

BOARD MEETING

JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

November 17, 2022



**Storytelling and Songs with Red Feather Woman/
Cuentos y Canciones con Red Feather Woman**



**Create a Landscape with the Denver Art Museum –
Crear un Paisaje con el Denver Art Museum**



Live Music: Alan Vail



Virtual/Call In: Active Minds Mondays - Greece



Jefferson County
PUBLIC LIBRARY

APPROVAL OF AGENDA

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

ITEM# / ACTION	Thursday, November 17, 2022 – 5:30 pm – HYBRID MEETING <ul style="list-style-type: none"> • <u>ONLINE MEETING VIA ZOOM</u> • <u>IN-PERSON MEETING AT LAKEWOOD LIBRARY MEETING ROOM</u>
1.	Call to order & attendance (4.5.8) Verbal roll call – Each Trustee announces their presence by stating their name.
2.	Pledge of Allegiance
3. Agenda Action	Approve Agenda Chair: Call for motion and second
4. Public Comment	Public Comment The Board values public participation. Those who would like to address the Library Board 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. • If you choose to make a Public Comment virtually or in-person during a Board Meeting, your name will be called in the order it was received, first for virtual guests then for in-person guests.) • For more information on public comment policy please refer to Board Governance Policy 4.3.7: https://jeffcolibrary.org/wp-content/uploads/sites/46/2022/08/Board_Governance_Policy_Manual_202229.pdf
5. CONSENT AGENDA Action	Approval of Consent Agenda Chair: Call for motion and second A. Minutes of October 20, Board Meeting B. Bibliotheca LLC- Self Check Kiosk Support and Maintenance Contract Amendment C. Sierra ILS, Innovative Interfaces, Inc. Contract Amendment 2023-2026
6. Foundation Update	Foundation Update – Jo Schantz, Executive Director

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

<p>7. Operational Updates Action as Needed</p>	<p><u>Executive Director</u> A. Executive Director Report B. South County Expansion Project Update</p> <p><u>Business Strategy & Finance</u> <u>Finance and Budget</u> A. 2023 Final Recommended Budget B. Financial Review (September) C. Financial Report (October)</p> <p><u>Communications & Engagement</u> A. Northwest Jefferson County Update <ul style="list-style-type: none"> Demographics Update Stakeholder Insights Summary </p>
<p>8. Action as Needed</p>	<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>
<p>9. Emerging Issues Action as Needed</p>	
<p>10. Action as Needed</p>	<p>Ends. No items.</p>
<p>11. Action as Needed</p>	<p><u>Board Governance</u></p> <ul style="list-style-type: none"> Trustees review 2023 Board Governance Process Calendar for adoption at the December 8, 2022 Board meeting.
<p>12. Suggest Agenda Items Action as Needed</p>	<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.</p> <p><u>2022 Board Meeting Schedule</u></p> <ul style="list-style-type: none"> 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 <p><u>2023 Board Meeting Schedule</u></p> <ul style="list-style-type: none"> January 12, 2023 – Study Session – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room January 19, 2023 – Board Meeting – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room February 9, 2023 – Study Session – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room February 16, 2023 – Board Meeting – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

	Note: The 2023 Adopted Board Meeting Schedule is provided in the information packet.
13. Discussion	Board Questions or Comments Related to Items on the Meeting Agenda
14. Discussion	Evaluate Board Meeting (4.1.9)
15. Information	Announcements/General Information Sharing <ul style="list-style-type: none">• Report of the Chair – Correspondence, Other• Other Announcements
16. EXECUTIVE SESSION Action	EXECUTIVE SESSION: Guest: Kurt Behn, County Attorney's Office Call for Motion and Second: To adjourn the special meeting of the Library Board of Trustees and reconvene in Executive Session: <u>EXECUTIVE SESSION</u> 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

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

jeffcolibrary.org



TO: Library Board of Trustees

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

DATE: November 8, 2022

RE: Consent Agenda for the November 17, 2022 Board Meeting

- A. Library Board of Trustees approve the October 20, 2022 Library Board Meeting Minutes.
- B. Library Board of Trustees authorize the Executive Director to sign the contract amendment with Bibliotheca LLC for self-check kiosk support and maintenance.
- C. Library Board of Trustees authorize the Executive Director to sign the contract amendment with Sierra ILS, Innovative Interfaces, Inc. for 2023-2026.

**Minutes of the Regular Meeting of the
JEFFERSON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
October 20, 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 October 20, 2022. Library Board of Trustees Chair, Kim Johnson, called the meeting to order at 5:30 p.m.

- A. Welcome New Trustees Charles Jones and Emelda (Bing) Walker
- B. Congratulations on Reappointments Kim Johnson and Jill Fellman

Other Trustees present: Pam Anderson (Vice-Chair), Jill Fellman (Secretary), Emelda Walker, Charles Jones and Jeanne Lomba.

Trustees not present: 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; 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: Jill Fellman moved that the Library Board of Trustees approve the agenda as presented. Seconded by Jeanne Lomba 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

If you choose to make a Public Comment virtually or in-person during a Board Meeting, your name will be called in the order it was received, first for virtual guests then for in-person guests. You will have three minutes for comment. Groups may use pooling of time to add to the length of their comment period, up to ten minutes. For example, to pool ten minutes of time, a speaker must present the names of at least three other individuals who are present in-person or online who wish to yield their three minutes.

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

The Chair acknowledged virtual attendees Deanna Meyer, Kristen Murphy and Steve S., and in-person attendees Linda Auburn, Noreen Walsh, Mark Willms, Barb Thomann, and Eugene Thomann, who stated opposition to a new library in sledding hill park.

The Chair expressed appreciation for taking the time to attend the meeting and share their comments. There were no other public comments, and the Chair closed the public comment portion of the meeting at 6:01 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: Jeanne Lomba moved that the Library Board of Trustees approve the items on the consent agenda as presented. Seconded by Jill Fellman the motion passed by unanimous vote of all Trustees present.

Items on the Consent Agenda

- 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.

FOUNDATION UPDATE

Jo Schantz was not able to attend the meeting. Jill Fellman provided an update on the activities of the Foundation. There is still time to volunteer for the book sale which is taking place all weekend. The Dine and Donate event at 240 Union restaurant was a success and the Foundation looks forward to holding the event again next year.

EXECUTIVE DIRECTOR REPORT

A. Executive Director Report

The Executive Director advised the Board that representatives from Orange Boy conducted intercept surveys where they gathered feedback from library users after they had used the library. 250 surveys were completed.

In response to a question about influencer interviews, the Board was advised that influencers are city managers, mayors, developers, the school superintendent, etc. and Trustees are influencers based on the nature of their roles.

B. Executive Director Evaluation Process Review

The Executive Director noted that a new process for the Board's Executive Director evaluation was piloted in 2020, revised in 2021 and the 2022 evaluation was recently completed. Part of the process is to do a check in with the Board about the process. The Board indicated that the process worked well. The Chair asked the Board to send her any questions or comments about the process.

C. South County Expansion Project

The Executive Director advised the Board that later in the meeting there will be a briefing on the South County community engagement activities to date. She advised the new Trustees that their onboarding will include more information about this project as well as the Library's other strategic projects.

EXECUTIVE TEAM OPERATIONAL UPDATES

Business Strategy & Finance

A. Financial Review (August)

There were no questions from the Board about the August financials.

B. Financial Report (September)

Dan Wells, Director of Business Strategy and Finance, addressed the Board. The financial tables for September 2022 were provided to the Board. 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.

In response to questions the Board was advised that:

- The increase will show up each quarter in the budgeted expenditure side and is then offset at the end of each quarter. Grant funding is expensed first then reimbursed.
- The ARPA funding will be absorbed in salaries and benefits.
- The Library is working with the County to determine what the final revenue numbers will look like. Compared to previous years, the current gap is slightly larger.

Communications & Engagement

A. Community Engagement Update for South County.

The Chair asked the Trustees to hold their questions until the end of the presentation where they will have an opportunity to ask their questions.

The Executive Director advised the Board that Kim McGrigg will share information on the community engagement related to the proposed site and the Library's outside facilitation vendor, Jay Renken, will also share information. A brief background is included in the presentation for our new Trustees. Links to the recordings of those two online community engagement meetings were provided to the Board previously.

Kim McGrigg, Director of Communications and Engagement addressed the Board and provided an update on the community engagement activities related to the proposed site for the new South County library. She noted that the presentation was created with many audiences in mind and will be shared with other community partners together with Open Space. Open Space owns the location, a 29 acre park located at Kipling and Ken Caryl. The Board was advised that Tom Hoby, Director of Open Space is in attendance to answer questions.

Topics:

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

The focus for this meeting will be on the last three items since the Library Board has been actively engaged in this project for years. Background information will be shared that includes information that has been shared with the community throughout this process.

Background: Library Locations

A map was displayed showing all the current library locations except for the Express Library in Northwest Jefferson County, and the area that the new South County library will serve. The population in that area has doubled since the Columbine Library was built.

Background: Expanding Services to South Jeffco

Highlights include that the project is fully funded, information on the 2015 voter approved mill levy, site search efforts since 2018, and after a short pause due to Covid-19, community engagement activities.

- 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: Items identified as frequently mentioned

- 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

Jefferson County Public Library is seeking 6 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

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

Jay Renken, Director of the MIG, Inc. Denver office, addressed the Board and clarified that while MIG does planning and design as a firm, their role was solely as facilitator for the community engagement meetings.

Community Input on Library Location: Community Engagement Meeting #1, Tuesday, August 30 from 6:00 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)

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 appears 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 paints a different picture. The majority of those in favor simply expressed support with a single comment while those who oppose 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 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 #1, Wednesday, September 28 from 6:00 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

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 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

Tom Hoby, Director of Jefferson County Open Space, covered questions including the impact on sledding, loss of open space and impact on wildlife, etc. Donna Walker, Director of Jefferson County Public Library, covered questions including the need for a new South County library, population growth, cost and funding and people experiencing homelessness, etc. Site choice criteria was addressed multiple times including the key site choice criteria the Library Board reached consensus on in August 2021.

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 and Benefits/Loss Of Open Space

- 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 a 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

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/>

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

Kim McGrigg addressed the Board and noted the 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

There are several additional community engagement methods and ways we're receiving input from the community. JCPL and Open Space have received more than 100 emails both in support and opposition. We have engaged community members by phone and at public meeting.

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 Statements

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."

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 Engagement – What's Next: Community Input on Library Location

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 Engagement – What’s Next: Community Input on Library Site Approvals

In the next few weeks there will be several additional presentations and opportunities for public comment. Opportunities for the public to engage will continue into 2023. There are also many due diligence tasks, soil tests, environmental, zoning, etc.

- 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*

In response to questions, the Board was advised that:

- Access to the proposed site will be part of the due diligence process.
- Foothills Parks and Recreation leases the sledding hill property and we’re not certain they have data on the number of days the property is used for sledding, but weather data can be looked at to see how many days there was ground cover when people could sled.

The Chair expressed appreciation to everyone involved in working on community engagement and providing valuable information for the Board.

ITEMS REMOVED FROM THE CONSENT AGENDA

No items were removed from the consent agenda.

EMERGING ISSUES

There were no emerging issues.

ENDS

There were no items.

BOARD GOVERNANCE

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.

The Chair noted that the Library will be in touch with the new Trustees regarding the new trustee orientation.

2022 Board Meeting Schedule

- 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

ANNOUNCEMENTS/GENERAL INFORMATION SHARING

Board Member Introductions

The Trustees participated in an exercise designed to introduce themselves and welcome the new Trustees.

Report of the Chair – Correspondence

The Chair noted that Trustee Anderson received an email and shared that with the Board.

EXECUTIVE SESSION:

At 6:49 pm, the Chair called for a motion to adjourn the regular meeting and reconvene in Executive Session.

MOTION: Pam Anderson 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.

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

The Chair announced a 5 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 6:56 pm.

The Chair called the Executive Session to order at 6:56 pm with the following Trustees present, Pam Anderson, Jeanne Lomba, Jill Fellman, Charles Jones and Emelda Walker. Also present were Donna Walker, Executive Director; Kurt Behn, County Attorney's Office; 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 Pam Anderson 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 7:50 p.m. the Chair reconvened the regular meeting with the following Trustees present: Pam Anderson, Jeanne Lomba, Jill Fellman, Charles Jones and Emelda Walker. 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 and Katie O'Loughlin, Administrative Coordinator.

The Chair provided the following Executive Session Summary:

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

ADJOURNMENT

The Board meeting was adjourned at 7:51 pm.

Jill Fellman, Secretary

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: November 10, 2022

RE: Contract Amendment, Bibliotheca LLC- Self Check Kiosk Support and Maintenance Agreement

History of Contract:

Jefferson County Public Library provides self-service checkout kiosks that enable patrons to borrow and renew library materials. These devices support our goal to meet patrons where they are and provide quick and convenient access to materials. The library is currently under contract with Bibliotheca LLC through December 31, 2022, to support and maintain our self-check kiosks and software. We originally entered a contract with Bibliotheca LLC for these kiosks in 2016 and this is the final year covered under that contract. We have been happy with the machines and service we have received from this vendor. We recommend that we amend our contract to allow for an additional year of service, as replacing these machines and software with another vendor's product through our procurement process would be cost and time prohibitive.

Total Cost:

The cost to renew the support and maintenance agreement for 24 kiosks from January 1, 2023, to December 31, 2023, is \$105,799.11. This is within the submitted budgeted amount for these services.

Next Actions:

I would like to ask the Board of Trustees to authorize the Library Executive Director to amend our current contract to allow for a one-year renewal with Bibliotheca LLC for support, maintenance, and software for our self-check kiosks, in the base amount of \$105,799.11. **This item will be placed on the consent agenda for the November 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: November 10, 2022

RE: 2023-2026 Amendment for Sierra ILS, Innovative Interfaces, Inc.

History of Contract:

Sierra is the name for a suite of products commonly referred to as an Integrated Library System (ILS). Sierra, owned by Innovative Interfaces, Inc. (III), is the ILS that Jefferson County Public Library uses for material management, circulation, cataloging, and acquisitions. In addition to the Sierra modules, JCPL also purchases iTiva language subscription, decision center, and cloud hosting from III. The library is currently under a 5-year contract with III through March 8, 2023. This software system is the backbone of the library system, and as such we are continuing a sole source contract with III. We would like to extend our contract with III for an additional three years.

Total Cost:

The cost to extend our Sierra agreement for three years from March 9, 2023 to March 8, 2026 is \$877,681.94. (Year 1 of 3: \$269,358.80; Year 2 of 3: \$298,930.29; Year 3 of 3: 309,392.85) This is consistent with our experience on cost for this work in the past and is within the submitted budgeted amount for these services.

Next Actions:

I would like to ask the Board of Trustees to authorize the Library Executive Director to amend our agreement with Innovative Interfaces Inc for the Sierra ILS and supporting modules for an additional 3-year term. **This item will be placed on the consent agenda for the November 2022 Library Board meeting unless otherwise instructed by the Board.**

Foundation Update



JCLF Executive Director Report

November 2022

Jo Schantz, MNM, CFRE, GPC

Fall Whale Sale!

JCLF was happy to produce its annual fall Whale of a Used Book Sale at the Jeffco Fairgrounds October 20-23.

Our attendance increased by more than 30% over the spring sale (total count was 2,760 attendees), and our gross sales came to nearly \$73,000. This was almost \$10,000 more than budgeted.

We are already gearing up for a successful spring 2023 Whale of a Used Book Sale in just a few more months -- June 1-4. Plus, we have already submitted our request to secure both spring and fall sale dates at the Fairgrounds in 2024.

Many thanks to all the volunteers who assisted us at this tremendously successful fall sale, and to the many returning and new shoppers who helped us exceed our Whale Sale goals!

COMING SOON! COLORADO GIVES DAY!

Please mark your calendars! Colorado Gives Day is coming up on Tuesday, December 6, and we are asking our generous donors to show us their support on that day. You can schedule your contribution ahead of time (starting Nov. 1) by visiting <https://www.coloradogives.org/p/gives365>



Community First Foundation launched Colorado Gives 365 nearly two decades ago, and since then, this yearly campaign has raised more than \$500 million for Colorado nonprofits. In addition to Colorado Gives Day, Community First Foundation also serves as a grantmaker here in Jefferson County, the organization's birthplace and the place they call home.

COMMUNITY CONNECTIONS

- Fall 2022 Whale of a Used Book Sale, Oct. 20-23
- Meeting with Carla Vaughn, Financial Literacy First, Oct. 26
- Philanthropic Educational Organization (PEO) Council Meeting, Oct. 27
- Meeting with Donna Walker, Oct. 31
- PEO Initiation, Nov. 3
- Wheat Ridge Rotary Club meeting at JCLF, Nov. 7
- Wheat Ridge Business Assn., Nov. 8
- Good News Breakfast Steering Committee meeting, Nov. 9
- Belmar Outdoor Adventure Space ribbon cutting ceremony, Nov. 9
- Applewood Business Assn., Nov. 10
- Whale Sale wrap-up meeting, Nov. 10
- Lunch with donor Lisbeth Kalstein, Nov. 11
- Literacy Coalition of Colo. Board meeting, Nov. 14
- Lunch meeting with Ana Rojas-Artica and Cleo Arellano, Nov. 15
- JCLF Finance Committee meeting, Nov. 15
- JCLF Board meeting, Nov. 16
- Coffee and meeting with Kristin Stork, Denver7 TV, Nov. 17

PAGE TWO

November 2022



JCLF Executive Director Report

ROTARY AND P.E.O.



I'm pleased to report that I recently joined the Lakewood Foothills Rotary Club. I am also delighted that members of this group volunteered for the book drive and shred-a-thon that JCLF held this past summer at

the Bank of Colorado in Lakewood, and they have also assisted with our recent Whale of a Used Book Sale.

On November 3rd, I was initiated into the sisterhood of the Philanthropic Educational Organization (P.E.O.). I look forward to working with this group on its annual Books & Brunch fundraiser that will be held on Saturday, April 29, at the Sheraton Denver West Hotel in Lakewood. Monies raised will help fund scholarships for deserving young women who are attending Warren Tech!



B & N Bookfair

Our nonprofit was invited to participate in a Barnes & Noble Bookfair that was held at the Denver West Village store in Golden on Saturday, Oct. 8.

Although this was a small fundraiser, JCLF did receive \$538.31 from the effort, which also featured the appearance of Colorado author and suspense novelist Carter Wilson who signed copies of his novels at the Bookfair.

Upcoming JCLF office closures
November 24-25
December 24-January 1, 2023

JCLF GRANTS UPDATE

RECENT GRANTS PENDING

Costco Charitable Giving --
\$5,000 for 1,000 Books Before Kindergarten

Mabel Y. Hughes Charitable Trust --
\$10,000 for 1,000 Books Before Kindergarten

Clarence Laguardia Foundation --
\$10,000 for 1,000 Books Before Kindergarten and 2023 Raise A Reader

GRANTS DENIED

Nathan B. & Florence R. Burt Foundation --
\$10,000 for 1,000 Books Before Kindergarten

GRANTS RECEIVED

Sam S. Bloom Foundation --
\$3,000 for 1,000 Books Before Kindergarten

YEAR TO DATE REPORT

\$273,542 in grant & sponsorship submissions

\$82,100 in positive responses

30% success rate to date
(between 25% and 35% annual success rate is typical in the fundraising world!)

Operational Updates

Executive Director Report



NOVEMBER 2022 EXECUTIVE DIRECTOR REPORT

Fourth Quarter Focus:

Accelerate our Building Program:

In November, the Library is focusing on,

- Taking next steps to create the JCPL design standard

Design a New Library in South County:

In November, the Library is focusing on,

- Continuing community engagement on site selection proposal

Initiate a New Library in Northwest Jefferson County

In November, the Library is focusing on,

- Sharing community influencer results with stakeholders
- Sharing updated demographics with Board
- Engaging with realtor
- Continuing property search

Develop a New Concept in Philanthropy Strategy

In November, the Library is focusing on,

- Identifying opportunities in Evergreen redesign
- Beginning engagement with potential donors
- Pursuing grants for EV charging stations


Redesign Evergreen Library


In November, the Library is focusing on,

- Finalizing schematic design
- Creating construction budget plan
- Cost modeling
- Beginning design development

JCPL SERVICE HIGHLIGHTS

Election Support – JCPL supported access to government through the provision of election resources digitally and in our locations. We curated a Voter & Election Resources page on jeffcolibrary.org. Belmar, Columbine, Evergreen and Standley Lake libraries served as in-person Voter Service and Polling Centers (VSPC) for Early Voting, Lakewood was a VSPC Monday and Tuesday of Election week, and five locations have 24-hour Ballot Drop Boxes.





All of our library locations host a Campaign Literature Table where members of the public may share election literature.

National Native American Heritage Month Celebrate the history and culture of the Indigenous Tribes of Colorado as storytellers speak to their experience in the West. [Attend events](#) that explore local history and legacy and reflect upon the strengths, traditions and cultures of Native Americans.

PROFESSIONAL ENGAGEMENT

Padma Polepeddi, assistant director of Public Services, and I presented a webinar for ALA CORE: *Mentorship for All: Creating a Statewide Mentorship Program*.

Karen Walker, Librarian for Services to Kids & Families, and **Paola Vilaxa** manager of Arvada Library and Diversity, Equity & Inclusion Services, are traveling to Guadalajara, Mexico for Feria Internacional del Libro (FIL). FIL gives JCPL access to smaller publishers who do not export to the United States.

The **JCPL Graphics** team attending the Adobe Max 2022 Creativity Conference.

HIGHLIGHTS OF EXECUTIVE DIRECTOR COMMUNITY ACTIVITIES, NOVEMBER 2022

- Attend **Jeffco EDC** Gateways event
- Attend **Belmar Library Discover Together Outdoor Adventure Space** ribbon cutting
- Meet with entities and legal counsel re: South County land potential site acquisition
- Attend **Jefferson County Open Space Advisory Committee** meeting
- Monthly meeting with **Jefferson County Library Foundation** (JCLF) executive director
- Attend **JCLF Board** meeting
- Attend and chair monthly meeting with **Jefferson County Elected/Appointed Officials**
- Monthly meeting with **Colorado Association of Libraries (CAL)** Mentorship Interest Group
- 1:1 meetings with **JCPL new trustees**
- Attend **Bright Futures Advisory Committee** meeting
- Attend meeting with **Jeffco Strategy** team
- Taking PTO week of Thanksgiving

Operational Updates

Business Strategy and Finance

TO: Donna Walker, Executive Director
FROM: Dan Wells, Director of Business Strategy & Finance
DATE: November 17, 2022
RE: 2023 Final Recommended Budget, October 2022 Financial Tables

2023 Budget Summary Review

On November 15th, the Board of County Commissioners will adopt the County's and the Library's 2023 budget. The Commissioners' adopted budget for the Library conforms to the Trustees' recommended budget. The Library's 2023 budget, which the Board of Trustees authorized the Library to submit in June, included estimates for the line items: property tax, salaries, benefits, and county charges. These are areas where the library uses numbers from the County budget office for the final budget, and June's estimates are now updated to include this information, resulting in a reduction of projected property taxes by \$1,604,360 and a reduction of projected expenditures by \$227,760.

The approved Library mill levy of 4.500 will result in projected property tax net revenue of \$50,683,316. This amount has been adjusted down by \$1,604,360 from the June's proposed budget based on reduced property tax assessment rates. Other revenue is projected to be \$905,646, reflecting grants, donations and contributions, charges for services, and investment income. Total projected revenues for 2023 are \$51,588,962.

Total projected expenditures have been adjusted down by \$227,760 from the June's proposed budget based on revised salaries, benefits, and county charge, and are projected to be \$69,843,894, which include:

- Operating \$43,217,448
- Debt Service \$621,745
- Capital Projects \$26,004,701
- Additional 18.5 FTE positions funded to support the new South County Library with hiring planned to align or adjust to updated project completion timelines
- Total authorized and funded positions: 298.0

The 2023 budget includes use of fund balance in the amount of \$18,254,932. This amount will fund capital project expenditures.

Budget to Actual Tables

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

TABLE 1
JEFFERSON COUNTY PUBLIC LIBRARY
TOTAL FUND SUMMARY
2023 Final Budget

Sources and Uses of Funds	2021 Actual	2022 Amended Budget	2023 Budget	\$ Incr (Decr) 2022 to 2023 Budget	% Incr (Decr) 2022 to 2023 Budget
Sources of Funds					
Revenues					
Property Tax (net of adjustments)	\$ 47,028,297	\$ 52,407,622	\$ 50,683,316	\$ (1,724,306)	-3%
Total Taxes	\$ 47,028,297	\$ 52,407,622	\$ 50,683,316	\$ (1,724,306)	-3%
Federal & State Grants	\$ 226,169	\$ 125,000	\$ 144,996	\$ 19,996	16%
Library Fees	37,266	115,000	85,000	(30,000)	-26%
Other Revenue	389,946	298,640	675,650	377,010	126%
Total Other Revenues	\$ 653,381	\$ 538,640	\$ 905,646	\$ 367,006	68%
Sub Total Revenues	\$ 47,681,678	\$ 52,946,262	\$ 51,588,962	\$ (1,357,300)	-3%
Transfer from Fund Balance	\$ -	\$ 12,441,736	\$ 18,254,932		
Transfer to Fund Balance	9,968,351				
Total Sources of Funds	\$ 37,713,328	\$ 65,387,998	\$ 69,843,894	\$ 4,455,895	7%
Uses of Funds					
Operating Expenditures					
Salaries & Employee Benefits					
Salaries	\$ 15,213,963	\$ 16,601,010	\$ 17,638,242	\$ 1,037,232	6%
Benefits	4,804,257	5,719,962	5,810,820	90,858	2%
Total Salaries & Benefits	\$ 20,018,220	\$ 22,320,972	\$ 23,449,062	\$ 1,128,090	5%
Library Books & Materials	\$ 7,271,651	\$ 7,937,400	\$ 9,409,434	\$ 1,472,034	19%
Supplies	1,179,692	1,559,475	1,375,098	(184,377)	-12%
Vehicles	-	-	-	-	
Services & Charges	3,940,079	5,704,984	5,996,673	291,689	5%
Internal Transactions /Cost Allocation	2,533,124	2,734,736	2,987,181	252,445	9%
Total Operating Expenditures	\$ 34,942,766	\$ 40,257,567	\$ 43,217,448	\$ 2,959,881	7%
Financing & Debt Service	\$ 621,819	\$ 621,945	\$ 621,745	\$ (200)	0%
Capital Projects	\$ 2,148,743	\$ 24,508,487	\$ 26,004,701	\$ 1,496,214	6%
Total Uses of Funds	\$ 37,713,328	\$ 65,387,998	\$ 69,843,894	\$ 4,455,895	7%



TABLE 2A
JEFFERSON COUNTY PUBLIC LIBRARY
FUND BALANCE SUMMARY
2023 Final Budget

	2021 Actual	2022 Amended Budget	2023 Budget
Beginning Fund Balance	\$ 33,319,987	\$ 43,288,338	\$ 30,846,602
Revenues	\$ 45,488,534	\$ 50,503,581	\$ 49,205,100
Capital Funding	2,193,145	2,442,681	2,383,862
Total Revenues	\$ 47,681,678	\$ 52,946,262	\$ 51,588,962
Expenditures			
Operating Expenditures	\$ 34,942,766	\$ 40,257,567	\$ 43,217,448
Debt Service	621,819	621,945	621,745
Capital Projects	2,148,743	24,508,487	26,004,701
Total Expenditures	\$ 37,713,328	\$ 65,387,998	\$ 69,843,894
Ending Fund Balance	\$ 43,288,338	\$ 30,846,602	\$ 12,591,670
Increase/(Decrease) in Fund Balance	\$ 9,968,351	\$ (12,441,736)	\$ (18,254,932)
Reserve Fund	\$ 43,288,338	\$ 30,846,602	\$ 12,591,670
Reserve Balance Policy Calculation			
	2021 Actual	2022 Amended Budget	2023 Budget
16% - Current Year Budgeted Revenues	\$ 7,629,069	\$ 8,471,402	\$ 8,254,234
9% - Current Year Budgeted Revenues - Uncertainty	4,291,351	4,765,164	4,643,007
Total Minimum F/B Reserve Requirements (FLOOR)	\$ 11,920,420	\$ 13,236,566	\$ 12,897,241
50% of Current Year Budgeted Revenues	\$ 23,840,839	\$ 26,473,131	\$ 25,794,481
Total Maximum F/B Reserve Requirements (CEILING)	\$ 23,840,839	\$ 26,473,131	\$ 25,794,481
Above/(Below) Minimum (FLOOR)	\$ 31,367,918	\$ 17,610,036	\$ (305,571)
Above/(Below) Maximum (CEILING)	\$ 19,447,499	\$ 4,373,471	\$ (13,202,811)



TABLE 3
JEFFERSON COUNTY PUBLIC LIBRARY
OPERATING EXPENDITURES
2023 Final Budget

Sources and Uses of Funds	2021 Actual	2022 Amended Budget	2023 Budget	\$ Incr (Decr) 2022 to 2023 Budget	% Incr (Decr) 2022 to 2023 Budget
Sources of Funds					
Revenues					
Taxes					
Property Taxes (95.5% of total)	\$ 46,543,405	\$ 51,839,123	\$ 50,590,855	\$ (1,248,268)	-2%
Delinquent Taxes	199,454	48,032	121,267	73,235	152%
Prior Year Cancellations	(349,283)	(92,339)	(498,187)	(405,848)	440%
Urban Renewal	(1,545,098)	(1,850,902)	(1,936,259)	(85,357)	5%
Penalties & Interest	(13,326)	21,027	21,778	751	4%
Total Taxes	\$ 44,835,152	\$ 49,964,941	\$ 48,299,454	\$ (1,665,487)	-3%
Federal & State Grants	\$ 226,169	\$ 125,000	\$ 144,996	\$ 19,996	16%
Library Fines	28,124	10,000	-	(10,000)	-100%
Charges for Services	9,142	105,000	85,000	(20,000)	-19%
Investment Income	(201,886)	108,000	187,500	79,500	74%
Library Foundation	199,566	100,000	100,000	-	0%
E-Rate Revenue	283,030	90,640	388,150	297,510	328%
Other Misc Revenue	21,638	-	-	-	
Transfer	87,598	-	-	-	
Total Revenues	\$ 45,488,534	\$ 50,503,581	\$ 49,205,100	\$ (1,298,481)	-3%
Uses of Funds					
Operating Expenditures					
Salaries & Employee Benefits					
Salaries	\$ 13,576,973	\$ 15,829,037	\$ 16,750,057	\$ 921,020	6%
Awards & Bonuses	143,689	140,000	160,000	20,000	14%
Termination Pay	178,014	110,000	250,000	140,000	127%
Temporary Salaries	1,308,187	1,687,043	1,638,367	(48,676)	-3%
CARES Reimbursed Salaries		-		-	
Overtime	7,099	-	8,000	8,000	
Vacancy Savings		(1,165,071)	(1,168,182)	(3,111)	0%
Benefits	4,804,257	5,719,962	5,810,820	90,858	2%
Total Salaries & Benefits	\$ 20,018,220	\$ 22,320,972	\$ 23,449,062	\$ 1,128,090	5%
Library Books & Materials	\$ 7,152,323	\$ 7,737,400	\$ 9,170,434	\$ 1,433,034	19%
Library Periodicals	119,328	200,000	239,000	39,000	20%
Sub-Total Library Collections	\$ 7,271,651	\$ 7,937,400	\$ 9,409,434	\$ 1,472,034	19%
Supplies	\$ 1,179,692	\$ 1,559,475	\$ 1,375,098	\$ (184,377)	-12%
Services & Charges	3,940,079	5,704,984	5,996,673	291,689	5%
Vehicles		-	-	-	
Interdepartmental Direct Charges	1,177,606	1,264,323	1,295,745	31,422	2%
Interdepartmental Indirect Charges	1,355,518	1,470,413	1,691,436	221,023	15%
Total Supplies and Other	\$ 7,652,895	\$ 9,999,195	\$ 10,358,952	\$ 359,757	4%
Total Operating	\$ 34,942,766	\$ 40,257,567	\$ 43,217,448	\$ 2,959,881	7%



Authorized Positions	2021 Amended Budget	2022 Amended Budget	2023 Budget	Incr (Decr) 2022 to 2023 Budget
FTE Positions - Active	268.5	279.5	298.0	18.5
FTE Positions - Reserved	8.5	-	-	-
Total Authorized Positions	277.0	279.5	298.0	18.5



TABLE 4
JEFFERSON COUNTY PUBLIC LIBRARY
DEBT SERVICE DETAIL
2023 Final Budget

Sources and Uses of Funds	2021 Actual	2022 Amended Budget	2023 Budget	\$ Incr (Decr) 2022 to 2023 Budget
Debt Service				
Principal - Arvada (2005-2024)	\$ 565,720	\$ 579,366	\$ 593,013	\$ 13,647
Interest - Arvada (2005-2024)	56,099	42,578	28,731	(13,847)
Principal - Refunding Series 2013	-	-	-	-
Interest - Refunding Series 2013	-	-	-	-
Principal - COP - Capital Projects	-	-	-	-
Interest - COP - Capital Projects	-	-	-	-
Total Debt Service	\$ 621,819	\$ 621,945	\$ 621,745	\$ (200)

Arvada

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

Build America Bonds

Total Issue \$6,293,000
Original Term 2011-2020
Refunding Term 2013-2024
Use - Lakewood HVAC
Energy Conservation
Book Sorters
Library Service Center Remodel

Certificates of Participation (COP)

Total Issue \$995,000
Term 2014-2020
Use - Belmar Roof Replacement
Columbine HVAC
Columbine Parking Lot
Standley Lake Parking Lot



TABLE 5
JEFFERSON COUNTY PUBLIC LIBRARY
CAPITAL IMPROVEMENT PROJECTS
2023 Final Budget

Sources and Uses of Funds	2021 Actual	2022 Amended Budget	2023 Budget	\$ Incr (Decr) 2021 to 2022 Budget
Sources of Funds				
Property Tax - Capital - 4.5%	4.66% \$ 2,193,145	4.66% \$ 2,442,681	4.70% \$ 2,383,862	\$ (58,819)
Transfer from FB - Capital Expenses				(0)
Total Sources of Funds	\$ 2,193,145	\$ 2,442,681	\$ 2,383,862	\$ (58,819)
Uses of Funds				
Annual Replacement & Maintenance Program (ARM) & Ongoing Projects				
ARM-01 Capital Maintenance	\$ 183,701	\$ 250,000	\$ 250,000	\$ -
ARM-02 Equipment Replacement	468	62,000	36,000	(26,000)
ARM-03 Computer 5-year Replacement Plan	412,322	312,678	250,000	(62,678)
ARM-04 Book Sorter Replacement	492,352	500,000	350,000	(150,000)
ARM-05 IT Infrastructure Replacement	480,442	250,000	350,000	100,000
Offsite Services	257,868	430,690	60,000	(370,690)
2018 Projects				
18-08 Bookmobile Replacement	111,623	317,194	-	(317,194)
2019 Projects				
19-02 Document Management System	2,738	77,263	-	(77,263)
2021 Projects				
Standley Lake Clerestory Roof	143,309	-	-	-
2022 Projects				
Library Location Holds Lockers	-	205,000	-	(205,000)
Library Conifer Opportunity	-	-	2,500,400	2,500,400
Library Belmar Outdoor Space	-	200,000	-	(200,000)
Library Data Warehouse	-	125,000	-	(125,000)
Multi-Year Construction Projects				
South County Library	63,919	16,378,662	8,698,826	(7,679,836)
Evergreen Remodel	-	700,000	3,520,000	2,820,000
NW Arvada Library	-	4,700,000	9,989,475	5,289,475
Total Capital Projects	\$ 2,148,743	\$ 24,508,487	\$ 26,004,701	\$ 1,496,214



TABLE 6
JEFFERSON COUNTY PUBLIC LIBRARY
5 -Year Capital Improvement Plan
2023 - 2027 Proposed Budget

Project	2022 Amended Budget	2023 Budget	2024 Projected	2025 Projected	2026 Projected	2027 Projected	Total 2023 - 2027
Annual Replacement Plan							
ARM-01 Capital Maintenance	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 1,250,000
ARM-02 Equipment Replacement	62,000	36,000	36,000	36,000	36,000	36,000	180,000
ARM-03 Computer 5-year Replacement Plan	312,678	250,000	250,000	250,000	250,000	250,000	1,250,000
ARM-04 Book Sorter Replacement	500,000	350,000	350,000	350,000	350,000	350,000	1,750,000
ARM-05 IT Infrastructure Replacement	250,000	350,000	350,000	350,000	350,000	350,000	1,750,000
Total ARM & Ongoing Projects	\$ 1,374,678	\$ 1,236,000	\$ 1,236,000	\$ 1,236,000	\$ 1,236,000	\$ 1,236,000	\$ 6,180,000
5-Year Capital Improvement Plan							
South County Library	\$ 16,378,662	\$ 8,698,826	\$ -	\$ -	\$ -	\$ -	\$ 8,698,826
Evergreen Library Remodel	700,000	3,520,000	-	-	-	-	3,520,000
Northwest Arvada New Build	4,700,000	9,989,475	9,989,475	-	-	-	19,978,950
Operations Center	-	-	-	-	11,343,500	6,269,000	17,612,500
Lakewood Redesign	-	-	-	-	-	5,100,000	5,100,000
Standley Lake Redesign	-	-	-	-	-	-	-
Arvada Redesign	-	-	-	-	-	-	-
Conifer Opportunity	-	2,500,400	-	-	-	-	2,500,400
Golden Opportunity	-	-	350,000	4,600,000	-	-	4,950,000
Bookmobile Replacement	317,194	-	-	-	-	-	-
Document Management System	77,263	-	-	-	-	-	-
Belmar Outdoor Space	200,000	-	-	-	-	-	-
Unspecified Capital Project	-	-	-	-	-	-	-
Offsite Services	430,690	60,000	50,000	-	175,000	-	285,000
Library Location Holds Lockers	205,000	-	-	-	-	-	-
Data Warehouse	125,000	-	-	-	-	-	-
New ILS	-	-	-	200,000	150,000	-	350,000
Total CIP	\$ 23,133,809	\$ 24,768,701	\$ 10,389,475	\$ 4,800,000	\$ 11,668,500	\$ 11,369,000	\$ 62,995,676
Total 5-Year Capital Plan	\$ 24,508,487	\$ 26,004,701	\$ 11,625,475	\$ 6,036,000	\$ 12,904,500	\$ 12,605,000	\$ 69,175,676





Jefferson County
PUBLIC LIBRARY

JCPL 2023 Final Budget

November 17, 2021

2023 BUDGET HIGHLIGHTS

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



LONG TERM FINANCIAL PLAN – A NEW APPROACH TO CAPITAL PROJECTS



- Property Tax Revenue based on 4.5 Mills
- Prioritizing capital projects which add public space including South County Library & Northwest County Library
- Using Fund Balance Reserve to Accelerate Facility Master Plan



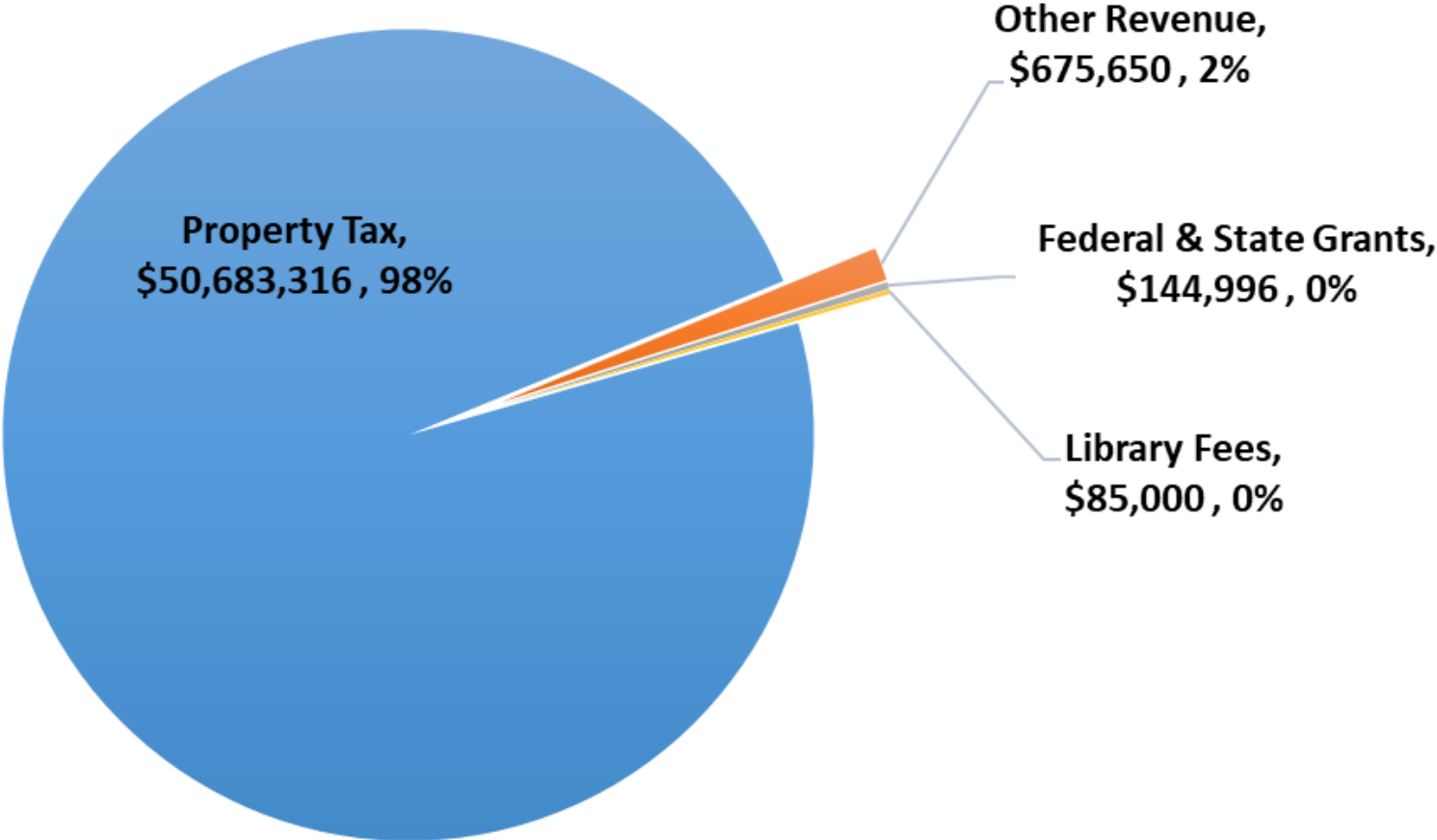
CHANGES FROM PROPOSED BUDGET TO FINAL BUDGET

- Revenue Decreased by \$1.6M
 - Property tax revenue assumptions revised based on adjustments to assessment valuation
- Expense Decreased by \$228K
 - \$74.7K, decrease salary & benefit expense
 - \$153K, decrease interdepartmental charges expense

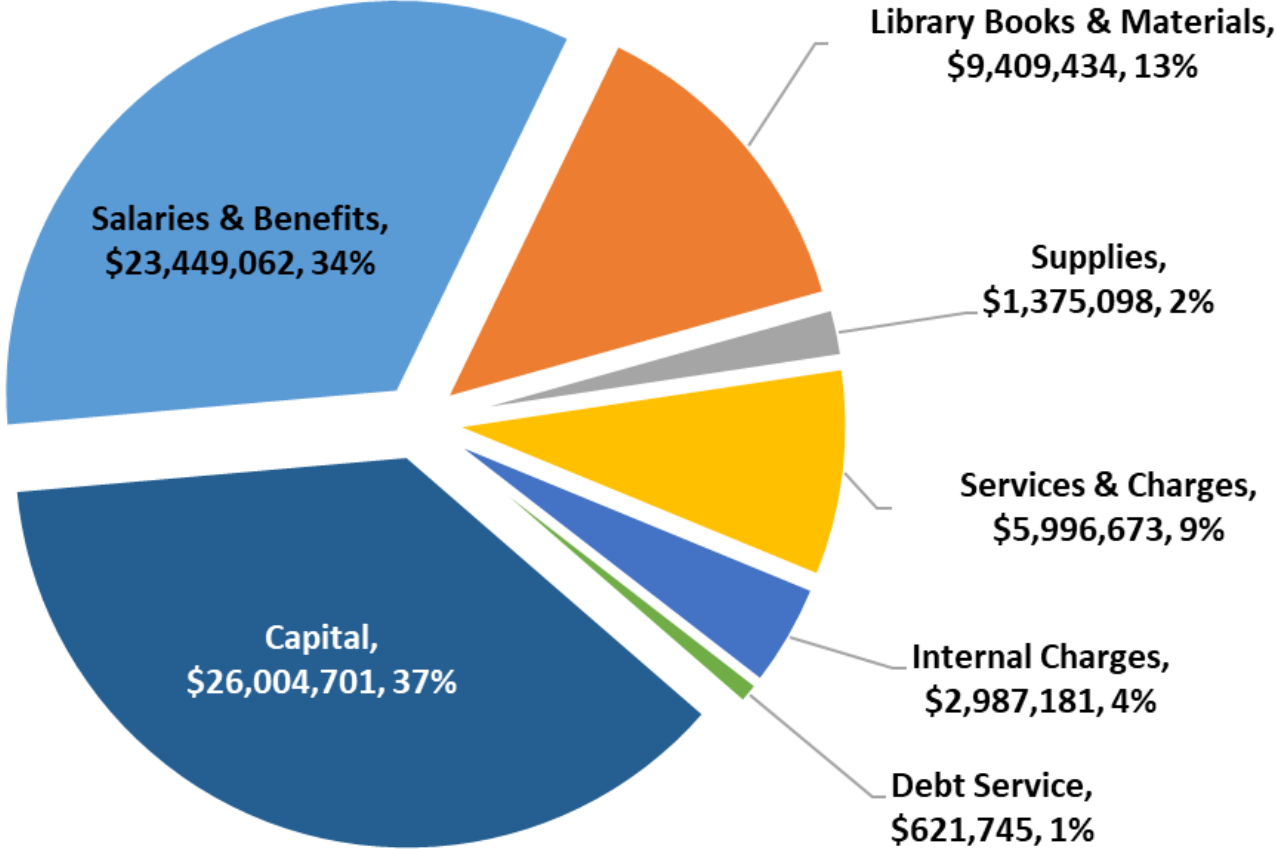


2023 BUDGET TOTAL

PROJECTED REVENUE: \$51,588,962

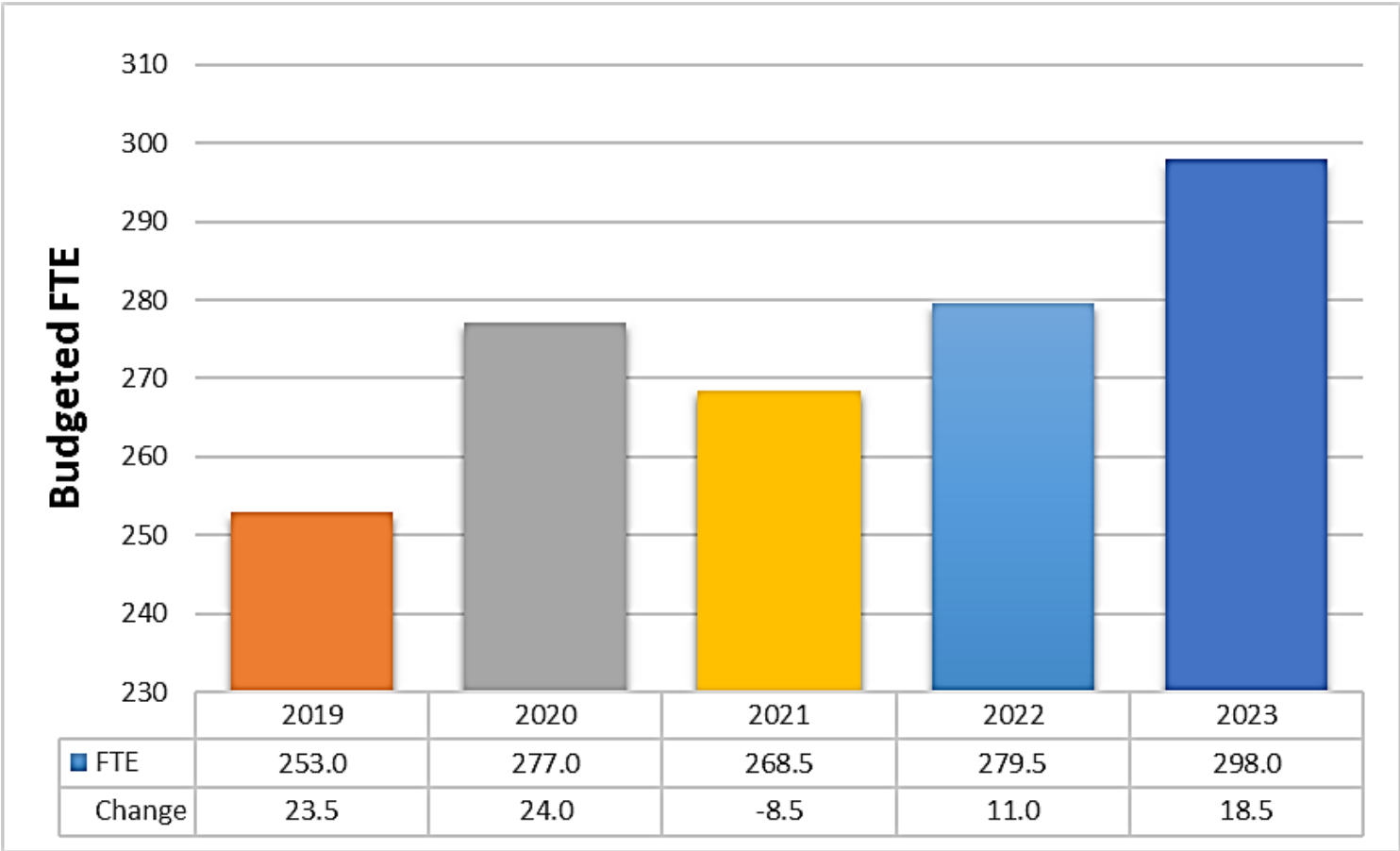


2023 BUDGET TOTAL PROJECTED EXPENSES: \$69,843,894



*Salaries & Benefits represent 54% of total projected Operating Expenses

BUDGETED POSITIONS OVER TIME



2023 CAPITAL INVESTMENTS



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

NEXT STEPS

- BCC adopted the 2023 County budget on November 15th
- Library Board of Trustees to adopt the 2023 budget at the December 8th Board Meeting





Questions and Conversation

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: November 17, 2022
RE: Finance Monthly Report

October 2022 Financial Tables

The Budget to Actual Tables for October 2022 are attached. Property tax revenue of \$57,050 and \$51,746 was recorded in September and October, respectively, bringing Year-to-Date property tax revenue recorded to \$51.7M, or 98.6% of the budgeted amount. Total revenue through October is \$52.66M of the \$52.95M budgeted, or 99.5%.

Through the end of October, the Library has received funding of \$104,747 from the Library Foundation. This has remained unchanged since June. In-kind support provided to the Foundation by the Library in 2022 through October is valued at \$72,886 (ratio of 1.44).

Operating expenses in October continue to trend favorably to the budget. Capital projects continue to move forward, with extended timing of major building projects 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 10/31/2022	\$ Variance 2022 Budget	% Variance 2022 Budget
Revenues						
Taxes						
Property Tax - Operating	\$ 44,134,625	\$ 44,835,152	\$ 49,964,941	\$ 49,343,736	\$ (621,205)	-1%
Property Tax - Capital	2,165,680	2,193,145	2,442,681	2,321,217	(121,465)	-5%
Total Taxes	\$ 46,300,305	\$ 47,028,297	\$ 52,407,622	\$ 51,664,953	\$ (742,669)	-1%
Federal & State Grants	\$ 121,051	\$ 226,169	\$ 125,000	\$ 230,310	\$ 105,310	84%
Fines & Fees	145,000	37,266	115,000	100,204	(14,796)	-13%
Other Revenue	298,640	389,946	298,640	664,556	365,916	123%
Total Other Revenues	\$ 564,691	\$ 653,381	\$ 538,640	\$ 995,070	\$ 456,430	85%
Sub Total Revenues	\$ 46,864,996	\$ 47,681,678	\$ 52,946,262	\$ 52,660,023	\$ (286,239)	-1%
Fund Balance Activity						
Transfer from FB - Capital Projects	2,245,018		12,441,736	-		
Transfer to/(from) Fund Balance	-	9,968,351	-	21,333,152		
Total Sources of Funds	\$ 49,110,014	\$ 37,713,328	\$ 65,387,998	\$ 31,326,871		
Uses of Funds						
Operating Expenditures						
Salaries & Employee Benefits						
Salaries	\$ 16,081,526	\$ 15,213,963	\$ 16,601,010	\$ 12,558,534	\$ (4,042,475)	-24%
Benefits	5,373,904	4,804,257	5,719,962	4,084,628	(1,635,334)	-29%
Total Salaries & Benefits	\$ 21,455,431	\$ 20,018,220	\$ 22,320,972	\$ 16,643,162	\$ (5,677,809)	-25%
Library Books & Materials	\$ 7,754,177	\$ 7,271,651	\$ 7,937,400	\$ 6,044,095	\$ (1,893,305)	-24%
Supplies	1,515,924	1,179,692	1,559,475	1,131,057	(428,418)	-27%
Vehicles	-	-	-	-	-	
Services & Charges	5,057,772	3,940,079	5,704,984	3,497,675	(2,207,309)	-39%
Internal Transactions /Cost Allocation	2,582,108	2,533,124	2,734,736	2,422,766	(311,970)	-11%
Total Operating Expenditures	\$ 38,365,412	\$ 34,942,766	\$ 40,257,567	\$ 29,738,755	\$ (10,518,812)	-26%
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	\$ 1,566,827	\$ (22,941,660)	-94%
Total Uses of Funds	\$ 49,110,014	\$ 37,713,328	\$ 65,387,998	\$ 31,326,871	\$ (34,061,127)	-52%

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

	2021 Amended Budget	2021 Actual	2022 Amended Budget	YTD Actual 10/31/2022
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	\$ 50,338,806
Capital Funding	2,165,680	2,193,145	2,442,681	2,321,217
Total Revenues	\$ 46,864,996	\$ 47,681,678	\$ 52,946,262	\$ 52,660,023
Expenditures				
Operating Expenditures	\$ 38,365,412	34,942,765.98	\$ 40,257,567	\$ 29,738,755
Debt Service	621,819	621,819.00	621,945	21,289
Capital Projects	10,122,783	2,148,742.58	24,508,487	1,566,827
Total Expenditures	\$ 49,110,014	\$ 37,713,328	\$ 65,387,998	\$ 31,326,871
Increase/(Decrease) in Fund Balance	\$ (2,245,018)	9,968,350.76	\$ (12,441,736)	\$ 21,333,152
Ending Fund Balance	\$ 22,119,563	\$ 43,288,338	\$ 30,846,602	\$ 64,621,490
Committed to Capital Projects - Carryforward				
Committed to Capital Projects - Sinking Fund	\$ 9,000,000	\$ 9,000,000		
Reserve Fund Balance	\$ 13,119,563	\$ 34,288,338	\$ 30,846,602	\$ 64,621,490

Reserve Fund Balance Policy Calculation

	2021 Amended Budget	2021 Actual	2022 Amended Budget	YTD Actual 10/31/2022
Year-End Reserve Fund Balance		\$ 34,288,338		
16% - Current Year Budgeted Revenues	\$ 7,498,399	\$ 7,629,069	\$ 8,471,402	\$ 8,425,604
9% - Current Year Budgeted Revenues - Uncertainty	4,217,850	4,291,351	4,765,164	4,739,402
Total Minimum F/B Reserve Requirements (FLOOR)	\$ 11,716,249	\$ 11,920,420	\$ 13,236,566	\$ 13,165,006
50% of Current Year Budgeted Revenues	\$ 23,432,498	\$ 23,840,839	\$ 26,473,131	\$ 26,330,012
Total Maximum F/B Reserve Requirements (CEILING)	\$ 23,432,498	\$ 23,840,839	\$ 26,473,131	\$ 26,330,012
Above/(Below) Minimum (FLOOR)	\$ 1,403,314	\$ 22,367,918	\$ 17,610,036	\$ 51,456,484
Above/(Below) Maximum (CEILING)	\$ (10,312,935)	\$ 10,447,499	\$ 4,373,471	\$ 38,291,478

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 10/31/2022	\$ Variance 2022 Budget	% Variance 2022 Budget
Revenues						
Taxes						
Property Taxes	\$ 45,960,543	\$ 46,543,405	\$ 51,839,123	\$ 49,261,375	\$ (2,577,748)	-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	32,287	11,260	54%
Total Taxes	\$ 44,134,625	\$ 44,835,152	\$ 49,964,941	\$ 49,343,736	\$ (621,205)	-1%
Federal & State Grants	\$ 121,051	\$ 226,169	\$ 125,000	\$ 230,310	\$ 105,310	84%
Library Fines	40,000	28,124	10,000	22,955	12,955	130%
Charges for Services	105,000	9,142	105,000	77,250	(27,750)	-26%
Investment Income	108,000	(201,886)	108,000	506,449	398,449	369%
Library Foundation	100,000	199,566	100,000	105,037	5,037	5%
E Rate Revenue	90,640	283,030	90,640	2,602	(88,038)	-97%
Other Revenue	-	21,638	-	50,469	50,469	
Transfer	-	87,598	-	-	-	
Total Revenues	\$ 44,699,316	\$ 45,488,534	\$ 50,503,581	\$ 50,338,806	\$ (164,774)	0%
Operating Expenditures						
Salaries & Employee Benefits						
Salaries	\$ 14,816,028	\$ 13,576,973	\$ 15,829,037	\$ 11,273,142	\$ (4,555,895)	-29%
Awards & Bonuses	135,000	143,689	140,000	88,006	(51,994)	-37%
Termination Pay	110,000	178,014	110,000	128,000	18,000	16%
Temporary Salaries	2,095,441	1,308,187	1,687,043	1,062,702	(624,341)	-37%
CARES Reimburse Salaries	-	-	0	-	-	
Overtime	-	7,099	-	6,684	6,684	
Vacancy Savings	(1,074,943)	-	(1,165,071)	-	1,165,071	-100%
Benefits	5,373,904	4,804,257	5,719,962	4,084,628	(1,635,334)	-29%
Total Salaries & Benefits	\$ 21,455,431	\$ 20,018,220	\$ 22,320,972	\$ 16,643,162	\$ (5,677,809)	-25%
Library Books & Materials	\$ 7,577,102	\$ 7,152,323	\$ 7,737,400	\$ 5,888,679	\$ (1,848,721)	-24%
Library Periodicals	177,075	119,328	200,000	155,416	(44,584)	-22%
Sub-Total Library Collections	7,754,177	7,271,651	7,937,400	6,044,095	(1,893,305)	-24%
Supplies	\$ 1,515,924	\$ 1,179,692	\$ 1,559,475	\$ 1,131,057	\$ (428,418)	-27%
Services & Charges	5,057,772	3,940,079	5,704,984	3,497,675	(2,207,309)	-39%
Vehicles	-	-	-	-	-	
Interdepartmental Direct Charges	1,500,608	1,177,606	1,264,323	1,197,422	(66,901)	-5%
Interdepartmental Indirect Charges	1,081,500	1,355,518	1,470,413	1,225,344	(245,069)	-17%
Total Supplies and Other	\$ 9,155,804	\$ 7,652,895	\$ 9,999,195	\$ 7,051,498	\$ (2,947,697)	-29%
Total Operating	\$ 38,365,412	\$ 34,942,766	\$ 40,257,567	\$ 29,738,755	\$ (10,518,812)	-26%

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 10/31/2022	\$ 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 10/31/2022	\$ 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	\$ 2,321,217	\$ (121,465)	-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	\$ 2,321,217	\$ (121,465)	-5%
Uses of Funds							
Annual Replacement & Maintenance Program (ARM) and Recurring Projects							
ARM-01 Capital Maintenance	\$ 250,000	\$ 183,701	\$ 250,000	\$ 250,000	\$ 157,932	\$ (92,068)	-37%
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	257,563	\$ (55,115)	-18%
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	154,432	\$ (95,568)	-38%
Alternative Services	495,791	257,868	200,000	430,690	128,606	\$ (302,084)	-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	\$ 6,500	\$ (70,763)	-92%
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	233,236	\$ 33,236	17%
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	66,616	\$ (633,385)	-90%
NW Arvada Library			4,700,000	4,700,000	9,127	\$ (4,690,873)	-100%
Total Capital Projects	\$ 10,122,783	\$ 2,148,743	\$ 16,326,536	\$ 24,508,487	\$ 1,566,827	\$ (22,941,660)	-94%

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

Project	2022 Budget	YTD Actual 10/31/2022	YTD Encumbrances 10/31/22	YTD Total Actual + Enc	Remaining Budget
ARM-01 Capital Maintenance	\$ 250,000	\$ 157,932	\$ 6,678	\$ 164,610	\$ 85,390
ARM-02 Furniture & Equipment	62,000	2,995	49,390	52,385	9,615
ARM-03 Computer Replacement Plan	312,678	257,563	-	257,563	55,115
ARM-04 Book Sorter Replacement	500,000	428,099	291,844	719,943	(219,943)
ARM-05 IT Infrastructure Replacement	250,000	154,432	-	154,432	95,568
Library Alternative Services	430,690	128,606	17,882	146,488	284,202
Bookmobile Replacement	317,194	111,644	-	111,644	205,550
Document Management System	77,263	6,500	11,000	17,500	59,763
Library Location Holds Lockers	205,000	-	159,280	159,280	45,720
Library Belmar Outdoor Space	200,000	233,236	-	233,236	(33,236)
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	66,616	288,872	355,487	344,513
NW Arvada Library	4,700,000	9,127	-	9,127	4,690,873
Total Capital Projects	\$ 24,508,487	\$ 1,566,827	\$ 824,945	\$ 2,391,772	\$ 22,116,715

Operational Updates

Communications and Engagement

jeffcolibrary.org

TO: Donna Walker, Executive Director

FROM: Julianne Rist, Director of Library Services
Kim McGrigg, Director of Communication and Engagement

DATE: November 10, 2022

RE: Northwest Jefferson County Update

Background

Jefferson County Public Library (JCPL) has a large capital project underway to build a new library in the northwest part of Jefferson County. This project was approved by the JCPL Board of Trustees as part of its Facilities Master Plan (FMP) and is budgeted for through the Library's 5-year Capital Improvement Plan.

Stakeholder Engagement

One of the first major deliverables for this project is to engage the community.

JCPL retained the services of EUA, a design and architecture firm, to assist with community engagement. During September and October of 2022, members of the JCPL leadership team conducted stakeholder interviews to gather a comprehensive understanding of the community's needs to ensure success. As part of what will be a broader community listening strategy, JCPL interviewed more than 30 prominent stakeholders, including elected officials, community leaders, JCPL Board of Trustee members, and other influencers.

EUA has used the information gathered through this part of the engagement process to create a Stakeholder Insights Summary. This report is intended to inform Trustees and engage them in a discussion on the outcomes of the stakeholder engagement for this project. The report will be provided to Trustees ahead of the November 17, 2022 regular meeting.

This process set a solid foundation for additional phases of community engagement, including public and staff engagement. All insights will be aggregated and used to inform our Program of Service for the new library once we have narrowed our site search.

Site Search

At the Board of Trustees meeting in July 2022, we presented the need for a new library in Northwest Jefferson County along with the anticipated library service area and proposed property search boundaries. Since that presentation, our data sources have been updated to include 2020 Census numbers and the new 2020 Census tracts. The revised data shows:

- the total number of households in the region is lower than originally projected; and
- the household growth rate is slower than originally projected.

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



jeffcolibrary.org

Since learning about this adjustment in projected households, staff has reviewed the new data and verified these changes from various sources. We talked with and received data from DRCOG, City of Arvada Economic Development, Jefferson County Economic Development Council, Jefferson County Geographic Information System (GIS) department, and the Colorado State Demographer. From the state level down, growth projections have slowed due to a variety of factors. With the help of DRCOG and the State Demographer, we have projected potential growth through 2050. While the numbers are less than originally projected, the northwest area of Jefferson County is still growing faster than the rest of the county.

Projected Household Growth Rates	2020-2030	2030-2040	2040-2050
NW Jeffco (source DRCOG)	36.11%	11.56%	6.10%
Jefferson County (Source State Demographer)	8.76%	4.04%	2.04%

Households	2020	2030	2040	2050
NW Jeffco (source DRCOG)	10,800	14,700	16,400	17,400
Jefferson County (Source State Demographer)	235,729	256,382	266,749	272,191

Comments and conversations from stakeholder interviews revalidated the need for a library in this area. Staff tours and conversations with developers confirm rapid growth and new construction in the region. JCPL has Genesee Realty under contract to pursue a search for a suitable property.

Stakeholder Insights Summary: New Northwest County Library

October 2022

Background

Jefferson County Public Library (JCPL) began community engagement and a site search for a new library to be built in the northwest part of Jefferson County.

JCPL currently operates 10 library locations and is seeking a location for a new library in northwest Jefferson County; this new library will bring the total to 11 locations and address the growing demand in the region. The household growth rate for this region of the county is higher than the rest of the Jefferson County and JCPL is committed to ensuring equitable access to library resources.

In 2022 and 2023, JCPL is seeking stakeholder and community input to gather a comprehensive understanding of the community's needs to ensure success.

Approach

As part of a broader community listening strategy, JCPL interviewed prominent stakeholders, including elected officials, community leaders, and other influencers. The interviews were conducted by seven members of the JCPL leadership team.

Stakeholders Engaged as of Nov. 2, 2022:

- Jefferson County Division and Department Directors
- Pat Bolton, Executive Director, TRIAD Early Childhood Council
- Gregg Bradbury, Partner, Church Ranch Companies
- Jessie Danielson, Senator, District 20
- Tracy Dorland, Superintendent, Jefferson County Public Schools
- Lorie Gillis, Incoming City Manager, City of Arvada
- Dr. Michele Hanley, President, Red Rocks Community College
- Joe Hengstler, Executive Director, Olde Town Arvada
- Tracy Kraft-Tharp, Jefferson County Commissioner, District 1
- Emma Marion, Director of Community Affairs, Congressman Joe Neguse
- Abel Montoya, Director of Development and Transportation, Jefferson County
- Jeff Nading, Chief Executive Officer, Golden Triangle Construction, Inc.
- Doug Rex, Executive Director, Denver Regional Council of Governments (DRCOG)
- Daniel Ryley, Executive Director, Arvada Economic Development Association
- Ryan Stachelski, Director, Community and Economic Development, City of Arvada
- Jansen Tidmore, President/CEO, Jeffco Economic Development Council (EDC)
- Brianna Titone, Colorado State Representative, District 27
- Kami Welch, President & CEO, Arvada Chamber of Commerce

Additional stakeholder interviews will take place throughout the year. Feedback from these interviews will be added to the final community engagement report once public and staff engagement is complete.

Questions Posed to Stakeholders:

After listening to a short project presentation by JCPL leadership, interviewees were asked:

- 1) What needs are you seeing in that part of the community? What needs do you see for kids, teens, adults, older adults, and underrepresented members of our community?
- 2) What are some different ways we might engage the technology and healthcare and other businesses in the region and would welcome your thoughts and ideas?
- 3) We're interested in partnering with other entities. Do you know of any properties or partners we might want to speak with?
- 4) Who else do you think we should talk to for insights into the needs of the community?

Interview Insights

Common Themes

From the stakeholder interviews conducted so far, three common themes emerged.

1) The interviewees regularly discussed existing JCPL programming/offerings that would benefit the northwest Jefferson County community.

These programs are spaces or services which are commonly seen throughout JCPL libraries and included requests for:

- a. After school programs
- b. Community event space
- c. Infrastructure – Wi-Fi/technology equipment
- d. Training on how to use technology and other services

2) The interviewees discussed opportunities for engagement with local businesses specific to this area.

Ideas revolving around “Remote Communities” and Entrepreneurial Ecosystem were suggested with spaces to support this notion. Ideas included spaces within the library that support:

- a. Small business services
- b. Learning ground for incubation spaces
- c. Labs for both education and business
- d. Campus environment for co-location
- e. Coworking with others in the industries
- f. Partner with Universities to bring in STEM/STEAM programming

3) The interviewees identified various characteristics of the community and the impacts of COVID-19.

The individuals felt additional community support services were needed in this area and could be potentially supported by a library. Support services mentioned include:

- a. A growing senior population and a shift in those leaving the area
- b. Family support services
 - i. Mental health
 - ii. Early literacy
 - iii. Preschool enrollment site
 - iv. Multi-lingual options

Potential JCPL Partners Mentioned

Stakeholders provided input on potential partners for JCPL to contact. Those suggested range in variety from specific individuals to organizations within the northwest Jefferson County region. A list of those named have been provided below for future outreach:

- New museum within Rocky Flats area
- Jefferson County Public Schools
- Red Rocks Community College (RRCC) DEI department
- Jeff Nading, Chief Executive Officer of Golden Triangle Construction, Inc.
- Carol Ibanez, Senior Planner at City of Arvada; knowledge of future development
- Bill Fortune, Developer; property south of King Soopers
- Colorado EPIC (Executives Partnering to Invest in Children); business group investing in children
- Jefferson County Childcare Association
- Seniors' Resource Center
- Due to high demand where utilities are in place, a suggestion was made for:
 - Partnering with master development to piggyback on infrastructure
 - Look at areas pre/current development stages (without, limited number that are shovel ready)

Potential Properties Recommended

When searching for a site, stakeholders identified a couple issues to keep in mind. The highest demand properties in the northwest portion of Jefferson County are those with infrastructure in place, however, these are limited in quantity so there is a large population of the community missing technology and other infrastructure. Public transportation is also an issue in the area as there are limited routes. Land suggestions are properties along:

- Highway 72
- Highway 93
- Candelas Parkway
- Indiana Street

Individuals to Engage for Further Insights

During the interviews, stakeholders were asked for names of organizations and individuals who might also lend valuable insight to the library.

- Shane Atkinson, Director of Community Affairs, Congressman Joe Neguse
- Deb Carney, President, Canyon Area Residents for the Environment (CARE)
- Kat Douglas, Housing, Economic and Employment Services, Jefferson County
- Bill Fortune, Managing Partner, Fortune Enterprises
- Carol Ibanez, Senior Planner, City of Arvada
- David Jones, Councilmember, District 4-City of Arvada
- Jayla Sanchez-Warren, Director of the Area Agency on Aging, DRCOG
- Rob Smetana, Principal Planner, City of Lakewood
- Ryan Stachelski, Director, Community and Economic Development, City of Arvada
- Metro District of Lyden
- Metro District of Beaumont
- Arvada City Council
- Fire District

- Homeowners Associations
- Arvada Chamber of Commerce
- Arvada City Planners
- Childcare programs
- Developmental Disabilities Resource Center
- Colorado Coalition for the Homeless
- STRIDE Community Health Center
- Retirement homes



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New Northwest Jefferson County Library Stakeholder Engagement Summary

November 2022

Kim McGrigg, Director of Communication &
Engagement





Progress to Date

- Retained EUA
- Conducted stakeholder interviews
 - More than 30 prominent stakeholders
 - Elected officials, community leaders, JCPL Board of Trustee members, and other influencers
- Created Stakeholder Insights Summary



Stakeholder Engagement Questions

- What needs are you seeing in this part of the community? What needs do you see for kids, teens, adults, older adults, and underrepresented members of our community?
- How could we engage businesses in the region? We'd welcome your thoughts and ideas.
- Do you know of potential properties or partners?
- Who else do you think we should talk to for insights into the needs of the community?



Common Themes

The interviewees regularly discussed existing JCPL programming/offerings that would benefit the northwest Jefferson County community.

These programs are spaces or services which are commonly seen throughout JCPL libraries and included requests for:

- a) After school programs
- b) Community event space
- c) Infrastructure – Wi-Fi/technology equipment
- d) Training on how to use technology and other services



Common Themes

The interviewees discussed opportunities for engagement with local businesses specific to this area.

Ideas revolving around “Remote Communities” and Entrepreneurial Ecosystem were suggested with spaces to support this notion. Ideas included spaces within the library that support:

- a. Small business services
- b. Learning ground for incubation spaces
- c. Labs for both education and business
- d. Campus environment for co-location
- e. Coworking with others in the industries
- f. Partner with universities to bring in STEM/STEAM programming



Common Themes

The interviewees identified various characteristics of the community and the impacts of COVID-19.

The individuals felt additional community support services were needed in this area and could be potentially supported by a library. Support services mentioned include:

- a. A growing senior population and a shift in those leaving the area
- b. Family support services
 - i. Mental health
 - ii. Early literacy
 - iii. Preschool enrollment site
 - iv. Multi-lingual options



Potential Properties Recommended

The highest demand properties in the northwest portion of Jefferson County are those with infrastructure in place, however, these are limited in quantity so there is a large population of the community missing technology and other infrastructure. Public transportation is also an issue in the area as there are limited routes. Land suggestions are properties along:

- Highway 72
- Highway 93
- Candelas Parkway
- Indiana Street



Community Engagement Next Steps

Additional Stakeholder Outreach

- Other organizations and individuals who might also lend valuable insight
- Potential partners

Staff Engagement

Public Engagement



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New Northwest Jefferson County Library Demographic Update

November 2022

Julianne Rist, Director of Public Services

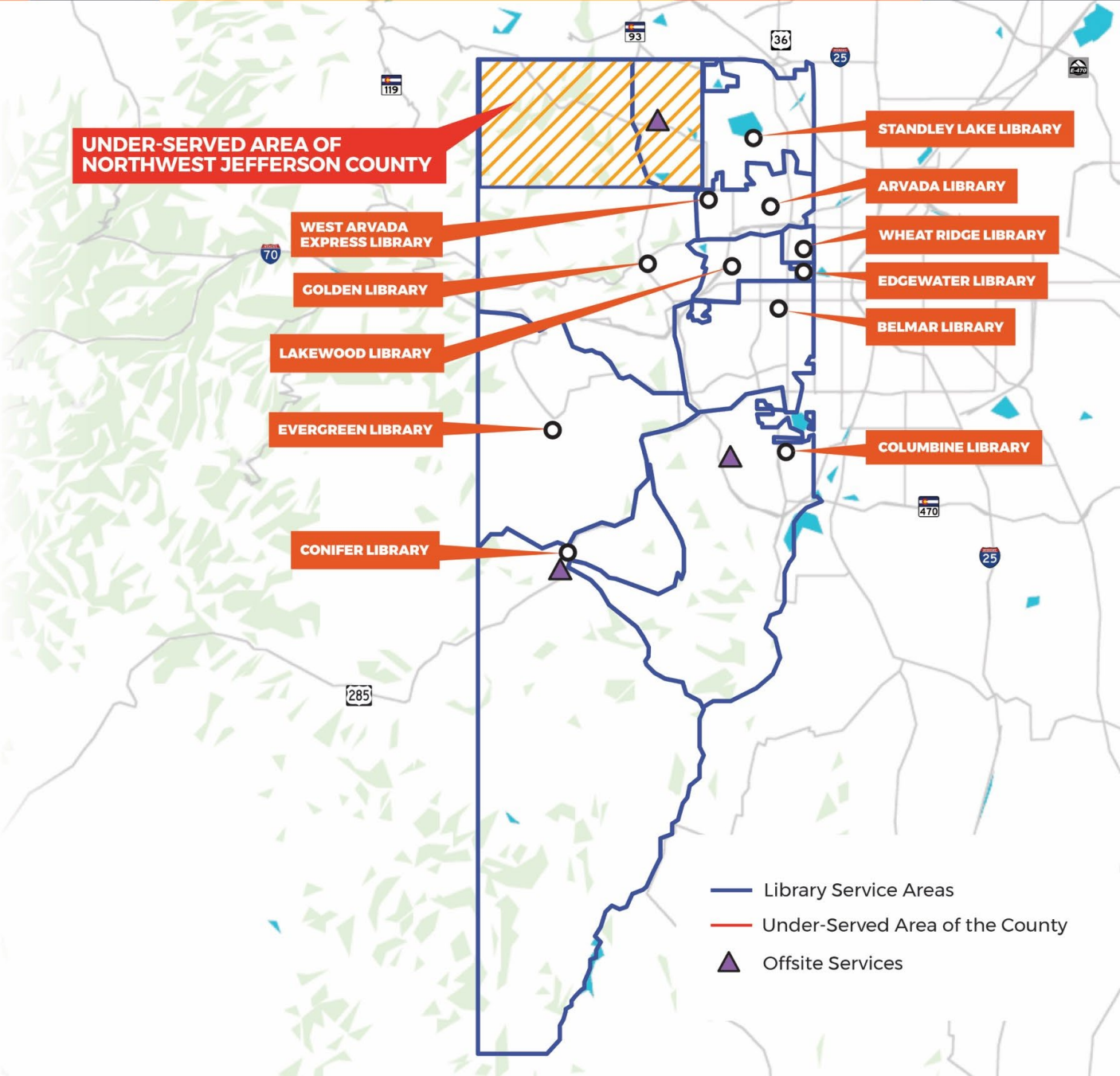




Our Footprint Today

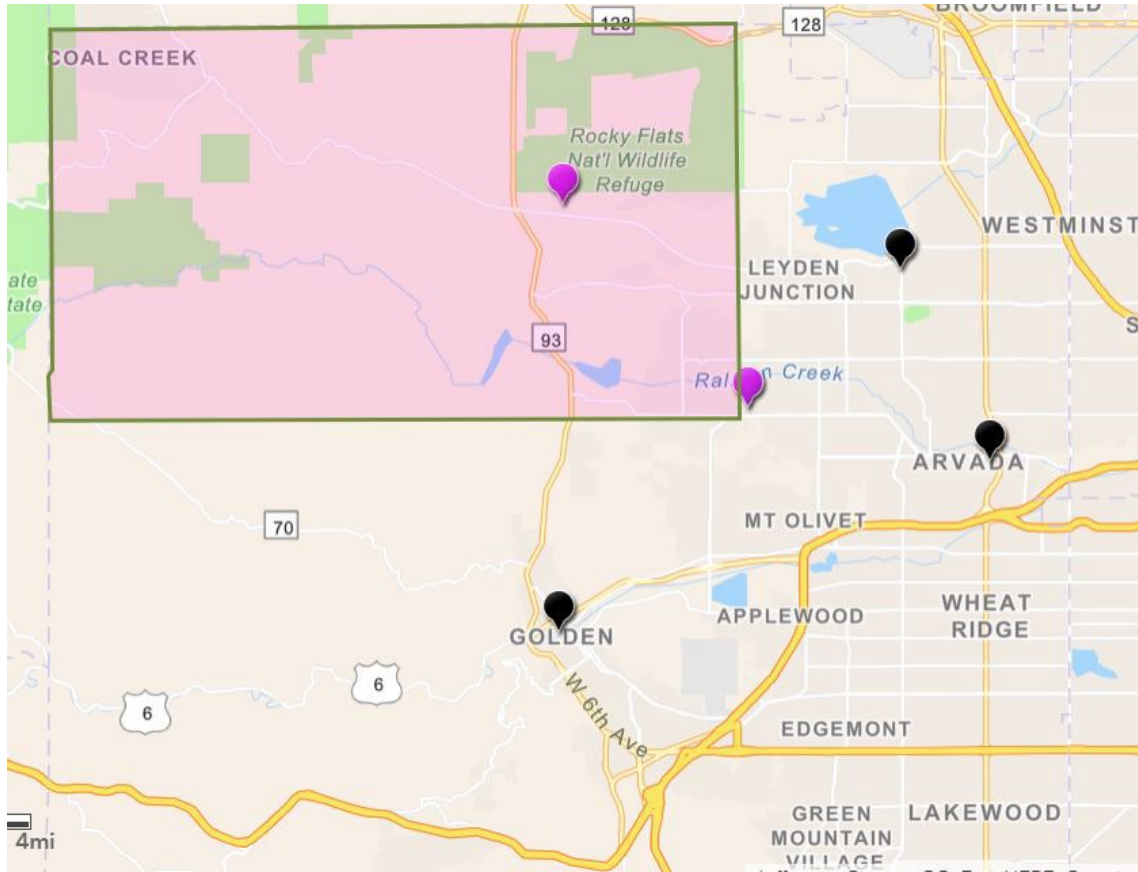
- Current service points
 - 10 library locations
 - Offsite Services
 - Digital Services
- Additional locations being planned
 - South Jefferson County
 - Northwest Jefferson County

Northwest Jefferson County Library Service Area





Proposed Service Area



Alternative Service Points

- Express Library
- Candelas Holds Locker

JCPL Libraries

- Standley Lake
- Golden
- Arvada



Household Growth

Updated Data (as of Oct. 2022)

Households	2020	2030	2040	2050
Northwest Jefferson County Source: DRCOG	10,800	14,700	16,400	17,400
Jefferson County Source: State Demographer	235,729	256,382	266,749	272,191

This region is still expected to grow faster than the rest of the Jefferson County.



Population Growth

Data presented in July 2022

Projected growth rates	2021-2026
Northwest Jefferson County	17.8%
Jefferson County	4.3%

Updated Data (as of Oct. 2022)

Projected growth rates	2020-2030	2030-2040	2040-2050
Northwest Jefferson County Source: DRCOG	36.11%	11.56%	6.10%
Jefferson County Source: State Demographer	8.76%	4.04%	2.04%

This region is still expected to grow faster than the rest of the Jefferson County.



Timeline

2022 & 2023

- Stakeholder input
- Site search
- Site acquisition
- Community input
- Program of service

2024

- Design
- Construction

Operational Updates

Board Governance

2023 GOVERNANCE PROCESS CALENDAR
JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

Month	Governance Process	Monitoring & Ends	Board Action
January	Begin Trustees planning cycle (4.3.2) Chair presents tentative agenda plan (4.3.2.B) Chair appoints committee to review Board Bylaws (4.4.2D) Chair appoints nominating committee for Board officers (4.4.2D)	<ul style="list-style-type: none">Trustees review Global Ends Statements 1.0 - 1.4Review of 2023 Strategic Priorities	Trustees approve the “Sunshine Resolution” Trustees approve budget transfer, requests from the previous calendar year. May be rescheduled based on the process/schedule provided by the County. Chair appoints Trustee representative to Foundation Board
February	Governance Policy 3.4.6 (All policies instructing the Executive Director will be monitored – 2.0 – 2.4 annually in February) <ul style="list-style-type: none">Trustees complete mandated County training (4.1 and 4.8.1A)Executive Director Evaluation Process: Chair solicits informal feedback from trustees after review of current year strategic priorities (Jan), year-end strategic priority results (Feb), and monitoring reports compliance (Feb).	2.0 General Management Constraints 2.1 Treatment of Patrons 2.2 Treatment of Staff 2.3 Financial Condition and Activities 2.4 Asset Protection <ul style="list-style-type: none">Review of Final 2022 Strategic Plan Achievements	Trustees review, amend as needed and approve Board Bylaws. Nominating Committee Reports to Board Trustees adopt Governance Policies 2.0 through 2.4 <ul style="list-style-type: none">Supplemental Budget Amendment for CarryforwardBudget Supplemental Information
March	Executive Director Evaluation Process: Chair and Vice Chair give informal feedback to Executive Director.		Trustees elect Board officers
April			
May	Trustees enlist external audit, as needed Trustees set Governance Budget for next year (4.8.2)		
June	Executive Director presents the annual budget to the Trustees (4.2.5.A). May be rescheduled based on the budget development schedule provided by the County.		Trustees authorize the Executive Director to submit the annual budget request to the BCC (4.2.5.C). May be rescheduled based on the budget development schedule provided by the County.
July	Executive Director Evaluation Process: Chair and EXD initiate packet for feedback		
August	Governance Policy 3.4.6 (All policies instructing the Executive Director will be monitored – 2.5 – 2.9 annually in August) Executive Director Evaluation Process: Chair and EXD initiate packet for feedback	2.5 Financial Planning, Budgeting 2.6 Compensation and Benefits 2.7 Emergency Executive Director Succession 2.8 Board Awareness and Support 2.9 Materials Selection <ul style="list-style-type: none">2023 Strategic Plan Mid-year Update	Trustees adopt Governance Policies 2.5 through 2.9
September	Trustees review Executive Director’s performance and compensation (4.3.6) – Executive Session		
October	Executive Director Evaluation Process: Evaluate process with Board and Executive Director.		
November	Trustees review 2024 governance process calendar		
December	Trustees adopt 2024 governance process calendar (4.3.2 and 4.3.2.B)		Trustees adopt the 2024 budget and authorize the Executive Director to implement the spending plan
	Trustees adopt the annual budget (4.2.5.A)		
	End Trustees planning cycle (4.3.1)		

Ongoing Board Decisions
Adopt and amend the Board Governance policies
Adopt and amend Ends policies
Approve all supplemental appropriations
Approve fund transfers above the policy limitation
Approve all property changes

Directs the Executive Director to sign certain contracts and agreements
Make determinations regarding naming and recognition requests
Adopt resolutions of support for local election issues
Approve mill levy proposals
Approve annual request from the Pine Library

Board Schedule – Next Meetings

2023 Board Meeting Schedule

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

jeffcolibrary.org



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JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

ADOPTED 2023 BOARD MEETING SCHEDULE

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

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

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

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