

BOARD MEETING

JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

October 20, 2022



Teen After Hours: Halloween Party



Virtual/Call In: Active Minds Mondays
Colorado Ballot 2022



Community Cares Cafe - Finding Your Voice



Día de los Muertos Sugar Skulls



Jefferson County
PUBLIC LIBRARY

APPROVAL OF AGENDA

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

ITEM# / ACTION	Thursday, October 20, 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.	<u>Call to order</u> A. Welcome New Trustees Charles Jones and Emelda (Bing) Walker B. Congratulations on Reappointments Kim Johnson and Jill Fellman <u>Attendance</u> 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 can do so virtually, in-person, or online. The opportunity to address the Library Board does not include a question and answer session or response. Additionally, the Library Board does not respond to anonymous questions or comments. Comments will be acknowledged in the minutes of the meeting. To address the Board of Trustees during Public Comment: <ul style="list-style-type: none"> • <u>Virtually</u>: Send a chat message to the meeting host at JCPL Events with your name and the topic of your comment. • <u>In-Person</u>: Sign up on the form provided. • <u>Online</u>: Submit through the online public comment form at https://jeffcolibrary.org/board-of-trustees/. • People who dial in will not be able to provide Public Comment during 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 September 8, Special Board Meeting B. Minutes of September 15, Board Meeting C. Kleen Tech Contract Renewal for Janitorial Services D. RFID Library Solutions Contract Amendment for the Arvada Sorter E. Colorado Library Consortium (CLiC) Courier Membership Agreement Renewal
6. Foundation Update	Foundation Update – Jo Schantz, Executive Director
7. Operational Updates Action as Needed	<u>Executive Director</u> <ul style="list-style-type: none"> A. Executive Director Report B. Executive Director Evaluation Process Review C. South County Expansion Project

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

	<p><u>Business Strategy & Finance</u> <u>Monthly Financials</u> A. Financial Review (August) B. Financial Report (September)</p> <p><u>Communications & Engagement</u> A. Community Engagement Update for South County.</p>
8. Action as Needed	<p>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</p>
9. Emerging Issues Action as Needed	
10. Action as Needed	Ends. No items.
11. Action as Needed	<p>Board Governance No items.</p>
12. Suggest Agenda Items Action as Needed	<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"> • November 10, 2022 – Study Session – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room • November 17, 2022 – Joint Meeting of the Library & Foundation Boards – Time to be determined – Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room • November 17, 2022 – Board Meeting – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room • November 28, 2022 – Joint BCC & Library Board meeting – 11:00 am. WebEx information to be provided. • December 8, 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	<p>Announcements/General Information Sharing</p> <ul style="list-style-type: none"> • Board Member Introductions • Report of the Chair – Correspondence, Other • Other Announcements

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

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> A. <u>South County Library Expansion Project</u> . 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.• Pursuant to 24-6-402(4)(e)(I) for discussion of strategy and instructions to negotiators.
17. RECONVENE REGULAR MEETING Action as Needed	RECONVENE REGULAR MEETING
18. Adjournment	ADJOURN REGULAR MEETING

CONSENT AGENDA

TO: Library Board of Trustees

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

DATE: October 11, 2022

RE: Consent Agenda for the October 20, 2022 Board Meeting

- A. Library Board of Trustees approve the September 8, 2022 Library Board Special Meeting Minutes.
- B. Library Board of Trustees approve the September 15, 2022 Library Board Meeting Minutes.
- C. Library Board of Trustees authorize the Executive Director to renew the contract with Kleen-Tech Services, LLC for janitorial services at all locations for an additional year in the approved budgeted amount.
- D. Library Board of Trustees authorize the Executive Director to sign a contract amendment with RFID Library Solutions Inc in the base amount of \$389,125.00 for the Arvada Library sorter.
- E. Library Board of Trustees authorize the Executive Director to renew the membership agreement with Colorado Library Consortium (CLiC) for the period October 2022 through September 2023 for courier services in the approved budgeted amount.

Minutes of the Special Meeting of the
JEFFERSON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
September 8, 2022

CALL TO ORDER – REGULAR MEETING

The special 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 September 8, 2022. Library Board of Trustees Chair, Kim Johnson, called the meeting to order at 5:38 p.m. Other Trustees present: Pam Anderson (Vice-Chair), Jeanne Lomba, Charles Naumer and German Zarate-Bohorquez

Trustees not present: Jill Fellman.

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; Kim McGrigg, Director of Communications and Engagement; Dan Wells, Director of Business Strategy and Finance; Lisa Smith, Director of People and Engagement; Padma Polepeddi, Assistant Director of Library Experience; Amy Bentz, Assistant Director of Library Design Projects and Planning; Lizzie Gall, Assistant Director of Library Experience; Jennifer Reading, Assistant Director of Patron 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: Pam Anderson 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

The Board values public participation. Those who would like to address the Library Board can do so virtually, in-person, or online. The opportunity to address the Library Board does not include a question and answer session or response. Additionally, the Library Board does not respond to anonymous questions or comments. Comments will be acknowledged in the minutes of the meeting.

The Chair stated the process for public comment and that process was displayed on screen as follows:

To address the Board of Trustees during Public Comment:

- Virtually: Send a chat message to the meeting host at JCPL Events with your name and the topic of your comment.

- In-Person: Sign up on the form provided.
- Online: Submit through the online public comment form at <https://jeffcolibrary.org/board-of-trustees/>.

The Chair asked for virtual attendees to sign in the chat and noted that four online form comments were received and shared with the Board.

The Chair acknowledged Tina Moeinian and Marian Mather who expressed their opposition to a new library in sledding hill park. The Chair expressed appreciation for their comments. There were no other public comments, and the Chair closed the public comment portion of the meeting.

EXECUTIVE TEAM OPERATIONAL UPDATES

EXECUTIVE DIRECTOR

Executive Director

A. South County Expansion Project

The Executive Director advised the Board that Kim McGrigg, Director of Communications and Engagement will provide information on South County community engagement later in the meeting.

People and Culture & Business Strategy and Finance

A. American Rescue Plan - 2022 Salary Adjustment Recommendation

Lisa Smith, Director of People and Culture addressed the Board and provided information on the request that the Board accept the use of County directed ARPA (American Rescue Plan) funds to address retention and recruitment challenges. It was noted that the Board received a memo in their meeting packet with information about the County's proposal. The Board of County Commissioners voted to approve this 5% salary increase for County employees effective August 28, 2022. The County's proposal is to use ARPA to fund this increase in 2022 and 2023 and non-general fund departments will need to pick this up in their budgets in 2024.

The attrition rate is projected to be 23% for 2022 at the County and JCPL is still struggling with an attrition rate of 19.76%. Data shows that Jefferson County salaries are 10% below other local government agencies and businesses. JCPL wants to be an employer of choice and one factor is good salaries and benefits. The Library also has a strategic goal of radically welcoming as a part of our agency. This goal helps us attract and stay competitive in the marketplace. It also helps with turnover and hiring at higher rates attracts more people in the candidate pools to help us hire top candidates. Information from the GPS (Government Performance Solutions) Staffing Assessment indicates that employees view human capital as just as important as new building projects. This proposal also responds to inflation and the high priced Denver area. The extra

burden on staff due to attrition and vacancies was also noted. This plan would help address the cost of turnover which is 1.5 to 2.0 times an employee's salary.

Lisa Smith introduced Dan Wells, Director of Business Strategy and Finance to share information from a budgeting perspective.

Dan Wells addressed the Board and provided information on the financial implications of the proposal. With ARPA funds covering the increase in 2022 and 2023, the Library looked at the increase in operating expense for 2024 which is estimated at \$845,000. The increase would adjust in out-years with budgeting. Salaries and benefits as a percentage of operating costs currently are at 55.1% and with this proposed increase that percentage would be 55.9%, a relatively marginal impact. Revenue projections remain above operating expenses. The Library also looked at the impact to the fund balance and large capital investment plan to insure there was flexibility and offer solutions for the additional cost. The Library worked on one simulation moving the Golden opportunity out to a later year and adjusting the timing of the unspecified capital project in 2030. Just that one movement would protect the fund balance. Additional options will be modeled and discussed with the Board as part of the 2024 budgeting process.

In response to questions, the Board was advised that:

- The Library is asking the Board to vote on this proposal and this special meeting was called by the Chair because of the timeline constraint to follow closely with the County. The Board of County Commissioners approved this increase on August 30, 2022 with an effective date of August 28, 2022 and has communicated that information out to all staff including Library staff. The Library is bringing this forward to include library staff in the next pay period.
- The ARPA funds to the Library would be a prorated amount for 2022 and in 2023 that amount is approximately \$845,000.
- Information from County meeting agendas on their website indicates the ARPA funds County is using for salaries in 2022, 2023 and 2024 is \$22.3 million. Total ARPA funds awarded to the county is \$113.2 million.

The Chair provided her comments and acknowledged Trustee comments which included the importance of addressing recruiting and retention, decision timeline concerns, and future Board consideration of salaries and budget. The Chair noted that she would like to continue looking at salaries in relation to the County's pay scale.

The Chair expressed appreciation to the Trustees for their feedback.

MOTION: Pam Anderson moved that the Library Board of Trustees accept the use of County-directed ARPA funds to support an across the board 5% salary increase for all eligible Library employees effective in the 9/11/22 pay period in order to address current

retention and recruitment challenges. Seconded by Jeanne Lomba the motion passed by unanimous vote of all Trustees present.

Communications and Engagement

A. South County Community Engagement

Kim McGrigg, Director of Communications and Engagement addressed the Board and shared an overview of the process for the past, present and future community engagement opportunities.

Past Community Input on Library Services

While difficult, we tried to summarize three years of hard work and the actions that have already been taken. First, in 2015 voters approved an increase in the Library's mill levy to improve and expand library services. It is this funding that makes the new library possible. From 2018 on, we have been searching for a site and in March 2021 we began a community engagement campaign that involved input from the community on what they would like to see in their new library. The results from these efforts can be found on our website at jeffcolibrary.org. There is a lot of detail on our website including the full community engagement reports.

PROPOSED NEW JEFFCO LIBRARY AT SLEDDING HILL PARK Community Engagement Process

A graphic with a background image of a grassy field and a blue sky. A dark grey semi-transparent box is overlaid on the image. Inside the box, the word "PAST" is written in large white capital letters. Below it, the subtitle "Community input on library services" is written in a smaller white font. The graphic contains several sections of text in white, detailing the history of library funding and site search efforts. At the bottom, it mentions public comment opportunities.

PAST

Community input on library services

Mill Levy Approved by Voters*
November 3, 2015– voters in Jefferson County approved an increase in the Jeffco Public Library (JCPL) mill levy to improve and expand library services.

This funding makes this new library possible.

The approved budget for this project is in the JCPL capital plan.

2018–Present, JCPL initial and ongoing site search

March–April 2021*
The JCPL conducted a virtual engagement survey and community meetings to seek input on new south Jeffco library.

The survey was available in English and Spanish and accessible from computers or mobile devices.
1,277 responses were gathered from the survey.

**Public comment opportunities*

Present: Community Input on Library Location

We are now working in partnership with Jefferson County Open Space, the owners of sledding hill park, and all activities are done in conjunction with them. On Aug 30, we held our first

virtual community meeting. The goal was to share information and hear from the community. We were there to present information and gather information for their hopes, dreams and concerns. Coming up next is the second opportunity on September 28, where we take feedback from the August 30 meeting, and from other places, and come back to the community to address concerns and opportunities. In the fourth quarter of this year there are many additional opportunities for the public to voice opinions including meetings of the Library Board, Foothills Park and Recreation District Board (who leases land), Ken-Caryl Ranch Metro District Board, Jefferson County Open Space Advisory Committee and the Jefferson County Board of County Commissioners.

PROPOSED NEW JEFFCO LIBRARY AT SLEDDING HILL PARK

Community Engagement Process



PRESENT
Community input on library location

- August 30, 2022 Virtual Community Meeting #1***
Share background information, initial ideas, and hear community hopes, fears, and aspirations via electronic polling.
- September 28, 2022 Virtual Community Meeting #2***
Share feedback heard in Community Meeting #1, ways that concerns and opportunities could be addressed, seek feedback via electronic polling
- October 20, 2022 JCPL Trustees Meeting***
Review community feedback, seek Trustee feedback, public comment.
- October 25, 2022 Foothills Park & Recreation District (FHPRD) Board Meeting***
Review community feedback, seek FHPRD Board feedback, public comment.
- October 25, 2022 Ken-Caryl Ranch Metro District (KCRMD) Board Meeting***
Review community feedback, seek KCRMD Board feedback, public comment.
- November 3, 2022 JCOS Advisory Committee Meeting***
Review community feedback, Committee feedback and recommendation to BCC, public comment.
- December 13, 2022 Jeffco Board of County Commissioners (BCC) Briefing**
Review community feedback. If favorable, request consent to enter into purchase and sale agreement.

Future: Community Input on Library Site Approvals

Into 2023 the community will again have opportunity to provide input on the library site. In total there are ten opportunities for the public to engage in this planning process. This is a conservative number. For example, this evening's meeting is not included on the list.

FUTURE

Community input on library site approvals

Jefferson County Planning Commission – Project Consideration*

BCC Public Hearing *

Consideration of JCOS sale of property to JCPL.

If approved, design and construction of new library by JCPL

To participate in or view current or future meetings visit:

[www.jeffco.us/1585/Plans -Projects](http://www.jeffco.us/1585/Plans-Projects)

References and reports:

[www.jeffcolibrary.org/south -county](http://www.jeffcolibrary.org/south-county)

In response to a question, the Chair advised the Board that if Trustees participated in the community meetings they would have to be listed as public Library Board meetings, and as a process, Trustees listen and give the public opportunity to comment. The Trustees have opportunities to share their voices at our public Board meetings.

In response to a question, Kim McGrigg advised the Board that the September 28, community meeting is at 6:00-7:30 pm and that when that link is available it will be on the Jefferson County Open Space website. As the Library did with the last community meeting, an email blast communication to the community will be sent out with that information.

B. Draft Northwest Jefferson County Fact Sheet

Kim McGrigg addressed the Board and noted that at the July 21 Board meeting, information was brought forward, and Board consensus was given for the Northwest Jefferson County 1) Library Service Area 2) Site search boundaries 3) Site search criteria. That information was used to draft the content for a project fact sheet. The goal of the time tonight is to review the direction for that Fact Sheet and get Board input on anything that is incorrect or missing. It is very important that we get this information correct at the start, as we will refer back to it time and time again throughout the course of the project.

Once we have the content, the communications team will lay it out in a format similar to the fact sheet that was created for the South County library. The final draft will then come back to the Board in October. Also in October, the Board will hear a report on the Northwest Jefferson County stakeholder engagement interviews that are taking place over the month of September.

The main categories for our messaging are:

- The need for a Library in Northwest Jefferson County
- the service area and background
- the location selection criteria
- a general timeline
- community engagement opportunities
- information about the budget

Kim McGrigg noted that she would prefer that this be an interactive exercise, but with the hybrid meeting format the most efficient way to go through the content is for the Board to review it and share what they like, what is missing, and what they are wondering about.

Northwest Jefferson County Library Need



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.

Ex: 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%.

Adaptability is designed into the project to support future growth.



Comments from the Board included:

- Like the numbers specific to the area – the percentages help – big wonder is how we counteract the message from the schools – population shrinking – the challenge is it is a complicated message. To me the numbers speak for themselves – I know this area so well.
- Demographics between areas can be very different and that information may be helpful
- Suggestion - if there are other stakeholder groups in the area – big proponents – could mention that

Northwest Jefferson County Service Area Background

Service area background can be indicated on a map rather than through key messages.

Information that can be included on map graphic includes:

- JCPL boundaries
- NW County service area

- Nearby JCPL service locations (libraries and offsite services)
- Population data

In response to questions, the Board was advised that:

- Standley Lake Library is the nearest library, a 10-15 minute drive. The Express Library is more than ten miles away.
- Information like drive times, miles and other demographics that will not fit on a fact sheet can be shared on the public website.

Northwest Jefferson County Location Selection

The specific location of the new library has not yet been selected, though we are anticipating we will be seeking land within the library services area shown on the map. The following site selection criteria are the guideposts for our decision-making:

Size

A site with space to support a new build, including outdoor learning environments, technology and innovation needs, indoor programs, and 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.

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.

Convenience

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

Comments from the Board included:

- I talked about partnership opportunities with developers in that region that could potentially create benefits for us – make sure we don't lose that
- Fact sheet perspective – a tool to communicate we're open to partnerships
- The two separate comments about 5 acres and then t 10 acres – need to be a little more clear – feels contradictory – even if it says 5 up to 10.

Northwest Jefferson County Timeline

The timeline can be shown as a graphic with the following information. At this time it is broad and was taken from the project plan.

- 2022/23 Site search and acquisition
- 2022/23 Community input
- 2022/23 Program of service
- 2023/24 Design
- 2024 Permitting process
- 2024/25 Library construction

Northwest Jefferson County Public Engagement

Success for the Northwest Jefferson County Library depends on community input. JCPL wants to build a destination that helps to build an educated and vibrant community by providing equal access to information and opportunities. Invite community members to share their ideas by directing them to website, online meeting, in person meetings, email, etc.

The Library will have a full community engagement project and will launch the webpage as soon as the fact sheet is completed.

Northwest Jefferson County Budget

In 2015, voters in Jefferson County approved an increase in the maximum mill levy for the Jefferson County Public Library for the purposes of restoring the level of library services and expanding library services into underserved areas. That funding is making this new library possible.

Comments from the Board included:

- Could add that this is included in the capital plan
- We have these funds in reserve is an important message

C. Samson Energy Naming Agreement Information

Kim McGrigg advised the Board that Samson Energy sponsored the Golden Library fireplace during the remodel in 2015. Samson Energy is interested in renewing its naming rights for an additional two years for \$2,000.

There were no questions on the Samson Energy naming agreement, and the Chair advised the Board that approval of the naming agreement will be on the consent agenda for next week's Board meeting.

D. Philanthropy Strategic Project Follow-Up – If needed.

The Chair asked if there were any follow-up questions from the Board.

Trustee Naumer noted that it might be helpful to look at one of libraries that has been successful in fundraising and see what a good model is. From what I'm understanding we're focusing on foundation grants, but I think there are corporate sponsors and individual donors as well. Look at that mix. One of the peer libraries performing well and see what their strategy is. Hopefully

relatively quickly look at capital projects that could be a good opportunity. It's so important to have a goal – know you are working on that – in terms of fundraising strategies I've never been part of an effort that didn't have a goal – would like a vision for what our efforts should yield. If we don't have what we're striving for we're doing ourselves and community a disservice. We spent so much time and effort on this last year. We're in the bottom half and should aspire to be in top quartile like we do in other areas, that vision for where we want to be in a few years and set that goal.

Kim McGrigg advised the Board that the reason we're focusing on grants from foundations now is that we have building projects that might be of interest and we had to pick a place to start. Corporate philanthropy is on our list as is looking to other libraries that had great success. She noted that she has met with Denver Public Library to see how they work with their Foundation and met with the philanthropy officer from Pikes Peak. She has started that outreach and understanding of fundraising philosophies. Some corporations have their own foundations, and we do have an extensive list. We presented a list of 10-13 from that much larger list. We are tackling what is reasonable to do now with the project scheduled to start in 2023.

The Chair expressed appreciation to Kim McGrigg for her work on philanthropy development.

Facilities & Construction Projects

A. General Contractor Master Agreement Concept

Steve Chestnut, Director of Facilities and Construction Projects addressed the Board and provided background information. When we accelerated the building plan, we talked about the resources to compress that schedule and how best to utilize those resources to be effective. Developing a master contract for general contractor and architectural services would create a synergy of those elements working together. It would also reduce our request for proposal (RFP) process and timeline. The outcome of a master contract would produce a better process and we would have a team working on the projects without the need to continually bring new people into the project. It would be the same team working on projects. For this master contract we put out an RFP in July and had eight responses. From those we selected and interviewed the top three. Those interviews were completed on August 29, and we have selected one that we will bring to the next Board meeting with a recommendation that the Board authorize the Executive Director to enter into that master contract. There is not a price in that master contract. Each project will have a contract amendment with costs and schedules that the Board will approve.

In response to questions, the Board was advised that:

- The Library does leverage the County's purchasing ability.
- The Library's RFP process includes a basis for competitive pricing and applicants provided information including general pre-construction costs, overhead, change order percentages, how much work is done in-house and that value, performance bonding, etc.

They will have to stick to what they said, for example if they said overhead is 1.5% that's what will be in the project contract.

- The Library anticipates the term of the master contract to be the next three projects. It is important to point out that the Library can terminate this contract for lack of performance or if we change our minds we can go out for an RFP.
- The Library does have the opportunity to go out for an RFP if we want to.

The Chair advised the Board that this item would be included on the regular agenda for next week's Board meeting.

Business Strategy & Finance

A. Library Design Consultant Concept

The Executive Director introduced the topic and provided background information. When the Board asked the Library to accelerate the building plan in May of 2021, she interviewed libraries and architects across the country to help determine the best practices. One of those best practices was using a library design consultant. Amy Bentz, Assistant Director of Library Design Projects and Planning will provide additional information.

2022 Strategic Project: Accelerate Our Building Program

Included in the deliverables of this project is the creation of a new design standard for JCPL. A library design standard will elevate the style of all JCPL libraries while aligning with our current brand by creating a handbook of professionally curated choices for furniture and color palettes that will be used in all new build and remodel projects. These choices will reflect the JCPL brand, look, and feel while allowing for customization to represent the communities of each of our locations.

New Design Standard = Functionality + Aesthetics

The creation of a JCPL Library Design Standard is aligned with our strategic initiatives of embracing innovation and change and continuous process improvement to modernize JCPL and maximize organizational effectiveness. It will increase our efficiencies in designing and procurement of furniture, fixtures and equipment for new and remodeled libraries.

New Design Standard = Flexibility

JCPL's design standards will be the guiding document for future projects that elevate JCPL's brand while allowing the required flexibility for each community to celebrate its own unique and distinct style. Examples of Starbucks stores were presented. While they each reflect the Starbucks brand, they are responsive to the culture and activity of their communities.

Design Standard Elements

- FF&E Standards
- Design and Color Palettes
- Shelving and Materials Layout

- Design Standards Report

The JCPL Library Design Standard will include up to four finish and color pallets, three alternates for each furniture piece, two furniture, fixtures and equipment layouts, two site specific shelving layouts as well as a shelving layout template that can be modified to fit any size library.

JCL is in the process of selecting a firm as our library design consultant to work with us in the creation of our library design standard. The library design consultant will make recommendations for color pallets and furniture choices that will elevate the JCPL brand and that represent JCPL's mission, vision and values. Their recommendations will reflect advances in technology including environmental and renewable options, economic and socially sustainable design approaches and take into account JCPL's desire to create libraries of the future.

There were no questions from the Board. The Chair advised the Board that this item will be on the consent agenda for the September 15, Board meeting.

B. 2022 Mid-year Report – Follow-up if needed

There were no questions or comments from the Board on the 2022 Mid-year Report.

EMERGING ISSUES

There were no emerging issues.

ENDS

There were no items.

BOARD GOVERNANCE

There were no items.

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.

With Trustees Anderson and Naumer unable to attend the September 15, 2022 Board meeting, the Chair asked the Trustees to indicate who would be in attendance the meeting. Trustees Zarate-Bohorquez and Lomba indicated that they would be in attendance. The Chair also noted that she would be in attendance.

The Chair advised the Trustees that the Executive Director's evaluation is scheduled for the September 15, meeting and she would be in touch about that item.

2022 Board Meeting Schedule

- September 15, 2022 – Board Meeting – 5:30 pm (Hybrid) Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room
- October 13, 2022 – Study Session – 5:30 pm (Hybrid) Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room
- October 20, 2022 – Board Meeting – 5:30 pm (Hybrid) Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room
- November 10, 2022 – Study Session – 5:30 pm Hybrid) Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room
- November 17, 2022 – Joint Meeting of the Library & Foundation Boards – Time to be determined - Hybrid) Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room
- November 17, 2022 – Board Meeting – 5:30 pm Hybrid) Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room
- November 28, 2022 – Joint BCC & Library Board meeting – 11:00 am. WebEx information to be provided.

ANNOUNCEMENTS/GENERAL INFORMATION SHARING

No announcements or correspondence.

ADJOURNMENT

The Board meeting was adjourned at 6:57 pm.

Jill Fellman, Secretary

Minutes of the Regular Meeting of the
JEFFERSON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
September 15, 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 September 15, 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 and German Zarate-Bohorquez

Trustees not present: Pam Anderson, Charles Naumer.

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; Kim McGrigg, Director of Communications and Engagement; Dan Wells, Director of Business Strategy and Finance; Lisa Smith, Director of People and Engagement; Padma Polepeddi, Assistant Director of Library Experience; Amy Bentz, Assistant Director of Library Design Projects and Planning; Lizzie Gall, Assistant Director of Library Experience; Jennifer Reading, 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: Jeanne Lomba 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 can do so virtually, in-person, or online. The opportunity to address the Library Board does not include a question and answer session or response. Additionally, the Library Board does not respond to anonymous questions or comments. Comments will be acknowledged in the minutes of the meeting.

The Chair stated the process for public comment and that process was displayed on screen as follows:

To address the Board of Trustees during Public Comment:

- Virtually: Send a chat message to the meeting host at JCPL Events with your name and the topic of your comment.
- In-Person: Sign up on the form provided.

- Online: Submit through the online public comment form at <https://jeffcolibrary.org/board-of-trustees/>.
- People who dial in will not be able to provide Public Comment during the meeting

The Chair asked for virtual attendees to sign in the chat and noted that one online public comment was received and shared with the Board.

The Chair acknowledged Linda Auburn who stated her opposition to a new library in sledding hill park. The Chair expressed appreciation for her comments. There were no other public comments, and the Chair closed the public comment portion of the meeting at 5:38 pm.

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

Items on the Consent Agenda

- A. Library Board of Trustees approve the August 11, 2022 Board Meeting Minutes.
- B. Library Board of Trustees authorize the Executive Director to enter into a contract with Group 4 Architecture in the amount of \$88,920 for Library Design Consultant Services.
- C. Library Board of Trustees authorize the Executive Director to sign the Samson Energy Naming Agreement.

FOUNDATION UPDATE

Jo Schantz provided an update on the activities of the Foundation. The bookstore is doing well and as of September 8, has over \$100,000 in net sales and is on the way to the goal of \$130,000 in gross profits. As noted in the report the 2021 audit was completed. Operating expenses were \$783,426 and there were 7,500 hours of donated time from volunteers. Support from the Foundation was \$942,000, 12 times the in-kind support from the Library. The Foundation is getting a new kitchen in its expanded suite with Home Depot donating appliances, cupboards, countertops, lighting and flooring. etc. The Buell Foundation provided a grant for \$10,000 for 1,000 Books Before Kindergarten. The fall whale of a used book sale is October 20-23, with a \$5.00 admission fee to help cover costs at the fairgrounds. The dine and donate event is next Tuesday at 240 Union, with 25% of all food sales going to the Foundation.

In response to questions, Jo Shantz advised the Board that:

- The in kind support is what the library gives the Foundation - rental for suite, janitorial, some security, the forklift and that in kind is \$75,000. But the Foundation's in kind back to

the library includes all Foundation operating costs and volunteer efforts. The 7,500 hours comes to a \$240,000 value by the independent sector, a national organization that gages the value of volunteer time.

- Every month the library reports the in kind contribution The cash the Foundation gave back in response to in kind was still 3 to 1.
- 72% of Foundation expenses directly supports the Library, and includes the Friends and Whale Sales, those are programs, and general support and fundraising. The Foundation is providing this as a community service, it is a program.
- The Library did not receive \$942,000 but did receive \$243,000.

Trustee Fellman stated that she has experience serving on non-profit Boards and they did not count in-kind contributions this way. Any money was given to the non-profit. She noted that the volunteer numbers are great, and she applauds the number of volunteer hours and efforts. The message in the Foundation report about 12X the in-kind support seems like a disadvantage. We're all working for libraries and that's the message we need to put out for everyone. We want to work together not against each other. Trustee Fellman asked if the Foundation has other clients and does everything go to the Library. Jo Schantz responded that the Foundation has to cover operating costs.

The Chair noted that the \$562,000 is not supporting literacy and reading programs at JCPL directly and she wants to make that distinction. What the Library Board is struggling with is the Foundation saying \$942,000 in support to the Library and that is misleading in many ways. She noted that she wants our patrons and volunteers to know that the 7,500 hours of volunteer services is one of the most important things the Foundation provides. The Chair stated that she wants to be open about the \$562,000 that is supporting the bookstore, book sales and the Foundation's organization and wants it clear in the minutes that money is not coming to JCPL

The Chair thanked Jo Schantz for her perspective.

EXECUTIVE DIRECTOR REPORT

A. Executive Director Report

The Executive Director addressed the Board and showed the CALCON (Colorado Association of Libraries Conference) award for the Express Library. She acknowledged the cross divisional team that built that library. She advised the Board that JCPL heard from the Ignacio Community Library that they did get a grant to help fund a new bookmobile. Padma Polepeddi, Assistant Director of Public Services provided them with grant application support and helped that small community library get some grant money. JCPL learned yesterday that the Library met 100% of the requirements for cybersecurity insurance. She noted that it is very difficult to get that insurance and JCPL's Technology and Innovation staff worked very hard to adjust priorities and achieve that goal. Trustee appointments are on the Board of County Commissioners consent agenda for September 27. The Board will have two new Trustees appointed and they will start officially on October 1. The All Staff Conference is October 3 and additional

information is included in the written report. She asked the Trustees to reach out to Amber Fisher if they want to attend for any part of the day. The Raise A Reader event is October 1, at the Colorado Railroad Museum and the Trustees were encouraged to stop by.

B. South County Expansion Project

The Executive Director advised the Board that the Library's team is working with Open Space on the next community engagement meeting. They are planning messaging and responding to questions and comments. The meeting is September 28, 6:00pm-7:30pm and the meeting link will be sent to the Board.

EXECUTIVE TEAM OPERATIONAL UPDATES

Business Strategy & Finance

Finance and Budget – Financial Report – July and August

Dan Wells, Director of Business Strategy and Finance, addressed the Board and noted that July financials were not ready in time for the earlier August Board meeting, and they are included this month with the August financials. Year-to-Date property tax revenue recorded and included in the tables is \$50.5M, or 96.4% of the budgeted amount. July property tax revenue was recorded after we submitted the board report. The additional revenue recorded was \$668,377, bringing us to 97.7% of total budget amount. Through the end of August, the Library received funding of \$104,747 from the Library Foundation. This is unchanged since June because of Foundation accounts payable resource constraints. In-kind support provided to the Foundation by the Library in 2022 through August is valued at \$56,815. Operating expenses in July and August are unremarkable for this time of year and capital projects continue to move forward.

There were no questions on the financial reports.

Facilities and Construction Projects

A. General Contractor Master Contract Authorization

Steve Chestnut, Director of Facilities and Construction Projects and noted that at the last meeting he provided the background and benefits information for the master contract. Eight responses to the RFP (request for proposal) were received and the library interviewed three. The selection team recommended that the Library move forward with Fransen Pittman for general contracting services.

In response to a question, the Board was advised that the not to exceed includes contingency.

MOTION: Jeanne Lomba moved that the Library Board of Trustees authorize the Executive Director to enter a contract with Fransen Pittman for general contracting services. Seconded by German Zarate-Bohorquez the motion passed by unanimous vote of all Trustees present.

ITEMS REMOVED FROM THE CONSENT AGENDA

No items were removed from the consent agenda.

EMERGING ISSUES

There were no emerging issues.

ENDS

There were no items.

BOARD GOVERNANCE

There were no items.

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

- October 13, 2022 – Study Session – 5:30 pm (Hybrid) Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room
- October 20, 2022 – Board Meeting – 5:30 pm (Hybrid) Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room
- November 10, 2022 – Study Session – 5:30 pm Hybrid) Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room
- November 17, 2022 – Joint Meeting of the Library & Foundation Boards – Time to be determined - Hybrid) Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room
- November 17, 2022 – Board Meeting – 5:30 pm Hybrid) Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room
- November 28, 2022 – Joint BCC & Library Board meeting – 11:00 am. WebEx information to be provided.

ANNOUNCEMENTS/GENERAL INFORMATION SHARING

The Chair announced that tonight is German Zarate-Bohorquez' last meeting with us and she has a statement to share in recognition of his service.

Trustee German Zarate-Bohorquez

The Board of County Commissioners appointed German Zarate-Bohorquez to the Jefferson County Public Library Board on September 30, 2019. Just six months into his tenure, JCPL was faced with unprecedented challenges in the form of a global pandemic. German's thoughtful and caring guidance helped JCPL continue providing library services to the community while keeping the health and safety of staff and patrons a top priority.

With German's leadership support, JCPL created new ways to work effectively and provide services remotely, digitally and in-person. He also leveraged pandemic changes to help create a strategy for the future. In fact, Trustee Zarate-Bohorquez's contributions allowed JCPL to remain focused on achieving its goals to provide equity of access, create a place of radical welcome, provide leading edge services, and maximize value for taxpayers.

During his tenure, German contributed to many strategic successes. For example, under German's leadership, JCPL:

- moved closer to its goal of designing a new library in South County by conducting extensive community engagement and developing the new library's Program of Service.
- completed fundraising research and hired a new Communications and Engagement Director.
- finalized its updated Facility Master Plan and has paved the way for JCPL to create a new design standard.
- updated and integrated software and organizational systems to support collaborative work while providing secure and cohesive technology management.
- expanded and improved access to JCPL physical resources through the creation of offsite self-services. This included the opening of the award-winning Express Library, the completion of a new Bookmobile, and the installation of holds lockers and return bins at strategic locations across Jefferson County.
- expanded access to digital and information technology resources to all Jefferson County residents. This included the deployment of community hotspots and expanded online resources. During German's tenure on the Board, JCPL also developed new early literacy programs and hosted an author event that attracted more than 2,800 attendees.
- partnered with Jefferson County on the Justice Equity Diversity and Inclusion (JEDI) team.

German helped govern JCPL through some of its most challenging and exciting times. He also took on the added responsibility of serving on the Bylaws Committee in 2020, 2021 and 2022.

On behalf of the Board of Trustees, I would like to acknowledge the progress of JCPL during his tenure and thank Trustee Zarate-Bohorquez for his volunteer service to the organization and community. We will miss his guidance, experience, and caring and thoughtful approach to governance. We look forward to his continued advocacy on behalf of JCPL.

The Executive Director thanked Trustee Zarate-Bohorquez for his service to JCPL. When you shared with me that your tenure on the Board coincided with starting your own non-profit, I was humbled to learn of that personal sacrifice you made. She thanked German for his steady hand in governance during uncertain times and his commitment to her.

Trustee Fellman thanked German for his friendship and noted that she will miss his friendship, his smile and mis-pronouncing his last name. She thanked German for giving of himself to us.

Trustee Zarate-Bohorquez thanked the Board and staff for the great opportunity to be a part of this amazing Board. He noted that he learned a lot through the challenging times and appreciates what was accomplished. He noted that he is impressed with the passion and support of the community. The Jefferson County community is lucky to have this amazing staff and amazing Board. He also thanked everyone for their support as English is his second language and he is still learning. He wanted to acknowledge how hard everyone is working, the incredible accomplishments and great leadership.

EXECUTIVE SESSION:

At 6:12 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 pursuant to:

A. South County Library Expansion Project. Statutory citations authorizing an executive session for this topic are:

- 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.
- Pursuant to 24-6-402(4)(e)(I) for discussion of strategy and instructions to negotiators.

B. CRS 24-6-402(4)(f) Personnel Matters. Trustees review Executive Director's performance and compensation (4.3.6)

Seconded by Jill Fellman the motion passed by unanimous vote of all Trustees present.

The Chair announced a six minute break to allow the Board and staff time to clear the room, leave the existing ZOOM meeting and then join the Executive Session at 6:20 pm.

The Chair called the Executive Session to order at 6:21 pm with the following Trustees present, Jeanne Lomba, Jill Fellman and German Zarate-Bohorquez. Also present were Donna Walker, Executive Director; Julianne Rist, Director of Public Services; Steve Chestnut, Director of Facilities and Construction Projects; Kim McGrigg, Director of Communications and Engagement; Dan Wells, Director of Business Strategy and Finance; Bernadette Berger, Director of Technology and Innovation; 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 7:48 pm Jeanne Lomba 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 7:51 p.m. the Chair reconvened the regular meeting with the following Trustees present: Jeanne Lomba, Jill Fellman and German Zarate-Bohorquez . Also, present were Donna Walker, Executive Director; Bernadette Berger, Director of Technology and Innovation; 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 and Personnel Matters related to the Executive Director's performance and compensation. The Trustees held those discussions, and this summary is provided as required by Colorado Statute.

MOTION: Jeanne Lomba moved that the Library Board of Trustees authorize an increase of the Executive Director's salary to \$172,000 annually. Seconded by Jill Fellman the motion passed by unanimous vote of all Trustees present.

The board expressed appreciation to the Executive Director for her exceptional leadership.

ADJOURNMENT

The Board meeting was adjourned at 7:53 pm.

Jill Fellman, Secretary

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



jeffcolibrary.org

O: Donna Walker, Executive Director

FROM: Steve Chestnut, Director of Facilities and Construction

DATE: October 13, 2022

RE: 2022-2023 Janitorial Services, Kleen-Tech Services LLC, 2nd Renewal

History of Contract: Kleen-Tech Services, LLC

Kleen-Tech Services, LLC provides janitorial services at all library locations. The Board authorized the Executive Director to enter a contract with Kleen-Tech Services, LLC in November 2020 for a period of one year. The Board's authorization allowed the option to renew the contract for up to four additional one-year terms with their approval. We have been happy with the services provided by the vendor and would like to renew our contract for an additional year. This will be the second renewal for this contract.

Budget:

The projected contract cost for 2022-2023 is \$666,280.76 and would provide for janitorial services for one year from the date of the contract signing. The cost includes an increase over the 2021-2022 year of 5.49% due to increased operating costs and minimum wage increases. The total annual cost is anticipated to be within the budgeted amount for janitorial services.

Next Actions:

I would like to ask the Board to authorize the Executive Director to renew our contract with Kleen-Tech Services, LLC for janitorial services at all locations for an additional year. **This item will be placed on the consent agenda for the October 20, 2022 Library 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: Bernadette Berger, Director of Technology & Innovation

DATE: October 13, 2022

RE: Contract Amendment for Automated Materials Handling System- RFID Library Solutions Inc

History of Contract: Automated Materials Handling System

Jefferson County Public Library (JCPL) has a need to provide an available and reliable Automated Materials Handling System (AMH), which both patrons and staff use daily. We strive to make the patron experience positive and easy by providing a "Drop and Go" induction service either via the internal book drop portal or via an external drive-up or walk-up book drop portal.

JCPL is currently under contract with RFID through August 2025; the contract allows for new book sorter purchases as well as maintenance of current RFID systems. RFID has installed "Drop and Go" sorters at the Lakewood, Belmar, Standley Lake, Golden, Evergreen and Columbine libraries. These sorters are functioning well and meeting JCPL's requirements. We recommend that we amend the current contract to include the purchase and installation of an AMH for the Arvada location.

Budget:

While originally scheduled as a capital project in 2023, we have been able to accelerate the installation to January 16, 2023. The estimated cost for the project is \$389,125.00 with a deposit of \$97,281.00 from the 2022 ARM-04 budget. The remaining \$291,844.00 will be paid for from the 2023 ARM-04 budget.

Action Requested:

We recommend an amendment to the existing RFID Library Solutions, Inc. contract to complete the Arvada AMH replacement project. We are asking the Library Board of Trustees to authorize the Executive Director to sign a contract amendment with RFID Library Solutions Inc in the base amount of \$389,125.00. **This item will be placed on the consent agenda for the October 20, 2022 Library 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: Lizzie Gall, Assistant Director of Public Services for Resources and Programs
DATE: October 13, 2022
RE: Colorado Library Consortium (CLiC) Courier Membership Agreement Renewal

History of Agreement: Colorado Library Consortium (CLiC) – Colorado Courier

Jefferson County Public Library participates in the Colorado Statewide Courier to facilitate the movement of library materials between 300+ libraries that support programs such as Interlibrary Loan, Prospector, Mobius and the Colorado Libraries Collaborate program. We have been a member for 30+ years. JCPL benefits from being part of this courier consortium as the volume and reach of the Colorado Courier could not be replicated or managed by JCPL. The Colorado Courier also connects to the state courier systems in Kansas and Missouri at no added cost. The membership is an annual service, and the cost varies each year. The Board last heard about this membership agreement renewal in 2018; we have not brought this agreement to the Board since that time because the cost was under \$50,000.

Total Cost 2022-2023: \$53,225.60

2021-2022 price for this agreement was \$43,096.24. This year's price reflects an increase of 23.5% over last year's price. The increase in price is due to an increase in use of the service compared to the last two years, as well as an increase in cost per item.

CLiC calculates the cost in two parts:

1. Number of service days per week – JCPL has daily deliveries Monday through Friday
2. Volume of materials moved

Budget:

The cost for this service is within the budgeted amount for Collection Services in the approved 2022 budget and proposed 2023 budget.

- 2022 Budget (October – December) \$13,306.38
- 2023 Budget (January – September) \$39,919.22

Next Actions:

We request that the Board authorize the Executive Director to enter into a renewal of the membership agreement with the Colorado Library Consortium for statewide courier services for October 2022 through September 2023. **This item will be placed on the consent agenda for the October 20, 2022 Library Board meeting unless otherwise instructed by the Board.**

Foundation Update

October 2022 Executive Director Report

by Jo Schantz, MNM, CFRE, GPC



Thank You to our
Diners & Donors!



Fall Whale Sale is Almost Here

JCLF is gearing up for our semi-annual Whale of a Used Book Sale slated for October 20-23 at the Jeffco Fairgrounds. Admission is \$5 for adults over 18 and children are admitted free. Tickets can be purchased online or at the door.

The event begins with Friends-only Preview Night on Thursday, October 20, from 6 to 8 p.m. Friday morning opens with an Early Bird Special (from 8 to 9 a.m.) for \$10 per adult, and regular Friday/Saturday hours are 9 a.m. to 5 p.m. Saturday is designated as half-price day for Friends, Jeffco employees and educators (with ID).

Sunday is our popular "bag day" where shoppers can load up a bag of books for just \$8. Sunday hours are 11 a.m. to 3 p.m.

We always need helpful volunteers to make the event a success, and each volunteer earns 2 free books for each 4-hour shift. If you would like to help us out and enjoy the fun, please visit our website and select the days/hours you want to participate.

You'll find us at www.jeffclf.org!



JCLF was pleased to participate in a very tasty fundraiser on Tuesday, Sept. 20. This was our Dine & Donate event that occurred at 240 Union Creative Grill in Lakewood.

Thanks to lots of hungry diners who joined in the event, we raised \$2,189! The monies were contributed to us by the restaurant, accounting for 25% of all food purchases on that date.

Double thanks to restaurateur and owner Michael Coughlin for hosting this benefit on behalf of our Foundation!

A New Kitchen is Coming Our Way!

Thanks to the Golden Home Depot, Home Depot Team Projects and General Manager Roger Kubiak, JCLF will soon have a new kitchen in our recently expanded warehouse at the L&K Business Center in Wheat Ridge.



The kitchen -- which will be installed for FREE by Home Depot employees -- will come fully equipped with a spanking new refrigerator, dishwasher,

cabinets, faucets, garbage disposal, microwave, flooring, lighting -- everything and (yes!) including the kitchen sink! The best news? All appliances, materials, equipment and tools were donated by Home Depot!

We are grateful for this new addition to our expanded space, one that will offer a more enjoyable place for our staff and volunteers to have a cup of coffee, nibble a favorite snack and have a quiet lunch.

Installation date is yet to be determined, so please stay tuned!



B&N Bookfair Features Suspense Novelist Carter Wilson

JCLF was glad to be the nonprofit beneficiary of a recent Barnes & Noble Bookfair held on Saturday, Oct. 8, at the local store location in Golden's Denver West Village.

Our organization will receive 5% of the day's purchases thanks to shoppers who presented a special voucher at check-out.

A huge highlight of the event was the appearance of award-winning thriller author Carter Wilson who joined us for book signing and selling during the event.

We are grateful to Barnes & Noble and Store Manager Randall Williams for arranging this fundraiser. We were also glad to team with a fellow bookseller to help promote literacy and the joy of reading.

October 2022

Executive Director Report

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COMMUNITY CONNECTIONS

- Sept. 19 -- Meeting with Donna Walker
- Sept. 19 -- Pen & Podium author lecture and grant award presentation at DU's Newman Center
- Sept. 20 -- Dine & Donate at 240 Union Restaurant
- Sept. 20 -- JCLF Finance Committee meeting
- Sept. 21 -- JCLF Board meeting
- Sept. 24 -- Honor Bell Foundation's Tribute to the Fallen at Behind the Scenes Tap House
- Sept. 26 -- JCPL Communications team tour of JCLF office/warehouse complex
- Sept. 27 -- Lakewood Foothills Rotary Club meeting
- Oct. 1 -- Raise A Reader event at Colorado Railroad Museum
- Oct. 6 -- Whale Sale planning meeting at Jeffco Fairgrounds
- Oct. 8 -- Bookfair at Barnes & Noble, Denver West Village
- Oct. 11 -- Presentation to Wheat Ridge Business Association
- Oct. 12 -- Good News Breakfast Steering Committee meeting
- Oct. 15 -- Rocky Mountain Literary Festival
- Oct. 17 -- Board meeting, Literacy Coalition of Co.
- Oct. 18 -- JCLF Finance Committee meeting
- Oct. 18 -- On-air promotion of fall Whale of a Used Book Sale at Denver7 television station

JCLF Receives Pen & Podium Grant



JCLF was thrilled to be selected -- for a second time! -- to receive a grant award from The Denver Post's Pen & Podium author lecture series.

The photo above, taken prior to the author presentation on Sept. 19, shows Foundation Executive Director with Irish playwright and columnist Colm Toibin, along with Tracy Ulmer from Denver Post Charities.

Grants Update

GRANTS RECEIVED

Pen & Podium grant --\$1,000 for general operations

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

REPORTS SUBMITTED

Buell Foundation

Melvin & Elaine Wolf Foundation

GRANTS PENDING

Connie and William White Foundation -- \$5,000 for 1,000 Books Before Kindergarten

DaVita -- \$5,000 for 1,000 Books Before Kindergarten

Virginia Hill Foundation -- \$5,000 general operations

Nathan B. & Florence R. Burt Foundation -- \$10,000 childhood literacy

Operational Updates

Executive Director Report



OCTOBER 2022 EXECUTIVE DIRECTOR REPORT

Fourth Quarter Focus:

Accelerate our Building Program:

In October, the Library is focusing on,

- Continuing activities with design consultant

Design a New Library in South County:

In October, the Library is focusing on,

- Sharing community engagement updates with stakeholders

Initiate a New Library in Northwest Jefferson County

In October, the Library is focusing on,

- Completing influencer interviews
- Compiling influencer interview results
- Continuing site search and ranking of potential sites

Develop a New Concept in Philanthropy Strategy

In October, the Library is focusing on,

- Developing grant ideas for Evergreen Library redesign

Redesign Evergreen Library

In October, the Library is focusing on,

- Creating the construction budget plan
- Finalizing schematic design drawings
- Making decision on potential closure
- Making decision on alternative services plan

TRUSTEE ENGAGEMENT OPPORTUNITIES

ONE COMMUNITY SUMMIT 2022, October 24-27 in person and virtual. *Hybrid & cost-free for participants (cost are funded by partner organizations)* A week long series of hybrid and virtual presentations and speakers for local government and non-profit employees who want to learn how to better serve our increasingly diverse communities. Trustees are welcome to register and attend.



JCPL SERVICE HIGHLIGHTS

Developmental Disabilities Resource Center (DDRC) has honored JCPL with its **Special Recognition Award**. This award is given to a person or organization who has shown exceptional support and dedication toward people with intellectual and developmental disabilities (IDD).

From DDRC: The Libraries' inclusive programming, including Library for All, and your collaboration with DDRC through the Arvada, Lakewood and Columbine branches has been so meaningful. You have cohosted the Art & Self Advocacy event at the Columbine Library, posted a collection of videos /books relating to people with IDD on the Lakewood Library web site, offered DDRC display space at Lakewood Library, and invited our staff to present information in conjunction with your offerings. All these things help ensure that people with disabilities and their families feel welcome at the libraries, and that the general community sees people with disabilities as worthy members of the community.

Digital Literacy for Spanish Speakers kicks off this month. This project is a starter course for first time laptop users in Spanish. The course covers computer basics such as identifying parts, email creation and web navigation. Patrons take a Chromebook home for the duration of the course so they can practice at home while attending weekly classes at their local school. We are partnering with Title I schools in Jeffco that have high populations of immigrant Spanish speakers. This model addresses the needs of our Jeffco community for digital inclusion, and services to underserved communities, starting with immigrant families in underserved neighborhoods. Classes are full.

Belmar Library Discover Together Outdoor Space is on target to be completed by month end. Here are photos of the project in progress





PROFESSIONAL ENGAGEMENT

Four staff are attending REFORMA, The National Association to Promote Library and Information Services to Latinos and the Spanish-Speaking. **Paola Vilaxa**, manager of Arvada Library and Diversity, Equity & Inclusion Services, and **Michelle McConnell**, Equity, Diversity, and Inclusion outreach librarian, are presenting *Reforma-Recurso Digitales Sin Estres*.

Kelly Duran, manager of Lakewood Library and Library to You services, is attending and presenting at the Association of Bookmobile & Outreach Services (ABOS) conference. Her session is on the topic *Express Library: Utilizing Self Service to Bridge Access Barriers to the Library*.

Amy Bentz, assistant director of Library Design Projects & Planning, and **Jennifer Reading**, assistant director of Public Services, attended the Library Journal Design Institute.

Steve Chestnut, director of Facilities and Construction, attended the International Facility Management Association (IFMA) Conference.

Lisa Smith, director of People and Culture, attended the Colorado Association of Libraries (CAL) Equity, Diversity, Social Justice and Inclusion conference and a training on Equity-Centered Library Leadership

Seven staff attended the Colorado Libraries for Early Literacy (CLEL) Conference. **Jennifer French**, coordinator of services to Kids & Families served as the conference co-chair and sits on the CLEL steering committee.


Michelle McConnell, Equity, Diversity, and Inclusion outreach librarian, was scheduled to attend the Joint Conference of Librarians of Color (JCLC) which was cancelled due to a hurricane.



PATRON IMPACT STATEMENT:

I have a shout out for the librarians and staff at our Jefferson County libraries. Libraries in recent years have taken on the role as a community center and resource for a multitude of all different people. Almost all of the staff I have encountered are wonderful working with the diverse population. I have witnessed empathy, concern, caring and helpfulness. I especially have noticed over the years at Belmar library that Dave is so kind and helpful to all those he encounters. He takes time to help patrons with problems and truly listens to their needs. I am very proud to be a patron of Jefferson County libraries.

HIGHLIGHTS OF EXECUTIVE DIRECTOR COMMUNITY ACTIVITIES, OCTOBER 2022

- Attend **JCPL Raise a Reader Festival**
 - Meet with community entities and legal counsel re: South County potential site acquisition
 - Attend **Bright Futures Advisory Board** meetings
 - Attend **Jeffco Connections Board** meeting
 - Monthly meeting with **Jefferson County Library Foundation (JCLF)** executive director
 - Monthly meeting with **Jefferson County Elected/Appointed Officials Personnel Board**
 - **Colorado Association of Libraries (CAL)** Mentorship Interest Group
 - Attend and present at the **Foothills Parks and Recreation Board** meeting
 - Attend and present at the **Ken Caryl Metro District Board** meeting
 - 1:1 meetings with **JCPL New Trustees**
 - Meeting with **Front Range Public Library Directors**
 - Attend call with **Urban Libraries Council**
 - Meeting with **Jeffco Public Schools**
 - Attend **One Community Summit**
- 

Operational Updates

Business Strategy and Finance

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

jeffcolibrary.org



TO: Donna Walker, Executive Director
FROM: Dan Wells, Director of Business Strategy & Finance
DATE: October 20, 2022
RE: Finance Monthly Report

September 2022 Financial Tables

The Budget to Actual Tables for September 2022 are attached. September property tax revenue has not yet been recorded. Property tax revenue of \$334,181 was recorded in August, bringing Year-to-Date property tax revenue recorded and included in the tables to \$51.6M, or 98.4% of the budgeted amount.

Through the end of September, the Library received funding of \$104,747 from the Library Foundation. This is unchanged since June because of Foundation accounts payable resource constraints. In-kind support provided to the Foundation by the Library in 2022 through August is valued at \$63,729.

Operating expenses in September remain unremarkable for this time of year. Capital projects continue to move forward, with extended timing of South County delaying capital expenditure compared to plan. All capital projects underway are fully funded.

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 09/30/2022	\$ Variance 2022 Budget	% Variance 2022 Budget
Revenues						
Taxes						
Property Tax - Operating	\$ 44,134,625	\$ 44,835,152	\$ 49,964,941	\$ 49,233,877	\$ (731,064)	-1%
Property Tax - Capital	2,165,680	2,193,145	2,442,681	2,316,321	(126,360)	-5%
Total Taxes	\$ 46,300,305	\$ 47,028,297	\$ 52,407,622	\$ 51,550,198	\$ (857,424)	-2%
Federal & State Grants	\$ 121,051	\$ 226,169	\$ 125,000	\$ 330,662	\$ 205,662	165%
Fines & Fees	145,000	37,266	115,000	89,430	(25,570)	-22%
Other Revenue	298,640	389,946	298,640	438,106	139,466	47%
Total Other Revenues	\$ 564,691	\$ 653,381	\$ 538,640	\$ 858,198	\$ 319,558	59%
Sub Total Revenues	\$ 46,864,996	\$ 47,681,678	\$ 52,946,262	\$ 52,408,396	\$ (537,866)	-1%
Fund Balance Activity						
Transfer from FB - Capital Projects	2,245,018	-	12,441,736	-	-	
Transfer to/(from) Fund Balance	-	9,968,351	-	24,418,504	-	
Total Sources of Funds	\$ 49,110,014	\$ 37,713,328	\$ 65,387,998	\$ 27,989,892		
Uses of Funds						
Operating Expenditures						
Salaries & Employee Benefits						
Salaries	\$ 16,081,526	\$ 15,213,963	\$ 16,601,010	\$ 11,308,538	\$ (5,292,472)	-32%
Benefits	5,373,904	4,804,257	5,719,962	3,671,400	(2,048,562)	-36%
Total Salaries & Benefits	\$ 21,455,431	\$ 20,018,220	\$ 22,320,972	\$ 14,979,938	\$ (7,341,033)	-33%
Library Books & Materials	\$ 7,754,177	\$ 7,271,651	\$ 7,937,400	\$ 5,249,562	\$ (2,687,838)	-34%
Supplies	1,515,924	1,179,692	1,559,475	954,760	(604,715)	-39%
Vehicles	-	-	-	-	-	
Services & Charges	5,057,772	3,940,079	5,704,984	3,135,557	(2,569,427)	-45%
Internal Transactions /Cost Allocation	2,582,108	2,533,124	2,734,736	2,256,138	(478,598)	-18%
Total Operating Expenditures	\$ 38,365,412	\$ 34,942,766	\$ 40,257,567	\$ 26,575,955	\$ (13,681,611)	-34%
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	\$ 1,392,647	\$ (23,115,840)	-94%
Total Uses of Funds	\$ 49,110,014	\$ 37,713,328	\$ 65,387,998	\$ 27,989,892	\$ (37,398,107)	-57%

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

	2021 Amended Budget	2021 Actual	2022 Amended Budget	YTD Actual 09/30/2022
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	\$ 50,092,075
Capital Funding	2,165,680	2,193,145	2,442,681	2,316,321
Total Revenues	\$ 46,864,996	\$ 47,681,678	\$ 52,946,262	\$ 52,408,396
Expenditures				
Operating Expenditures	\$ 38,365,412	\$ 34,942,766	\$ 40,257,567	\$ 26,575,955
Debt Service	621,819	621,819.00	621,945	21,289
Capital Projects	10,122,783	2,148,742.58	24,508,487	1,392,647
Total Expenditures	\$ 49,110,014	\$ 37,713,328	\$ 65,387,998	\$ 27,989,892
Increase/(Decrease) in Fund Balance	\$ (2,245,018)	9,968,350.76	\$ (12,441,736)	\$ 24,418,504
Ending Fund Balance	\$ 22,119,563	\$ 43,288,338	\$ 30,846,602	\$ 67,706,842
Committed to Capital Projects - Carryforward	\$ 9,000,000	\$ 9,000,000		
Committed to Capital Projects - Sinking Fund				
Reserve Fund Balance	\$ 13,119,563	\$ 34,288,338	\$ 30,846,602	\$ 67,706,842

Reserve Fund Balance Policy Calculation

	2021 Amended Budget	2021 Actual	2022 Amended Budget	YTD Actual 09/30/2022
Year-End Reserve Fund Balance		\$ 34,288,338		
16% - Current Year Budgeted Revenues	\$ 7,498,399	\$ 7,629,069	\$ 8,471,402	\$ 8,385,343
9% - Current Year Budgeted Revenues - Uncertainty	4,217,850	4,291,351	4,765,164	4,716,756
Total Minimum F/B Reserve Requirements (FLOOR)	\$ 11,716,249	\$ 11,920,420	\$ 13,236,566	\$ 13,102,099
50% of Current Year Budgeted Revenues	\$ 23,432,498	\$ 23,840,839	\$ 26,473,131	\$ 26,204,198
Total Maximum F/B Reserve Requirements (CEILING)	\$ 23,432,498	\$ 23,840,839	\$ 26,473,131	\$ 26,204,198
Above/(Below) Minimum (FLOOR)	\$ 1,403,314	\$ 22,367,918	\$ 17,610,036	\$ 54,604,743
Above/(Below) Maximum (CEILING)	\$ (10,312,935)	\$ 10,447,499	\$ 4,373,471	\$ 41,502,644

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 09/30/2022	\$ Variance 2022 Budget	% Variance 2022 Budget
Revenues						
Taxes						
Property Taxes	\$ 45,960,543	\$ 46,543,405	\$ 51,839,123	\$ 49,157,474	\$ (2,681,649)	-5%
Delinquent Taxes	48,032	199,454	48,032	50,074	\$ 2,042	4%
Prior Year Cancellations	(385,353)	(349,283)	(92,339)	-	\$ 92,339	-100%
Urban Renewal	(1,509,624)	(1,545,098)	(1,850,902)	-	\$ 1,850,902	-100%
Penalties & Interest	21,027	(13,326)	21,027	26,328	\$ 5,301	25%
Total Taxes	\$ 44,134,625	\$ 44,835,152	\$ 49,964,941	\$ 49,233,877	\$ (731,064)	-1%
Federal & State Grants	\$ 121,051	\$ 226,169	\$ 125,000	\$ 330,662	\$ 205,662	165%
Library Fines	40,000	28,124	10,000	21,050	\$ 11,050	110%
Charges for Services	105,000	9,142	105,000	68,380	\$ (36,620)	-35%
Investment Income	108,000	(201,886)	108,000	180,451	\$ 72,451	67%
Library Foundation	100,000	199,566	100,000	104,987	\$ 4,987	5%
E Rate Revenue	90,640	283,030	90,640	102,747	\$ 12,107	13%
Other Revenue	-	21,638	-	49,921	\$ 49,921	
Transfer	-	87,598	-	-	\$ -	
Total Revenues	\$ 44,699,316	\$ 45,488,534	\$ 50,503,581	\$ 50,092,075	\$ (411,506)	-1%
Operating Expenditures						
Salaries & Employee Benefits						
Salaries	\$ 14,816,028	\$ 13,576,973	\$ 15,829,037	\$ 10,134,386	\$ (5,694,651)	-36%
Awards & Bonuses	135,000	143,689	140,000	88,006	\$ (51,994)	-37%
Termination Pay	110,000	178,014	110,000	126,750	\$ 16,750	15%
Temporary Salaries	2,095,441	1,308,187	1,687,043	953,776	\$ (733,268)	-43%
CARES Reimburse Salaries	-	-	-	-	\$ -	
Overtime	-	7,099	-	5,621	\$ 5,621	
Vacancy Savings	(1,074,943)	-	(1,165,071)	-	\$ 1,165,071	-100%
Benefits	5,373,904	4,804,257	5,719,962	3,671,400	\$ (2,048,562)	-36%
Total Salaries & Benefits	\$ 21,455,431	\$ 20,018,220	\$ 22,320,972	\$ 14,979,938	\$ (7,341,033)	-33%
Library Books & Materials	\$ 7,577,102	\$ 7,152,323	\$ 7,737,400	\$ 5,104,357	\$ (2,633,043)	-34%
Library Periodicals	177,075	119,328	200,000	145,205	\$ (54,795)	-27%
Sub-Total Library Collections	7,754,177	7,271,651	7,937,400	5,249,562	(2,687,838)	-34%
Supplies	\$ 1,515,924	\$ 1,179,692	\$ 1,559,475	\$ 954,760	\$ (604,715)	-39%
Services & Charges	5,057,772	3,940,079	5,704,984	3,135,557	\$ (2,569,427)	-45%
Vehicles	-	-	-	-	\$ -	
Interdepartmental Direct Charges	1,500,608	1,177,606	1,264,323	1,153,328	\$ (110,995)	-9%
Interdepartmental Indirect Charges	1,081,500	1,355,518	1,470,413	1,102,810	\$ (367,603)	-25%
Total Supplies and Other	\$ 9,155,804	\$ 7,652,895	\$ 9,999,195	\$ 6,346,455	\$ (3,652,740)	-37%
Total Operating	\$ 38,365,412	\$ 34,942,766	\$ 40,257,567	\$ 26,575,955	\$ (13,681,611)	-34%

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 09/30/2022	\$ Variance 2022 Budget	% Variance 2022 Budget
Debt Service						
Principal - Arvada (2005-2024)	\$ 565,720	\$ 565,720	\$ 579,366	\$ -	\$ (579,366)	-100%
Interest - Arvada (2005-2024)	56,099	56,099	42,578	21,289	\$ (21,289)	-50%
Total Debt Service	\$ 621,819	\$ 621,819	\$ 621,945	\$ 21,289	\$ (600,656)	-97%

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 09/30/2022	\$ Variance 2022 Budget	% Variance 2022 Budget
Sources of Funds							
Property Tax - Capital - 4.5%	\$ 2,165,680	\$ 2,193,145	\$ 2,442,681	\$ 2,442,681	\$ 2,316,321	\$ (126,360)	-5%
Transfer from FB - Capital Expenses	2,267,039						
Total Sources of Funds	\$ 4,432,719	\$ 2,193,145	\$ 2,442,681	\$ 2,442,681	\$ 2,316,321	\$ (126,360)	-5%
Uses of Funds							
Annual Replacement & Maintenance Program (ARM) and Recurring Projects							
ARM-01 Capital Maintenance	\$ 250,000	\$ 183,701	\$ 250,000	\$ 250,000	\$ 151,244	\$ (98,756)	-40%
ARM-02 Furniture & Equipment	36,000	468	36,000	62,000	2,995	\$ (59,005)	-95%
ARM-03 Computer Replacement Plan	490,000	412,322	235,000	312,678	240,455	\$ (72,223)	-23%
ARM-04 Book Sorter Replacement	385,130	492,352	500,000	500,000	428,099	\$ (71,901)	-14%
ARM-05 IT Infrastructure Replacement	500,000	480,442	250,000	250,000	135,280	\$ (114,720)	-46%
Alternative Services	495,791	257,868	200,000	430,690	128,358	\$ (302,332)	-70%
2017 Projects							
Bookmobile Replacement	\$ 428,818	\$ 111,623	\$ -	\$ 317,194	\$ 111,644	\$ (205,550)	-65%
2019 Projects							
Document Management System	\$ 80,000	\$ 2,738	\$ -	\$ 77,263	\$ -	\$ (77,263)	-100%
2021 Projects							
Standley Lake Clerestory Roof	\$ 140,000	\$ 143,309	\$ -	\$ -	\$ -	\$ -	
2022 Projects							
Library Location Holds Lockers	\$ -	\$ -	\$ 205,000	\$ 205,000	\$ -	\$ (205,000)	-100%
Library Belmar Outdoor Space	-	-	-	200,000	132,926	\$ (67,074)	-34%
Library Data Warehouse	-	-	125,000	125,000	-	\$ (125,000)	-100%
Multi-Year Construction Projects							
South County Library	\$ 7,317,045	\$ 63,919	\$ 9,125,536	\$ 16,378,662	\$ 10,077	\$ (16,368,586)	-100%
Evergreen Library Redesign	-	-	700,000	700,000	47,767	\$ (652,233)	-93%
NW Arvada Library	-	-	4,700,000	4,700,000	3,803	\$ (4,696,197)	-100%
Total Capital Projects	\$ 10,122,783	\$ 2,148,743	\$ 16,326,536	\$ 24,508,487	\$ 1,392,647	\$ (23,115,840)	-94%

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

Project	2022 Budget	YTD Actual 09/30/2022	YTD Encumbrances 09/30/22	YTD Total Actual + Enc	Remaining Budget
ARM-01 Capital Maintenance	\$ 250,000	\$ 151,244	\$ 6,678	\$ 157,923	\$ 92,077
ARM-02 Furniture & Equipment	62,000	2,995	24,695	27,690	34,310
ARM-03 Computer Replacement Plan	312,678	240,455	-	240,455	72,223
ARM-04 Book Sorter Replacement	500,000	428,099	-	428,099	71,901
ARM-05 IT Infrastructure Replacement	250,000	135,280	17,879	153,158	96,842
Library Alternative Services	430,690	128,358	17,882	146,239	284,451
Bookmobile Replacement	317,194	111,644	-	111,644	205,550
Document Management System	77,263	-	-	-	77,263
Library Location Holds Lockers	205,000	-	159,280	159,280	45,720
Library Belmar Outdoor Space	200,000	132,926	-	132,926	67,074
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	47,767	-	47,767	652,233
NW Arvada Library	4,700,000	3,803	-	3,803	4,696,197
Total Capital Projects	\$ 24,508,487	\$ 1,392,647	\$ 226,414	\$ 1,619,061	\$ 22,889,426

Operational Updates

Communications and Engagement

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

jeffcolibrary.org



TO: Donna Walker, Executive Director
FROM: Kim McGrigg, Director of Communication and Engagement
DATE: October 20, 2022
RE: Community Engagement Update for South County

Community Engagement Update

JCPL is gathering community feedback on a proposal to build a new library on five to six acres of land located at the corner of S. Kipling Parkway and W. Ken Caryl Avenue, at the 29.6 acre Sledding Hill Park. This property is owned by Jefferson County Open Space (JCOS) and leased to the Foothills Park & Recreation District (FPRD) who manages the site.

Public input about the proposal has been received via public comment at JCPL Board meetings, as well as by email, phone, and mail correspondence. JCPL has received feedback from people who support the proposal, as well as from those who oppose the location for a new library.

JCPL and JCOS also worked with MIG, Inc., a third-party consulting firm, to facilitate two virtual, community engagement meetings about the proposal. The first community meeting, held on Aug. 30, 2022, was attended by 141 participants. The purpose of the meeting was to share background information, initial ideas, and hear community hopes, fears, and aspirations via electronic polling. The second meeting, held on Sept. 28, 2022, was attended by 106 participants. The purpose of this meeting was to share feedback heard in Community Meeting #1, ways that concerns and opportunities could be addressed, and seek feedback.

Themes of concern that were identified in Community Meeting #1 and addressed in Community Meeting #2 include:

- Impact on Sledding
- Loss of Open Space
- Impact on Wildlife
- Need for a Library in South County
- Site Choice Criteria/Process
- Cost/Funding
- Impact on Property Values
- People Experiencing Homelessness
- Traffic/Parking

Additional information and results will be provided at the October 20, 2022 Board meeting. The key takeaways from the community engagement meetings are in the following engagement summary produced by MIG, Inc.

New South JeffCo Library Site

Engagement Summary for Community Meetings #1 and #2

Draft: 10/12/2022

CLIENT:

Kim McGrigg
Director of Communications and Engagement | Administration
Jefferson County Public Library (JCPL)

PRODUCED BY:

MIG, Inc.

INTENT:

This document summarizes the pertinent information and results, as well as the key takeaways from two virtual, community engagement meetings that were held on August 30th and September 28th, 2022 to gather community feedback on a proposal to sell a portion of Sledding Hill Park for the development of a new library.

OVERALL SUMMARY:

In both community meetings, the focus of the facilitator and staff was to address concerns and answer as many questions about the proposal as possible. Despite the number of comments and questions received during the first and second meeting expressing concerns over the proposal, there appeared to be a relatively even split between opposition and support for a new library on a portion of Sledding Hill Park. This was best illustrated during the polling exercise in the first meeting in the final question administered via Mentimeter, where support and opposition were evenly split.

Looking at the volume and tone of comments in the meetings paints a different picture. The majority of those in favor simply expressed support with a single comment while those who opposed the proposal to sell a portion of Sledding Hill Park and to develop a new Jefferson County library facility provided multiple comments related to one or more concerns. For example, during the second meeting, an active voice of opposition from the first meeting registered 56 of the 246 questions/comments.

The purpose of the first meeting was to learn about what concerns existed about the proposal. The concerns gathered in the first meeting were then grouped into key themes and addressed to the extent possible in the second meeting. Themes identified in the first meeting and addressed in the second meeting include:

Initial Themes:

- Impact on Sledding
- Loss of Open Space
- Impact on Wildlife
- Need for a Library in South County
- Site Choice Criteria/Process
- Cost/Funding

- Impact on Property Values
- People Experiencing Homelessness
- Traffic/Parking

During the second meeting, each of the initial themes was addressed both quantitatively and qualitatively, noting prior studies, current policies, and future goals to address noted concerns. During the second meeting, the additional comments and questions primarily focused on the Site Choice Criteria/Process and Need for a Library in South County. Other specific sites were suggested in the comments, such as the RTD site and multiple farm sites, and the location selection process was explained multiple times by JCPL representatives. In addition, new concerns were addressed regarding drainage, soil contamination, and the geotechnical composition of the site. This, along with a few other expressed concerns (i.e., traffic impacts, size of restrooms, lighting, etc.), were noted to be part of future due diligence, design, and development review should the project move forward.

KEY TAKEAWAYS AND RECOMMENDATIONS

- The opposition was very vocal and expressed both concerns and frustrations.
- While those that oppose the proposal are most vocal, they did not represent the entire community. Of participants in the two virtual meetings, opposition and support was approximately split among participants.
- If possible, documentation of the site selection process, potentially addressing why new sites do not meet the stated criteria, could be made publicly available.
- Site amenitization, in support of both the library and the sledding hill, should be further explored and illustrated moving forward.
- It is likely that those who most strongly oppose the library will continue to express concerns and frustration no matter what information is provided.
- It will be important to continue engaging the community in the programming and design process if the proposal moves forward.

MEETING STATISTICS:

The first meeting was held on Tuesday, August 30th, from 6:00 – 7:30PM. The second meeting was held on Wednesday, September 28th, from 6:00 – 7:30PM.

- **Community Engagement Meeting #1**
 - Format: Presentation followed by a “free-for-all” open chat function
 - 141 participants logged in
 - 102 attendees participated in the polling
 - 142 comments were made in the chat
 - 369 views of the recorded presentation (as of 9/26)
- **Community Engagement Meeting #2**
 - Format: Presentation followed by structured question/answer function
 - 106 participants logged in
 - 246 Questions (or Comments) Submitted
 - 122 Questions Responded to either live (verbally) or in text response
 - 52 Questions “unanswered”, primarily due to being similar to another question or having been previously answered
 - 72 Questions “dismissed” as they 1) had either been answered already, 2) were not relevant to the project, 3) were comments with no specific question



Jefferson County
PUBLIC LIBRARY



JEFFERSON
COUNTY COLORADO
Open Space

Proposed New South Jeffco Library Site Community Engagement Update

October/November 2022

Jefferson County Open Space

Jefferson County Public Library

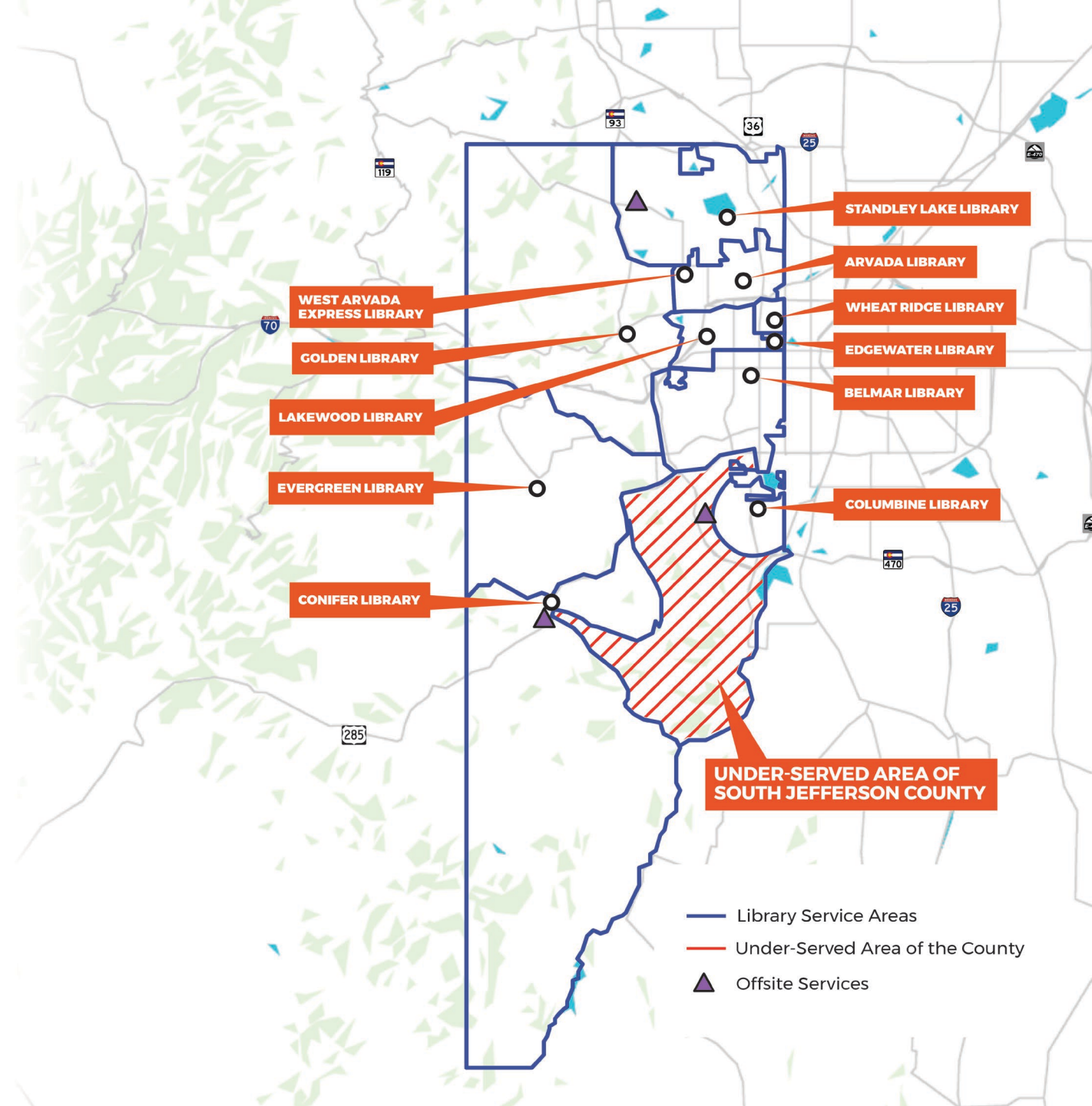
Order of Discussion



- Background
- Givens
- Jeffco Open Space Policy
- Summary of Terms
- Community Engagement Update
- Pro & Con Statements
- Future Community Input Opportunities



Background: County Library Locations



Background: Expanding Services to South Jeffco



JEFFERSON
COUNTY COLORADO
Open Space



Jefferson County
PUBLIC LIBRARY

November 3, 2015

Mill Levy Approved by Voters* – voters in Jefferson County approved an increase in the Jeffco Public Library (JCPL) mill levy to improve and expand library services. This funding makes this new library possible. The approved budget for this project is in the JCPL capital plan.

2018–Present

JCPL initial and ongoing site search

March–April 2021*

The JCPL conducted a **virtual engagement survey and community meetings** to seek input on new south Jeffco library. The survey was available in English and Spanish and accessible from computers or mobile devices. 1,277 responses were gathered from the survey.

August & September 2022*

Online Community Meetings on potential library location + commenting via email, website and phone

**Public comment opportunities*

Givens



- Sledding will be enhanced or not impacted.
- Proposed library will include shared access parking, restrooms, and park-like outdoor amenities to tie into the adjoining open space and trails.
- Transfer (sale) of property is subject to Jefferson County Open Space (JCOS) requirements.
- Columbine Library to remain. A new, additional library is needed to serve south Jeffco.



Jeffco Open Space

Policy for Land Transfers Over Five Acres

- Proposal must have significant ecological, recreational, or cultural benefit
- Land value established by appraisal or staff analysis
- Recommendation to the Board of County Commissioners requires eight or more affirmative Open Space Advisory Committee votes (10 members)
- Must be approved by the Board of County Commissioners





Parking

165 spaces +/-

Library

40,000 sq/ft +/-

Park Amenities
Outdoor green space

Summary of Terms



Price/Acres

Up to six acres, purchase price \$7.65/sf up to \$2M
(determined by JCOS staff analysis)

Credit For Park Amenities

Up to 50% of purchase price, \$1M maximum

Site Planning Advisory Team

JCOS, JCPL, Foothills Park & Recreation District,
and Ken-Caryl Ranch Metro District



Community Input on Library Location

Community Engagement Meeting #1
Tuesday, August 30 from 6 to 7:30 p.m.

Format: Presentation followed by an open chat function

- Facilitated by third party consultant
- 141 participants logged in
- 102 attendees participated in the polling
- 142 comments were made in the chat
- 369 views of the recorded presentation (as of 9/26)



JEFFERSON
COUNTY COLORADO
Open Space



Jefferson County
PUBLIC LIBRARY



Themes from Community Meeting #1

Impact on
Sledding

Loss of Open
Space

Impact on
Wildlife

Need for a
Library in South
County

Site Choice
Criteria/Process

Cost/Funding

Impact on
Property Values

People
Experiencing
Homelessness

Traffic/Parking

Community Input on Library Location

Community Engagement Meeting #2
Wednesday, September 28 from 6 to 7:30 p.m.

Format: Presentation followed by structured question/answer function

- Facilitated by third party consultant
- 106 participants
- 246 questions/comments (52 similar questions, 72 repeat or unrelated questions)
- 122 answers provided



JEFFERSON
COUNTY COLORADO
Open Space



Jefferson County
PUBLIC LIBRARY



Impact on Sledding



Sledding will be enhanced or not impacted

- JCPL is seeking up to 6 acres of the 29.6-acre site
- Proposed library will include shared access parking, restrooms, and park-like outdoor amenities to tie into the adjoining open space and trails



Community Uses/ Loss Of Open Space



JEFFERSON
COUNTY COLORADO
Open Space



Jefferson County
PUBLIC LIBRARY

Community Uses and Benefits

- Historically accommodated by JCOS: recreation and golf course buildings, storm drainage facilities, public utilities
- Public Libraries serve the community
- New South Jeffco Library will come with added park and community amenities



Impact On Wildlife



Proposed Library site has poor wildlife habitat value

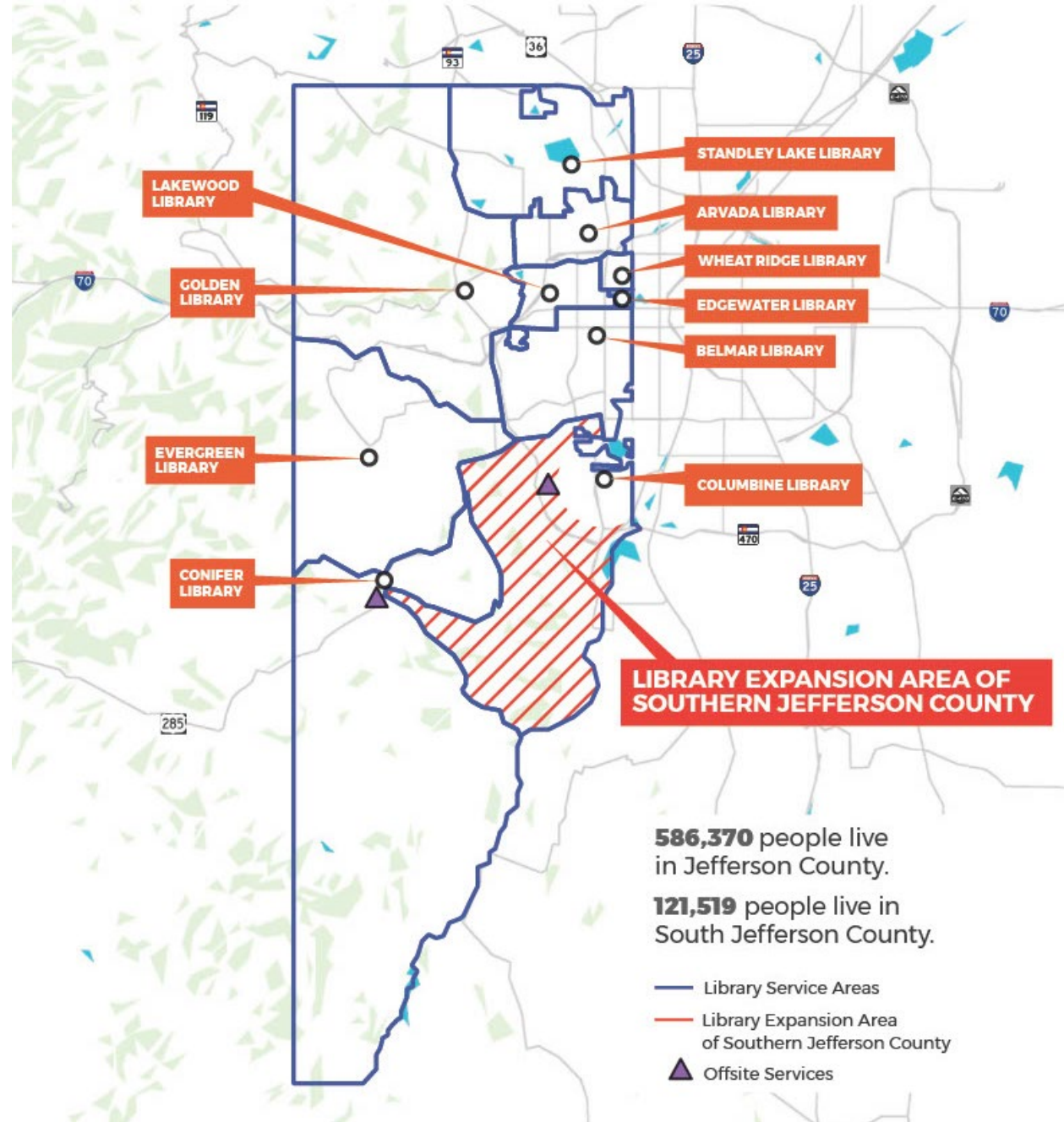
- Site is isolated, surrounded by high density housing.
- Located on two heavily-travelled roads.
- Quality of vegetation extremely low with little or no measurable wildlife habitat value.
- Every effort will be made to relocate the prairie dogs (on library site) either on or off site.



Need for New South Jeffco Library

Population growth has created a need for more convenient access to library services and additional physical space

- The population in this region of Jeffco has doubled since Columbine Library was built
- The intent is to create a library for the future
- Enlarging the Columbine Library is not a practical option



Site Choice Criteria

This site meets the key criteria and is within the boundaries of our search area

- The key criteria include location, convenience and size
- The site search boundaries are inside C-470, South of Coal Mine
- This new library will meet the needs of the people who live more south and west of the Columbine Library



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Site Choice Process

JCPL considered 10 buildings and an additional 17 sites

- Very few sites met the basic criteria
- Several sites were excluded due to subsidence issues or existing development plans
- Some residents have shared potential sites, all of which had been considered



Cost / Funding



New Library is fully funded

- In 2015, voters approved an increase in the JCPL mill levy to improve and expand library services
- This project is budgeted for through the Library's Capital Improvement Plan
- JCPL's Facilities Master Plan prioritizes the construction of a new destination library in South Jefferson County, among other capacity-expansion projects
- The budget for the South County capital project is \$25,141,407



People Experiencing Homelessness

JCPL has effective policies in place to address behavior

- Our policies apply to all people
- For example, camping and overnight parking on Library property are not permitted
- Both our Code of Conduct and Public Use of Library Grounds policy are available at <https://jeffcolibrary.org/policies/>



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Traffic / Parking



Traffic would be minimally impacted

- Current traffic counts average 34,566 vehicles/day passing through the intersection
- During peak intersection hours, the anticipated increase would be about 2.5%
- Impact to the traffic count could potentially be even less since this site is on a route that people are already taking
- In addition to other site improvements such as trails and landscaping, JCPL would share an improved parking lot with Sledding Hill Park visitors



Community Meetings: Key Takeaways



- Meeting #1 Exit Poll = support and opposition were evenly split.
- Opponents concerned about need, location and impacts. Requests for Library need, site selection criteria and sites considered. Some strongly opposed.
- Support for adding park amenities with new library to complement sledding and other uses.
- Methods to address concerns or commitments to do so in the appropriate phase have not satisfied those expressing concerns. Those strongly opposed may continue to do so.
- Interest and intent to have ongoing community engagement in design if the proposal moves forward.

Additional Engagement Methods



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Email

JCPL: ~70 emails since June 2022

Jeffco Open Space: ~30 emails since June 2022

Phone

Public Comment

- JCPL
- Jefferson County Open Space
- Foothills Park & Recreation District
- Ken-Caryl Ranch Metro District
- Board of County Commissioners



Example: Con Statement



“After attending the two community meetings and listening to the plan it is clear there is no justification for a new library here.

“The county is closing 16 elementary schools so this library lacks economic justification. The bond vote in 2015 is clearly well overdue for action but construction now is based on outdated data about library needs in South Jeffco. The committees pressing to build this library have selected a site that impinges on one of the only sledding hills in Jeffco and decimates a rare open space. These committees have not studied the environmental, traffic, noise and property value impacts of this location. Also, the Columbine library is just 5 miles from this location so the numbers to justify this expense in these challenging economic times simply do not add up for a new construction.”

Example: Pro Statement



“I fully support a new library at the sledding hill location and very much appreciate your preservation and enhancement of the sledding hill in the process. You picked a great location. In reality, nobody (except prairie dogs) uses the corner you are proposing to put the library on so the "loss" of that open space isn't a problem. That corner is never used for sledding. Even my 8-year-old recognized that on his own and pointed it out and anyone observing it this winter will see that.

“Libraries are a very important community resource and I am happy to see money directed to this effort. JCPL does a fantastic job in general and we are lucky to have more of their services in our area. I live in Ken Caryl Plains and I think this is a well-thought-out idea and can't wait to see it implemented.”

Community Input on Library Location



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October 20, 2022, JCPL Trustees Meeting*

Review community feedback, seek Trustee feedback, public comment.

October 25, 2022, Foothills Park & Recreation District (FHPRD) Board Meeting*

Review community feedback, seek FHPRD Board feedback, public comment.

October 25, 2022, Ken-Caryl Ranch Metro District (KCRMD) Board Meeting*

Review community feedback, seek KCRMD Board feedback, public comment.

November 10, 2022, JCOS Advisory Committee Meeting*

Review community feedback, Committee feedback and potential recommendation to BCC, public comment.

December 20, 2022, Jeffco Board of County Commissioners (BCC) Briefing

Review community feedback. If favorable, request consent to enter into purchase and sale agreement.

**Public comment opportunities*

Community Input on Library Site Approvals

**Jefferson County Planning Commission –
Project Consideration***

BCC Public Hearing *
Consideration of JCOS sale of property to JCPL.

**If approved, design and construction of new
library by JCPL**

To participate in or view current or future
meetings visit:
www.jeffco.us/1585/Plans-Projects

References and reports:
www.jeffcolibrary.org/south-county

**Public comment opportunities*



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A photograph of a blue flower, possibly a columbine, in a forest. The background is a blurred forest scene with sunlight filtering through the trees. A semi-transparent blue rectangular overlay covers the middle portion of the image, and the text "Questions & Discussion" is centered within this overlay in white font.

Questions & Discussion