 Book Sorter Replacement	350,000
ARM-05 IT Infrastructure Replacement	350,000
Total ARM	\$ 1,236,000
Capital Projects	
Northwest Arvada Library	\$ 9,989,475
South County Library	8,698,826
Evergreen Remodel	3,520,000
Library Conifer Opportunity	2,500,400
Offsite Services	60,000
Total Capital Projects	\$ 24,768,701
Total Capital Improvement Plan	\$ 26,004,701

The Big Picture – 5 Year Financial Model

The capital investment forecast over the next five years is \$81 million. Debt service obligation will be satisfied by 2025 and those funds will be used to fund capital over the next five years while maintaining the reserve fund balance.

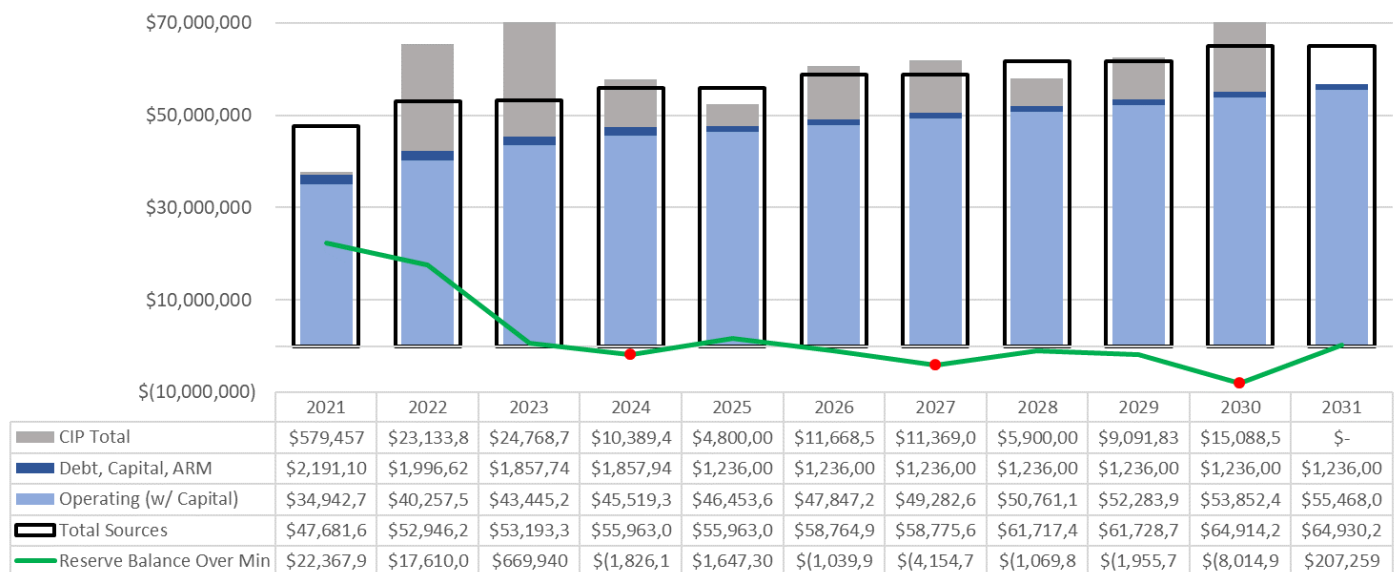
5 Year Plan Summary	Actual 2021	Amended Budget 2022	Proposed Budget 2023	Projected Budget 2024	Projected Budget 2025	Projected Budget 2026
Revenue	47,681,678	52,946,262	53,193,322	55,963,082	55,963,082	58,764,918
Operating Expense	34,942,766	40,257,567	43,445,208	45,265,483	46,192,197	47,577,963
Debt Service	621,819	621,945	621,745	621,944	0	0
Capital Investment	2,148,743	24,508,487	26,004,701	11,625,475	6,036,000	12,904,500
Total Uses of Funds	37,713,328	65,387,998	70,071,653	57,512,902	52,228,197	60,482,463
Change to Fund Balance	9,968,351	(12,441,736)	(16,878,331)	(1,549,820)	3,734,885	(1,717,546)

The Big Picture – 5 Year Financial Model – Fund Balance

This chart shows the impact to end of year fund balance. 2022 end of year fund balance is at \$30.864 million which is also the starting point for 2023. The last line at the bottom of the chart shows slightly below the minimum threshold in 2024 and 2026 while the balance itself remains greater than \$12 million each year.

5 Year Plan Summary	Actual 2021	Amended Budget 2022	Proposed Budget 2023	Projected Budget 2024	Projected Budget 2025	Projected Budget 2026
Beginning Fund Balance	33,319,987	43,288,338	30,846,602	13,968,270	12,418,450	16,153,335
Total Sources	47,681,678	52,946,262	53,193,322	55,963,082	55,963,082	58,764,918
Total Uses	37,713,328	65,387,998	70,071,653	57,512,902	52,228,197	60,482,463
Ending Fund Balance	43,288,338	30,846,602	13,968,270	12,418,450	16,153,335	14,435,789
Minimum Fund Balance	11,920,420	13,236,566	13,298,331	13,990,771	13,990,771	14,691,229
Maximum Fund Balance	23,840,839	26,473,131	26,596,661	27,981,541	27,981,541	29,382,459
Above/(Below) Minimum	31,367,918	17,610,036	669,940	(1,572,320)	2,162,564	(255,440)

In response to a question regarding the fund balance, Dan Wells reviewed the following graphical representation of the capital improvement, debt/annual replacement and maintenance (ARM), and operating expenses compared to total annual revenue and showed the reserve fund balance above/(below) the minimum threshold (green line).



The current beginning fund balance is over \$43 million which is above the maximum based on our library fund reserve policy. The Library does not carry debt to finance capital projects and has a substantial reserve fund. In 2022 and 2023 there are big capital projects, \$24.5 million in 2022 and then \$26 million in 2023. Those big projects are to increase public space square footage using the funds that have been building up in the fund balance. The green line in the 10-year forecast chart demonstrates the amount above or below the minimum.

2023 Proposed Budget Tables

Dan Wells provided a review of the 2023 proposed budget tables.

Table 1 – Total Fund Summary. The Library expects revenues to be consistent with projections. The total use of funds increases to \$70 million with \$26 million in capital projects. In the middle of the table under source of funds you can see how much reserve is being leveraged, roughly 12.5 million in 2022 and \$17 million in 2023 capital projects.

Table 2 – Fund Balance. This table shows where those capital projects are drawing reserve funds at \$23 million in 2023. With South County total expenditures are just above \$70 million and will bring the reserve fund balance down to roughly \$14 million.

Table 3 – Operating Expenses. Salaries are projected to increase 5% and includes partial year salary expenses for the 18.5 FTE for South County. 3% annual salary increase and an additional 2% is the added FTE. There is a 20% increase from 2022 to 2023 with the books and materials, with \$1.5 million related to the new South County Library coming online and having books and materials on day one. The FTE increase from 279.5 in 2022 to 298 in 2023.

Table 4 – Debt Service. This table reflects the remaining debt service payments for 2023.

Table 5 – Capital Improvement Projects. This table is a good view of not just large capital projects but also projects in flight for 2022 and the adjustments for annual replacement maintenance (ARM). The four capital projects for 2023 are South County, Northwest Arvada, Conifer and the Evergreen remodel.

Table 6 – Five-Year Capital Improvement Plan. Over the next 5 years the Library will complete and/or start nine capital projects. The \$63 million investment prioritizes those projects creating space ahead of those projects that improve space. The table shows where those projects are targeted.

In response to questions on the 2023 proposed budget tables, the Board was advised that:

- There are a couple of drivers regarding the increase in operating expense from 2021 to 2022. Salaries and benefits and, in terms of services and charges, work that had been delayed or paused.

- Internal transactions/cost allocations are charged by County to the Library. Cost allocations are charged on a percentage basis and internal charges are direct charges from the County.
- Revenue projections are based on the latest guidance provided by County. There still may be adjustments as they continue to refine those numbers. Right now, there is no specific adjustment. What is provided in the tables is County's most accurate forecast at this point. Once finalized we'll know if there are any changes.
- The increase in other revenues from 2022 to 2023 is related to the E-rate grant reimbursement associated with South County.
- In revenue, prior year cancellations are an estimate provided by County and is based on prior year tax actuals and the proportional average.
- The benefits projection is provided by the County based on a preliminary calculation of a proportional value to salaries. Each year we look at historical information and work with the County to make sure they are accurate. This is an area of the budget that is subject to change as the County refines those numbers.
- The Library brings the 5-year capital plan to the Board annually for review and adjustment. For the annual budget, the Library built in a 3% cost escalation and a \$500,000 contingency fund. This allows the Library some flexibility to adapt to changing economic conditions and unexpected expenses.
- Lisa Smith, Director of People and Culture, is doing a compensation study and collaborating with County. The Library did put a little more money in the 2023 proposed budget for bonuses and is working to manage staffing in the current market.
- Costs for books and materials have increased and the Library is doing its best to economize.
- The Library has confidence in the revenue projections because this is not an assessment year and revenues in 2022 are coming in where they did last year.

10 Year Financial Forecast

Dan Wells provided a review of the 10-year financial forecast.

In response to questions, the Board was advised that:

- The Library wanted to ensure that the Northwest Arvada Library overall operating expenses were captured.
- Additional operating expenses for South County and Northwest Arvada include books and materials as well as salaries and benefits.
- Salaries and benefits for Northwest Arvada are projected similarly to how we're projecting South County as a partial year of salary in preparation for opening. Northwest Arvada operating expenses is \$1.875 million with the bulk of that in 2024 being books and materials.
- Future years reflect salaries and benefits with annual increases.

- South County operating expenses are built into the forecast.
- The Library is not yet to the point of building in operating costs of the operations center.
- Revenue projections are based on information provided by the County. Every year there are new ballot initiative or legislative action as well as other refinements that may impact projections.
- For the Northwest Arvada project timeline, the Library will bring the Library Service Area (LSA) and site search criteria information to the Board in July.
- The Library is trying to find the site for Northwest Arvada this year (2022).
- The Library is not bringing forward a new library in Golden. The amount in the long term forecast would be an expansion if there was some way to expand in the current location. The Library did have a conversation with the interim city manager to get a sense of their expectations. Some of the city council wanted us to go into a city hall building and we discussed that in terms of being similar to Edgewater. The building the City of Golden purchased was razed so moving into that building is no longer being discussed. Some on the city council want us to move to the east to help activate that space, but the community likes us in the middle.
- The Library would not bring forward a recommendation to include an operations center in Northwest Arvada. As the Board was advised, the next opportunity for Board conversation around what an operations center might look like is when the Library brings the RFP scope to the Board to review and answer questions.

There was wide ranging discussion on the operations center including, tours of all the current administration operations facilities, board involvement in and understanding of operations, the logistics and street navigation issues in the Northwest Arvada area, whether or not there are cost savings in co-locating an operations center with a library, ongoing maintenance costs, the logistics for not co-locating in Northwest Arvada or South County, number of employees and drive times.

The Executive Director noted that she had not planned on bringing operations center information to the Board at this time and is focusing on LSA information for Northwest Arvada and does not want to delay that project. After some discussion the Chair noted that a compromise between providing all of the information and arranging tours of operations facilities is for the Executive Director to bring a short list of why there is a preference for a centralized location for the operations center.

There were no further questions on the 2023 Proposed Budget Plan, 2023 5-Year Capital Plan and 10-Year Financial Forecast.

Review draft letter to the Board of County Commissioners certifying the mil levy necessary to maintain and operate the library

There were no questions from the Board on the draft letter to the Board of County Commissioners.

Contracts & Agreements

Baker and Taylor Contract Renewal Information

Julianne Rist, Director of Public Services addressed the Board and provided information on the Baker and Taylor contract renewal. Baker and Taylor is the Library's primary vendor for physical print materials. The Library is very happy with the vendor's performance and the funds for this last renewal is in the approved collections budget. The Library is making preparations to go out for a bid for a new contract for these services in 2023.

There were no questions from the Board on the Baker and Taylor contract renewal.

ICPL and Jefferson County Business and Workforce Center (BWC) Intergovernmental Agreement Amendment

Bernadette Berger, Director of Technology and Innovation, addressed the Board and provided information on the amendment to the intergovernmental agreement. Last year the Board approved the intergovernmental agreement with the Workforce Center. The program has been very successful and has a waiting list of 40-50 people. The Library is recommending that the BWC partnership be expanded.

There were no questions from the Board about the BWC contract amendment.

ADJOURNMENT

The Study Session was adjourned at 6:39 p.m.

Jill Fellman, Secretary

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

June 16, 2022

CALL TO ORDER – REGULAR MEETING

The regular meeting of the Jefferson County Public Library Board of Trustees was held online via ZOOM and in-person at the Lakewood Library meeting room on June 16, 2022. Library Board of Trustees Chair, Kim Johnson, called the meeting to order at 5:32 p.m. Other Trustees present: Pam Anderson (Vice-Chair), Jill Fellman (Secretary), Jeanne Lomba, Charles Naumer 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; Bernadette Berger, Director of Technology and Innovation; Kim McGrigg, Director of Communications and Engagement; Dan Wells, Director of Business Strategy and Finance; Padma Polepeddi, Assistant Director of Library Experience; Amy Bentz, Assistant Director of Library Design Projects and Planning; 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 meeting.

APPROVAL OF AGENDA

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

PUBLIC COMMENT

The Board values public participation. Those who would like to address the Library Board must sign on the form provided at the door, or for virtual public comment, submit the online public comment form on the Board of Trustees webpage. Comments will be acknowledged in the minutes of the meeting.

The Chair acknowledged that there were guests in attendance that want to address the Board.

The following individuals addressed the Board regarding the Conifer Library: Edith Kiefer and Marilyn Saltzman. The following topics were noted: Appreciation for attention and funding and offers to assist with community engagement.

There was no further public comment.

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

Items on the Consent Agenda

- A. May 19, 2022 Board Meeting Minutes Approval
- B. Baker & Taylor Contract Renewal Authorization
- C. JCPL & Jefferson County Business Workforce Intergovernmental Agreement Amendment Authorization
- D. 2023 Board Governance Budget Approval

FOUNDATION UPDATE

Jill Fellman, Trustee Liaison, reviewed highlights of the written report in the information packet including the Spring Whale Sale, Whale's Tale Bookstore gross profits, volunteer Laura Kepler recognized as Denver's Everyday Heroes and the Books on Film event on July 22.

Trustee Naumer noted that the reports include the gross profit numbers, but he would like to see the net profit. Jill Fellman noted that they do receive the balance sheet.

The Chair expressed appreciation for the Foundation's work to support the Library.

EXECUTIVE DIRECTOR REPORT

A. Executive Director Report

The Executive Director advised the Board that the new Bookmobile will be delivered next Monday. There were no questions on the Executive Director's report.

EXECUTIVE TEAM OPERATIONAL UPDATES

Business Strategy & Finance

Operations Facilities: Location Considerations

The Executive Director advised the Board that at the June Study Session, the Board asked for a short list regarding the preference for a centralized location for operations rather than co-locating with either the South County or Northwest Arvada library locations. Dan Wells, Director of Business Strategy and Finance, will present information on that topic.

Dan Wells addressed the Board and provided information on considerations involved in locating an operations center. Maintaining centralized operations facilities supports JCPL in being a good steward and maximizing value to the Jefferson County community, while minimizing impacts to the environment as we continue to reach more people.

Centralized Operations

Centralized operations maximizes value to the community, while minimizing environmental impacts as we continue to reach more people.



Priority Considerations

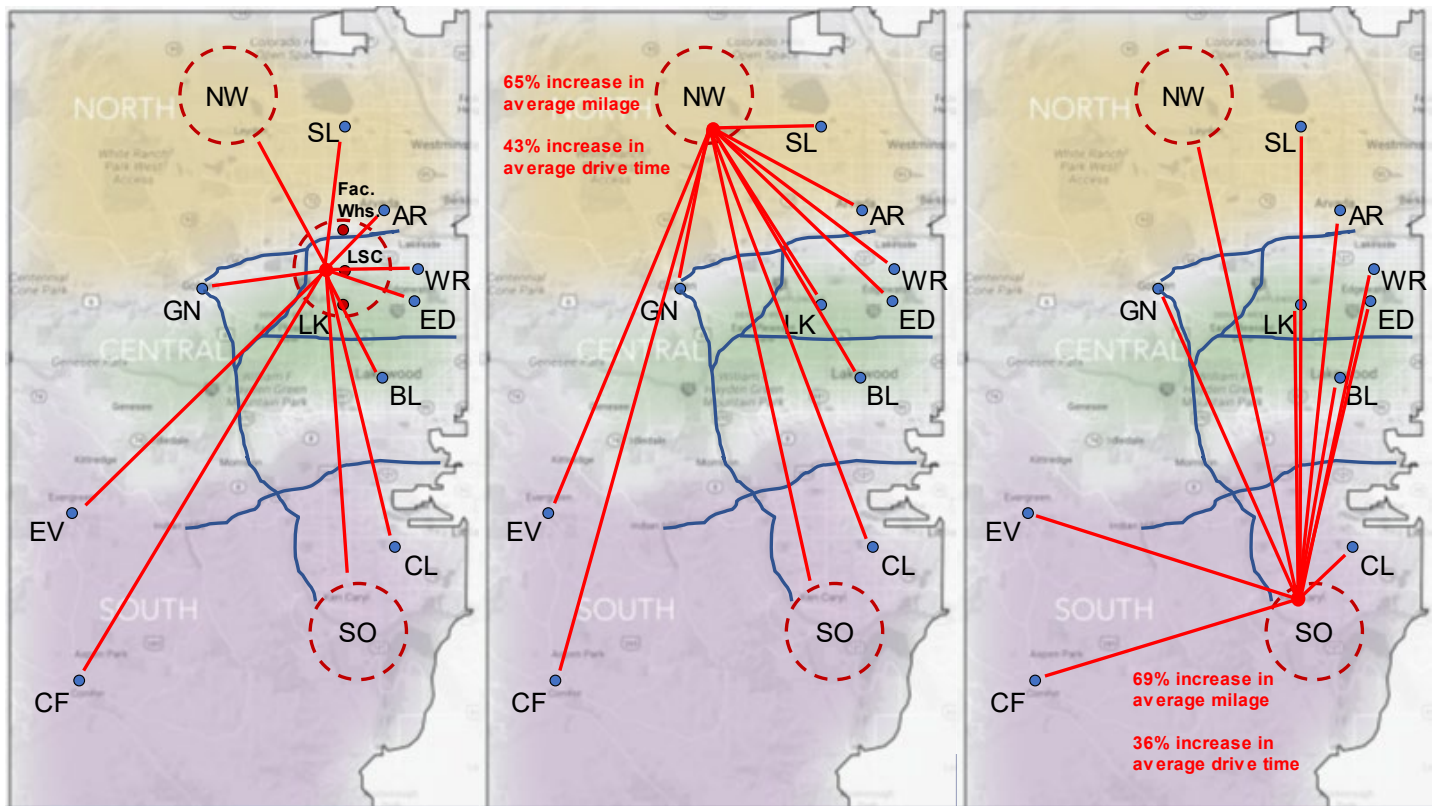
1. Maximize Value (*Global Ends Statement*)
2. Grow Sustainably (*Strategic Priority*)

Impact Considerations

- Fuel Costs
- Fleet Maintenance Costs
- Staff Transit (non-productive) Time
- Service Scheduling
- Environmental Footprint

Key Operational Activities:

- **Library To You Service**
 - Includes Bookmobile Service, Lobby Stops and Hold Lockers
 - Route scheduling and county fuel locations align with central facilities
- **Outreach Programming**
 - Includes Kids & Families, Teens, Adult and Special Event programs
 - 89 locations, 80% within 8 miles of current operations facilities
- **Collections Distribution**
 - Distribution and movement of collections from operations facilities and library branch locations
- **Facilities Maintenance & Support**
 - Dispatch times for maintenance activities
 - Majority of suppliers centrally located in Denver Metro region
- **T&I Equipment Distribution/Support**
 - Distribution of technology equipment, and dispatch times for support



There was a conversation around the kinds of operational activities that happen in the three locations (Administration, Library Service Center and Warehouse).

The Chair noted that the information the Library has brought forward is specific to co-locating an operations center with either the South County or Northwest Arvada locations and bringing that information to the Board as part of the 2023 budget vote.

The Executive Director stated that the information the Board asked for at the Study Session involved a short list regarding the preference for a centralized location for operations rather than co-locating with either the South County or Northwest Arvada library locations.

Trustee Pam Anderson left the meeting at 6:01 pm.

The Chair stated that questions and discussions about library operations, the operations center and where it should be located is a separate conversation and noted that the Board will tackle the operations center another time.

Finance and Budget – 2023 Budget

A. Letter to the Board of County Commissioners certifying the mil levy necessary to maintain and operate the library.

Letter to the Board of County Commissioners – 2023 Budget

MOTION: Charles Naumer moved that the Library Board of Trustees authorize the Chair to sign the letter to the Board of County Commissioners certifying the mil levy necessary to maintain and operate the Library in 2023. Seconded by Jeanne Lomba the motion passed by unanimous vote of all Trustees present.

B. **2023 5-Year Capital Plan**

2023 5-Year Capital Plan

MOTION: Jill Fellman moved that the Library Board of Trustees authorize the Executive Director to submit the 2023 5-Year Capital Plan request to the Board of County Commissioners. Seconded by Jeanne Lomba voting on the motion was suspended for a statement by Trustee Naumer.

Trustee Naumer addressed the Board and noted that he had a statement to read before voting: I would like the record to reflect I am voting for the 5 year capital plan based on my understanding from previous Board meetings and Study Sessions that the decision as to whether to move forward with the Fehringer Ranch Administrative and Operations Center will be deliberated as a Board and that deliberation will be supported by thorough analysis needed to support the Board's decision making process including the assessment of opportunities to co-locate administrative and/or operation functions within an existing or new library facility.

MOTION: Jill Fellman moved that the Library Board of Trustees authorize the Executive Director to submit the 2023 5-Year Capital Plan request to the Board of County Commissioners. Seconded by Jeanne Lomba the motion passed by unanimous vote of all Trustees present.

C. **2023 Proposed Budget Plan**

2023 Proposed Budget Plan

MOTION: Charles Naumer moved that the Library Board of Trustees authorize the Executive Director to submit the 2023 Proposed Budget Plan to the Board of County Commissioners. Seconded by Jill Fellman the motion passed by unanimous vote of all Trustees present.

Finance and Budget – Monthly Financials

D. **Financial Report (May)**

There were no questions from the Board on the monthly financial report.

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

Review 2023 Board Meeting Schedule.

The Chair introduced the topic and noted that May 18, 2023 is graduation week, and she would like to avoid having a Board meeting on that date. She proposed moving the May 2023 Study Session and Board Meeting up by one week (Study Session May 4, 2023 and Board Meeting May 11, 2023). There were no objections or questions from the Board. Amber Fisher will make that adjustment to the 2023 Board Meeting Schedule, and it will be on the agenda for the July 21, 2022 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.

2022 Board Meeting Schedule

- July 14, 2022 – Study Session – 5:30 pm (Hybrid) Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room
- July 21, 2022 – Board Meeting – 5:30 pm (Hybrid) Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room

Board Discussion and Vote to Reschedule August Board Meeting

- August 11, 2022 – Study Session – 5:30 pm (Hybrid) Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room
- August 18, 2022 – Board Meeting – 5:30 pm (Hybrid) Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room

Trustee Pam Anderson rejoined the meeting at 6:15 pm.

Reschedule August Regular Board Meeting

MOTION: Jill Fellman moved that the Library Board of Trustees reschedule the August 18, 2022 Regular Board meeting to August 11, 2022 and cancel the August 11 Study Session. Seconded by Jeanne Lomba the motion passed by majority vote of all Trustees present with Trustee German Zarate-Bohorquez abstaining.

Board Discussion – Annual Meeting with the Board of County Commissioners

Proposed Date: Monday, September 26, 2022 between 9:00am-12:00pm

Trustee Fellman noted that September 26, 2022 is Rosh Hashana and asked that the meeting be rescheduled. Amber Fisher will reach out to the Board of County Commissioners to get a different date for Library Board consideration.

ANNOUNCEMENTS/GENERAL INFORMATION SHARING

The Chair advised the Board that Trustee Cassie Tanner resigned from the Board effective June 15, 2022. The Board expressed appreciation to Cassie for her time. The Chair advised the Board that Trustee German Zarate-Bohorquez has notified her that he will not reapply. The Chair noted that she and Trustee Fellman are also up for reappointment and that means there are potentially several positions to fill.

It was noted that applications for the Library Board are submitted to the Board of County Commissioners and that application process is expected to open in July.

EXECUTIVE SESSION:

At 6:20 pm, the Chair called for a motion to adjourn the regular meeting and reconvene in Executive Session.

MOTION: Jeanne Lomba 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)(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 Jill Fellman the motion passed by unanimous vote of all Trustees present.

The Chair announced a short break to allow the Board time to clear the room, leave the existing ZOOM meeting and then join the Executive Session at 6:25pm.

The Chair called the Executive Session to order at 6:28 pm with the following Trustees present, Jeanne Lomba, Charles Naumer, German Zarate-Bohorquez, Jill Fellman and Pam Anderson. Also present were Donna Walker, Executive Director; Steve Chestnut, Director of Facilities and Construction Projects; Kim McGrigg, Director of Communications and Engagement; Dan Wells, Director of Business Strategy and Finance; 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.

At 6:37 pm Trustee Anderson left the Executive Session.

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

MOTION: At 6:58pm Charles Naumer moved to adjourn the Executive Session and reconvene the regular meeting. Seconded by Jill Fellman the motion passed by unanimous vote of all Trustees present.

At 7:01p.m. the Chair reconvened the regular meeting with the following Trustees present: Charles Naumer, Jeanne Lomba, and German Zarate-Bohorquez and Jill Fellman. Also, present were Donna Walker, Executive Director; Steve Chestnut, Director of Facilities and Construction Projects; Bernadette Berger, Director of Technology and Innovation; Dan Wells, Director of Business Strategy and Finance; Kim McGrigg, Director of Communications and Engagement; 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 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 7:02 pm.

Jill Fellman, Secretary

jeffcolibrary.org

TO: Donna Walker, Executive Director

FROM: Bernadette Berger, Director of Technology & Innovation

DATE: July 12, 2022

RE: Sentinel Technologies, Inc. – 2nd Renewal for IT Consulting & Professional Services Master Services Agreement

History of Contract: Sentinel Technologies, Inc. Master Services Agreement

JCPL entered into a Master Services Agreement with Sentinel Technologies, Inc. for IT consulting and professional services in July 2020. The original contract allowed JCPL to renew the contract for up to three additional one-year terms. This Master Services Agreement (MSA) provides IT with support for a wide range of services as outlined in the Master Statement of Work (MSA SOW) including both Core and Advanced Services shown in the table below:

Core Services	Advanced Services		
<ul style="list-style-type: none">• Storage• Network• Virtualization• Computer	<ul style="list-style-type: none">• Cloud Solutions	<ul style="list-style-type: none">• IT Ops Analytics	<ul style="list-style-type: none">• Connected Business Experience
	<ul style="list-style-type: none">• Security Operations	<ul style="list-style-type: none">• Data Intelligence	<ul style="list-style-type: none">• Data Management
	<ul style="list-style-type: none">• Data Security	<ul style="list-style-type: none">• Software Defined Infrastructure	<ul style="list-style-type: none">• Application Migration Services
	<ul style="list-style-type: none">• Identity and Access Management	<ul style="list-style-type: none">• Collaboration Infrastructure and Assessments	<ul style="list-style-type: none">• Managed Services

We have been happy with the services Sentinel has provided and feel that this will continue to offer us a cost-effective way to utilize consultant services. We recommend that we renew the contract for an additional year.

Total Cost:

The annual base support retainer for the Sentinel Master Services Agreement will be \$7,000 and would be in effect for one year. This is based on 40 hours of support at \$175/hr. JCPL has the option under the contract of requesting additional help on projects as needed. Each project would have its own scope of work and fee schedule associated with it. The total annual cost will depend on JCPL's needs. The annual cost could range from \$30,000 to \$100,000 depending on what projects are undertaken. This amount will be within the budgeted amount for professional services under Annual Renewal and Maintenance Account 05 or other approved project accounts. Projects over \$49,999 may be subject to policy requirements for Board for approval.

Next Actions:

We request the Library Board of Trustees authorize the Executive Director to renew the Master Services Agreement with Sentinel Technologies, Inc for IT consulting and professional services. . **This item will be placed on the consent agenda for the July 21, 2022 board meeting unless otherwise instructed by the Board.**

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



jeffcolibrary.org

TO: Donna Walker, Executive Director

FROM: Steve Chestnut, Director of Facilities and Construction

DATE: July 21, 2022

RE: Contract Amendment, Eppstein Uhen Architects, Inc. - Evergreen Library Design Services

History: Master Contract with EUA

In September of 2021 the Board authorized JCPL to enter a contract with Eppstein Uhen Architects, Inc. (EUA) for the design and construction of the South County Library. The contract also provided JCPL with the option of utilizing EUA for additional projects as determined by JCPL. Scope of Services "C" of the original contract provides the means for EUA to provide design services, at the discretion of the library, for an additional renovation project. It is the desire of the library to utilize EUA for design and construction services for the Evergreen Library redesign project.

The contract will require an amendment that includes a not to exceed cost and schedule. EUA has evaluated the scope and provided that cost and schedule.

Budget & Cost:

The cost for design services is \$301,970. This is consistent with my expectations on cost and is within the budget estimate for the project's design services.

Next Actions:

I would like to ask the Board of Trustees to authorize the Executive Director to amend the above referenced contract to include design scope of services for the Evergreen redesign project at a base cost of \$301,970. . **This item will be placed on the consent agenda for the July 21, 2022 board meeting unless otherwise instructed by the Board.**

Foundation Update

Executive Director Report

by Jo Schantz, MNM, CFRE, GPC

JULY 2022

JCLF's Spring 2022 Whale of a Used Book Sale!

JCLF was proud to host our spring Whale Sale at the Jeffco Fairgrounds from Thursday evening, June 2, through Sunday, June 5.

Gross revenues for this year's sale reached \$60,789. Our net income (less direct and indirect expenses) was \$35,597.

For this year's sale, we brought two semi-trailers full of books to the Jeffco Fairgrounds and began set-up for the huge sale on Wednesday, June 1. Teams of our valiant volunteers and staff members helped us fill the three exhibit halls in record time, and we counted more than 90,000 items that were available for sale. These included books, audio books, CDs, DVDs, vinyl records, themed gift baskets and rare and collectible items that were featured in an area known as Bert's Weathered & Treasured.



As with previous sales, JCLF charged an entry fee of \$5 for adults each day and children under 18 were admitted for free. This entry fee helped us cover our costs for use of the Fairgrounds, which has more than doubled since 2020.

However, our attendance numbers have been down since the beginning of the COVID-19 pandemic. In 2019, our spring sale drew in 3,784 shoppers, and the fall 2019 sale attracted 4,544. Last year, and for our fall sale, we had an audience of 1,630 followed by 2,028 for our spring 2022 sale.



We are hopeful that COVID-19 and its variants will decline and that our customers will feel safer in coming back to group shopping experiences in the near future.

We want to thank our Friends Community Partners who helped support this spring Whale of a Used Book Sale -- Denver7 KMGH TV, Comcast Internet Essentials, Pinkard

Construction, Bank of Colorado, Confluence Companies, Stevenson Toyota West, 50+ Marketplace News, and Colorado Women's Day.

Did You Miss It?

Visit this link for our Whale Sale TV promo on Denver7 KMGH TV! <https://youtu.be/VqAs8IZXxNY>.



Update on Our Whale's Tale Books & Gifts Storefront

JCLF took a big leap of faith in opening a retail used bookstore during a pandemic -- but that decision continues to be marked with success! As reported in February, by the end of 2021 (our first full year in business), Whale's Tale Books & Gifts had raked in more than \$152,000 in gross profits, and our net income was over \$69,000 -- an extraordinary 46% profit margin!

So far in 2022, our store revenues have proven to be just as amazing. As of the end of May, gross income is at \$56,395, and our net income is \$25,707. This is close to our January-May bookstore revenues from 2021, where we raised \$60,806 in gross profits and netted \$25,570. This shows a difference of \$137 between the two years' net revenues.

Looking ahead, we are clearly on target to make or exceed our budgeted goal this year of \$110,000 in gross sales at Whale's Tale.



JCLF to Benefit from Pen & Podium Series

We are pleased to announce that JCLF was recently selected as one of The Denver Post's Pen & Podium grant recipients for 2022-2023!

Beyond receiving a prize of \$1,000, our organization will also be recognized at an author presentation scheduled for Monday, September 19, at the Newman Center on the DU campus. The guest author is Colm Toibin, Irish novelist, essayist and playwright. Toibin's work includes "Brooklyn," "The Master," and "The Magician."

JULY 2022

Executive Director Report

PAGE 2



Community Connections

- JCLF hosted Business After Hours for Applewood Business Association – June 16
- Presentation to the S. Jeffco Rotary Club – June 17
- Virtual meeting with Donna Walker – June 20
- Lunch meeting with major donor Allison Brigham – June 21
- Whale Sale wrap-up meeting – June 22
- Site visit at JCLF with Krista Lewis, Jefferson Center – June 22
- Finance Committee meeting – June 23
- Literacy Coalition of Colorado annual meeting – June 23
- Site visit with Sandy Austin, BIONIC – June 24
- Meeting with Lakewood Foothills Rotary Club – June 27
- Virtual meeting with Stacy Howard, Buell Foundation – June 28
- Meeting with Kim McGrigg, JCPL – June 29
- Lunch meeting for P.E.O. (Philanthropic Educational Organization) – June 30
- Lakewood Foothills Rotary Club evening social -- July 12
- Honor Bell Foundation Board meeting – July 13
- Virtual meeting with Donna Walker – July 18
- Grants Professional Assn. Grants Workshop – July 14
- Applewood Business Assn. lunch meeting – July 14
- JCLF Board meeting – July 20

Coming Soon!

Book Drive & Shred-a-thon

Got books? Got TOO many books? JCLF is hosting a book drive on Saturday, August 13, 9 a.m. to noon at Bank of Colorado, 275 Union Blvd. in Lakewood. We are also hosting a Shred-a-thon at the same time, same location. You can safely dispose of your personal documents (maximum 6 boxes of materials) for a suggested donation of \$10 per customer.

Dine & Donate!

Join us at 240 Union Restaurant in Lakewood for Dine & Donate! JCLF will receive 25% of revenue from food purchases on Tuesday, September 20. The restaurant is open that day from 11 a.m. to 10 p.m.

Grants/Sponsorships & Fundraising Update

Approved/Received

- Denver Post Charities, Pen & Podium Series (and tickets to series) -- \$1,000
- Golden Civic Foundation -- \$4,600 for Golden Library Summer Challenge
- Applewood Community Foundation -- \$2,000 for Library Summer Challenge
- Comcast Internet Essentials -- \$5,000 Friends Community Partner
- Stevinson Toyota West -- \$2,000 Friends Community Partner
- Pinkard Construction -- \$2,000 Friends Community Partner
- Confluence Companies -- \$500 Friends Community Partner
- FirstBank -- \$1,000 Library Summer Challenge
- Rocky Mtn. Safety & Security -- \$1,000 for Friends Annual Meeting
- Foothills Vision Center -- \$250 for Friends Annual Meeting
- Jackie O'Beirne, DDS -- \$250 for Friends Annual Meeting
- Allstream Communications (Books On Film) -- \$500
- Carla Knight Homes/Coldwell Banker (Books On Film) -- \$500
- Tawnya Clark American Fam. Insurance (Books On Film) -- \$500
- IX Power Foundation (Books On Film) -- \$250
- Taurus Fund (Friends Annual Meeting & Books On Film) -- \$500
- City of Wheat Ridge -- \$1,400 for 2022 senior photography contest

Pending

- City of Wheat Ridge -- \$1,650 for art project (in 2023)
- Sam S. Bloom Foundation -- \$5,000 for 1,000 Books Before Kindergarten
- Big Lots Foundation -- \$5,000 for 1,000 Books Before Kindergarten
- Believe In Reading -- \$5,000 for 1,000 Books Before Kindergarten
- Sunflower Bank -- \$500 for Books On Film
- Ramos Law -- \$500 for Books On Film
- Legal Shield -- \$250 for Books On Film
- Buell Foundation -- \$10,000 for 1,000 Books Before Kindergarten
- Community First Foundation -- \$15,000 for Take A Hat Off grant (JCLF operations)
- On Tap Credit Union -- \$1,500 for Raise A Reader
- Max & Victoria Dreyfus Foundation -- \$5,000 for 1,000 Books Before Kindergarten
- RK Foundation -- \$5,000 for 1,000 Books Before Kindergarten
- City of Golden -- \$802 for Gingerbread House Decorating Contest

Denied

- John G. Duncan Trust -- \$5,000 for Library Summer Challenge
- Ent Credit Union -- \$2,500 for Library Summer Challenge
- American Family Dreams Foundation -- \$5,000 for 1,000 Books Before Kindergarten
- Independent Financial -- \$1,000 for Books On Film
- Kars4Kids -- \$2,000 general operations
- City of Lakewood -- \$21,553 for Adventure Space and programs at Belmar Library

Bequests

- George and Jill Schmidt Revocable Trust (for Standley Lake Library) --\$17,512

Total Funding Distributed by JCLF to JCPL in 2022 (as of June 30) including 10% of book sales: \$44,061

Operational Updates

Executive Director Report



JULY 2022 EXECUTIVE DIRECTOR REPORT

Second Quarter Focus:

Accelerate our Building Program:

In July, the Library is focusing on,

- Selecting a library design consultant

Design a New Library in South County:

In July, the Library is focusing on,

- Taking next steps with site search and potential acquisition
- Engaging County Attorney's Office on mechanics of acquisition

Initiate a New Library in Northwest Jefferson County

In July, the Library is focusing on,

- Finalizing
 - Library Service Area
 - Property search boundaries
 - Site search criteria
- Initiating site search
- Initiating community engagement plan

Develop a New Concept in Philanthropy Strategy

In July, the Library is focusing on,

- Engaging JCLF

Redesign Evergreen Library

In July, the Library is focusing on,

- Contracting with architect
- Beginning conceptual design

TRUSTEE ENGAGEMENT OPPORTUNITIES

CALCON 2022: The Colorado Association of Libraries' Annual Conference is Colorado's premier event for library staff from libraries of all types throughout the state. Attendees learn from one another and hear from current experts in trending fields. Additionally, participants may meet with vendors to check out their latest products and services and attend networking events. to create new contacts and strengthen relationships. Sept 8-10. Please let Amber know if you'd like to attend.



JCPL SERVICE HIGHLIGHTS

[Webb Telescope Community Event and Star Party:](#) JCPL was one of 16 sites in Colorado selected as a Web First Image Community Host: Explore outer space with NASA and JCPL! New, exclusive images from the Webb Telescope are coming directly to Standley Lake Library.

[Digital Media Studio:](#) We are excited to announce the reopening of the Belmar Digital Media Studio (DMS) to the public. Patrons will be able to sign up for two different services to use the recording equipment. The services, based on feedback from an evaluation of the service, include a one-on-one orientation session that teaches beginner podcasting skills and provides an overview of the technology available in the DMS. Patrons who complete an orientation session are then eligible to sign-up for independent recording sessions where they can use the studio for 2-hour blocks of time with on-hand staff assistance.

Summer Challenge Fun



Columbine Library Sorter Under Construction



PROFESSIONAL ENGAGEMENT:

Michelle McConnell, Outreach Librarian, and **Paola Vilaxa**, Diversity and Inclusion Coordinator, are attending the virtual CAL-EDI Conference.

PATRON IMPACT STATEMENTS:

Pride Programming

I am a GSA leader at a local school, and also a queer person and a parent of a queer person. I volunteered at last night's Teen Pride night at Standley Lake library, and I wanted all of you to know how wonderful and successful it was!

I met so many teens from our community, had both fun and deep conversations with them, and the kids had fun and were engaged the whole time, which is no easy feat with teens. The activities were great, the resources they offered were terrific and very practical, and the kids (and the adults!) made real community connections.

I would love to see even more activities that are structured in this way and supporting queer kids in our community is incredibly important. Queer and trans teens are 5x more likely than their peers to die by suicide, but that statistic dramatically decreases when they have just one adult in their lives that loves and accepts them as they are. Nights like last night remind our teens that they have a safe place in our community, and it's our libraries. I was proud and delighted to be a part of it.

Thank you so much for investing in the LGBTQIA+ teens in our community, and I look forward to collaborating further with Meagan if circumstances allow!



AND

Workforce Lending Program partnership impact statement from our Book a Librarian Service:

I've been working with [name redacted] who has been working her way through a Bank Cashier Training Program with Goodwill Training. I helped her get into Zoom meetings with her instructor, recording 30-second audio & video introductions and maneuvering around her Library Chromebook. We met again this morning and she brought in her completion certificate to show me.

AND

Praise for Belmar Library Staff

I am about to move away from Lakewood and, before I go, I want to be sure and compliment every single person working here. I've needed tech help, book-finding help, and creative suggestions. Found all that here in a positive environment. Thanks!

**HIGHLIGHTS OF EXECUTIVE DIRECTOR COMMUNITY ACTIVITIES,
JULY 2022**

- Meeting with entities and legal counsel re: South County land potential site acquisition
- Meeting with Wes Paxton, **Conifer High School Library principal**
- Monthly meeting with **Jefferson County Library Foundation (JCLF)** executive director
- Attend **Jefferson County Library Foundation Board** meeting
- Monthly meeting with **Jefferson County Elected/Appointed Officials**
- **Colorado Association of Libraries (CAL)** Mentorship Interest Group
- 1:1 meetings with **JCPL Trustees**
- 1:1 meetings with **JCPL Board of Trustees prospects**
- Attend **JCLF** Fundraiser and volunteer appreciation events



TO: Donna Walker, Executive Director

FROM: Steve Chestnut, Director of Facilities and Construction and Julianne Rist, Director of Public Services

DATE: July 21, 2022

RE: Recommendations for Northwest Jefferson County Proposed Library Service Area, Property Search Area, and Site Selection Criteria

History:

The original 2018 Facility Master Plan (FMP) identified both the southern region and northwest region of the county as areas that were underserved and recommended additional library services in both regions. Initiating a new library location in the northwest region became a higher priority when the Board asked the library to accelerate the FMP in 2021. Staff spent significant time studying this area in 2019-2021 when planning for the Candelas hold pick up lockers and the new Express Library alternative service points. We have further built on that work by doing a market analysis of that region of the county. Research has affirmed that the northwest area of Jefferson County needs a new library location. The two main indicators of this need are population growth and lack of convenient access to existing physical library services.

Recommendations:

We have developed proposed boundaries for a Library Service Area (LSA), a property search area, and site selection criteria for the new Northwest Jefferson County library.

- The LSA identifies where we think people currently live who will use this new location.
- The property search boundaries identify the area where we think a building would be conveniently located to be on existing errand and travel routes.
- The site criteria will help guide the search for our new Northwest Jefferson County library property.

Library Service Area

The LSA is defined by the state as the geographic area for which a public library has been established. This is all of Jefferson County for JCPL, and our population includes all residents of Jefferson County. JCPL then designates individual library service areas within the county for each library branch. The branch LSA is defined by where card holders live and the library that they use.

Current Library Services & Needs - The northwest region of the county is currently served by a combination of branch locations and offsite services.

- Three branches (Standley Lake, Arvada, and Golden) currently serve the geographic area that will become the LSA for the new location. Our Standley Lake and Arvada libraries are in the eastern region of the county. The physical location of the Golden Library is in the central region of the updated Facility Master Plan but serves residents all the way up in Coal Creek Canyon due to the lack of convenient locations in the northwest region of the county.

ADMINISTRATION

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



Jefferson County
PUBLIC LIBRARY

jeffcolibrary.org


- Offsite Services - Hold pick up lockers are in the Candelas development and are within the new proposed LSA. The just-opened Express Library is on the southeast boundary of the proposed LSA.
- The household growth rate from 2021 to 2026 for this region of the county is expected to be 17.8% while the household growth rate for the county is expected to be 4.3%.

Proposed Library Service Area - We believe the new Northwest Jefferson County library will draw households from all three existing LSAs in the northern region. We expect that the new LSA will include households from the western LSA areas of both Arvada and Standley Lake, and from the northern side of the Golden LSA.

- The number of major thoroughfares in the northern region of the county are fewer than in other areas, so major thoroughfares will define both the new proposed LSA and the property search areas. For the LSA boundaries, we recommend Indiana Street to be the east boundary, 64 Avenue/64 Parkway to be the south boundary, and the county lines to be the north and west boundaries.

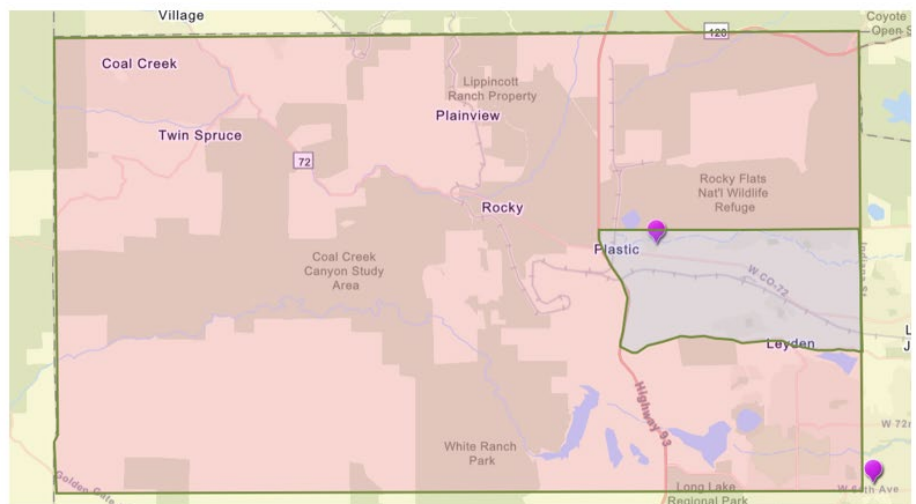
Proposed Property Search Area - The property search area will leverage existing travel patterns, with main thoroughfares as boundaries.

- Rocky Flats National Wildlife Refuge would be a natural boundary to the north. Highway 93 in the northern area of the county is both a major thoroughfare and a geographic boundary for development. Development drops off west of Highway 93, and then the area has a lot of open space and parks. Highway 93 would be the western boundary. As the eastern boundary of the LSA, Indiana Street would also be the natural eastern boundary and 80 Avenue/82 Avenue would be the southern boundary for the property search area.

 **Alternative Service Points**
-Express Library
-Candelas Holds Locker

 Proposed LSA

 Proposed Property Search Area



Site Selection Criteria

The site selection criteria will guide the property search and refine it to help us find the most suitable properties for creating our new library. Our experience tells us that communicating clearly about our site selection criteria at the outset helps set expectations with the public at each stage of the project. These criteria are the guideposts for our decision-making and what our Board and our public will hold us accountable to.

Size - A site with space to support a new build, including outdoor learning environments, technology and innovation needs, indoor programs, and with sufficient parking to support larger events and programs.

- Building size would be approximately 45,000 sq. ft.
- 5-acre minimum total lot size; 10- acre lot is desired to support future growth and use

Location - The location and design of the site should provide for easy access and promote accessibility for all. It should be inclusive and safe, be accessible to walking and cycling routes, and ideally be located near public transportation routes. Location should have high visibility from through ways.

- Grading and environment suitable for outdoor activities
- Sites with steep grades and drop off areas should be avoided
- Potential for co-location and/or partnering with outside entity(s)

Sustainability and Stewardship - We desire a site where we can promote an outdoor connection. The site should be a good value. A preferred site offers a design that could take advantage of renewable or energy efficient systems and that fosters environmental stewardship or has potential to allow for it.

- Cost per sq. ft. purchase price should be consistent with similar properties in the market area.

Convenience - Convenience of the site includes how patrons will access the site and its ability to provide intuitive wayfinding from community travel routes.

Next Steps

Once consensus is reached with library leadership, we will communicate these broad boundaries and criteria to our realtor. Our realtor will be given a more detailed list of requirements based on these overarching criteria. With these three elements established, community engagement process with the residents of the northwest region of Jefferson County can then begin.



Jefferson County
PUBLIC LIBRARY

Initiate a New Library in Northwest Jefferson County

Library Board of Trustees|July 21, 2022

Julianne Rist, Director of Public Services

Steve Chestnut, Director of Facilities & Construction



2022 Strategic Project

- Proposed Library Service Area
- Proposed Property Search Area
- Proposed Site Selection Criteria

Initiate a New Library in Northwest Arvada

The purpose of this project is to identify the need to build a new destination library in the northwest region to connect our underserved community to library services. This expansion will provide additional access to information and opportunities for all generations and will be adaptable for future growth and economic development.

2022 MAJOR DELIVERABLES

1. Validate need
2. Engage community
3. Acquire site

Process



**Library Board
Presentation**



**Discussion & Reach
Consensus**



**Engage Realtor, Begin
Property Search &
Community Engagement**

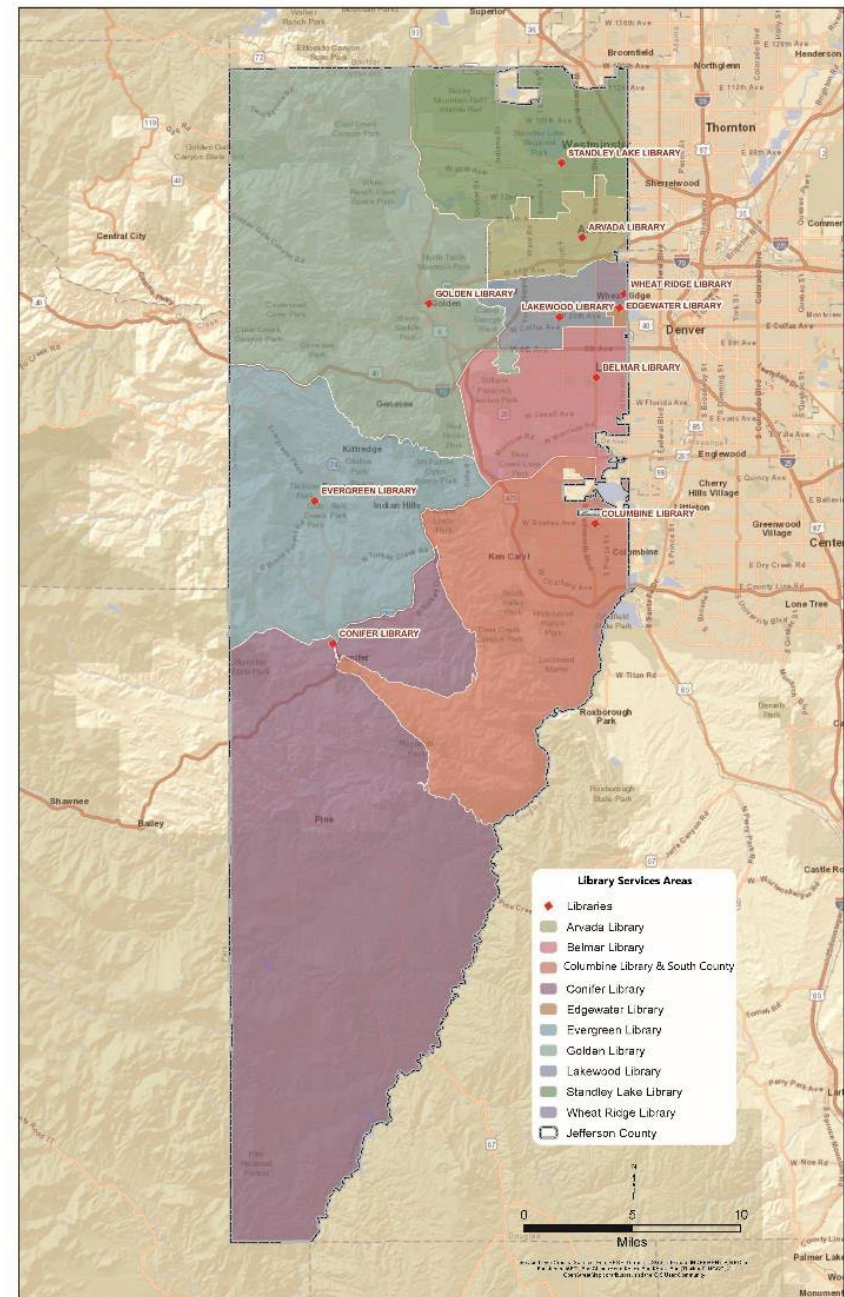


Current Library Services and Needs

Library Service Areas

Map shows where card holders live and the library that they use.

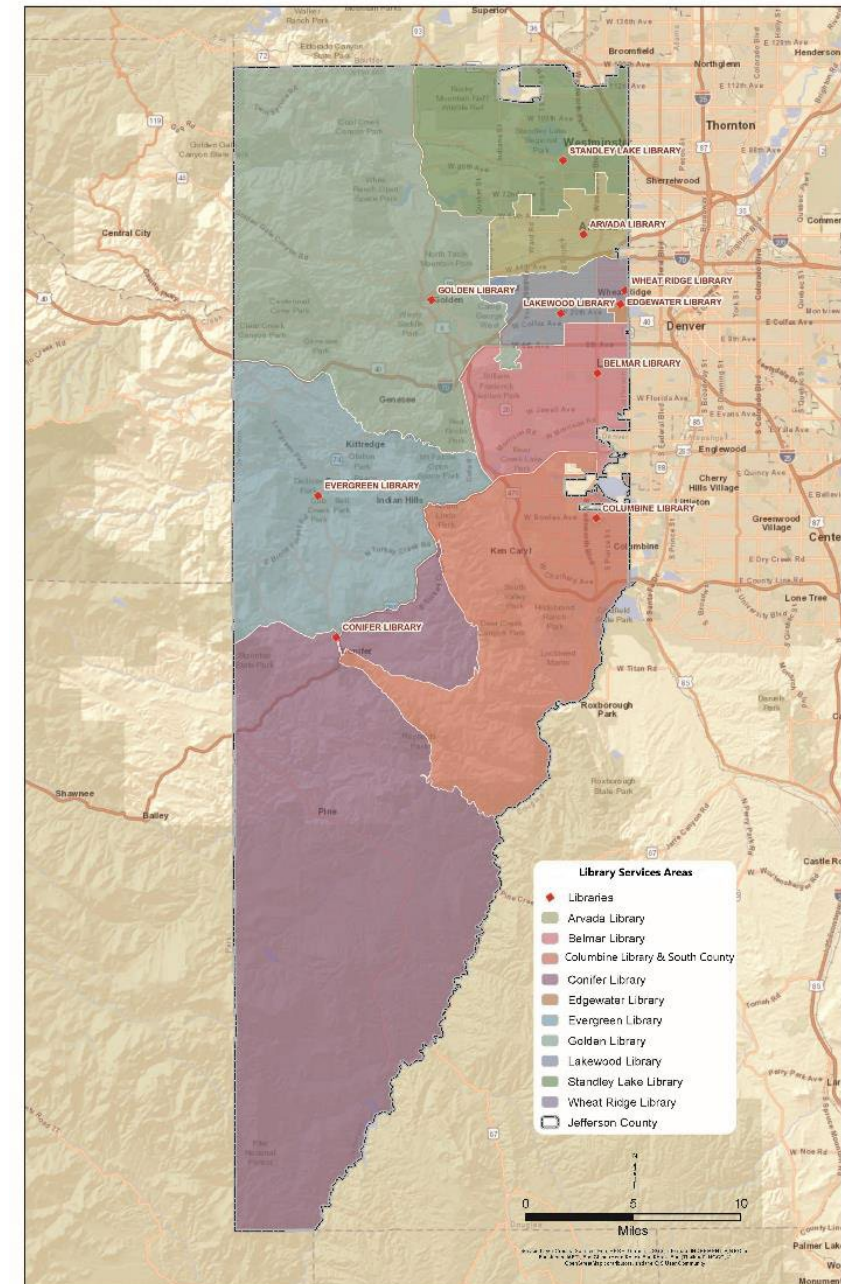
Original JCPL ADI/LSA Map sourced from Orangeboy's Market Analysis report: Market Opportunities Analysis JCPL, Orangeboy, November 2016



Library Service Areas

- Based on census tracts
- Based on patron's last active location
- Based on home location

Original JCPL ADI/LSA Map sourced from Orangeboy's Market Analysis report: Market Opportunities Analysis JCPL, Orangeboy, November 2016



Current Library Service Areas for Northwest Jefferson County

Golden	19,072 Households
Arvada	30,227 Households
Standley Lake	41,528 Households

Total Households for these LSAs:
90,827 Households



Original JCPL ADI/LSA Map sourced from Orangeboy's Market Analysis report:
Market Opportunities Analysis JCPL, Orangeboy, November 2016

Total number of households is based on 2020 census data for
Jefferson County Public Library's service area.

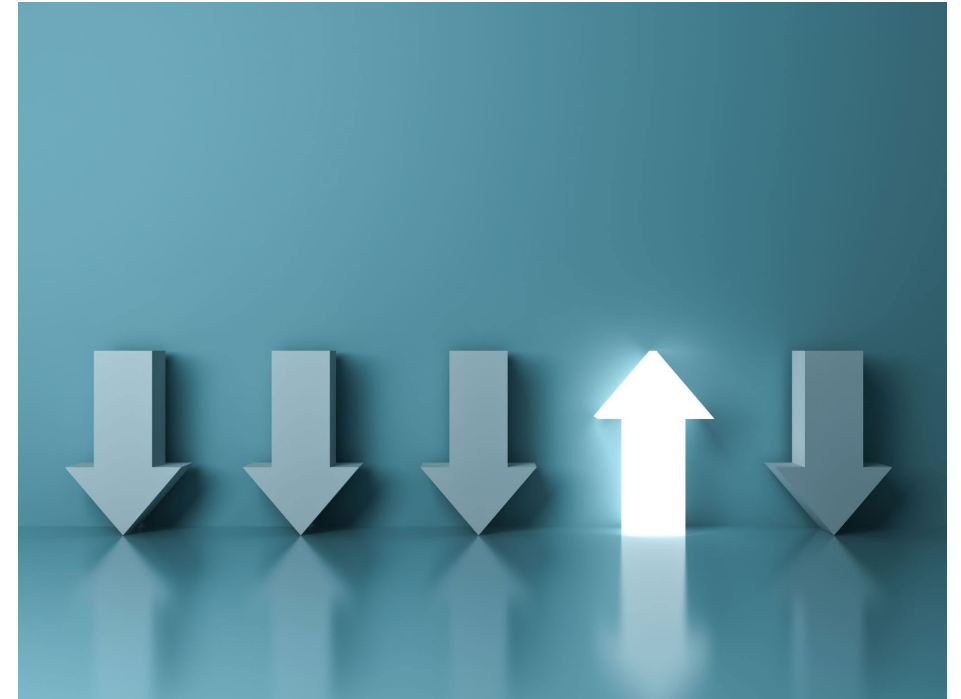
Market Engagement

Overall JCPL Market Engagement: 45%

Golden Market Engagement: 49%

Arvada Market Engagement: 44%

Standley Lake Market Engagement: 38%



Households with a library card were calculated using the patron record database that was pulled on April 15, 2022.

Active Households

Golden 9,323

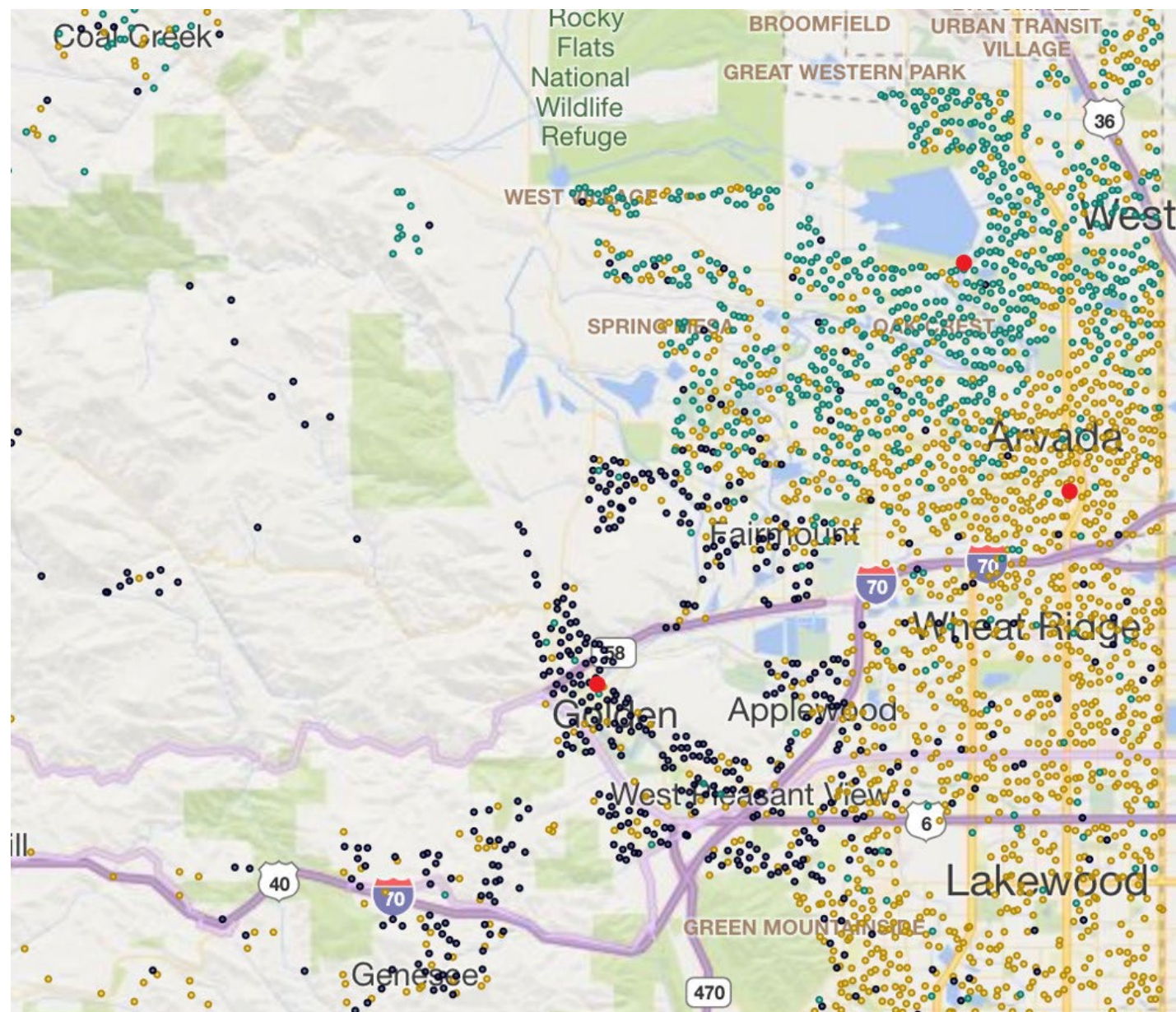
Arvada 13,276

Standley Lake 15,938

Total Active Households 38,537

● Arvada Library ● Golden Library ● Standley Lake Library

Active and Inactive Household data retrieved from Savannah, July 3, 2022



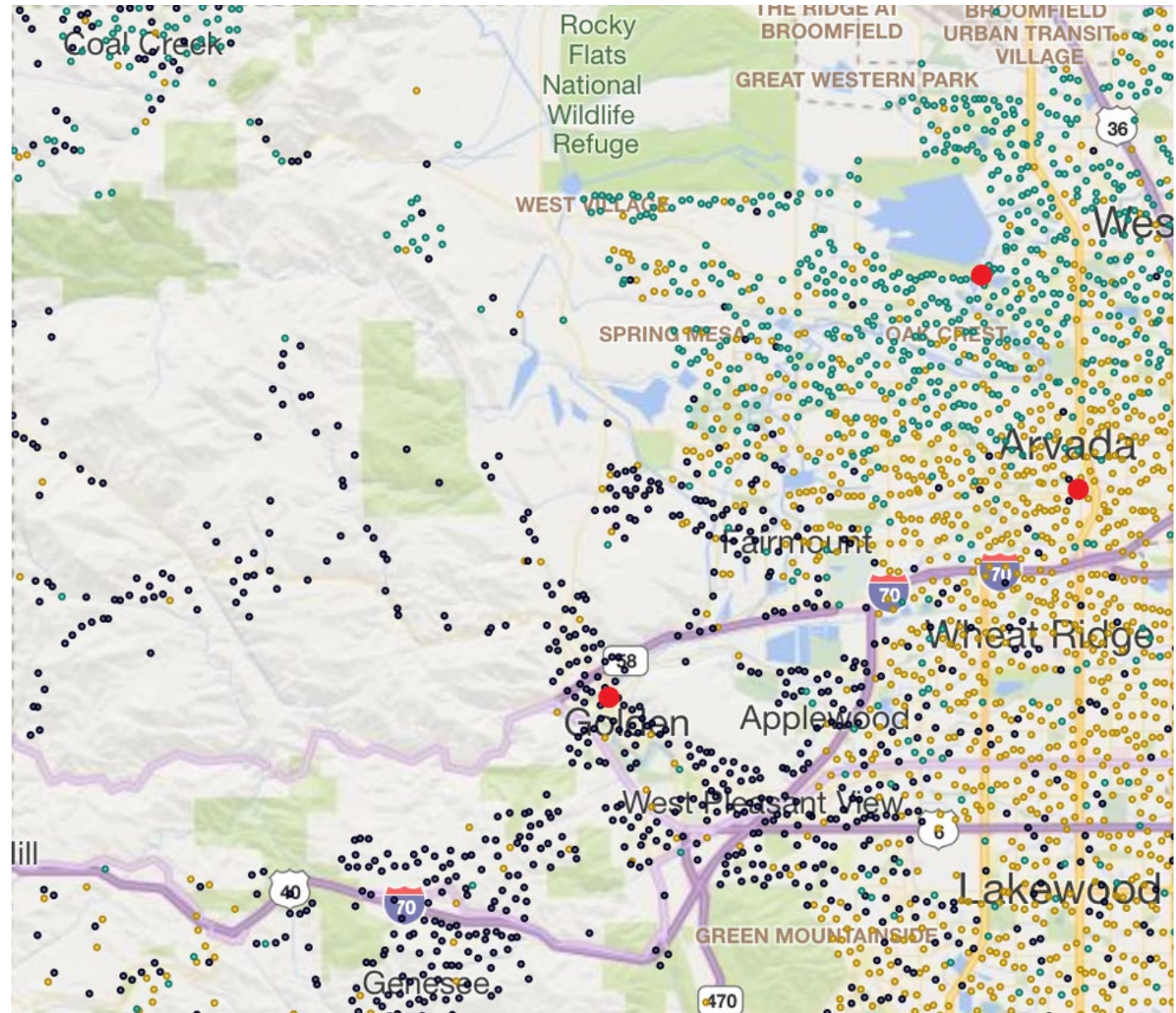
Inactive Households

Golden	4,074
Arvada	8,683
Standley Lake	7,556

Total Inactive Households	20,323
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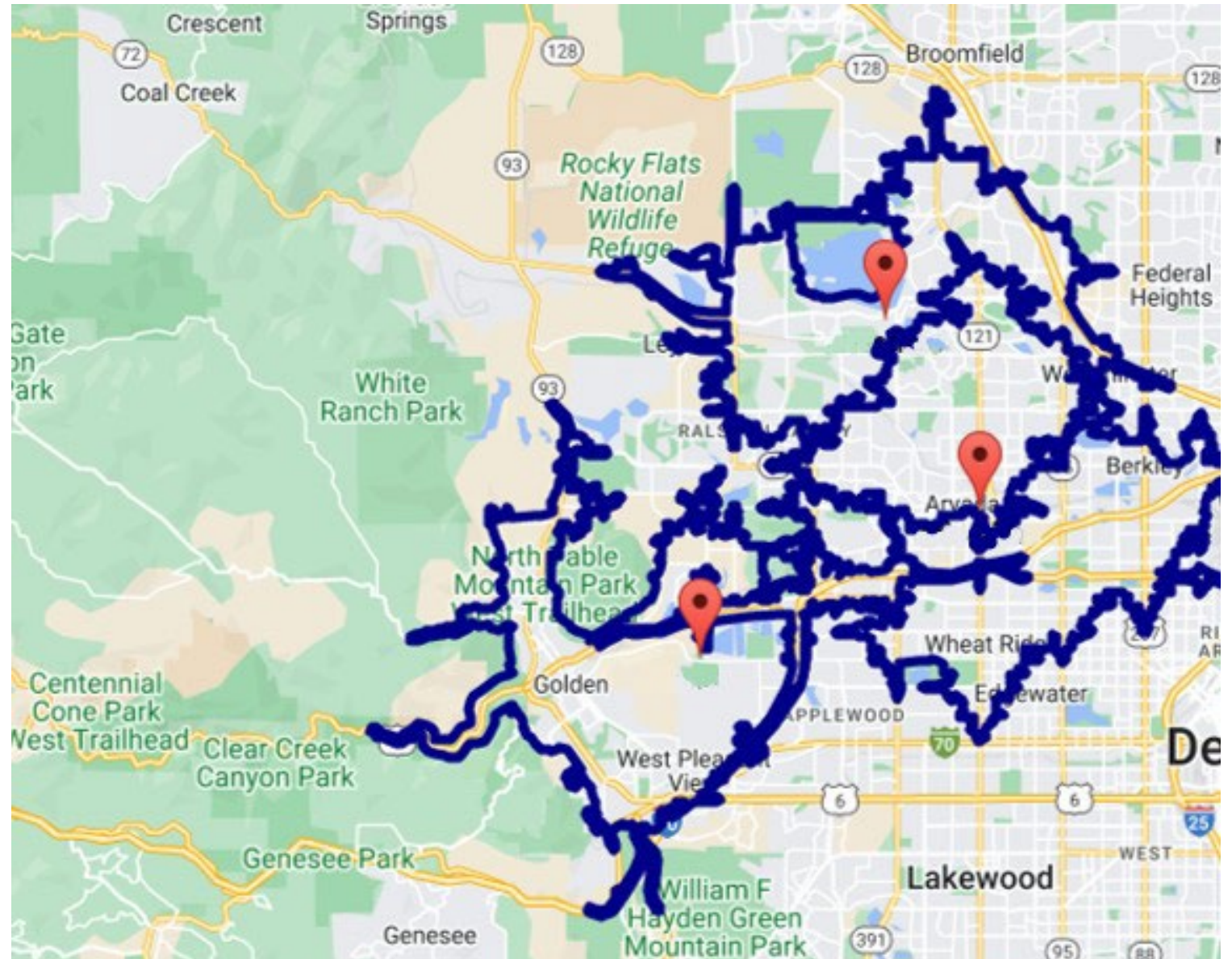
● Arvada Library ● Golden Library ● Standley Lake Library

Active and Inactive Household data retrieved from Savannah, July 3, 2022



Current Library Locations & Drivetimes

Retrieved from Demographics Now,
June 27, 2022



Expected Growth in Northwestern Jefferson County

Projected Household Growth Trend 2021 to 2026

NW Jefferson County 17.8%
Jefferson County 4.3%

Retrieved from Demographics Now,
June 26, 2022





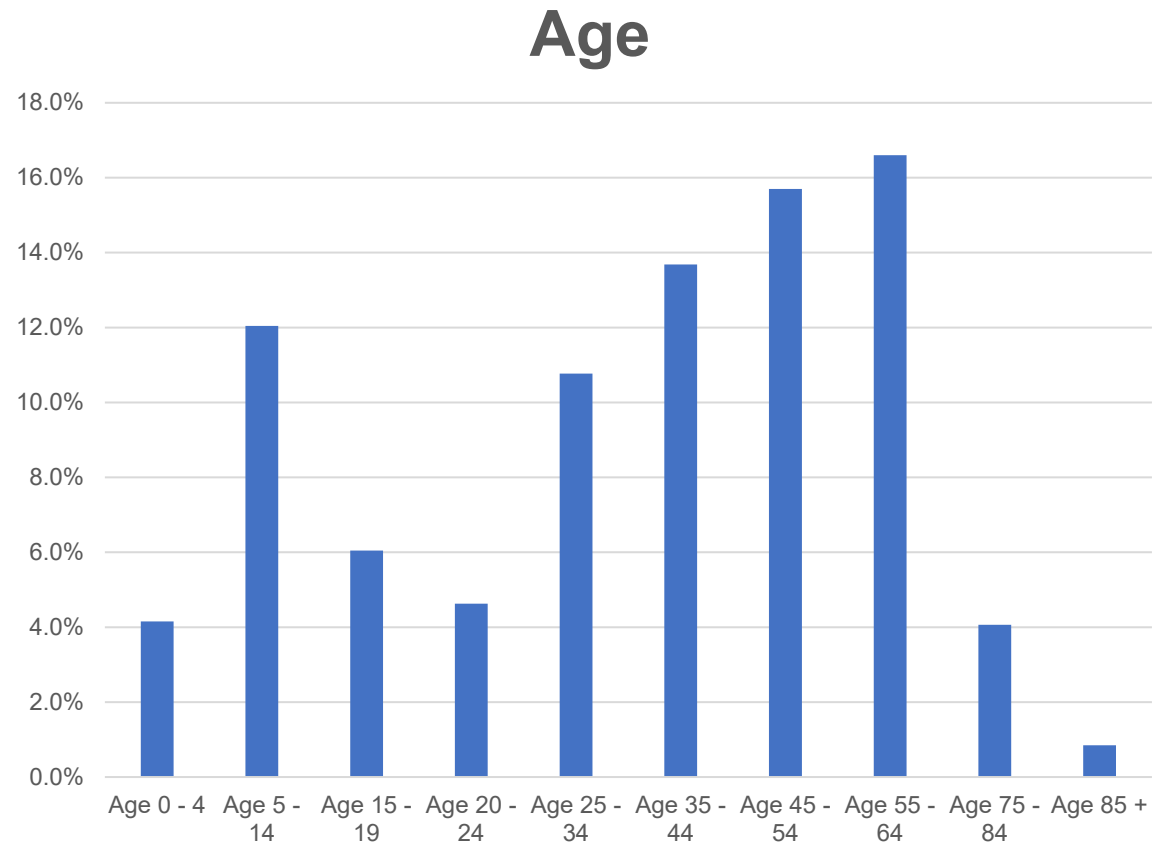
New Library Service Area: Northwest Jefferson County

Community Demographics

Race & Ethnicity

- White 93.1%
- Asian 2.6%
- Multi-Race 2.2%
- Other 1.2%
- Black 0.6%
- American Indian, Eskimo, Aleut 0.4%

Retrieved from Demographics Now,
July 6, 2022



Proposed NW Jeffco LSA



Alternative Service Points

- Express Library
- Candelas Holds Locker

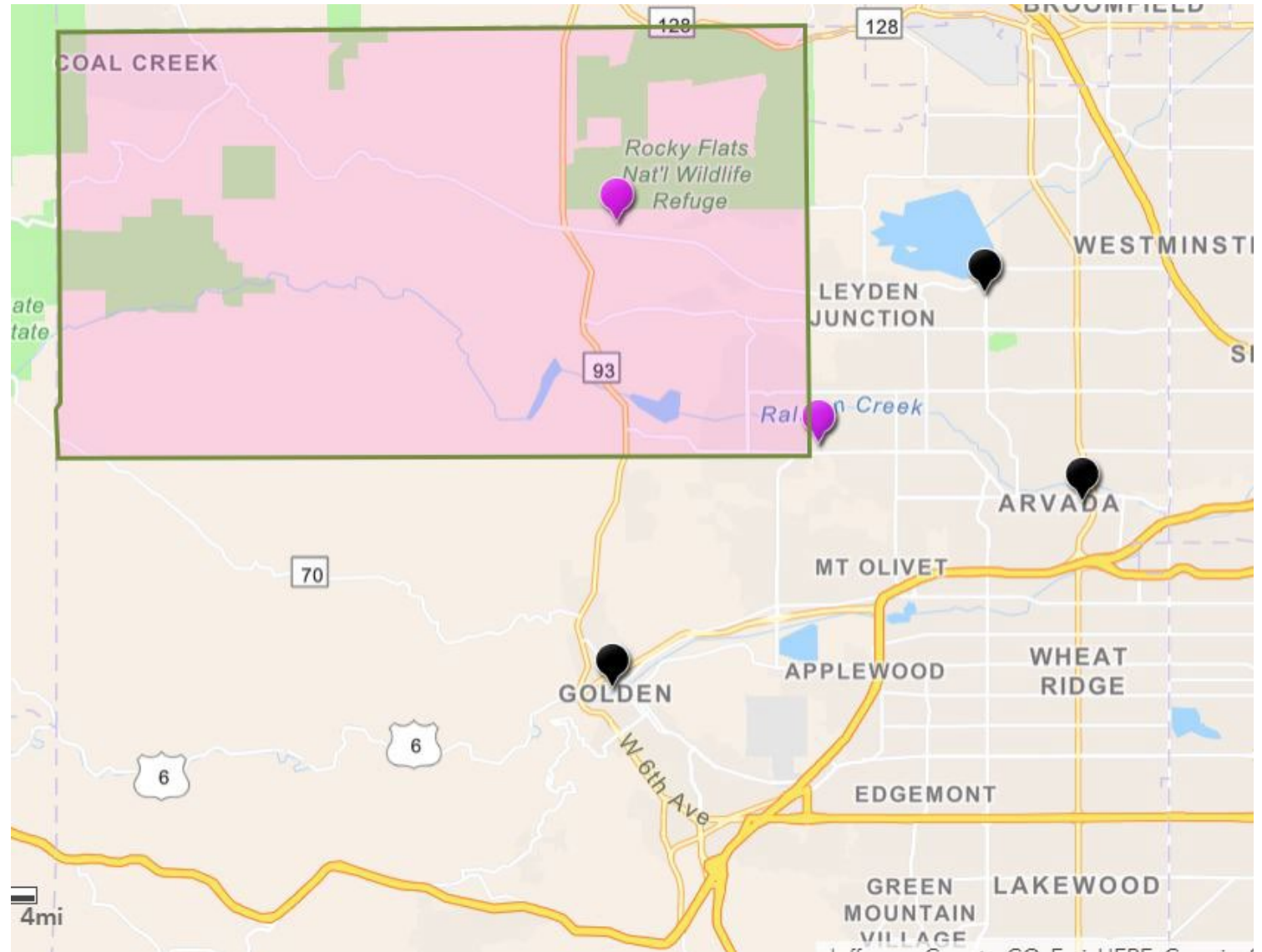


JCPL Libraries

- Standley Lake
- Golden
- Arvada



Proposed LSA



Understanding the Library Service Area

- Large geographic area that lacks convenient library locations
- Offsite Services
 - Hold lockers within proposed Library Service Area
- Growing faster than the rest of Jeffco
- Estimated additional 2,323 households by 2026
- Boundaries: major thoroughfares and county lines
 - 64 Ave & Indiana St to the county lines





Property Search Area: Northwest Jefferson County

Proposed Property Search Area



Alternative Service Points

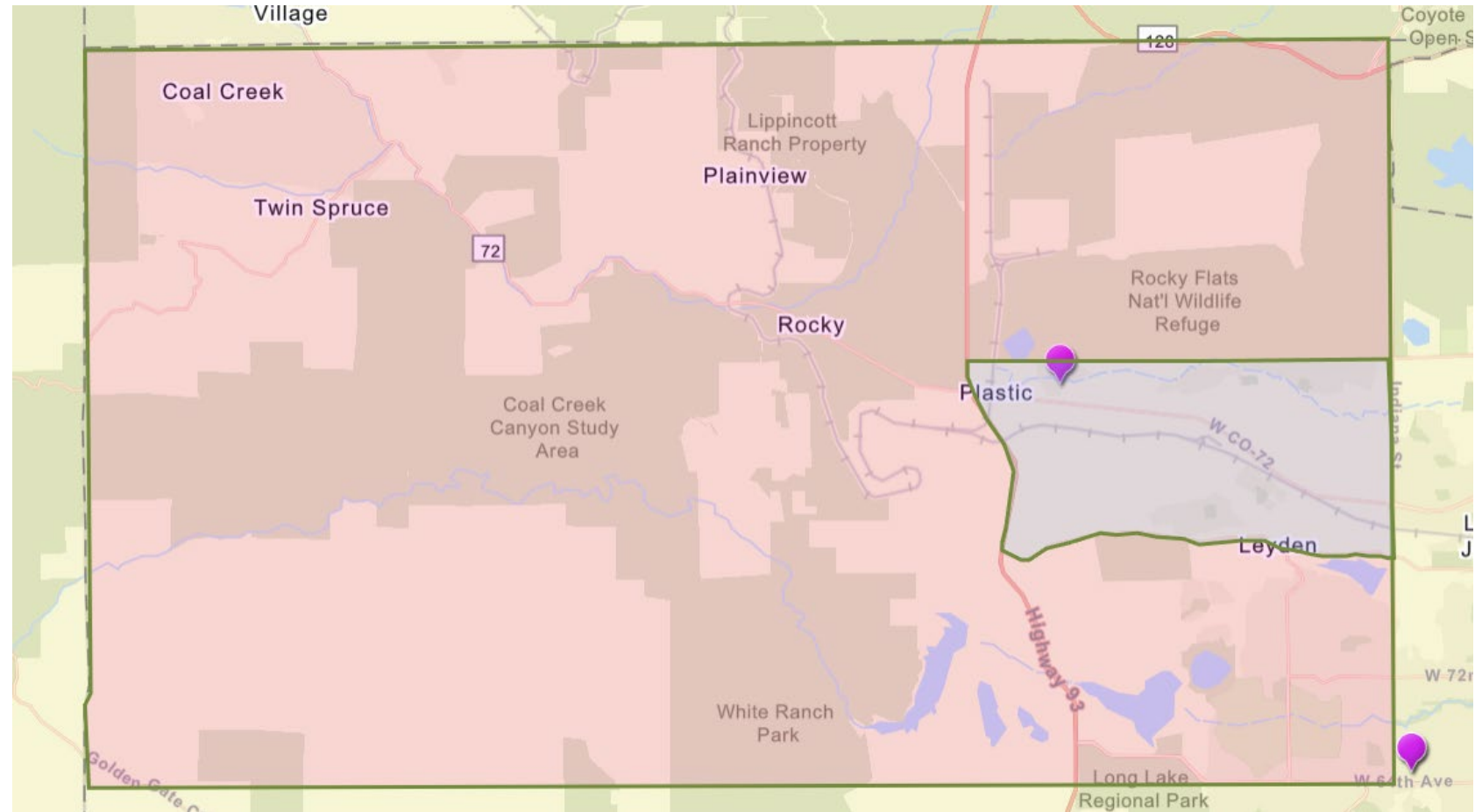
- Express Library
- Candelas Holds Locker



Proposed LSA



Proposed Property Search Area



Proposed Property Search Area

- North/South travel corridors are Indiana St and 93
- Limited East-West roads that span between Indiana and 93



Understanding the Property Search Area

- Centrally located to the existing developed area
- Areas of undeveloped land that are available now but may not be in the future
- Leverages existing traffic patterns
 - Positioned to have easy access along the two major north/south routes
 - Positioned to have easy access along the main east/west routes
 - Takes into consideration existing planned commercial development





Site Selection Criteria

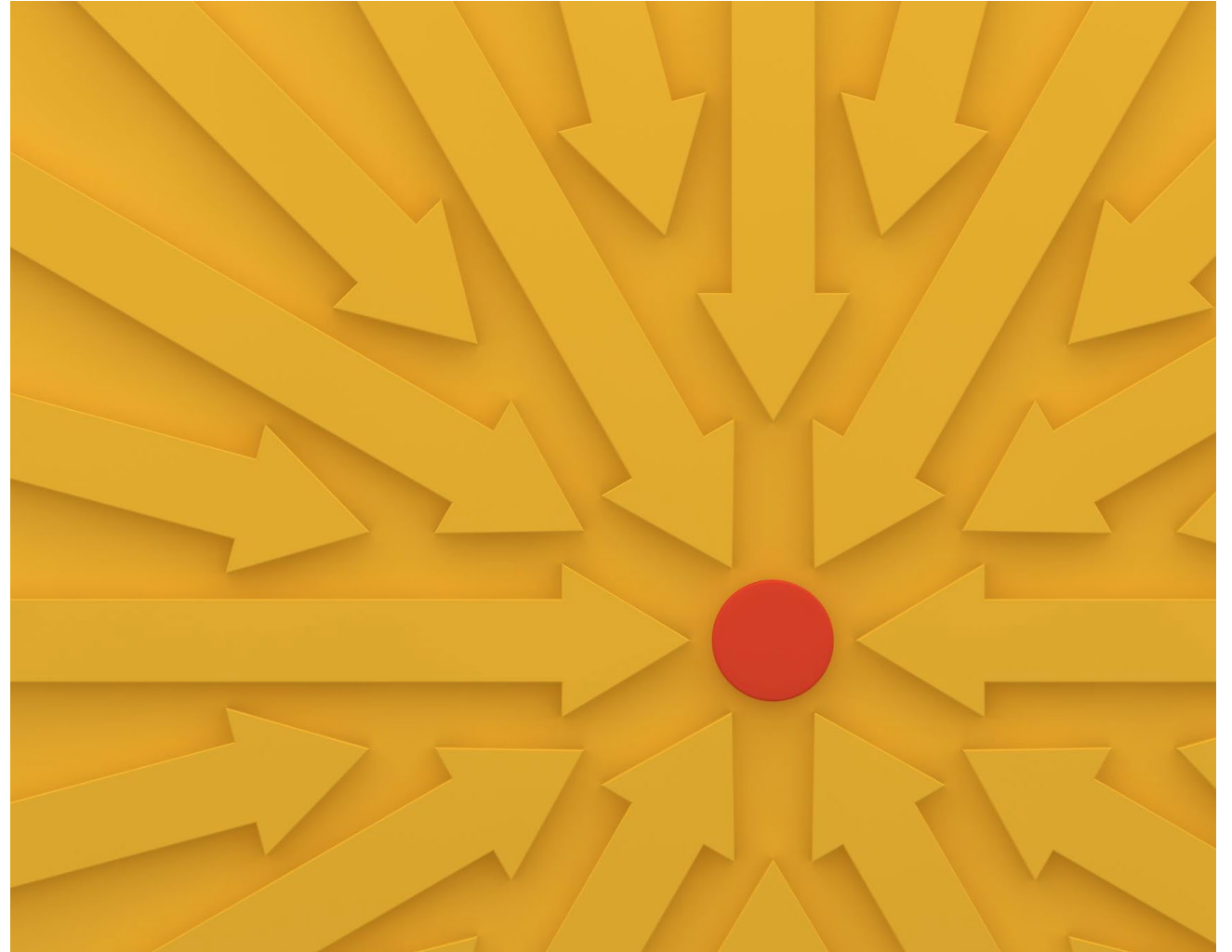
Site Selection Criteria

Size

Location

Sustainability and
Stewardship

Convenience



Size

A new build with space for outdoor learning environments, technology and innovation needs, indoor programs, and with sufficient parking to support larger events and programs.

- Building size of approximately 45,000 sq. ft.
- 5-acre minimum lot size, larger lot of up to 10-acres desired to support future growth and use



Location

Location and design should provide for easy access and promote accessibility for all.

- Inclusive and safe, accessible to walking and cycling routes, and easy to access
- High visibility from main thoroughfares



Sustainability and Stewardship

- Good value at or below area comps
- Renewable or energy efficient systems
- Fosters environmental stewardship
- Impact of building the location



Convenience

- Location should provide convenient options for accessing the site
- Location should be accessible by multiple modes of transit along popular transportation routes



Understanding the Criteria

- Size - Space to support a new building, outdoor connection, programs, sufficient parking, larger events and programs
- Location - The location and design of the site should provide for easy access and promote accessibility for all
- Sustainability & Stewardship - A site with good value, take advantage of renewable energy or energy efficiency, fosters environmental stewardship
- Convenience - Convenient options for accessing the site and visibility for the future library users



Next Steps

Begin Property Search

Begin Community
Engagement



Questions and Discussion



Operational Updates

Business Strategy and Finance



MEMORANDUM

TO: Donna Walker, Executive Director

FROM: Dan Wells, Business Strategy & Finance Director

RE: Finance Monthly Report

DATE: July 2022

June 2022 Financial Tables

The Budget to Actual Tables for June 2022 are attached. The property tax revenue of just over \$36.8M which is included in the tables represents receipts through May 2022. The library's June property tax revenue is not posted yet, but the Treasurer's office reported that 97% of all property tax revenue has been received. Through the end of June, the Library received funding of \$104,747 from the Library Foundation. In-kind support provided to the Foundation by the Library in 2022 through June is valued at \$42,595 (Ratio of 2.46).

Operating expenses are unremarkable for this time of year and capital projects continue to move forward.

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 6/30/2022	\$ Variance 2022 Budget	Budget to Actual %
<i>Sources of Funds</i>	4.5000		4.500			
Revenues						
Taxes						
Property Tax - Operating	\$ 44,134,625	\$ 44,835,152	\$ 49,964,941	\$ 35,152,657	\$ (14,812,284)	-30%
Property Tax - Capital	2,165,680	2,193,145	2,442,681	1,656,479	(786,202)	-32%
Total Taxes	\$ 46,300,305	\$ 47,028,297	\$ 52,407,622	\$ 36,809,135	\$ (15,598,487)	-30%
Federal & State Grants	\$ 121,051	\$ 226,169	\$ 125,000	\$ 148,905	\$ 23,905	19%
Fines & Fees	145,000	37,266	115,000	52,818	(62,182)	-54%
Other Revenue	298,640	389,946	298,640	285,728	(12,912)	-4%
Total Other Revenues	\$ 564,691	\$ 653,381	\$ 538,640	\$ 487,451	\$ (51,189)	-10%
Sub Total Revenues	\$ 46,864,996	\$ 47,681,678	\$ 52,946,262	\$ 37,296,587	\$ (15,649,675)	-30%
Fund Balance Activity						
Transfer from FB - Capital Projects	2,245,018		12,441,736	-		NA
Transfer to/(from) Fund Balance	-	9,968,351	-	19,458,218		NA
Total Sources of Funds	\$ 49,110,014	\$ 37,713,328	\$ 65,387,998	\$ 17,838,369		
<i>Uses of Funds</i>						
Operating Expenditures						
Salaries & Employee Benefits						
Salaries	\$ 16,081,526	\$ 15,213,963	\$ 16,601,010	\$ 7,082,960	\$ (9,518,050)	-57%
Benefits	5,373,904	4,804,257	5,719,962	2,384,903	(3,335,059)	-58%
Total Salaries & Benefits	\$ 21,455,431	\$ 20,018,220	\$ 22,320,972	\$ 9,467,863	\$ (12,853,108)	-58%
Library Books & Materials	\$ 7,754,177	\$ 7,271,651	\$ 7,937,400	\$ 3,398,701	\$ (4,538,699)	-57%
Supplies	1,515,924	1,179,692	1,559,475	623,914	(935,561)	-60%
Vehicles	-	-	-	-	-	NA
Services & Charges	5,057,772	3,940,079	5,704,984	1,932,296	(3,772,688)	-66%
Internal Transactions /Cost Allocation	2,582,108	2,533,124	2,734,736	1,529,951	(1,204,785)	-44%
Total Operating Expenditures	\$ 38,365,412	\$ 34,942,766	\$ 40,257,567	\$ 16,952,725	\$ (23,304,842)	-58%
Financing & Debt Service	\$ 621,819	\$ 621,819	\$ 621,945	\$ 21,289	\$ (600,656)	-97%
Capital Projects	\$ 10,122,783	\$ 2,148,743	\$ 24,508,487	\$ 864,355	\$ (23,644,132)	-96%
Total Uses of Funds	\$ 49,110,014	\$ 37,713,328	\$ 65,387,998	\$ 17,838,369	\$ (47,549,630)	-73%

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

	2021 Amended Budget	2021 Actual	2022 Amended Budget	YTD Actual 6/30/2022
Beginning Fund Balance	\$ 24,364,581	\$ 33,319,987	\$ 43,288,338	\$ 43,288,338
Revenues	\$ 44,699,316	\$ 45,488,534	\$ 50,503,581	\$ 35,640,108
Capital Funding	2,165,680	2,193,145	2,442,681	1,656,479
Total Revenues	\$ 46,864,996	\$ 47,681,678	\$ 52,946,262	\$ 37,296,587
Expenditures				
Operating Expenditures	\$ 38,365,412	34,942,765.98	\$ 40,257,567	\$ 16,952,725
Debt Service	621,819	621,819.00	621,945	21,289
Capital Projects	10,122,783	2,148,742.58	24,508,487	864,355
Total Expenditures	\$ 49,110,014	\$ 37,713,328	\$ 65,387,998	\$ 17,838,369
Increase/(Decrease) in Fund Balance	\$ (2,245,018)	9,968,350.76	\$ (12,441,736)	\$ 19,458,218
Ending Fund Balance	\$ 22,119,563	\$ 43,288,338	\$ 30,846,602	\$ 62,746,556
Committed to Capital Projects - Carryforward				
Committed to Capital Projects - Sinking Fund	\$ 9,000,000	\$ 9,000,000		
Reserve Fund Balance	\$ 13,119,563	\$ 34,288,338	\$ 30,846,602	

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	\$ 7,629,069	\$ 8,471,402	
9% - Current Year Budgeted Revenues - Uncertainty	4,217,850	4,291,351	4,765,164	
Total Minimum F/B Reserve Requirements (FLOOR)	\$ 11,716,249	\$ 11,920,420	\$ 13,236,566	
50% of Current Year Budgeted Revenues	\$ 23,432,498	\$ 23,840,839	\$ 26,473,131	
Total Maximum F/B Reserve Requirements (CEILING)	\$ 23,432,498	\$ 23,840,839	\$ 26,473,131	
Above/(Below) Minimum (FLOOR)	\$ 1,403,314	\$ 22,367,918	\$ 17,610,036	
Above/(Below) Maximum (CEILING)	\$ (10,312,935)	\$ 10,447,499	\$ 4,373,471	

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 6/30/2022	Projected Year-End 2022	Variance 2022 Budget
Sources of Funds						
Revenues						
Taxes						
Property Taxes	\$ 45,960,543	\$ 46,543,405	\$ 51,839,123	\$ 35,154,159	\$ 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	(1,502)	21,027	-
Total Taxes	\$ 44,134,625	\$ 44,835,152	\$ 49,964,941	\$ 35,152,657	\$ 49,964,941	\$ -
Federal & State Grants	\$ 121,051	\$ 226,169	\$ 125,000	\$ 148,905	\$ 125,000	\$ -
Library Fines	40,000	28,124	10,000	13,881	10,000	-
Charges for Services	105,000	9,142	105,000	38,937	105,000	-
Investment Income	108,000	(201,886)	108,000	63,916	108,000	-
Library Foundation	100,000	199,566	100,000	104,787	100,000	-
E Rate Revenue	90,640	283,030	90,640	100,145	90,640	-
Other Revenue	-	21,638	-	16,880	16,880	16,880
Transfer	-	87,598	-	-	-	-
Total Revenues	\$ 44,699,316	\$ 45,488,534	\$ 50,503,581	\$ 35,640,108	\$ 50,520,461	\$ 16,880
Uses of Funds						
Operating Expenditures						
Salaries & Employee Benefits						
Salaries	\$ 14,816,028	\$ 13,576,973	\$ 15,829,037	\$ 6,386,313	\$ 15,829,037	\$ -
Awards & Bonuses	135,000	143,689	140,000	7,265	140,000	-
Termination Pay	110,000	178,014	110,000	98,461	110,000	-
Temporary Salaries	2,095,441	1,308,187	1,687,043	587,181	1,687,043	-
CARES Reimburse Salaries	-	-	0	-	-	-
Overtime	-	7,099	-	3,740	-	-
Vacancy Savings	(1,074,943)	-	(1,165,071)	-	(1,165,071)	-
Benefits	5,373,904	4,804,257	5,719,962	2,384,903	5,719,962	-
Total Salaries & Benefits	\$ 21,455,431	\$ 20,018,220	\$ 22,320,972	\$ 9,467,863	\$ 22,320,972	\$ -
Library Books & Materials	\$ 7,577,102	\$ 7,152,323	\$ 7,737,400	\$ 3,283,689	\$ 7,737,400	\$ -
Library Periodicals	177,075	119,328	200,000	115,012	200,000	-
Sub-Total Library Collections	7,754,177	7,271,651	7,937,400	3,398,701	7,937,400	-
Supplies	\$ 1,515,924	\$ 1,179,692	\$ 1,559,475	623,914	\$ 1,559,475	\$ -
Services & Charges	5,057,772	3,940,079	5,704,984	1,932,296	5,704,984	-
Vehicles	-	-	-	-	-	-
Interdepartmental Direct Charges	1,500,608	1,177,606	1,264,323	794,744	1,264,323	-
Interdepartmental Indirect Charges	1,081,500	1,355,518	1,470,413	735,206	1,470,413	-
Total Supplies and Other	\$ 9,155,804	\$ 7,652,895	\$ 9,999,195	\$ 4,086,160	\$ 9,999,195	\$ -
Total Operating	\$ 38,365,412	\$ 34,942,766	\$ 40,257,567	\$ 16,952,725	\$ 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 6/30/2022	Projected Year End 2022	Variance 2022 Budget
Debt Service						
Principal - Arvada (2005-2024)	\$ 565,720	\$ 565,720	\$ 579,366	\$ 21,289	\$ 579,366	\$ -
Interest - Arvada (2005-2024)	56,099	56,099	42,578	-	42,578	-
Total Debt Service	\$ 621,819	\$ 621,819	\$ 621,945	\$ 21,289	\$ 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 6/30/2022	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	\$ 1,656,479	\$ 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	\$ 1,656,479	\$ 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	\$ 59,770	\$ 250,000	\$ -
ARM-02 Furniture & Equipment	36,000	468	36,000	62,000	2,064	62,000	-
ARM-03 Computer Replacement Plan	490,000	412,322	235,000	312,678	238,988	312,678	-
ARM-04 Book Sorter Replacement	385,130	492,352	500,000	500,000	152,874	500,000	-
ARM-05 IT Infrastructure Replacement	500,000	480,442	250,000	250,000	118,351	250,000	-
Alternative Services	495,791	257,868	200,000	430,690	122,361	430,690	-
2017 Projects							
Bookmobile Replacement	\$ 428,818	111,623	-	317,194	111,644	317,194	\$ -
2019 Projects							
Document Management System	80,000	2,738	-	77,263		77,263	\$ -
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	-	-	-	200,000	19,660	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	\$ 16,378,662	\$ 10,077	\$ 16,378,662	\$ -
Evergreen Library Redesign			700,000	700,000	28,566	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	\$ 24,508,487	\$ 864,355	\$ 24,508,487	\$ -

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

Project	2022 Budget	YTD Actual 6/30/2022	YTD Encumbrances 6/30/22	YTD Total Actual + Enc	Remaining Budget
ARM-01 Capital Maintenance	\$ 250,000	\$ 59,770	\$ 52,527	\$ 112,297	\$ 137,703
ARM-02 Furniture & Equipment	62,000	2,064	24,695	26,759	35,241
ARM-03 Computer Replacement Plan	312,678	238,988	-	238,988	73,690
ARM-04 Book Sorter Replacement	500,000	152,874	84,569	237,443	262,557
ARM-05 IT Infrastructure Replacement	250,000	118,351	20,051	138,402	111,598
Library Alternative Services	430,690	122,361	17,882	140,243	290,447
Bookmobile Replacement	317,194	111,644	-	111,644	205,550
Document Management System	77,263	-	-	-	77,263
Library Location Holds Lockers	205,000	-	-	-	205,000
Library Belmar Outdoor Space	200,000	19,660	-	19,660	180,340
Library Data Warehouse	125,000	-	-	-	125,000
Multi-Year Projects Construction Projects					
South County Library	16,378,662	10,077	-	10,077	16,368,586
Evergreen Library Redesign	700,000	28,566	-	28,566	671,434
NW Arvada Library	4,700,000	-	-	-	4,700,000
Total Capital Projects	\$ 24,508,487	\$ 864,355	\$ 199,724	\$ 1,064,079	\$ 23,444,408

Operational Updates
Public Services

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

jeffcolibrary.org



TO: Donna Walker, Executive Director

FROM: Franca C. Rosen, Collections Manager

DATE: July 21, 2022

RE: Physical Audiovisual Materials Contract, Midwest Tape

History of Contract: Midwest Tape Audiovisual Materials

Jefferson County Public Library (JCPL) sought a qualified vendor to provide physical audiovisual materials for the library. An RFP for subscription services was published; we received one response from Midwest Tape, who is JCPL's current contracted vendor for physical audiovisual materials. Midwest Tape has previously provided excellent service, and we recommend that we contract with them again. They would be our primary vendor for media, DVDs, and Audiobooks including DVDs, Books on Disc, and Playaways. In addition, they would process and catalog all new materials that we order from them to ensure they are shelf ready. The initial contract would be for a one-year term of October 1, 2022 to September 30, 2023 with the option to renew for four additional one-year terms.

Total Cost:

The cost of this contract will not exceed \$2,000,000 and has been approved in the 2022 Collection Books and Materials budget.

Next Actions:

We request that the Library Board of Trustees authorize the Executive Director to sign a one-year contract with Midwest Tape as our primary physical audiovisual materials vendor.

Board Governance

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

jeffcolibrary.org



Jefferson County
PUBLIC LIBRARY

JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

PROPOSED 2023 BOARD MEETING SCHEDULE

Schedule and format are subject to change. Information on virtual participation as well as in-person meeting location will be posted at least one week prior to the scheduled meeting date.

<u>LIBRARY BOARD STUDY SESSIONS</u>	
<u>5:30 PM</u>	
<u>Date</u>	<u>Location</u>
January 12	Lakewood Library Meeting Room
February 9	Lakewood Library Meeting Room
March 9	Lakewood Library Meeting Room
April 13	Lakewood Library Meeting Room
May 4	Lakewood Library Meeting Room
June 8	Lakewood Library Meeting Room
July 13	Lakewood Library Meeting Room
August 10	Lakewood Library Meeting Room
September 14	Lakewood Library Meeting Room
October 12	Lakewood Library Meeting Room
November 9	Lakewood Library Meeting Room

<u>LIBRARY BOARD MEETINGS</u>	
<u>5:30 PM</u>	
<u>Date</u>	<u>Location</u>
January 19	Lakewood Library Meeting Room
February 16	Lakewood Library Meeting Room
March 16	Lakewood Library Meeting Room
April 20	Lakewood Library Meeting Room
May 11	Lakewood Library Meeting Room
June 15	Lakewood Library Meeting Room
July 20	Lakewood Library Meeting Room
August 17	Lakewood Library Meeting Room
September 21	Lakewood Library Meeting Room
October 19	Lakewood Library Meeting Room
November 16	Lakewood Library Meeting Room
December 14	Board Meeting Lakewood Library Meeting Room

Arvada Library - 7525 West 57 th Avenue, Arvada	Belmar Library - 555 S. Allison Parkway, Lakewood
Columbine Library - 7706 West Bowles Avenue, Littleton	Edgewater Library - 1800 Harlan Street, Edgewater (Note: Edgewater Library does not have a meeting room. A meeting may be scheduled in the Edgewater Civic Center if a room is available for a Board meeting).
Evergreen Library - 5000 Highway 73, Evergreen	Golden Library - 1019 10 th Street, Golden
Lakewood Library - 10200 W. 20 th Avenue, Lakewood	Standley Lake - 8485 Kipling Street, Arvada