

BOARD MEETING

JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

December 8, 2022



Stuffed Sleepover



Holiday Open House



Virtual/Call In: Active Minds Mondays – King Tut



Winter Family Fun



Jefferson County
PUBLIC LIBRARY

APPROVAL OF AGENDA

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

ITEM# / ACTION	Thursday, December 8, 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 <ol style="list-style-type: none"> Minutes of November 17, 2022 Board Meeting Trustees Adopt 2023 Board Governance Process Calendar STAT Courier Contract Renewal Jefferson County Public Health (JCPH) HVAC Improvement Agreement Jefferson County Facilities Management Department Intracounty Contract
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 C. Northwest Jefferson County Fact Sheet D. Evergreen Redesign Update</p> <p><u>Business Strategy & Finance</u> <u>Finance and Budget</u> A. Library Board adoption of Final recommended 2023 budget and authorize the Executive Director to implement the spending plan. Chair: Call for motion and second B. Financial Review (October)</p> <p><u>Public Services</u> A. Northwest Jefferson County Update on Site Search</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>Board Governance No items.</p>
<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. <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 • March 9, 2023 – Study Session – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room • March 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

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 and Northwest Jefferson County Library Expansion Projects.</u> Statutory citations authorizing an executive session for these topics are: <ul style="list-style-type: none">• Pursuant to 24-6-402(4)(b) Conferences with an attorney for the local public body for the purposes of receiving legal advice on specific legal questions.• Pursuant to 24-6-402(4)(a) Concerning the purchase, acquisition, lease, transfer or sale of Property.• Pursuant to 24-6-402(4)(e)(I) for discussion of strategy and instructions to negotiators.
17. RECONVENE REGULAR MEETING Action as Needed	RECONVENE REGULAR MEETING
18. Adjournment	ADJOURN REGULAR MEETING

CONSENT AGENDA

TO: Library Board of Trustees

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

DATE: December 1, 2022

RE: Consent Agenda for the December 8, 2022 Board Meeting

- A. Library Board of Trustees approve the November 17, 2022 Library Board Meeting Minutes.
- B. Library Board of Trustees adopt the 2023 Board Governance Process Calendar.
- C. Library Board of Trustees authorize the Executive Director to sign the contract renewal with STAT Courier Services.
- D. Library Board of Trustees authorize the Executive Director to sign the HVAC Improvement Agreement with Jefferson County Public Health.
- E. Library Board of Trustees authorize the Executive Director to sign the Intracounty Contract for Payment of Kone Inc. Services with Jefferson County Facilities Management Department.

**Minutes of the Regular Meeting of the
JEFFERSON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
November 17, 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 November 17, 2022. Library Board of Trustees Chair, Kim Johnson, called the meeting to order at 5:34 p.m.

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

Trustees not present: All Trustees were present.

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

PUBLIC COMMENT

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

There was no public comment and the public comment portion of the meeting officially closed at 5:38 pm.

APPROVAL OF CONSENT AGENDA

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

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

Items on the Consent Agenda

- 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

FOUNDATION UPDATE

Jo Schantz provided an update on the activities of the Foundation. The fall Whale of a Used Book Sale raised close to \$73,000 with 2,760 attendees. Colorado Gives Day is December 6. Last year the Foundation raised over \$30,000 in combination with the end of year appeal. Mark your calendars and make contributions. Jo recently joined the Lakewood Foothills Rotary Club and was initiated into the Philanthropic Educational Organization (PEO). PEO raises money to help fund scholarships for young women who are attending Warren Tech. Jo provided an update on grants.

The Chair and Trustee Fellman expressed appreciation for everything the Foundation does to support the Library.

EXECUTIVE DIRECTOR REPORT

A. Executive Director Report

There were no questions from the Board on the Executive Director's report.

B. South County Expansion Project Update

The Executive Director advised the Board that last month Kim McGrigg reported on the formal community engagement meetings and input to date. Since then, there were three other public meetings that the Library was invited to attend where public comment was taken; Foothills Parks and Recreation, Ken Caryl Metro District Board and Open Space Advisory Committee. Tom Hoby, Executive Director of Open Space, presented the same information that was shared with the Library Board last month. The Foothills Parks and Recreation and Ken Caryl Metro District meetings were on October 25. At the Foothills meeting three members of the public spoke in opposition, two of which were around prairie dogs and the Executive Director was able to answer questions from the Foothills Board. At the Ken Caryl meeting that same evening, two members of the public spoke in opposition and three members of the public spoke in favor. The Executive Director was also able to take and answer questions at the Ken Caryl meeting. In

general, there are 12-15 people actively opposing the site. At the Open Space Advisory Committee (OSAC) meeting, Trustee Anderson was also able to attend.

Trustee Anderson noted that about 10-12 people gave public comment. The agenda item was for information only and the Library was not asked to present information, make comments or answer questions. Trustee Anderson noted a couple of observations. One is how similar the Library Trustees are with the OSAC members in that all are appointed and volunteer to step up for our communities. The second observation is how different our approaches are to public comment. She noted that what she likes about the Library is the respect for the first amendment and the massive amount of community input we do on these projects. The Library provides a safe and radically welcome environment for civic discourse in public and she commended the Executive Director and Library staff for providing that space. Trustee Anderson stated that she is looking forward to the next opportunity with OSAC and is hopeful they give the Library an opportunity for presentation, answering questions, pro and con comments and a safe and radically welcoming space for the Library to dispel misinformation. Trustee Anderson looks forward to the opportunity to collaborate with OSAC in the future and to a more representative input process.

EXECUTIVE TEAM OPERATIONAL UPDATES

Business Strategy & Finance

Finance and Budget

A. 2023 Final Recommended Budget

The Executive Director introduced the topic and noted that the vote on the budget will be at the December Board meeting. Dan Wells, Director of Business Strategy and Finance, addressed the Board and presented the 2023 final recommended budget. Dan noted that he will give a recap on the first couple of slides in the presentation and then discuss the variances from the proposed budget to the final budget.

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

The 2023 Budget aligns with the adjusted Facility Master Plan, prioritizing capital improvements that increase public use square footage with significant investments in capital projects next year and into the future. Adding the 18.5 FTE that are funded to support the new South County Library with hiring planned to align or adjust to updated project completion timelines. More information on FTE timing will be addressed later.

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

The Board's direction to accelerate JCPL's facility master plan is reflected in the 2023 budget, specifically in the 5-year capital plan and in the long-term financial plan. The budget prioritizes projects that add space for the community; it includes plans for two new libraries and the continuing renovation of existing facilities.

Changes from Proposed Budget to Final Budget

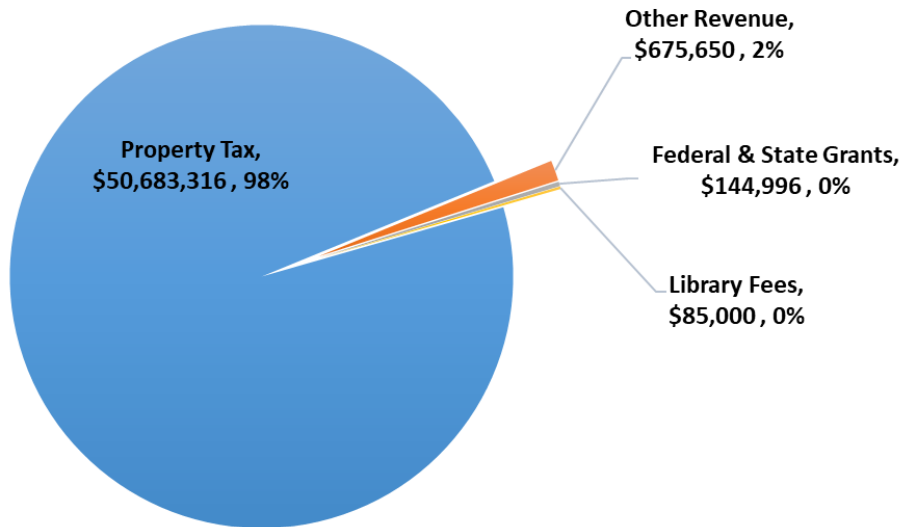
- Revenue Decreased by \$1.6M
 - Property tax revenue assumptions revised based on adjustments to assessment valuation
- Expense Decreased by \$228K
 - \$74.7K, decrease salary & benefit expense
 - \$153K, decrease interdepartmental charges expense

Each year there are changes from the proposed budget, which is presented in June/July to the final budget as estimates are refined and more information is received. There are two major areas of adjustment, property tax revenue and salaries and benefits expenses. For the 2023, revenue decreased by \$1.6 million. The decrease is associated with updated or actual assessed values received in August that came in lower than anticipated.

On the expense side, there is a decrease related to adjustments to salary and benefits estimates and interdepartmental charges specifically related to property insurance. The net effect is \$1.4 million from the June estimate.

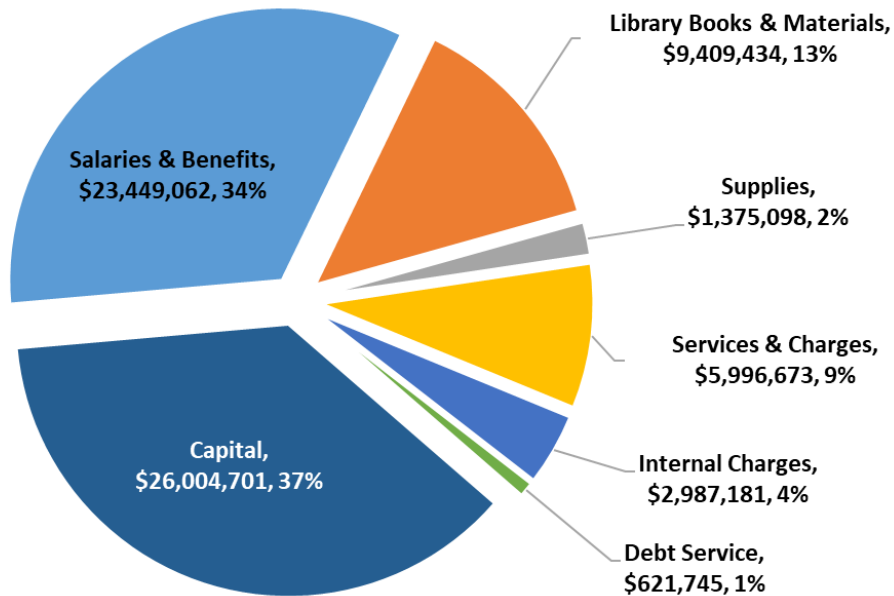
2023 Budget Total Projected Revenue: \$51,588,962

- Property tax revenue makes up the majority (98%) of JCPL revenue.
- Budgeted property tax revenue is based on the preliminary certification of value.
- Non property tax revenue is projected to be \$905,646.



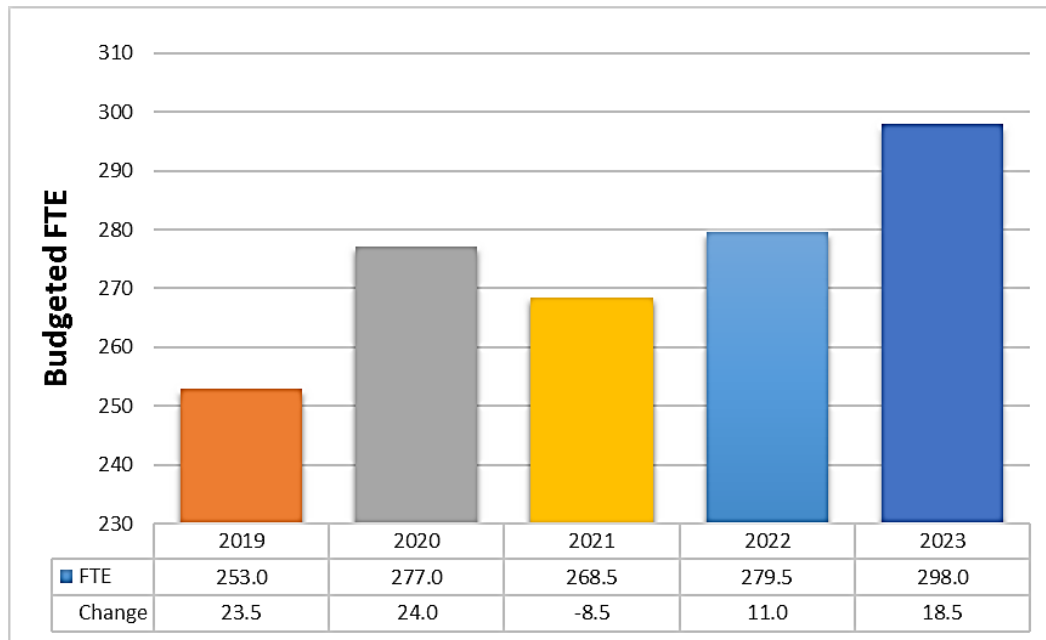
2023 Budget Total Projected Expenses: \$69,843,894

- Significant capital investment planned in 2023.
- Library collection remains a priority.
- Last year of debt service is 2024.
- Salaries & Benefits represent 54% of projected Operating Expenses.
- Capital and Library Books & Materials are 51% of total projected expenses in 2023.



Budgeted Positions Over Time

This chart shows standard positions over the past few years. The dip in 2021 was in response to COVID. The increase of 18.5 planned for 2023 represents the additional staffing to support the new South County Library.



2023 Capital Investments

- 95% of the 2023 Capital Improvements budget will be used for Capital Projects, including South County Library, Northwest County Library, Evergreen Remodel, and the Conifer Opportunity.
- 5% of Capital Improvement budget is designated for Annual Replacement & Maintenance (ARM) to help JCPL take care of existing assets and make improvements to the physical and technological infrastructure.
- \$20-\$22M in unspent capital expenditures will be targeted for carryforward from 2022; this underspend is driven by timing of South County Library, Northwest County Library and Evergreen Remodel.

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

The Board of County Commissioners did adopt the 2023 budget on November 15, 2022. The next step is for the Library Board Trustees to authorize the 2023 spending plan at the December 8, 2022 Library Board meeting.

In response to questions the Board was advised that:

- 2023 is the second year assessment cycle
- Regarding the long term financial plan, the Library is expecting to underspend in this year's budget (2022) and that will likely be an offset to the \$1.6 million revenue reduction. Other revenue this year is outperforming expectations and that variable may offset that as well. There are a few potential headwinds, but the Library does not see much of an impact in 2023 and out years.

The Chair advised the Trustees that they will adopt the revised budget at next month's meeting and if they have any questions later, to email her and she'll get answers to those questions.

B. Financial Review (September)

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

C. Financial Report (October)

Dan Wells addressed the Board and provided information on the October monthly financials. 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. With the Foundation's new resource, the Library expects to get caught up soon. In-kind support provided to the Foundation by the Library in 2022 through October is valued at \$72,886, a 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.

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

Communications & Engagement

A. Northwest Jefferson County Update

- Demographics Update
- Stakeholder Insights Summary

Stakeholder Insights - 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

Kim McGrigg, Director of Communications and Engagement addressed the Board and provided information on the Northwest Jefferson County project. One of first major deliverables for the Northwest Jefferson County project was to engage the community. Tonight, we will give an update on the progress to date. In August the Board authorized the Executive Director to amend the contract with EUA to include community engagement for Northwest Jefferson County. During September and October, members of JCPL's leadership team conducted stakeholder interviews to understand community needs. As part of this broader listening strategy interviews were held with more than 30 prominent stakeholders including elected officials, community leaders, JCPL Board of Trustee members, and other influencers.

Stakeholder Engagement Questions

Questions we asked were centered around what people wanted to see to make this library uniquely valuable and what services are valued in the region. We heard things about the businesses in the area, who else we should be talking to, who our partners might be, and potential locations and areas. From that input we gathered common themes.

Common Themes

- The interviewees regularly discussed existing JCPL programming/offerings that would benefit the Northwest Jefferson County community.
- The interviewees discussed opportunities for engagement with local businesses specific to this area.
- The interviewees identified various characteristics of the community and the impacts of COVID-19.

The first theme included the interviewees regularly discussing existing JCPL programming and 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 after school programs, community event space, infrastructure, Wi-Fi and technology equipment and training on how to use technology and other services like the laptop lending program.

The second theme was ways we could engage with businesses. Some ideas came up around cultivating and supporting the entrepreneurial ecosystem with books, programming and spaces (co-working) to support that work.

The third theme was around the characteristics of the community specific to that region and the continuing impact of the pandemic. In this we heard about the growing senior population and shift in community makeup that we are seeing across the county as well – a call for services, mental health and literacy as well as a continuing commitment on equity access and multilingual options.

Potential Properties

When searching for a site stakeholders identified a couple of 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. All of this detail was shared with Julianne Rist and Steve Chestnut as they begin their site search. Boiled down, it is centered to just a few areas where the growth is happening; Highway 72, 93, Candelas Parkway and 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

During the interviews, stakeholders provided names of organizations and individuals who might also lend valuable insight to the Library. Stakeholders provided input on potential partners for JCPL to contact. Those suggestions range in variety from specific individuals to organizations within the Northwest Jefferson County region. Next, we have staff engagement and public engagement. All of this feedback will be incorporated into the final engagement report that will be brought back to the Board.

In response to questions the Board was advised that:

- Services specific to the Northwest Jefferson County library will be developed through the program of service with information from the stakeholder, community and staff engagement. The Library uses the program of service to determine what spaces and services will be provided at this library.

Northwest Jefferson County Demographics Update

Julianne Rist, Director of Public Services, addressed the Board and provided information on some changes in demographic data. 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 and we wanted to inform the board about some changes in datapoints. Since we have new Trustees who were not here in July, we will first do a brief recap of the Northwest Jefferson County Library.

JCPL Footprint Today

- JCPL operates 10 library locations plus a Bookmobile, Express Library, holds lockers, lending machine, and a robust virtual presence.
- JCPL is currently seeking a location for a new library in South Jefferson County .
- The new Northwest Jefferson County library will bring our total to 12 locations and addresses growing demand in the region.

Our data and observations told us that Northwest Jefferson County was an underserved area in our community. The original 2018 Facility Master Plan (FMP) identified both the southern region and northwest region of the county as areas that were underserved and recommended additional library services in both of these regions. The 2022 update of the FMP revalidated the need for library services in both regions. In 2021 when the Board asked the library to accelerate the FMP, we moved up adding a library location in Northwest Jeffco. Knowing that a building project would take some time, these two areas also became a focus for offsite services. The Northwest Jeffco library is currently a 2022 strategic project.

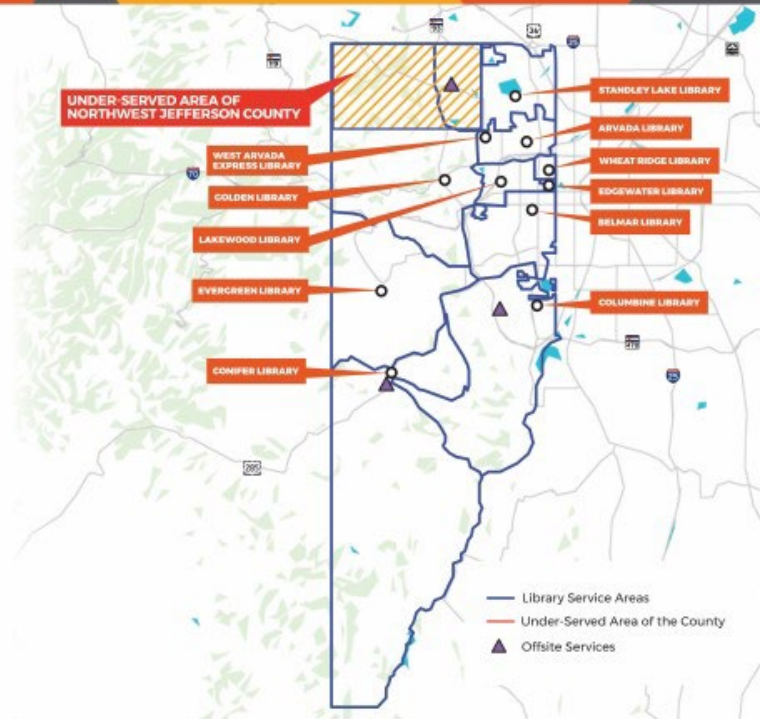
Northwest Jefferson County Service Area

The state's definition of a Library Service Area (LSA) is the geographic area for which a public library has been established. For JCPL this is all of Jefferson County and our population includes all residents of Jefferson County.

JCPL designates individual Library Service Areas within the county. These individual LSAs are defined by where card holders live and the library that they use. The LSA is used to guide the operations of each location. We use the LSA to understand market engagement, where there are opportunities for new cardholders and what services are needed based on who is using the library. We utilize data from Savannah software to inform us the about current use of the library

by our residents. We expect that the LSA for the new location will pull residents from three existing libraries, Standley Lake, Arvada and Golden. We expect people who will use the new location to live in the area on the map with the yellow diagonal lines.

Northwest Jefferson County Library Service Area



Household Growth

Our sources and vendors updated their data reflecting 2020 census numbers and updated census tracts in August. When this occurred, discrepancies were noted between previous projections and the new data. Since the new data was released, we have 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.

In July the 2020 numbers for households in Northwest Jeffco was 13,000 and the county household number was 248,500. Since learning about this adjustment in projected households, staff has reviewed the new data and verified these changes from various sources. The reasons for this change are many. Growth slowed from what was originally projected. The release of the 2020 census date was delayed and when it was available to be utilized there was an impact to projected growth not only for Northwest Jeffco, but the county and state as a whole. Additionally, the Census collected data in a new way. While the numbers are slightly smaller the Northwest Jeffco region is still forecasted to grow faster than the rest of the county.

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

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. The numbers on the left were the 5-year projected growth rate in July, while the numbers on the right are the projected growth rates based on the new data from 2020–2050. Northwest Jeffco is still shown as growing about 3 times faster than the rest of the county. The main growth is projected to be between now and 2040. This tells us that now is the time for opportunities to find land and that if we wait, we will be past the fastest growth in Northwest Jeffco and we will not have the best choices for a location for a new building. Our choices will be more limited later.

We will want to ensure flexibility at each decision point and for the future. We still want to purchase 5-10 acres based on the site criteria proposed in July. As we take our annual look at the Facility Master Plan, we will want to ensure that we plan for flexibility and the long-term future. There are many ways to plan for this such as evaluating the size of the building, and planning for a building that can be expanded. We will be monitoring each release of new census updates and rerunning data each time to monitor if anything changes at each update.

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.

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

This is the first stage of our community engagement. Success for the Northwest Jefferson County Library depends on community input. JCPL wants to build a destination that provides easy access to the services the community wants and needs. We will invite all community members to share their ideas

Timeline

2022 & 2023

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

2024

- Design
- Construction

In response to questions the Board was advised that:

- The community input process for South County was approximately one month.
- For the Northwest Jefferson County project, the Library will first look for a site and, with Board approval for the site, the Library will continue with the public community engagement.
- The public community engagement timeline will depend on the site search timeline.

- The State growth rate is similar to the County growth rate.
- The Library will continue its work with the demographics. There is a workshop coming up where the Library hopes to learn more about the issues around undercounting, the impact of the pandemic and what happened there with data collection. Also, the privacy differential that separates person from data that resulted in some households reported as less than one, which is impossible, and what skewed it, the lowering of the birth date, aging population and people moving in.

The Library received a thumbs up from the Board to continue to moving forward with the site search.

ITEMS REMOVED FROM THE CONSENT AGENDA

No items were removed from the consent agenda.

EMERGING ISSUES

The Chair advised the Board that typically there is a joint meeting with the Foundation Board in November. As part of our meeting planning, we decided to work on having a joint meeting with the Chair and Executive Director of the Foundation with the Library Chair, Executive Director and Foundation Liaison. The Chair noted that she will be in touch with the Trustees on that joint meeting.

ENDS

There were no items.

BOARD GOVERNANCE

- Trustees review 2023 Board Governance Process Calendar for adoption at the December 8, 2022 Board meeting.

The Chair asked the Trustees to review the 2023 Board Governance Process Calendar that will come to the Board for adoption at the December Board meeting. The Chair noted that more information about this will be included in the orientation for the new Trustees.

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 Board usually has a social holiday gathering, and she will be reaching out to the Trustees to see if we can get something scheduled.

The Chair advised the Trustees that they will be receiving 2023 meeting invitations via their email accounts. There will be more invitations than usual as there were some adjustments to the usual schedule.

The Chair reminded the Trustees of the November 28 joint meeting with the Board of County Commissioners and asked for a count of Trustees who will attend. Trustees Fellman, Naumer, Walker and Anderson will attend. The Chair advised the Trustees that the South County project is on the agenda. There were no further suggestions for agenda items.

2022 Board Meeting Schedule

- 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

2023 Board Meeting Schedule

- 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

The 2023 Adopted Board Meeting Schedule was provided in the information packet.

ANNOUNCEMENTS/GENERAL INFORMATION SHARING

There were no items.

EXECUTIVE SESSION:

At 6:41 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)(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 Jeanne Lomba the motion passed by unanimous vote of all Trustees present.

The Chair announced a 10 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 6:53 pm.

The Chair called the Executive Session to order at 6:52 pm with the following Trustees present, Pam Anderson, Jeanne Lomba, Jill Fellman, Charles Jones, Charles Naumer 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.

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 7:49 pm Pam Anderson moved to adjourn the Executive Session and reconvene the regular meeting. Seconded by Charles Naumer the motion passed by unanimous vote of all Trustees present.

At 7:52 p.m. the Chair reconvened the regular meeting with the following Trustees present: Pam Anderson, Jeanne Lomba, Jill Fellman, Charles Jones, Charles Naumer 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 7:53 pm.

Jill Fellman, Secretary

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)		

<u>Ongoing Board Decisions</u> 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
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ADMINISTRATION
10200 W. 20th Ave.
Lakewood, CO 80215
303.235.5275



jeffcolibrary.org

TO: Donna Walker, Executive Director

FROM: Steve Chestnut, Director of Facilities and Construction

DATE: December 8, 2022

RE: STAT Courier Service Inc. Contract, 4th Renewal

History of Contract: STAT Courier Service, Inc. Intra- Library Courier

In January 2019, JCPL entered into a contract with STAT Courier Service, Inc., for our intra-library deliveries with the option to renew the contract for up to four additional one-year terms. Our current contract expires January 29, 2023. JCPL is satisfied with this vendor and would like to continue utilizing STAT Courier services for our intra-library deliveries for the 2023-2024 year. This will be our fourth and final renewal.

Total Cost:

The 2023 base pricing is \$399,864.86, to be billed monthly at a base fee of \$33,322.07. This includes a 7.7% increase above the 2022 pricing. The vendor's increase is based on the US Bureau of Labor Statistics Consumer Price Index information for the Denver area. It specifically addresses the complexity and increasing costs of motor fuel over the last calendar year. JCPL has reviewed the pricing and believes it to be a fair increase based on market prices. This amount is slightly above the \$390,000 estimated costs in the submitted 2023 budget for Delivery Services.

Next Actions:

We are asking the Library Board of Trustees to authorize the Library Executive Director to renew our contract with STAT Courier Services Inc. for base pricing of \$399,864.86 at the December 2022 Board meeting. **This item will be placed on the consent agenda for the December 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: Steve Chestnut, Director of Facilities and Construction

DATE: December 1, 2022

RE: HVAC Improvement Agreement, Jefferson County Public Health, HVAC Filters

History of Contract:

Jefferson County Public Health (JCPH) is making American Rescue Plan Act ("ARPA") funds available for eligible infrastructure improvements at eligible facilities for the purpose of minimizing the spread of infectious disease. The Library has applied to receive and use funds through JCPH's distribution program to purchase upgraded HVAC filters for our Library locations. These filters help to improve the air quality in our Facilities; we currently purchase our HVAC filters out of our Operating budget. The proposed agreement would provide reimbursement for the Library purchase of a two-year supply of replacement HVAC filters for each JCPL library facility with a minimum MERV-13 efficiency rating or the most efficient filters that can be accommodated by an existing HVAC system.

Total Cost:

There are no costs associated with the HVAC Improvement Agreement. JCPH would reimburse JCPL for its eligible, documented costs incurred in making the improvements. JCPH would provide up to \$25,0000 in reimbursements under the agreement. The Library would not receive any reimbursement for HVAC filter purchases that exceed that amount.

Next Actions:

We are asking the Library Board of Trustees to authorize the Library Executive Director to enter an agreement with JCPH for the distribution of ARPA funds to the Library for the specified HVAC improvements. **This item will be placed on the consent agenda for the December 8, 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: Steve Chestnut, Director of Facilities and Construction

DATE: December 8, 2022

RE: Intracounty Contract, Elevator Maintenance & Service

History of Contract:

The Library has two elevators at the Arvada Library that require regular maintenance and service. The Library has previously contracted with Peak Elevator for this work. We would like to move to Kone because we felt the service quality will be better at approximately the same cost. In addition, Kone appears to have access to resources globally that Peak does not.

Jefferson County is currently under contract with Kone, Inc for elevator service and maintenance at their County locations. We would like to enter into a contract with the County Facilities Management Department and add the Arvada Library to the County locations that are covered under their contract. The vendor will bill us directly for any work they complete at our location.

Total Cost:

There are no costs associated with the Intracounty Contract. The County's vendor, Kone Inc, will bill the Library for any services or repairs that they complete at the Arvada Library. Those services and repairs will be taken out of the Equipment Maintenance which is funded for \$55k in 2023. We anticipate that annual fees paid to Kone, Inc will be approximately \$4,050.

Next Actions:

We are asking the Library Board of Trustees to authorize the Library Executive Director to enter an Intracounty contract that will add the Arvada Library to the County locations that receive elevator service and repairs at the December 2022 Board meeting. **This item will be placed on the consent agenda for the December 8, 2022 Library Board meeting unless otherwise instructed by the Board.**

Foundation Update

■ **DECEMBER 2022**

Executive Director Report

by Jo Schantz, MNM, CFRE, GPC



Upcoming Foundation Events

DEC. 24 - JAN. 2

JCLF office is closed for the holidays

APRIL 14

Friends Annual Meeting & Author Talk
Luncheon and presentation

Guest Author TBD

11:30 A.M. to 1 P.M.

Wheat Ridge Rec Center Ballroom

4005 Kipling St.

\$35 for Friends; \$45 non-Friends

\$50 for 1-year membership and event

JUNE 1-4

Spring Whale of a Used Book Sale

Jefferson County Fairgrounds in Golden

Friends Preview Night, June 1, 6-8 p.m.

June 2, Early Bird 8-9 a.m.; general
admission 9 a.m. to 5 p.m.

June 3, 9 a.m. to 5 p.m.

June 4, 11 a.m. to 3 p.m. JCLF

JULY 21

Books On Film Fundraiser

Regal UA Cinemas, Colorado Mills
6 to 9 p.m.

Premier of "Oppenheimer" featuring
Robert Downey Jr., Matt Damon, Emily
Blunt and Rami Malek

JULY 28

Volunteer Appreciation Picnic

Brookdale Meridian Westland in
Lakewood

11:30 A.M. to 1 P.M.

Featuring Tehani's Hula Colorado



JCLF is pleased to announce that this year's Colorado Gives Day resulted in contributions totaling more than \$30,000. This is 27% more than last year's campaign!

We also had an 11% increase in donor participation over last year.

We want to thank all the donors who contributed during this annual fundraiser. Your gifts are very much appreciated!

Grants Update

GRANTS RECEIVED

- Benson Family Foundation, \$6,000 general operating support
- Virginia W. Hill Foundation, \$5,000 general operating support
- Frederick Fish Foundation, \$1,000 general operating support

GRANTS APPROVED

- City of Golden, \$820 for Gingerbread House Decorating Contest, Golden Library
- City of Wheat Ridge, \$1,650 for arts creation and exhibition at Wheat Ridge Library

GRANTS DENIED

- Connie and William White Foundation, \$5,000 for 1000 Books Before Kindergarten
- DaVita, \$5,000 for 1000 Books Before Kindergarten

GRANTS PENDING

- Clarence V. Laguardia Foundation, \$10,000 for 1000 Books Before Kindergarten and Raise A Reader
- Mabel Y. Hughes Charitable Trust, \$10,000 for 1000 Books Before Kindergarten
- Costco Charitable Giving, \$5,000 for 1000 Books Before Kindergarten

Whale's Tale Update

Good news from Whale's Tale Books & Gifts in Colorado Mills Mall! As of Dec. 6, we have raised \$138,680 in gross sales for the year, and holiday sales are still buzzing along! We have already exceeded our 2022 goal of \$130,000, and Black Friday sales topped out at \$1,583 for that single day.

Operational Updates

Executive Director Report



DECEMBER 2022 EXECUTIVE DIRECTOR REPORT

Fourth Quarter Focus:

Accelerate our Building Program:

In December, the Library is focusing on,

- Finalizing shelving standard with consultant
- Taking next steps with design vision

Design a New Library in South County:

In December, the Library is focusing on,

- Continuing community engagement

Initiate a New Library in Northwest Jefferson County

In December, the Library is focusing on,

- Finalizing updated fact sheet
- Narrowing search to sites with most potential

Develop a New Concept in Philanthropy Strategy

In December, the Library is focusing on,

- Updating the JCPL webpage for fundraising through JCLF
- Reaching out to potential funders for Evergreen redesign


Redesign Evergreen Library


In December, the Library is focusing on,

- Reviewing design and pricing
- Reaching 30% design development drawings

TRUSTEE ENGAGEMENT OPPORTUNITY:

Family Leadership Training Institute (FLTI) Graduation. An invitation will be forthcoming for the graduation of our second cohort of youth participants of FLTI on December 15th from 4:30-5:30 p.m. JCPL partnered with Family Leadership Training Institute to offer a six session interactive Youth Development course throughout Fall 2022. 42 teens applied and 23 were interviewed and selected to join, they will be given a stipend for their participation. This training will provide career skills and improvement in boundary setting and communication as a part of the Teen Services Master Plan to mitigate stress and hone job readiness for youth in our community. As part of the program, the youth will work with both FLTI instructors and staff mentors to create a final project using knowledge gained. At their graduation from the course on





December 15th, they will present a final project built on the skills developed in the Youth Development Program.

SERVICE HIGHLIGHTS:

Holiday Programs Galore all across JCPL: Fun activities include movies, parties, open houses, crafts, cookie and gift making, a [living history performance](#), and so much more. Whatever your holiday, there is something for everyone. Check out our [events page](#) to see what's happening at your favorite library.

PROFESSIONAL ENGAGEMENT:

Lisa Smith, director of People and Culture, attended the HR Virtual Summit. The HR Virtual Summit is the world's largest virtual event dedicated to connecting and uplifting HR professionals.

HIGHLIGHTS OF EXECUTIVE DIRECTOR COMMUNITY ACTIVITIES, DECEMBER 2022

- Meeting with Scott Vargo, new **city manager for Golden**
 - Meeting with **Jefferson County Open Space**
 - Quarterly meeting with the **Board of County Commissioners (BCC)/Municipalities**
 - Attend **Jeffco Connections Board** meeting
 - Monthly meeting with **Jefferson County Library Foundation (JCLF)** executive director
 - Monthly meeting with **Jefferson County Elected/Appointed Officials**
 - Meeting with **county** regarding their Foundational Framework for strategic planning
 - Attending **JCPL Family Leadership Training Institute** graduation
 - Planning for PTO December 12-14 and 26-30.
- 



NEW LIBRARY COMING TO NORTHWEST JEFFERSON COUNTY

Jefferson County Public Library (JCPL) will build a new destination library in the northwest region of the county to meet the needs of a growing population who lack convenient access to existing physical library services. This new library will provide additional access to information and opportunities for all generations and will be adaptable for future growth and economic development.

A FULLY FUNDED PROJECT

In 2015, voters in Jefferson County approved to increase the maximum mill levy for the Jefferson County Public Library for the purposes of restoring the level of library services and expanding library services into underserved areas. We have been saving these funds and have included them in the capital plan to make this new library possible.

AN IDEAL LOCATION

The location of the new library is yet to be discovered, though we anticipate seeking land within the library services area shown on the map.

The following site selection criteria are the guideposts for our decision-making:

SIZE: The site will be a minimum of 5 acres to support a 30,000 to 45,000 square foot building, outdoor learning environments, technology and innovation needs, indoor programs and sufficient parking to support larger events and programs.

LOCATION: The ideal location will have high visibility and be accessible, inclusive and safe. It will be convenient to access and provide intuitive wayfinding from community travel routes.

SUSTAINABILITY AND STEWARDSHIP: The site will promote an outdoor connection, foster environmental stewardship and be a good value.

WE WANT YOUR INPUT

Success for the Northwest Jefferson County Library depends on community input. JCPL wants to create a destination that helps to build an educated and vibrant community.

We hope you will share your thoughts for our new library by participating in our surveys and public meetings. We are also excited to hear your ideas about where the library could be located, including any potential partnership opportunities.



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

ENGAGEMENT AND CONSTRUCTION TIMELINE



2022/23
Site Selection
& Acquisition



2022/23
Community
Input



2022/23
Program of
Service



2024
Design

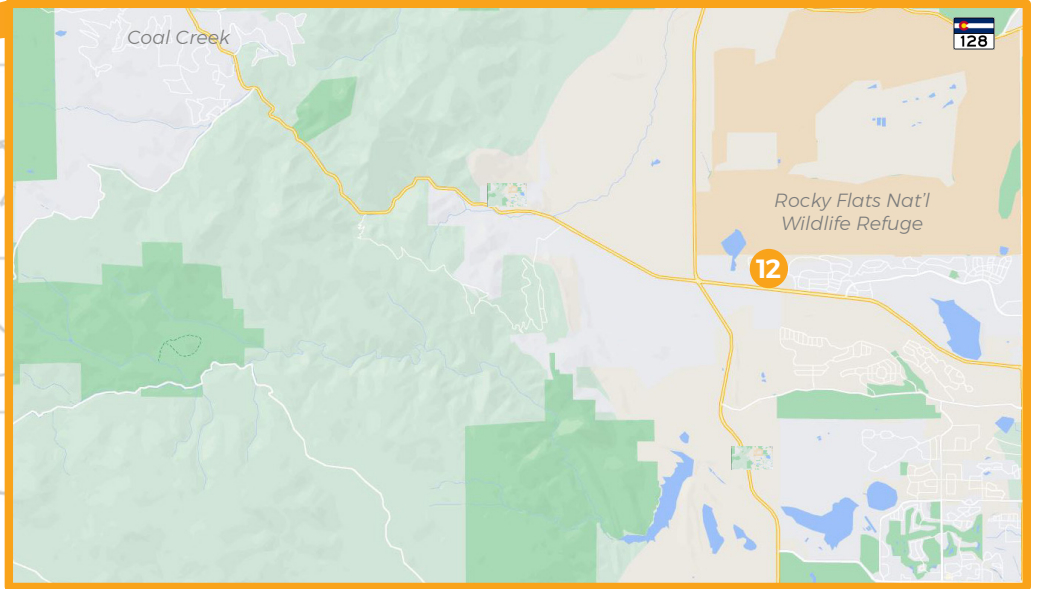
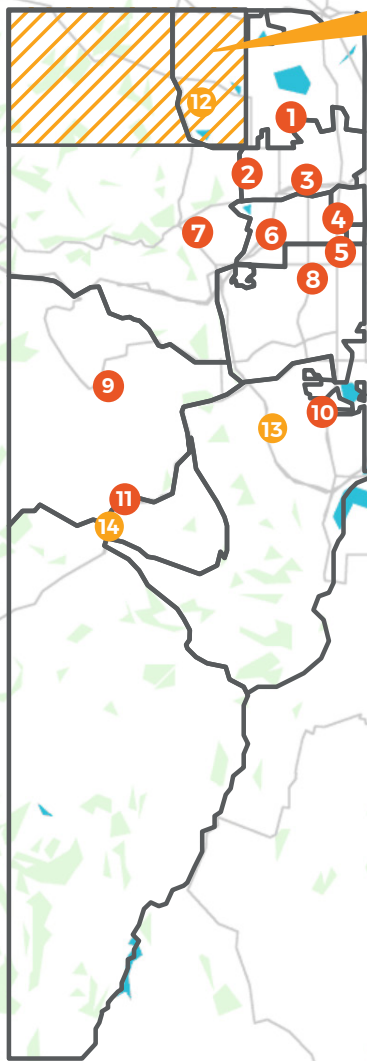


2024
Permitting
Process



2024
Library
Construction

PROPOSED SERVICE AREA



COUNTY LIBRARY LOCATIONS

- | | | |
|-------------------------------|---------------------|----------------------|
| 1 Standley Lake Library | 5 Edgewater Library | 9 Evergreen Library |
| 2 Express Library West Arvada | 6 Lakewood Library | 10 Columbine Library |
| 3 Arvada Library | 7 Golden Library | 11 Conifer Library |
| 4 Wheat Ridge Library | 8 Belmar Library | |

ALTERNATIVE SERVICE POINTS

- 12 Candelas Holds Locker
- 13 Ridge Rec Center Holds Locker & Lending Machine
- 14 Mountain Resource Center Holds Locker

— Library Service Areas
 — Proposed Library Service Area

THE NEW NORTHWEST JEFFERSON COUNTY LIBRARY WILL:

MEET THE NEEDS OF A GROWING POPULATION



- The household growth rate from 2020 to 2030 for this region of the county is expected to be 36% while the household growth rate for the county is expected to be 9%.
- According to 2020 Census data, there are 10,800 households in the library service area.
- By 2030, this area of the county is expected to have 14,700 households.

PROVIDE CONVENIENT ACCESS TO EXISTING PHYSICAL LIBRARY SERVICES



- The service area represents a large geographic area that lacks convenient library locations.
- Many northwest Jefferson County residents must drive more than 10 minutes to reach an existing library location.
- The additional library location will attract new patrons and increase accessibility for existing active and inactive cardholders.

Operational Updates

Business Strategy and Finance

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



jeffcolibrary.org

TO: Donna Walker, Executive Director
FROM: Dan Wells, Director of Business Strategy & Finance
DATE: November 29, 2022
RE: Financial Information, 2023 Final Budget

A. November 2022 Financial Tables

Based on the timing of the December Board Meeting, the Budget to Actual Tables for November and December will be forwarded before the January 2023 meeting and will include the analysis discussion.

B. 2023 Budget Summary Review

JCPL's final proposed budget for 2023 funds library services, materials, and capital projects. The approved Library mill levy of 4.500 will result in projected property tax net revenue of \$50,683,316. Total projected revenues for 2023 are \$51,588,962.

Total projected expenditures are projected to be \$69,843,894, which include:

- Operating \$43,217,448
- Debt Service \$621,745
- Capital Projects \$26,004,701

The final budget for 2023 includes using \$18,254,932 in library fund balance for capital projects.

Action Item:

Staff recommends that the Library Trustees adopt the 2023 budget and authorize the Executive Director to implement the spending plan contained therein.

C. Project Carryforward Information

Several of the Library's 2022 capital projects will continue into 2023. Funding for these projects will be included in the Library's carryforward request. These projects include:

South County Library
Northwest County Library
Evergreen Library Redesign
Document Management System
Library Data Warehouse

Board approval for project carryforward funding will be requested at the February 2023 meeting.

Attachment:

- Final 2023 Budget Tables

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

