

BOARD MEETING

JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

January 19, 2023



Olde Town Photographic Society



Makerspace Open Lab



Hydroponic Gardening Basics



Teen After Hours: Mario Kart Tournament



Jefferson County
PUBLIC LIBRARY

APPROVAL OF AGENDA

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

ITEM# / ACTION	Thursday, January 19, 2023 – 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"> Trustees approve the December 8, 2022 Library Board Meeting Minutes. Trustees adopt Sunshine Resolution LB-01-19-23. Trustees approve the annual gift to the North Fork Library Association to support the Pine Library's operating expenses. Trustees authorize the Executive Director to sign a one-year renewal agreement with Midwest Tape for the Hoopla streaming platform. Trustees authorize the Executive Director to renew the contract with Haynes Mechanical Systems for a period of one year.

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

6. Foundation Update	Foundation Update – Jo Schantz, Executive Director
7. Operational Updates Action as Needed	<p><u>Executive Director</u></p> <p>A. Executive Director Report</p> <p>B. 2023 Annual Plan: Strategic Priorities & Initiatives</p> <ul style="list-style-type: none"> o Global Ends 1.0-1.4 – Board Consensus o 2023 Annual Strategic Plan – Board Consensus <p>C. South County Update</p> <p>D. Northwest Jefferson County Update</p> <p>E. Evergreen Redesign Update</p> <p>Business Strategy & Finance</p> <p><u>Finance and Budget</u></p> <p>A. Financial Report (November 2022)</p> <p>B. Financial Report (December 2022)</p> <p>Facilities & Construction Projects</p> <p>A. Trustees Authorize Evergreen Land Transfer to County</p> <p>Chair: Call for motion and second</p>
8. Action as Needed	<p>Items Removed From Consent Agenda (4.3.4)</p> <p>The Board may address and/or vote on any items that were removed from the Consent Agenda</p>
9. Emerging Issues Action as Needed	
10. Action as Needed	Ends. No items.
11. Action as Needed	<p>Board Governance</p> <p><u>Chair Appointments:</u></p> <ul style="list-style-type: none"> • Action Item: Chair appoints committee to review Board Bylaws (4.4.2D) • Action Item: Chair appoints nominating committee for Board officers (4.4.2D) • Action Item: Chair appoints Trustee representative to Foundation Board <p><u>Adopted 2023 Governance Process Calendar</u></p> <p>Informational: 2023 Governance Process Calendar as adopted at the December 8, 2022 Library Board meeting.</p>
12. Suggest Agenda Items Action as Needed	<p>BOARD SCHEDULE – NEXT MEETINGS –</p> <p>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>2023 Board Meeting Schedule</u></p> <ul style="list-style-type: none"> • February 9, 2023 – Study Session – 5:30 pm Hybrid: Virtual via ZOOM. In-

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

	<p>Person Location: Lakewood Library Meeting Room</p> <ul style="list-style-type: none"> 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
13. Discussion	Board Questions or Comments Related to Items on the Meeting Agenda
14. Discussion	Evaluate Board Meeting (4.1.9)
15. Information	<p>Announcements/General Information Sharing</p> <ul style="list-style-type: none"> Report of the Chair – Correspondence, Other Other Announcements
16. EXECUTIVE SESSION Action	<p>EXECUTIVE SESSION:</p> <p>Call for Motion and Second:</p> <p>To adjourn the special meeting of the Library Board of Trustees and reconvene in Executive Session:</p> <p><u>EXECUTIVE SESSION</u></p> <p>A. <u>South County and Northwest Jefferson County Library Expansion Projects.</u></p> <p>Statutory citations authorizing an executive session for these topics are:</p> <ul style="list-style-type: none"> Pursuant to 24-6-402(4)(a) Concerning the purchase, acquisition, lease, transfer or sale of Property. Pursuant to 24-6-402(4)(e)(I) for discussion of strategy and instructions to negotiators.
17. 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: January 10, 2023

RE: Consent Agenda for the January 19, 2023 Board Meeting

- A. Library Board of Trustees approve the December 8, 2022 Library Board Meeting Minutes.
- B. Library Board of Trustees adopt Sunshine Resolution LB-01-19-23.
- C. Library Board of Trustees approve the annual gift to the North Fork Library Association to support the Pine Library's operating expenses in the amount of \$1,500.
- D. Library Board of Trustees authorize the Executive Director to sign a one-year renewal agreement with Midwest Tape for the Hoopla streaming platform in the amount of \$504,000.
- E. Library Board of Trustees authorize the Executive Director to renew the contract with Haynes Mechanical Systems for a period of one year for the base sum of \$86,571.14.

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

December 8, 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 December 8, 2022. Library Board of Trustees Chair, Kim Johnson, called the meeting to order at 5:30 p.m.

Other Trustees present: Jill Fellman (Secretary), Charles Jones and Charles Naumer. Trustee Emelda Walker joined the meeting at 5:39 pm.

Trustees not present: Pam Anderson and Jeanne Lomba

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

PUBLIC COMMENT

The Board values public participation. Those who would like to address the Library Board 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 5:33 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 Charles Naumer the motion passed by unanimous vote of all Trustees present.

Items on the Consent Agenda

- A. Minutes of November 17, 2022 Board Meeting
- B. Trustees Adopt 2023 Board Governance Process Calendar
- C. STAT Courier Contract Renewal
- D. Jefferson County Public Health (JCPH) HVAC Improvement Agreement
- E. Jefferson County Facilities Management Department Intracounty Contract

FOUNDATION UPDATE

Jo Schantz provided an update on the activities of the Foundation. More than \$30,000 was raised on Colorado Gives Day. Several grants for Foundation general operating came in including the Benson Family Foundation, Virginia W. Hill Foundation and the Frederick Fish Foundation. Other grants received include the City of Golden for the Gingerbread House Decorating contest at the Golden Library and the City of Wheat Ridge for arts creation and exhibition at the Wheat Ridge Library. The Whales Tale bookstore had \$138,000 in gross sales this year. The Foundation offices will be closed for the holidays from December 24 through January 2.

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

Trustee Emelda Walker joined the meeting at 5:39 pm.

EXECUTIVE DIRECTOR REPORT

A. Executive Director Report

The Executive Director asked the Board to let her know if they wanted an invitation to the Family Leadership Training Institute (FLTI) Graduation on December 15. The Library is recruiting for a new director of Finance and Business Strategy. Our communications team is initiating a direct mail campaign to send to new residents of Jefferson County. It is a great way to establish a relationship with new patrons and drive library card sign-ups. We are sending a radically welcoming postcard with information about some of the benefits of having a library card to over 17,000 new residents of Jefferson County that have moved here in the last six months. The trackable QR Code on the postcard will enable us to set a baseline for success in future direct mail projects.

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

The meeting was paused at 5:41 pm due to audio issues and resumed at 5:45 pm.

B. South County Expansion Project Update

There has been no further public comment received by the Library since the meeting at Open Space last month.

The meeting was paused at 5:49 pm to troubleshoot audio issues and restarted at 5:53 pm

C. Northwest Jefferson County Fact Sheet

The Fact Sheet included in the packet reflects feedback from the Board. We intend it to be the final version. We use this in our engagement efforts and would like to get started. The Board had no changes and indicated consensus that the library could move forward with this version.

D. Evergreen Redesign Update

The Executive Director advised the Board that the Library is working on design with the architects. We'll be at 30% design development next week for the next pass at pricing in early January. Timing of sharing the design depends on when we get the pricing and what the pricing looks like.

In response to a question, the Board was advised that after design is completed and priced, we'll share it with the Board before we share it with the public to show how we've interpreted their feedback and addressed pain points. After that we'll do permitting; construction may start in June with a hoped for completion by year end. We haven't decided if we'll close the library yet; that is design dependent. We'll develop a plan for alternative services for the public if we decide to close.

EXECUTIVE TEAM OPERATIONAL UPDATES

Business Strategy & Finance

Finance and Budget

A. Library Board adoption of Final recommended 2023 budget and authorize the Executive Director to implement the spending plan.

The Executive Director introduced the topic and advised the Board that there are no changes to the 2023 budget that was presented to the Board last month.

The Chair advised the Board that she had not received any questions or emails from Trustees about the budget.

There were no questions from the Board about the 2023 budget.

MOTION: Jill Fellman moved that the Library Board of Trustees adopt the 2023 budget and authorize the Executive Director to implement the spending plan contained therein.

Seconded by Emelda Walker the motion passed by unanimous vote of all Trustees present.

B. Financial Review (October)

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

Public Services

A. Northwest Jefferson County Update on Site Search

Julianne Rist, Director of Public Services, introduced the topic and provided a brief, broad overview on the Northwest Jefferson County site search. Last month the Board was provided stakeholder and demographic information and the Library received a thumbs up from the Board to continue to moving forward with the site search. The Library's real estate agent created a list of 30 parcels separated into tier one and tier two locations based on parcel location and buildability of the land. The next steps are to create a short list of potential sites.

ITEMS REMOVED FROM THE CONSENT AGENDA

No items were removed from the consent agenda.

EMERGING ISSUES

There were no items.

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.

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
- 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

The Chair asked the Board to please RSVP to Amber Fisher on their meeting attendance and to indicate if they would attend in-person or virtually and noted that it is helpful to know this information.

ANNOUNCEMENTS/GENERAL INFORMATION SHARING

There were no items.

EXECUTIVE SESSION:

At 6:03 pm, the Chair called for a motion to adjourn the regular meeting and reconvene in Executive Session.

MOTION: Charles Naumer moved to adjourn the regular meeting of the Library Board of Trustees and reconvene in Executive Session pursuant to:

South County and Northwest Jefferson County Library Expansion Projects. Statutory citations authorizing an executive session for these topics 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 Charles Jones 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 6:09 pm.

The Chair called the Executive Session to order at 6:10 pm with the following Trustees present, 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; Bernadette Berger, Director of Technology and Innovation; Kurt Behn, County Attorney's Office 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 7:25 pm Jill Fellman moved to adjourn the Executive Session and reconvene the regular meeting. Seconded by Charles Jones the motion passed by unanimous vote of all Trustees present.

At 7:30 p.m. the Chair reconvened the regular meeting with the following Trustees present: 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; 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 and Northwest Jefferson County Library Expansion Projects. The Trustees held those discussions, and this summary is provided as required by Colorado Statute.

ADJOURNMENT

The Board meeting was adjourned at 7:31 pm.

Jill Fellman, Secretary

ADOPTED: 01-19-23

BEFORE THE BOARD OF TRUSTEES
OF THE JEFFERSON COUNTY PUBLIC LIBRARY
RESOLUTION NO.: **LB 01-19-23**

WHEREAS, effective June 1, 1991, the Board of Trustees of the Jefferson County Public Library is subject to the provisions of Senate Bill 91-33 (the "Colorado Sunshine Act");
and

WHEREAS, HB19-1087 was approved by the Governor on April 25, 2019 with an effective date of August 2, 2019. A local public body shall be deemed to have given full and timely notice of a public meeting if the local public body posts the notice, with specific agenda information if available no less than twenty-four hours prior to the holding of the meeting on a public website of the local public body.
and

WHEREAS, the public place in which such notice will be posted must be designated annually.

WHEREAS, the notice must include specific agenda information where possible.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Jefferson County Public Library hereby designates the public website jeffcolibrary.org as the location where notice and agenda information for public meetings of the Board of Trustees of the Jefferson County Public Library will be posted.

Date: January 19, 2023

This item will be placed on the consent agenda for the January 19, 2023 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: Jennifer Reading, Assistant Director of Public Services for Customer Service, and Jessica Paulsen, Public Services Manager for Mountain Libraries and Patron Experience

DATE: January 12, 2023

RE: Pine Library Contribution

History:

Jefferson County Public Library provides an annual gift to the North Fork Library Association to support the Pine Library's operating expenses. This funding helps pay for Pine Library's insurance, as that cost alone would consume almost the entire Pine Library income each year. Since 2020 the Jefferson County Library Board has annually granted Pine Library \$1,500.

Total Cost:

JCPL's 2023 budget includes \$1,500 for this support.

Next Actions:

We request the Board of Trustees approve the annual gift to the North Fork Library Association to support the Pine Library's operating expenses in the amount of \$1,500. **This item will be placed on the consent agenda for the January 19, 2023 Library Board meeting unless otherwise instructed by the Board.**

ADMINISTRATION
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jeffcolibrary.org

TO: Donna Walker, Executive Director

FROM: Lizzie Gall, Assistant Director of Public Services for Resources and Programs
Franca C. Rosen, Collections Manager

DATE: January 12, 2023

RE: Midwest Tape Hoopla Annual Subscription

History of Agreement:

In 2015 Jefferson County Public Library began subscribing to Hoopla from Midwest Tape, a proprietary platform, with over one million e-books, audiobooks, music, TV series, movies, and comics. Since 2015 Hoopla has been very popular with JCPL patrons. Hoopla is an annual subscription that runs from January to December. We would like to continue with Hoopla from Midwest Tape as a sole source product due to its extensive and varied catalog of available materials for which there is no close competitor in the market. The new subscription period would run from January 2023 – December 2023.

Total Cost:

The not-to-exceed amount for this twelve-month subscription is \$504,000.

Budget:

This expenditure is within the approved 2023 budget.

Next Actions:

We request that the Library Board of Trustees authorize the Executive Director to sign a one-year renewal agreement with Midwest Tape for the Hoopla streaming platform. **This item will be placed on the consent agenda for the January 19, 2023 board meeting unless otherwise instructed by the Board.**

ADMINISTRATION

10200 W. 20th Ave.
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Jefferson County
PUBLIC LIBRARY

jeffcolibrary.org

TO: Donna Walker, Executive Director

FROM: Steve Chestnut, Director of Facilities and Construction

DATE: January 12, 2023

RE: HVAC Contract, Haynes Mechanical Systems, 2nd renewal

History of Contract: Haynes Mechanical Systems, Maintenance and HVAC Mechanical Services

Jefferson County Public Library is currently under contract with Haynes Mechanical Systems for maintenance and HVAC mechanical services through February 2023. The contract provides for HVAC mechanical maintenance services at all JCPL libraries. We have been happy with the service and recommend that we renew our contract. This will be our second renewal.

Total Cost:

The base annual cost for these services is \$86,571.14. This is within the \$160,000 budgeted amount for HVAC Maintenance services in the approved 2023 budget. The base cost has a 4% increase from the previous year, which I believe to be a reasonable escalation.

Next Actions:

I would like to request that the Board authorize you as Executive Director to renew the contract with Haynes Mechanical Systems for a period of one year for the base sum of \$86,571.14. **This item will be placed on the consent agenda for the January 19, 2023 Library Board meeting unless otherwise instructed by the Board.**

Foundation Update



■ January 2023

JCLF Executive Director Report

By Jo Schantz, MNM, CFRE, GPC

Latest News from Whale's Tale Books & Gifts

JCLF is very pleased to report on the continuing success of our used bookstore -- Whale's Tale Books & Gifts -- located at Colorado Mills Mall. According to our Square accounts, Whale's Tale generated over \$160,000 in gross sales for the year 2022. This beats last year's gross sales of more than \$152,000.

We are grateful to the many volunteers who staff the gift shop daily.

As a reminder, Whale's Tale is open 7 days a week -- Sunday through Friday from noon to 6 p.m. and Saturdays from 11 a.m. to 6 p.m.

The store is located near Entrance #5, next door to Dick's Sporting Goods.



Friends Annual Meeting -- Coming in April!



The Foundation is happy to announce that our Friends Annual Meeting for 2023 will be held on Friday, April 14, 11:30 a.m. to 1 p.m., at the Wheat Ridge Rec Center in Wheat Ridge.

We are doubly pleased to announce that this year's guest author is Emily Littlejohn, a well-known Colorado author who has become a popular writer in the mystery/thriller genre. Fans of Emily are familiar with her key character, Detective Gemma Monroe, who is adept at solving murder mysteries that occur in the fictional town of Cedar Valley, Colorado.

According to the author herself: I was born and raised in Southern California but have called Colorado home for over a decade now. The beautiful mountains and open space continue to inspire me on a daily basis.

I wrote *Inherit the Bones* over the course of two years. I've always had a fascination with all things mystery, horror, and the macabre. *Bones* was inspired by a vision I had of a clown, found dead, in full costume. I wondered who was the man behind the make-up? And just like that, a story was born.

Inherit the Bones received critical acclaim and was a 2017 Colorado Book Award finalist.

Tickets for the Friends Annual Meeting

- \$35 for Friends members
- \$45 for non-members
- \$50 for event ticket and Friends membership

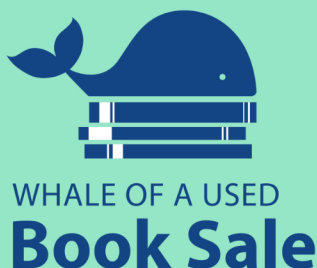


JCLF Executive Director Report

Whale of a Used Book Sale -- Coming Soon!

Please mark your calendars for JCLF's spring Whale of a Used Book Sale! Twice each year our Foundation produces these special sales where we offer the public a chance to stock their home libraries and find reading and listening enjoyment -- all for just a few dollars!

The first sale for 2023 will take place at the Jeffco Fairgrounds on Thursday evening, June 1, (for Friends-only Preview Night) from 6 to 8 p.m., then on Friday/Saturday, June 2-3, from 9 a.m. to 5 p.m. (with Early Bird entry on Friday morning, 8 to 9 a.m., for a \$10 per person fee), and Sunday, June 4, from 11 a.m. to 3 p.m.



Last year, more than 4,500 bargain hunters came to the two events, and JCLF raised more than \$130,000 in gross sales.

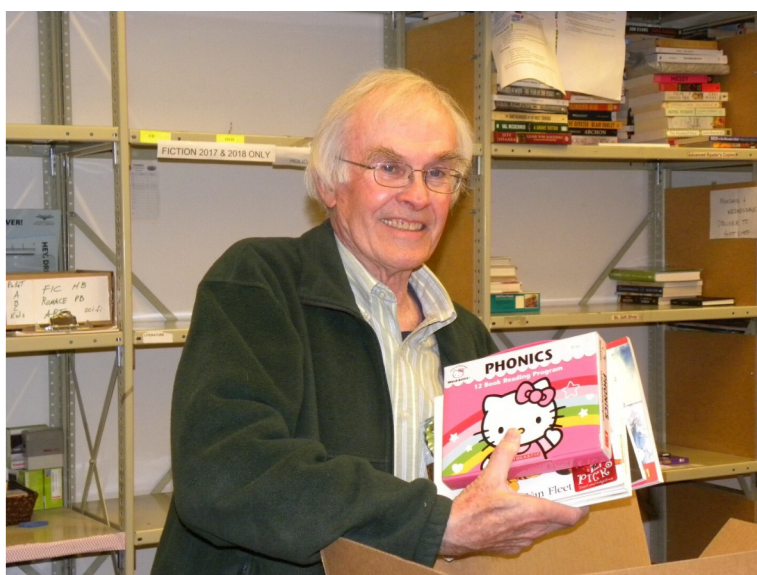
These events take a lot of manpower/womanpower, and we welcome individuals or community groups to volunteer with us. Volunteer opportunities are listed in the story below.

Volunteer with Us!

Volunteers are the lifeblood of our nonprofit organization. That's why I invite you, your friends, your colleagues, to join in our efforts to serve the Library by volunteering with us!

We have multiple ways to assist the Foundation:

- Volunteer at our warehouse in Wheat Ridge – sort, scan and box donated and ex-Library books, CDs, DVDs, audio books and vinyl records.
- Help at our Whale's Tale Books & Gifts shop in Colorado Mills Mall – cashiering, restocking items, pricing items and customer service.
- Become a volunteer at our semi-annual Whale of a Used Book Sales at the Jeffco Fairgrounds – set-up/tear-down, cashiering, table tidying, greeting customers, counting attendance, cart running, etc.
- Serve on our special events committees or JCLF's Board of Directors.



JCLF Volunteer Tim O'Neil

Volunteers earn two FREE books or media items for each four-hour shift at Whale Sales, our warehouse and at Whale's Tale. Ready to sign up? Please visit our website, www.jeffclf.org, and click on "Ways to Help."

Operational Updates

Executive Director Report



JANUARY 2023 EXECUTIVE DIRECTOR REPORT

Strategic Projects:

In **January**, the Library is focusing on,

Design a New Library in South County:

- Communicating about the Sledding Hill proposal
- Debriefing lessons learned
- Initiating planning for new strategy development

Initiate a New Library in Northwest Jefferson County

- Investigating available properties

Critical Projects:

In **Q1**, the Library is focusing on,

Redesign Evergreen Library

- Finalizing design and pricing
- Pursuing sponsorship opportunities
- Creating alternative services plan

Conifer Opportunity

- Finalizing the Market Analysis Report
- Completing Stakeholder Engagement and Reporting
- Initiating Community Engagement

New Concept in Philanthropy Strategy


- Discussing opportunities of new MOU


Accelerate our Building Program

- Completing furniture design standards
- Decision-making for all design standards
- Applying new design standards to Evergreen Redesign

SERVICE HIGHLIGHTS:

Belmar Library Redesign Wins Award: HDR submitted Belmar Library redesign for a retrofit award. The project won 2nd Place in [Retrofit magazine](#).





Arvada Library Sorter Replaced: All JCPL sorters are now replaced or updated as of this January. Multiple teams working collaboratively are finalizing this multi-year project to upgrade this equipment.

New Phones: As part of our ongoing efforts to address cyber security issues, JCPL installed a new phone system.

PROFESSIONAL ENGAGEMENT:

Marcy James, Programming Coordinator, is attending the ALA Library Learning Experience (LibLearnX) Conference.

Bernadette Berger, director of Technology & Innovation, representing JCPL on the Colorado Broadband committee and has been appointed to work with the Colorado Department of Labor and Employment (CDLE) on Digital Equity Efforts with the Office of Future of Work (OFOW) and the Office of eHealth Innovation (OeHI) who will lead activities related to digital literacy and inclusion.

HIGHLIGHTS OF EXECUTIVE DIRECTOR COMMUNITY ACTIVITIES, JANUARY 2022

- Attending **Jefferson County Open Space Advisory Committee** meeting
 - Attending **Jeffco newly elected officials** swearing in ceremony
 - Meeting with Scott Vargo, new **city manager for Golden**
 - Monthly meeting with **Jefferson County Library Foundation (JCLF)** executive director
 - Monthly meeting with **Jefferson County Elected/Appointed Officials**
 - Joint meeting with **JCLF** and JCPL representatives for our annual meeting
 - Attending **JCLF Board of Directors** meeting
 - Meeting with **Colorado Public Libraries Directors**
 - Attending **Front Range Public Library directors** meeting
 - **Colorado Association of Libraries (CAL)** Mentorship Interest Group
 - Attending **Bright Futures Advisory Committee** meeting
- 

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



jeffcolibrary.org

TO: Library Board of Trustees

FROM: Donna Walker, Executive Director

DATE: January 19, 2023

RE: Evergreen Library Redesign Update

Project Purpose:

The purpose of this project is to redesign the Evergreen Library to create an enhanced library for the future that reaches more people, focuses on building literacies, continues to be the third place, and grows sustainably.

History

Evergreen Library was built in 1993 with no significant renovation in the intervening years. A renovation of this library was recommended in the 2018 Facility Master Plan (FMP) as a Phase 1 project. It was budgeted for in the JCPL 5-year capital improvement plan. The FMP recommended the following:

- Renovate building and site systems to address deferred maintenance and life cycle needs.
- Interior makeover to update the service model in public areas of the library.

Identification of Needs

The community engagement for this project was held in early 2022 leading to a report presented to the Library Board of Trustees in April 2022. The engagement led to identification of the highest priority areas to address in the redesign. Development of the Program of Service followed.

Vendor Selection

In July 2022, the Library Board of Trustees approved Eppstein Uhen Architects, Inc. (EUA) as the architect on the project. Fransen Pittman (FP) was approved by the Board as JCPL's general contractor in September 2022.

Design Development and Pricing

- EUA and JCPL staff have been engaged in design development since July.
- EUA will present the 30% design at the regular meeting of the Board on January 19, 2023.
- This design addresses the highest priority elements identified by the community and staff.
- "Add alternates" are being priced to address lower priority elements for consideration and fundraising.
- Both the Library and FP have contingencies built into our budgets for unexpected costs once the project is underway.

Project Budget:

- The total budget for this project is \$4.22m spread over two years: \$700,000 in 2022 and \$3,520,000 in 2023.
- We anticipate that entire budget for the project will exceed original estimates by 10-12%.

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



jeffcolibrary.org

Recommendation:

- Staff recommendation is to proceed with 100% construction documents.

Next Actions:

- The Library will ask for consensus from the trustees to move forward with development of the 100% construction documents at the January 19, 2023 meeting.
- Consensus from the Board demonstrates preliminary support for this project to exceed total project cost by approximately 12%.
- When construction documents are complete, the Library will present the Board with Guaranteed Maximum Price (GMP) for the construction portion of the project for approval.

EVERGREEN LIBRARY REDESIGN PROJECT UPDATE



Jefferson County
PUBLIC LIBRARY

19 JANUARY 2023

SCHEDULE



PROJECT START



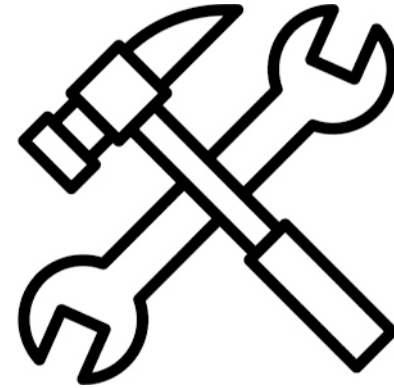
COMMUNITY
ENGAGEMENT



DESIGN &
DOCUMENTATION



PERMITTING



CONSTRUCTION



GRAND OPENING



30% DESIGN
DEVELOPMENT



RECAP COMMUNITY FEEDBACK



KEY THEMES

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



FEEDBACK

- Style
 - Keep natural, traditional feeling while modernizing
- Use Natural Materials & Emphasize Views
- Improve Level of Service
- Retain the Reading Room / Fireplace
- Children's
 - Enclosed
 - Reading nooks
 - Flexible space / fun movable seating
 - Move Storytime into Children's
 - Interactive / sensory play
 - Art everywhere





FEEDBACK

- Teen Area
 - Mixed feedback on enclosed v. open
 - Mixed feelings on providing gaming
 - Art display
- Enclosed Small Group Study Rooms
 - Less need for open collaboration space
 - Glass for transparency/security
- Lower shelving
 - Line of sight / more light
 - Accessibility of materials
- Meeting Room / Maker Space
 - Flexible space
 - Need for more room
 - More windows / daylight
 - Double as Maker Space





BELMAR LIBRARY, HDR



EVERGREEN LIBRARY | EXISTING



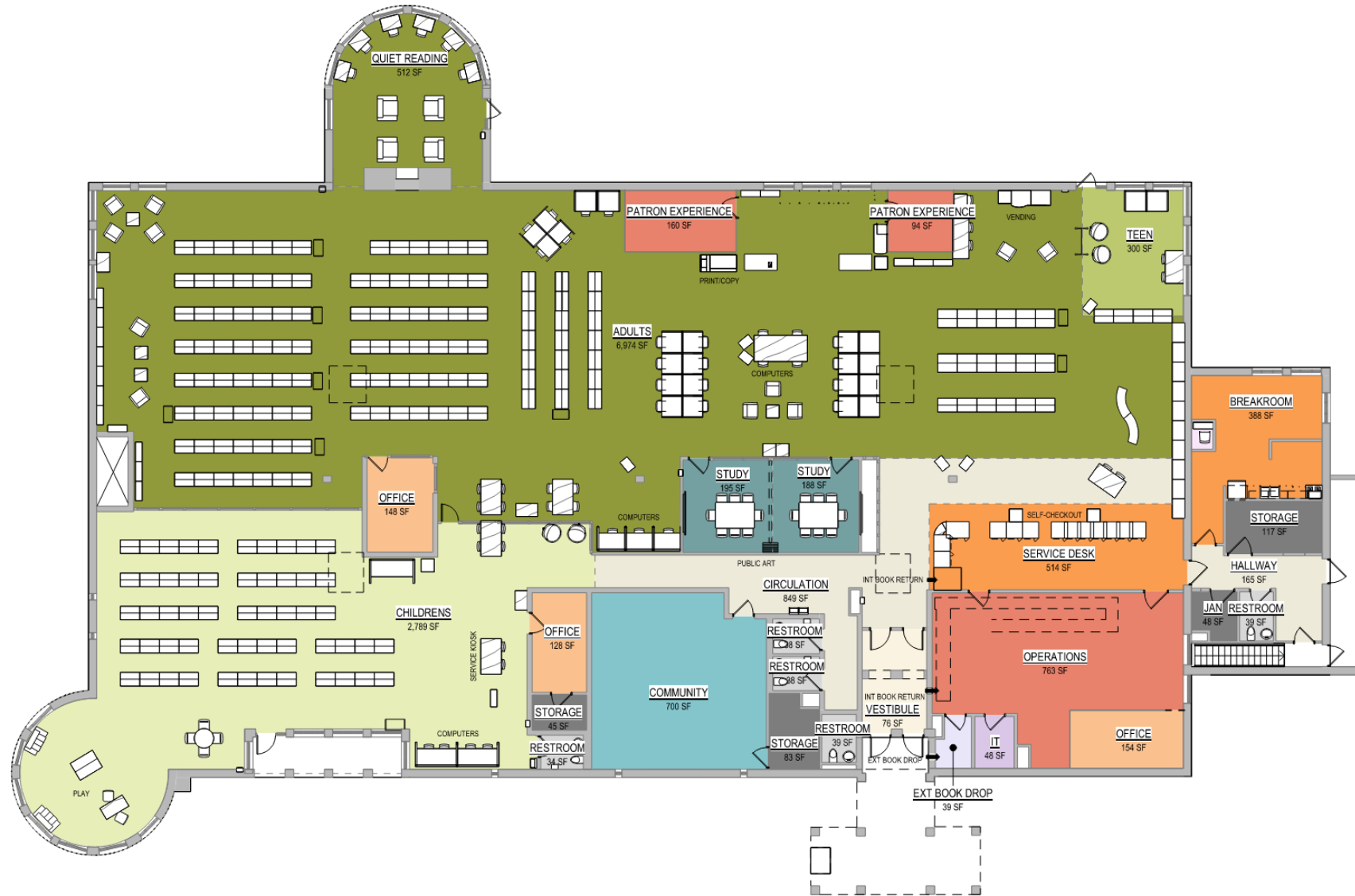
EUA

FEEDBACK

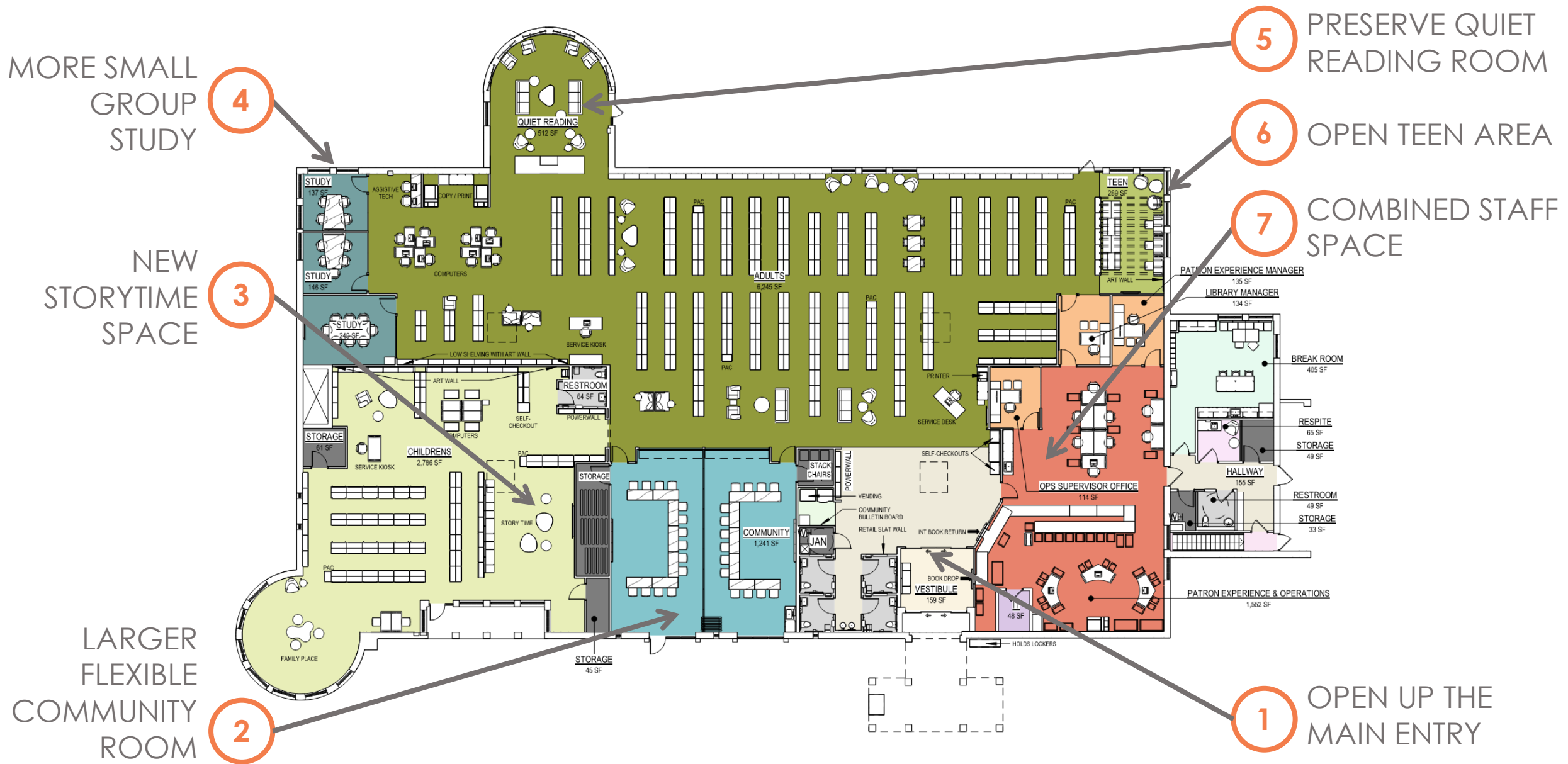
- Outdoor Space
 - Maintain views to the outdoors
 - Separate Children's / Family Space
 - Outdoor learning & activities
 - Good Wi-Fi coverage
- Staff Needs
 - Smaller Service Desk (face entry, concealed storage)
 - Kiosks on the floor (sit/stand)
 - Work Room
 - Efficient workspace
 - Noise control
 - Privacy / offices
 - Open / flexible
 - Improve systems
 - Break Room (flexible, more space, natural light)
 - Wellness Room (mother's rm, private calls)

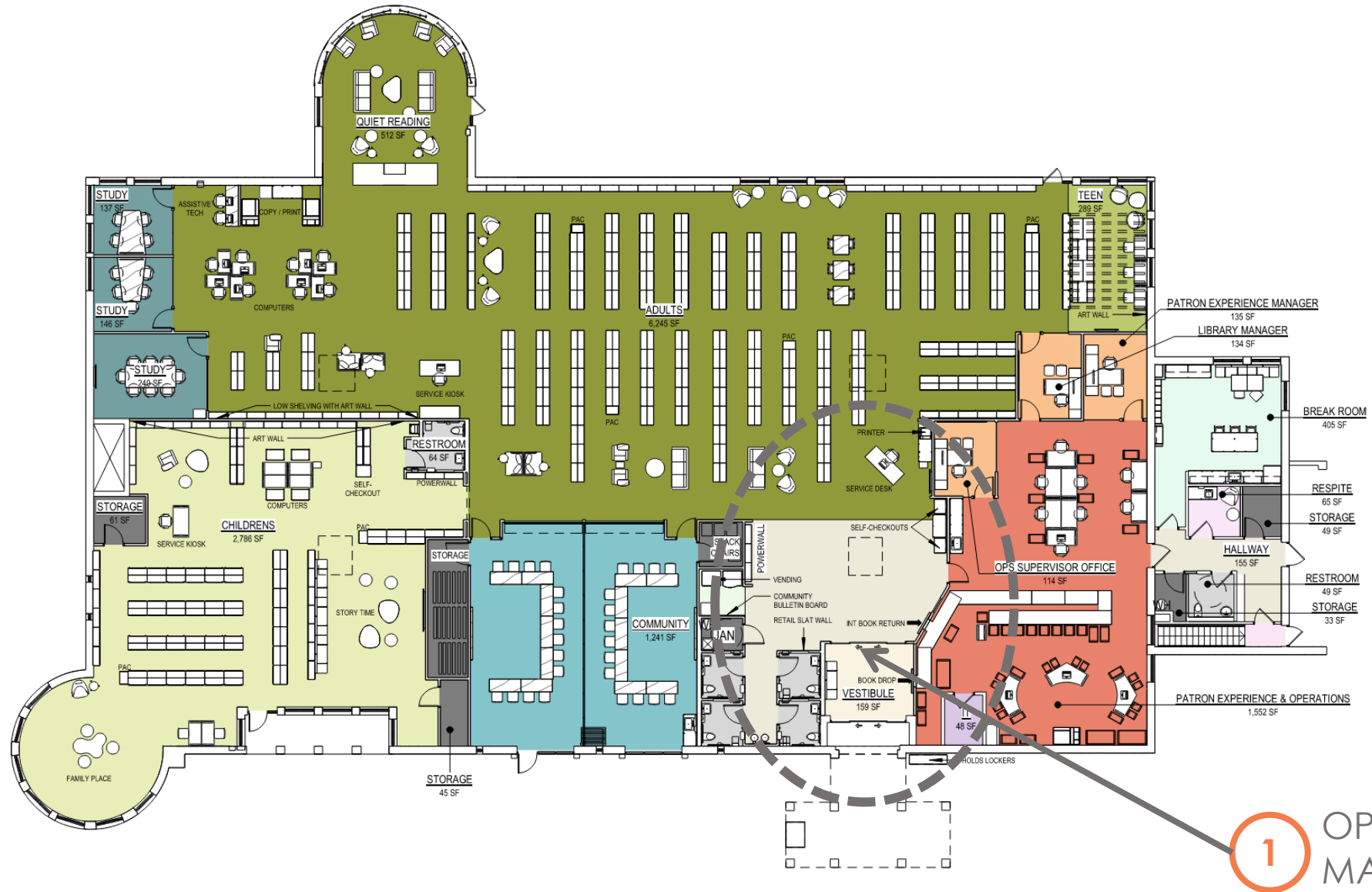


DESIGN UPDATE

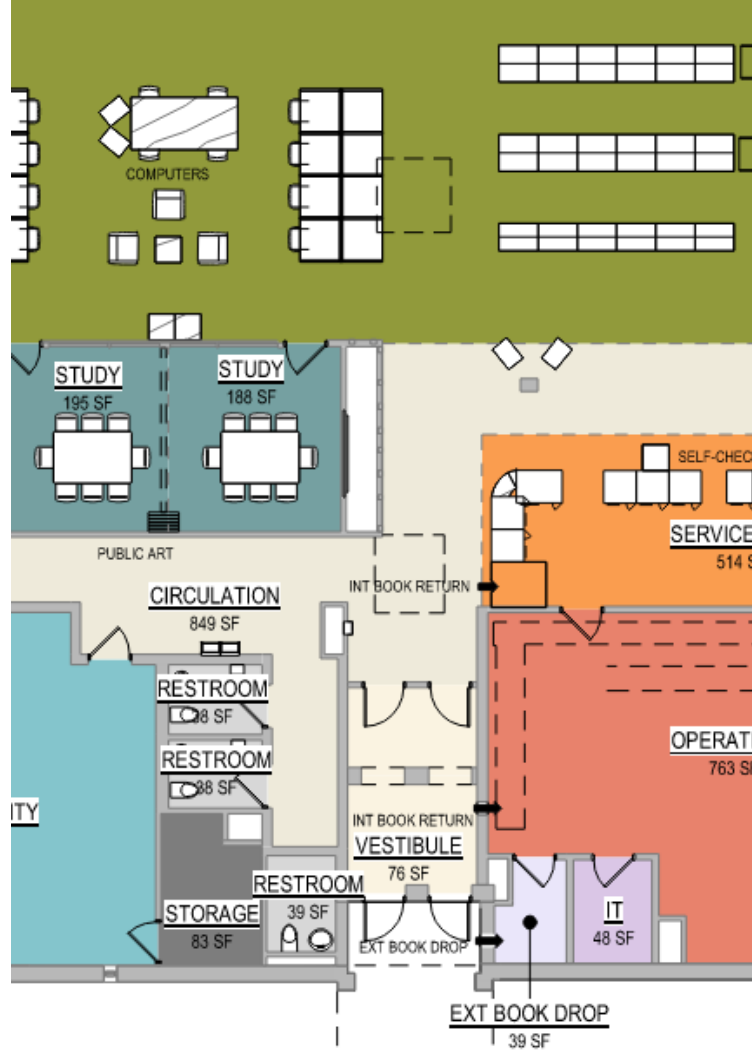


EXISTING FLOOR PLAN

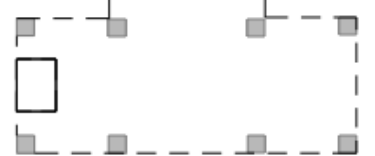




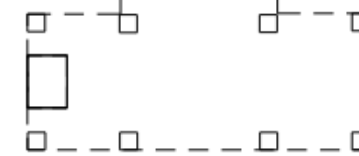
1 | OPEN UP THE MAIN ENTRY



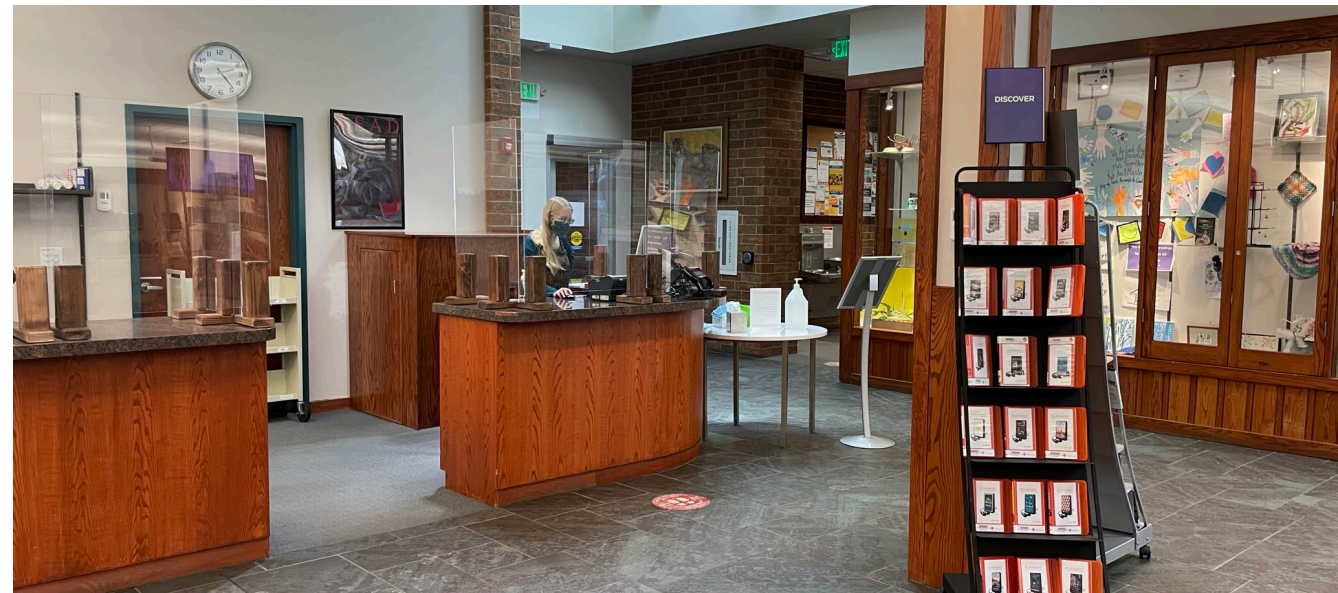
BEFORE



AFTER



1 | OPEN UP THE MAIN ENTRY



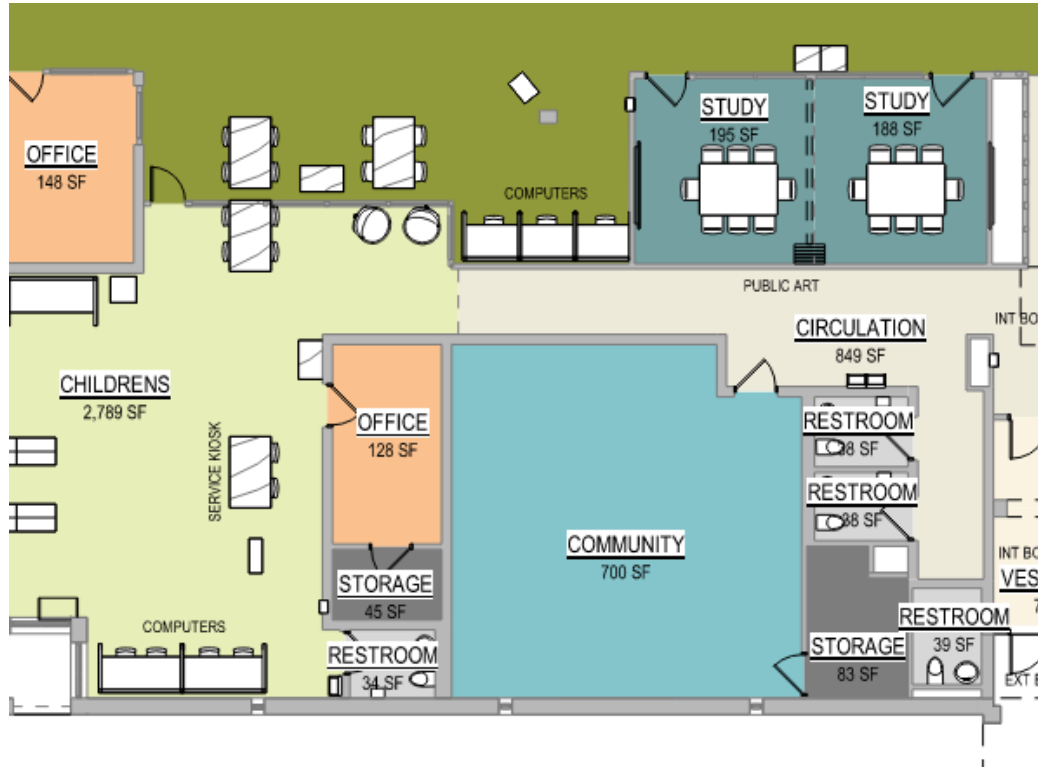
EXISTING MAIN ENTRY



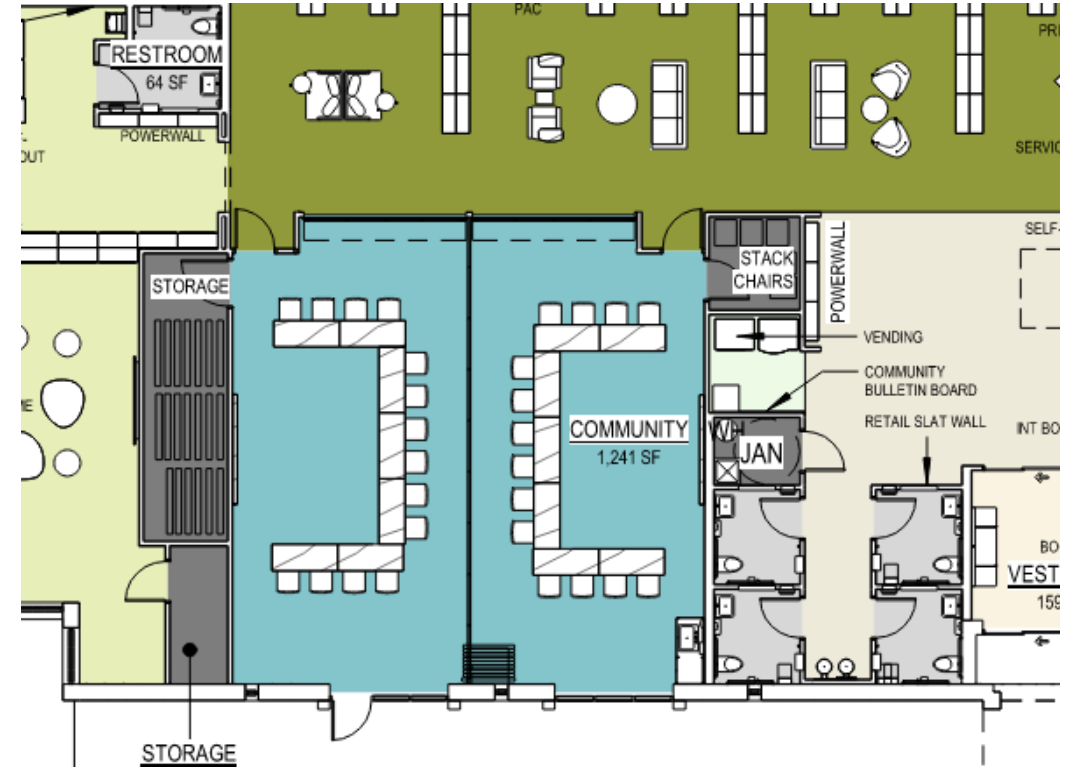
PROPOSED MAIN ENTRY



2 | LARGER FLEXIBLE COMMUNITY ROOM



BEFORE



AFTER

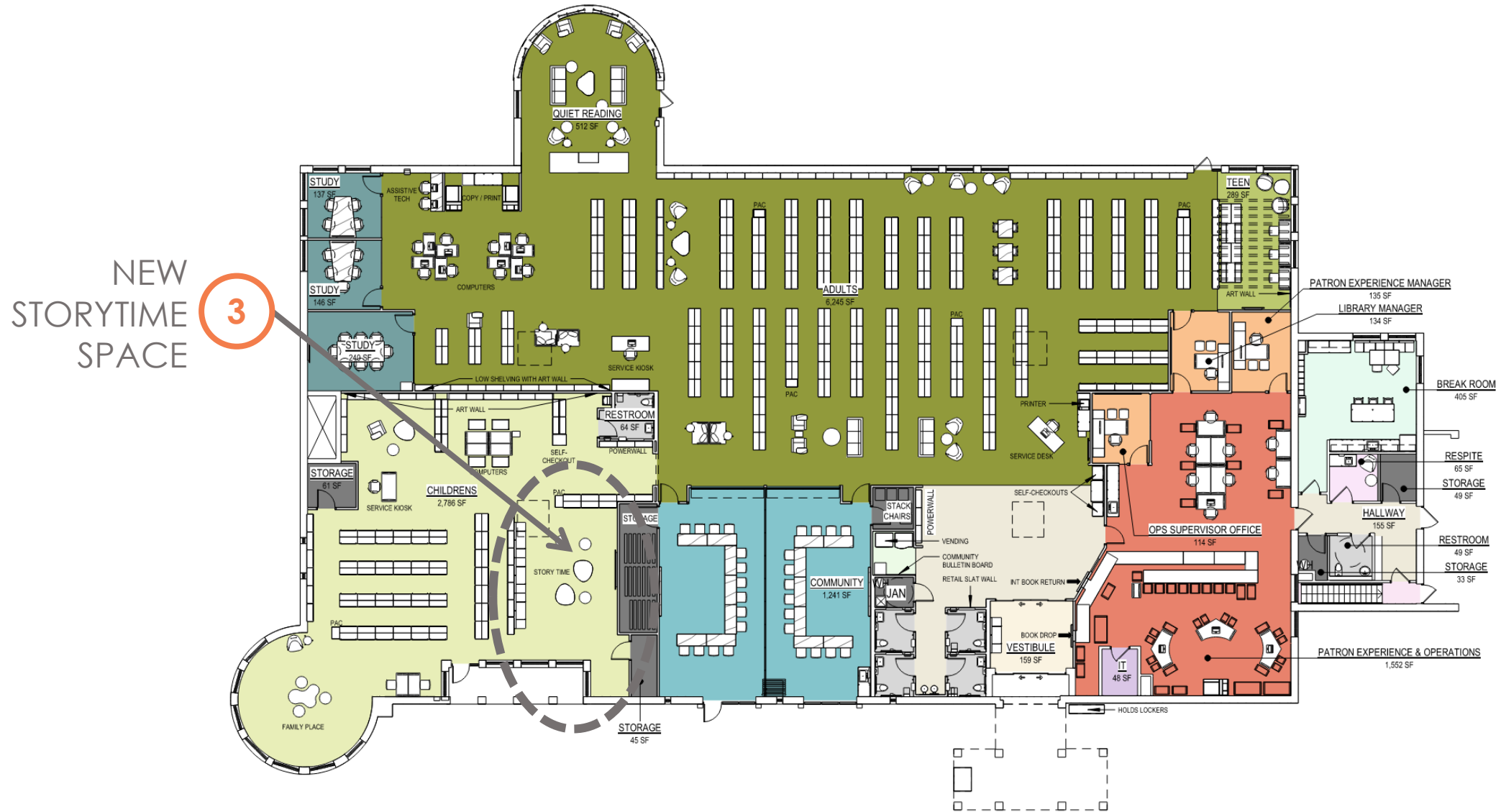
2 | LARGER FLEXIBLE COMMUNITY ROOM



EXISTING COMMUNITY ROOM



PROPOSED COMMUNITY ROOM



3 | NEW CHILDREN'S STORYTIME SPACE



3 | NEW CHILDREN'S STORYTIME SPACE

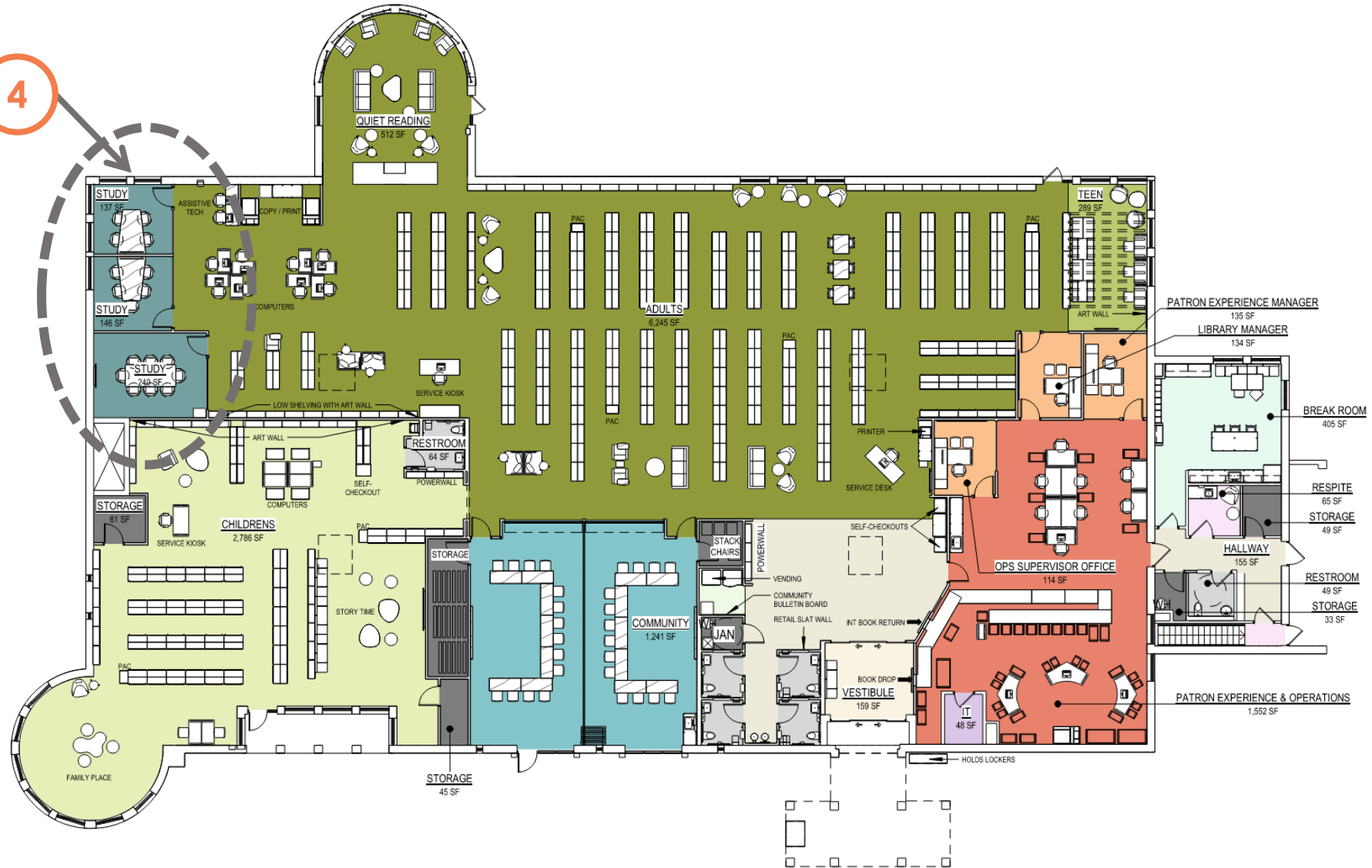


EXISTING CHILDREN'S



PROPOSED CHILDREN'S

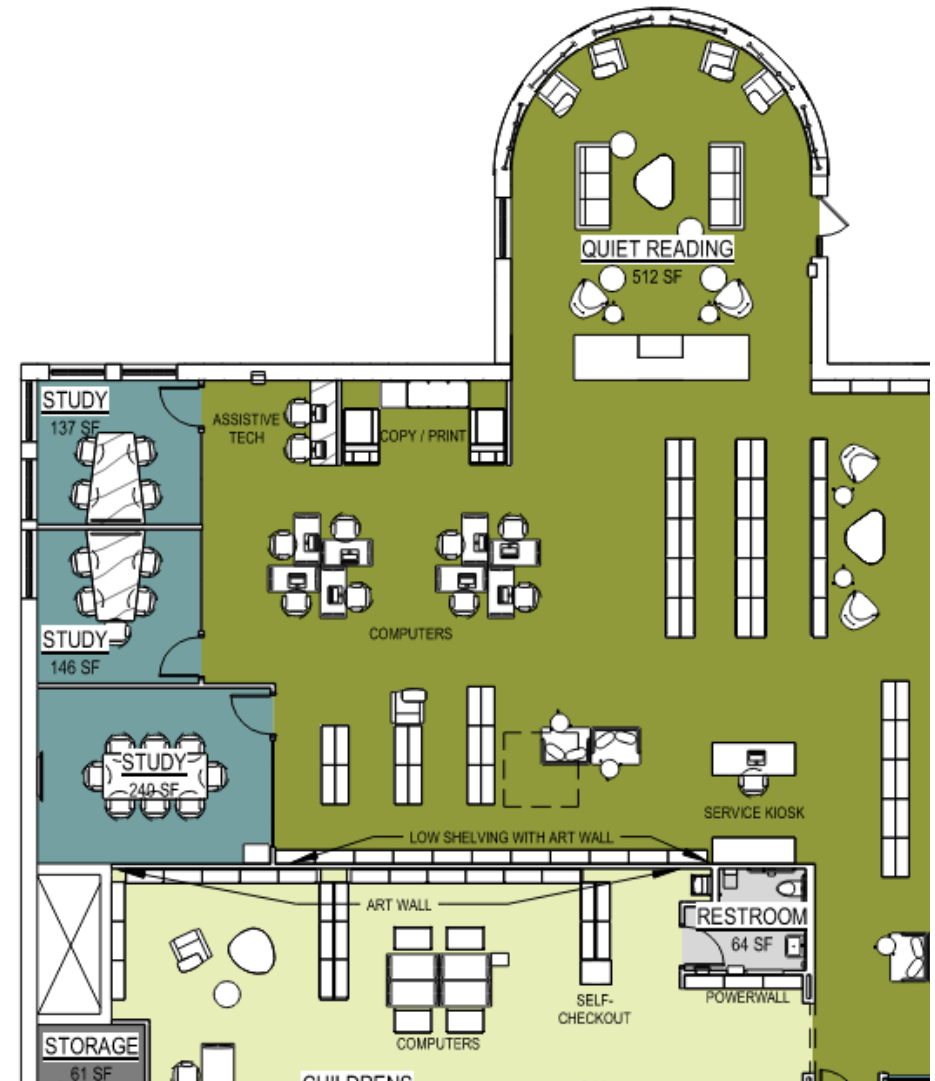
4



4 | MORE SMALL GROUP STUDY



BEFORE



AFTER

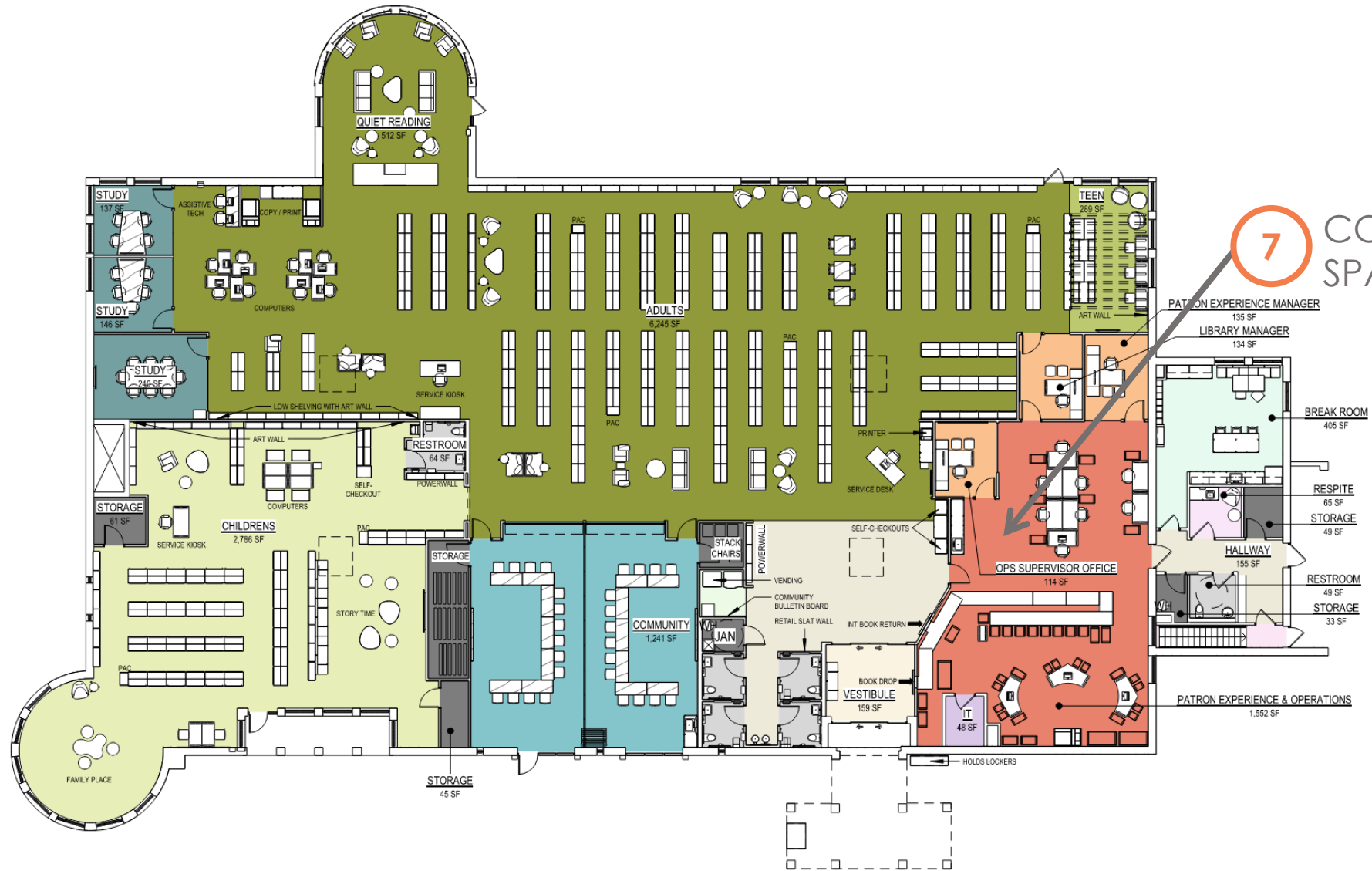
4 | MORE SMALL GROUP STUDY

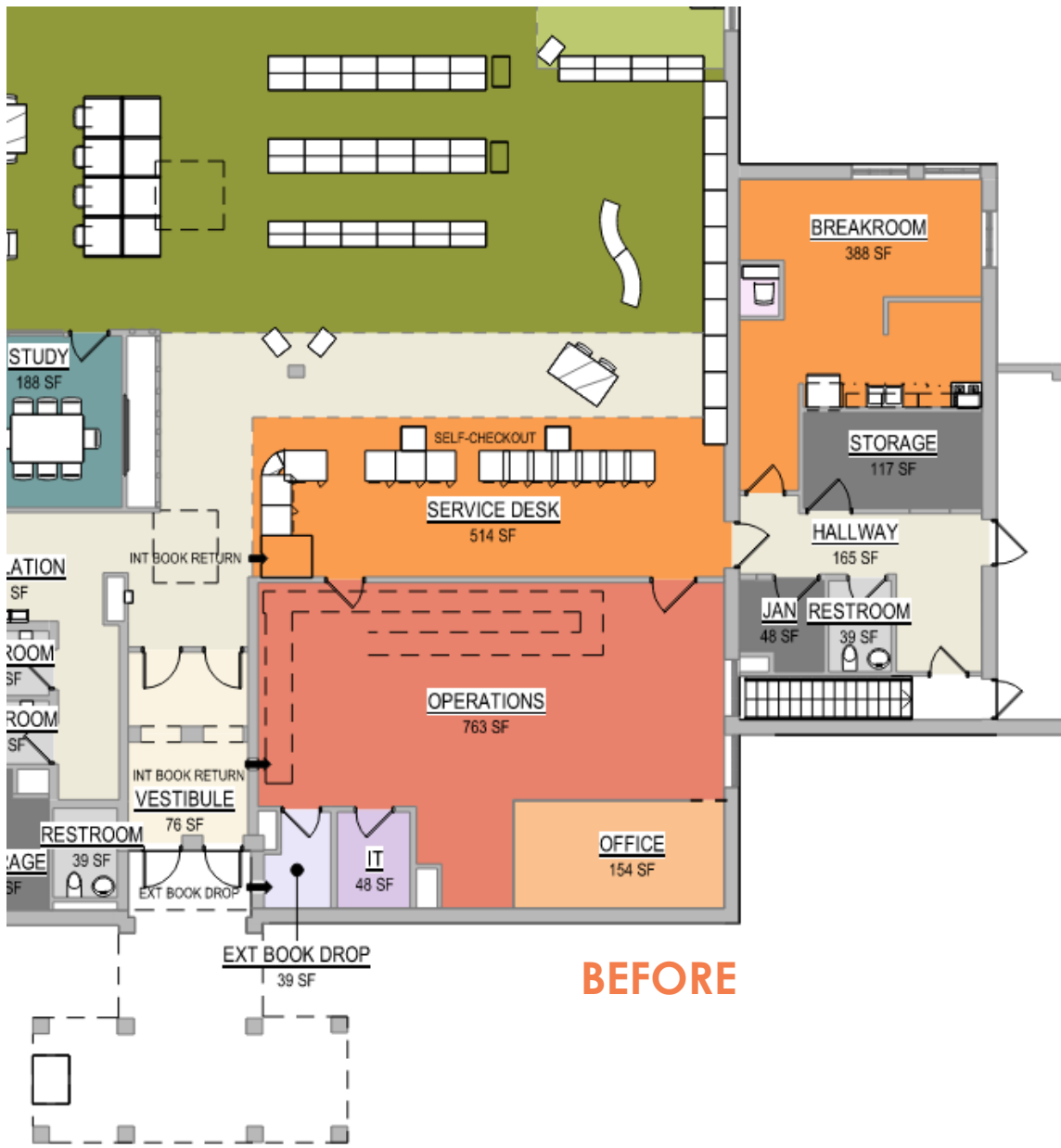


EXISTING STUDY ROOMS



PROPOSED STUDY ROOMS







QUESTIONS?



Jefferson County
PUBLIC LIBRARY



THANK YOU!!

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: Angila Pine, Contracted Assistant Director for Finance
DATE: January 10, 2023
RE: Finance Monthly Report

A. Budget to Actual Tables: November & December 2022

The Budget to Actual Tables for November 2022 are attached. Property tax revenue through November recorded to \$51.79M, or 98.8% of the budgeted amount. Total revenue through November is \$52.93M of the \$52.95M budgeted, or 99.9%.

Through the end of November, the Library has received funding of \$131,894 from the Library Foundation. In-kind support provided to the Foundation by the Library in 2022 through November is valued at \$79,719 (ratio of 1.65).

Operating expenses in November 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.

The Budget to Actual Tables for December 2022 will be forwarded before the next meeting and will include the analysis discussion. As of today, the property tax revenues have not changed since November however, the December overall revenue currently is exceeding the annual budget.

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 11/30/2022	\$ Variance 2022 Budget	% Variance 2022 Budget
Revenues						
Taxes						
Property Tax - Operating	\$ 44,134,625	\$ 44,835,152	\$ 49,964,941	\$ 49,467,372	\$ (497,569)	-1%
Property Tax - Capital	2,165,680	2,193,145	2,442,681	2,326,720	(115,961)	-5%
Total Taxes	\$ 46,300,305	\$ 47,028,297	\$ 52,407,622	\$ 51,794,092	\$ (613,530)	-1%
Federal & State Grants	\$ 121,051	\$ 226,169	\$ 125,000	\$ 230,310	\$ 105,310	84%
Fines & Fees	145,000	37,266	115,000	111,632	(3,368)	-3%
Other Revenue	298,640	389,946	298,640	796,295	497,655	167%
Total Other Revenues	\$ 564,691	\$ 653,381	\$ 538,640	\$ 1,138,236	\$ 599,596	111%
Sub Total Revenues	\$ 46,864,996	\$ 47,681,678	\$ 52,946,262	\$ 52,932,328	\$ (13,934)	0%
Fund Balance Activity						
Transfer from FB - Capital Projects	2,245,018		12,441,736	-		
Transfer to/(from) Fund Balance	-	9,968,351	-	17,650,838		
Total Sources of Funds	\$ 49,110,014	\$ 37,713,328	\$ 65,387,998	\$ 35,281,490		
Uses of Funds						
Operating Expenditures						
Salaries & Employee Benefits						
Salaries	\$ 16,081,526	\$ 15,213,963	\$ 16,601,010	\$ 13,810,855	\$ (2,790,155)	-17%
Benefits	5,373,904	4,804,257	5,719,962	4,494,318	(1,225,644)	-21%
Total Salaries & Benefits	\$ 21,455,431	\$ 20,018,220	\$ 22,320,972	\$ 18,305,172	\$ (4,015,800)	-18%
Library Books & Materials	\$ 7,754,177	\$ 7,271,651	\$ 7,937,400	\$ 6,846,431	\$ (1,090,969)	-14%
Supplies	1,515,924	1,179,692	1,559,475	1,230,210	(329,265)	-21%
Vehicles	-	-	-	-	-	
Services & Charges	5,057,772	3,940,079	5,704,984	3,941,329	(1,763,655)	-31%
Internal Transactions /Cost Allocation	2,582,108	2,533,124	2,734,736	2,594,568	(140,168)	-5%
Total Operating Expenditures	\$ 38,365,412	\$ 34,942,766	\$ 40,257,567	\$ 32,917,710	\$ (7,339,857)	-18%
Financing & Debt Service	\$ 621,819	\$ 621,819	\$ 621,945	\$ 621,945	\$ -	0%
Capital Projects	\$ 10,122,783	\$ 2,148,743	\$ 24,508,487	\$ 1,741,836	\$ (22,766,651)	-93%
Total Uses of Funds	\$ 49,110,014	\$ 37,713,328	\$ 65,387,998	\$ 35,281,490	\$ (30,106,508)	-46%

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

	2021 Amended Budget	2021 Actual	2022 Amended Budget	YTD Actual 11/30/2022
Beginning Fund Balance	\$ 24,364,581	\$ 33,319,987	\$ 43,288,338	\$ 43,288,338
Revenues	\$ 44,699,316	\$ 45,488,534	\$ 50,503,581	\$ 50,605,608
Capital Funding	2,165,680	2,193,145	2,442,681	2,326,720
Total Revenues	\$ 46,864,996	\$ 47,681,678	\$ 52,946,262	\$ 52,932,328
Expenditures				
Operating Expenditures	\$ 38,365,412	34,942,765.98	\$ 40,257,567	\$ 32,917,710
Debt Service	621,819	621,819.00	621,945	621,945
Capital Projects	10,122,783	2,148,742.58	24,508,487	1,741,836
Total Expenditures	\$ 49,110,014	\$ 37,713,328	\$ 65,387,998	\$ 35,281,490
Increase/(Decrease) in Fund Balance	\$ (2,245,018)	9,968,350.76	\$ (12,441,736)	\$ 17,650,838
Ending Fund Balance	\$ 22,119,563	\$ 43,288,338	\$ 30,846,602	\$ 60,939,176
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	\$ 60,939,176

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	\$ 8,469,173
9% - Current Year Budgeted Revenues - Uncertainty	4,217,850	4,291,351	4,765,164	4,763,910
Total Minimum F/B Reserve Requirements (FLOOR)	\$ 11,716,249	\$ 11,920,420	\$ 13,236,566	\$ 13,233,082
50% of Current Year Budgeted Revenues	\$ 23,432,498	\$ 23,840,839	\$ 26,473,131	\$ 26,466,164
Total Maximum F/B Reserve Requirements (CEILING)	\$ 23,432,498	\$ 23,840,839	\$ 26,473,131	\$ 26,466,164
Above/(Below) Minimum (FLOOR)	\$ 1,403,314	\$ 22,367,918	\$ 17,610,036	\$ 47,706,094
Above/(Below) Maximum (CEILING)	\$ (10,312,935)	\$ 10,447,499	\$ 4,373,471	\$ 34,473,012

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 11/30/2022	\$ Variance 2022 Budget	% Variance 2022 Budget
<i>Sources of Funds</i>						
Revenues						
Taxes						
Property Taxes	\$ 45,960,543	\$ 46,543,405	\$ 51,839,123	\$ 49,378,178	\$ (2,460,945)	-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	39,120	18,093	86%
Total Taxes	\$ 44,134,625	\$ 44,835,152	\$ 49,964,941	\$ 49,467,372	\$ (497,569)	-1%
Federal & State Grants	\$ 121,051	\$ 226,169	\$ 125,000	\$ 230,310	\$ 105,310	84%
Library Fines	40,000	28,124	10,000	24,652	14,652	147%
Charges for Services	105,000	9,142	105,000	86,980	(18,020)	-17%
Investment Income	108,000	(201,886)	108,000	506,788	398,788	369%
Library Foundation	100,000	199,566	100,000	132,184	32,184	32%
E Rate Revenue	90,640	283,030	90,640	2,602	(88,038)	-97%
Other Revenue	-	21,638	-	154,174	154,174	
Transfer	-	87,598	-	547	547	
Total Revenues	\$ 44,699,316	\$ 45,488,534	\$ 50,503,581	\$ 50,605,608	\$ 102,027	0%
<i>Uses of Funds</i>						
Operating Expenditures						
Salaries & Employee Benefits						
Salaries	\$ 14,816,028	\$ 13,576,973	\$ 15,829,037	\$ 12,424,833	\$ (3,404,205)	-22%
Awards & Bonuses	135,000	143,689	140,000	88,073	(51,927)	-37%
Termination Pay	110,000	178,014	110,000	128,497	18,497	17%
Temporary Salaries	2,095,441	1,308,187	1,687,043	1,161,904	(525,139)	-31%
CARES Reimburse Salaries	-	-	0	-	-	
Overtime	-	7,099	-	7,547	7,547	
Vacancy Savings	(1,074,943)	-	(1,165,071)	-	1,165,071	-100%
Benefits	5,373,904	4,804,257	5,719,962	4,494,318	(1,225,644)	-21%
Total Salaries & Benefits	\$ 21,455,431	\$ 20,018,220	\$ 22,320,972	\$ 18,305,172	\$ (4,015,800)	-18%
Library Books & Materials	\$ 7,577,102	\$ 7,152,323	\$ 7,737,400	\$ 6,680,950	\$ (1,056,450)	-14%
Library Periodicals	177,075	119,328	200,000	165,481	(34,519)	-17%
Sub-Total Library Collections	7,754,177	7,271,651	7,937,400	6,846,431	(1,090,969)	-14%
Supplies	\$ 1,515,924	\$ 1,179,692	\$ 1,559,475	\$ 1,230,210	\$ (329,265)	-21%
Services & Charges	5,057,772	3,940,079	5,704,984	3,941,329	(1,763,655)	-31%
Vehicles	-	-	-	-	-	
Interdepartmental Direct Charges	1,500,608	1,177,606	1,264,323	1,246,689	(17,634)	-1%
Interdepartmental Indirect Charges	1,081,500	1,355,518	1,470,413	1,347,879	(122,534)	-8%
Total Supplies and Other	\$ 9,155,804	\$ 7,652,895	\$ 9,999,195	\$ 7,766,107	\$ (2,233,088)	-22%
Total Operating	\$ 38,365,412	\$ 34,942,766	\$ 40,257,567	\$ 32,917,710	\$ (7,339,857)	-18%

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 11/30/2022	\$ Variance 2022 Budget	% Variance 2022 Budget
Debt Service						
Principal - Arvada (2005-2024)	\$ 565,720	\$ 565,720	\$ 579,366	\$ 579,366	\$ -	0%
Interest - Arvada (2005-2024)	56,099	56,099	42,578	42,578	-	0%
Total Debt Service	\$ 621,819	\$ 621,819	\$ 621,945	\$ 621,945	\$ -	0%

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 11/30/2022	\$ Variance 2022 Budget	% Variance 2022 Budget
Sources of Funds							
Property Tax - Capital - 4.5%	\$ 2,165,680	\$ 2,193,145	\$ 2,442,681	\$ 2,442,681	\$ 2,326,720	\$ (115,961)	-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	\$ 2,326,720	\$ (115,961)	-5%
Uses of Funds							
Annual Replacement & Maintenance Program (ARM) and Recurring Projects							
ARM-01 Capital Maintenance	\$ 250,000	\$ 183,701	\$ 250,000	\$ 250,000	\$ 158,450	\$ (91,550)	-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	288,648	(24,030)	-8%
ARM-04 Book Sorter Replacement	385,130	492,352	500,000	500,000	525,381	25,381	5%
ARM-05 IT Infrastructure Replacement	500,000	480,442	250,000	250,000	164,811	(85,189)	-34%
Alternative Services	495,791	257,868	200,000	430,690	128,854	(301,836)	-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	\$ 17,500	\$ (59,763)	-77%
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	239,576	39,576	20%
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	84,773	(615,227)	-88%
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	\$ 1,741,836	\$ (22,766,651)	-93%

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

Project	2022 Budget	YTD Actual 11/30/2022	YTD Encumbrances 11/30/22	YTD Total Actual + Enc	Remaining Budget
ARM-01 Capital Maintenance	\$ 250,000	\$ 158,450	\$ 6,678	\$ 165,128	\$ 84,872
ARM-02 Furniture & Equipment	62,000	2,995	49,390	52,385	9,615
ARM-03 Computer Replacement Plan	312,678	288,648	-	288,648	24,030
ARM-04 Book Sorter Replacement	500,000	525,381	194,563	719,944	(219,944)
ARM-05 IT Infrastructure Replacement	250,000	164,811	-	164,811	85,189
Library Alternative Services	430,690	128,854	17,882	146,736	283,954
Bookmobile Replacement	317,194	111,644	-	111,644	205,550
Document Management System	77,263	17,500	-	17,500	59,763
Library Location Holds Lockers	205,000	-	159,280	159,280	45,720
Library Belmar Outdoor Space	200,000	239,576	-	239,576	(39,576)
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	84,773	270,714	355,487	344,513
NW Arvada Library	4,700,000	9,127	-	9,127	4,690,873
Total Capital Projects	\$ 24,508,487	\$ 1,741,836	\$ 698,507	\$ 2,440,343	\$ 22,068,144

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

jeffcolibrary.org



TO: Donna Walker, Executive Director
FROM: Angila Pine, Contracted Assistant Director for Finance
DATE: January 17, 2023
RE: Finance Monthly Report

A. Budget to Actual Tables: Preliminary December 2022

Financial tables showing preliminary 2022 results are attached. Most financial transactions have been recorded, but there are still some missing pieces which will have an impact on financial results. Those transactions are:

1. Property tax revenue for December is not posted, so the amounts for Urban Renewal, Prior Year Cancellations and Delinquent Taxes do not appear on the tables.
2. Some 2022 invoices are still coming in and other year-end entries are in progress.

Property tax revenue is currently 98.84% for the year. Other revenue is over budget due to Investment Income and Grants. Total revenue is over budget by \$64,863.

In 2022, the Library has received funding of \$190,276 from the Library Foundation. In-kind support provided to the Foundation by the Library in 2022 through December is valued at \$86,783.40 (ratio of 2.19).

December's capital tables show JCPL's year-end position in 2022 projects and will form the basis for the library's carryforward request to continue funding for projects which were underway but not yet complete at year-end. Information on the carryforward request will be provided in February.

Operational savings in 2022 will add to the library's year-end fund balance, enhancing JCPL's flexibility to respond to uncertainty and changing costs in planned capital projects.

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 12/31/2022	\$ Variance 2022 Budget	% Variance 2022 Budget
Revenues						
Taxes						
Property Tax - Operating	\$ 44,134,625	\$ 44,835,152	\$ 49,964,941	\$ 49,472,275	\$ (492,666)	-1%
Property Tax - Capital	2,165,680	2,193,145	2,442,681	2,327,011	(115,670)	-5%
Total Taxes	\$ 46,300,305	\$ 47,028,297	\$ 52,407,622	\$ 51,799,286	\$ (608,336)	-1%
Federal & State Grants	\$ 121,051	\$ 226,169	\$ 125,000	\$ 230,310	\$ 105,310	84%
Fines & Fees	145,000	37,266	115,000	125,061	10,061	9%
Other Revenue	298,640	389,946	298,640	856,468	557,828	187%
Total Other Revenues	\$ 564,691	\$ 653,381	\$ 538,640	\$ 1,211,839	\$ 673,199	125%
Sub Total Revenues	\$ 46,864,996	\$ 47,681,678	\$ 52,946,262	\$ 53,011,125	\$ 64,863	0%
Fund Balance Activity						
Transfer from FB - Capital Projects	2,245,018		12,441,736	-		
Transfer to/(from) Fund Balance	-	9,968,351	-	13,669,393		
Total Sources of Funds	\$ 49,110,014	\$ 37,713,328	\$ 65,387,998	\$ 39,341,732		
Uses of Funds						
Operating Expenditures						
Salaries & Employee Benefits						
Salaries	\$ 16,081,526	\$ 15,213,963	\$ 16,601,010	\$ 15,654,985	\$ (946,025)	-6%
Benefits	5,373,904	4,804,257	5,719,962	5,010,294	(709,668)	-12%
Total Salaries & Benefits	\$ 21,455,431	\$ 20,018,220	\$ 22,320,972	\$ 20,665,279	\$ (1,655,693)	-7%
Library Books & Materials	\$ 7,754,177	\$ 7,271,651	\$ 7,937,400	\$ 7,731,688	\$ (205,712)	-3%
Supplies	1,515,924	1,179,692	1,559,475	1,393,904	(165,571)	-11%
Vehicles	-	-	-	-	-	
Services & Charges	5,057,772	3,940,079	5,704,984	4,277,681	(1,427,303)	-25%
Internal Transactions /Cost Allocation	2,582,108	2,533,124	2,734,736	2,709,142	(25,594)	-1%
Total Operating Expenditures	\$ 38,365,412	\$ 34,942,766	\$ 40,257,567	\$ 36,777,693	\$ (3,479,874)	-9%
Financing & Debt Service	\$ 621,819	\$ 621,819	\$ 621,945	\$ 621,945	\$ -	0%
Capital Projects	\$ 10,122,783	\$ 2,148,743	\$ 24,508,487	\$ 1,942,095	\$ (22,566,392)	-92%
Total Uses of Funds	\$ 49,110,014	\$ 37,713,328	\$ 65,387,998	\$ 39,341,732	\$ (26,046,266)	-40%

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

	2021 Amended Budget	2021 Actual	2022 Amended Budget	YTD Actual 12/31/2022
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	\$ 50,684,114
Capital Funding	2,165,680	2,193,145	2,442,681	2,327,011
Total Revenues	\$ 46,864,996	\$ 47,681,678	\$ 52,946,262	\$ 53,011,125
Expenditures				
Operating Expenditures	\$ 38,365,412	34,942,765.98	\$ 40,257,567	\$ 36,777,693
Debt Service	621,819	621,819.00	621,945	621,945
Capital Projects	10,122,783	2,148,742.58	24,508,487	1,942,095
Total Expenditures	\$ 49,110,014	\$ 37,713,328	\$ 65,387,998	\$ 39,341,732
Increase/(Decrease) in Fund Balance	\$ (2,245,018)	9,968,350.76	\$ (12,441,736)	\$ 13,669,393
Ending Fund Balance	\$ 22,119,563	\$ 43,288,338	\$ 30,846,602	\$ 56,957,731
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	\$ 56,957,731

Reserve Fund Balance Policy Calculation

	2021 Amended Budget	2021 Actual	2022 Amended Budget	YTD Actual 12/31/2022
Year-End Reserve Fund Balance		\$ 34,288,338		
16% - Current Year Budgeted Revenues	\$ 7,498,399	\$ 7,629,069	\$ 8,471,402	\$ 8,481,780
9% - Current Year Budgeted Revenues - Uncertainty	4,217,850	4,291,351	4,765,164	4,771,001
Total Minimum F/B Reserve Requirements (FLOOR)	\$ 11,716,249	\$ 11,920,420	\$ 13,236,566	\$ 13,252,781
50% of Current Year Budgeted Revenues	\$ 23,432,498	\$ 23,840,839	\$ 26,473,131	\$ 26,505,563
Total Maximum F/B Reserve Requirements (CEILING)	\$ 23,432,498	\$ 23,840,839	\$ 26,473,131	\$ 26,505,563
Above/(Below) Minimum (FLOOR)	\$ 1,403,314	\$ 22,367,918	\$ 17,610,036	\$ 43,704,950
Above/(Below) Maximum (CEILING)	\$ (10,312,935)	\$ 10,447,499	\$ 4,373,471	\$ 30,452,169

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 12/31/2022	\$ Variance 2022 Budget	% Variance 2022 Budget
<i>Sources of Funds</i>						
Revenues						
Taxes						
Property Taxes	\$ 45,960,543	\$ 46,543,405	\$ 51,839,123	\$ 49,384,355	\$ (2,454,768)	-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	37,846	16,819	80%
Total Taxes	\$ 44,134,625	\$ 44,835,152	\$ 49,964,941	\$ 49,472,275	\$ (492,666)	-1%
Federal & State Grants	\$ 121,051	\$ 226,169	\$ 125,000	\$ 230,310	\$ 105,310	84%
Library Fines	40,000	28,124	10,000	29,157	19,157	192%
Charges for Services	105,000	9,142	105,000	95,904	(9,096)	-9%
Investment Income	108,000	(201,886)	108,000	507,330	399,330	370%
Library Foundation	100,000	199,566	100,000	190,276	90,276	90%
E Rate Revenue	90,640	283,030	90,640	2,602	(88,038)	-97%
Other Revenue	-	21,638	-	155,713	155,713	
Transfer	-	87,598	-	547	547	
Total Revenues	\$ 44,699,316	\$ 45,488,534	\$ 50,503,581	\$ 50,684,114	\$ 180,533	0%
<i>Uses of Funds</i>						
Operating Expenditures						
Salaries & Employee Benefits						
Salaries	\$ 14,816,028	\$ 13,576,973	\$ 15,829,037	\$ 14,168,670	\$ (1,660,367)	-10%
Awards & Bonuses	135,000	143,689	140,000	150,144	10,144	7%
Termination Pay	110,000	178,014	110,000	137,451	27,451	25%
Temporary Salaries	2,095,441	1,308,187	1,687,043	1,307,631	(379,412)	-22%
CARES/ARPA Reimburse Salaries	-	-	-	(116,499)	(116,499)	
Overtime	-	7,099	-	7,587	7,587	
Vacancy Savings	(1,074,943)	-	(1,165,071)	-	1,165,071	-100%
Benefits	5,373,904	4,804,257	5,719,962	5,010,294	(709,668)	-12%
Total Salaries & Benefits	\$ 21,455,431	\$ 20,018,220	\$ 22,320,972	\$ 20,665,279	\$ (1,655,693)	-7%
Library Books & Materials	\$ 7,577,102	\$ 7,152,323	\$ 7,737,400	\$ 7,554,494	\$ (182,906)	-2%
Library Periodicals	177,075	119,328	200,000	177,193	(22,807)	-11%
Sub-Total Library Collections	7,754,177	7,271,651	7,937,400	7,731,688	(205,712)	-3%
Supplies	\$ 1,515,924	\$ 1,179,692	\$ 1,559,475	\$ 1,393,904	\$ (165,571)	-11%
Services & Charges	5,057,772	3,940,079	5,704,984	4,277,681	(1,427,303)	-25%
Vehicles	-	-	-	-	-	
Interdepartmental Direct Charges	1,500,608	1,177,606	1,264,323	1,288,304	23,981	2%
Interdepartmental Indirect Charges	1,081,500	1,355,518	1,470,413	1,420,838	(49,575)	-3%
Total Supplies and Other	\$ 9,155,804	\$ 7,652,895	\$ 9,999,195	\$ 8,380,726	\$ (1,618,469)	-16%
Total Operating	\$ 38,365,412	\$ 34,942,766	\$ 40,257,567	\$ 36,777,693	\$ (3,479,874)	-9%

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 12/31/2022	\$ Variance 2022 Budget	% Variance 2022 Budget
Debt Service						
Principal - Arvada (2005-2024)	\$ 565,720	\$ 565,720	\$ 579,366	\$ 579,366	\$ -	0%
Interest - Arvada (2005-2024)	56,099	56,099	42,578	42,578	-	0%
Total Debt Service	\$ 621,819	\$ 621,819	\$ 621,945	\$ 621,945	\$ -	0%

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 12/31/2022	\$ 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	\$ 2,327,011	\$ (115,670)	-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	\$ 2,327,011	\$ (115,670)	-5%
Uses of Funds							
Annual Replacement & Maintenance Program (ARM) and Recurring Projects							
ARM-01 Capital Maintenance	\$ 250,000	\$ 183,701	\$ 250,000	\$ 250,000	\$ 197,601	\$ (52,399)	-21%
ARM-02 Furniture & Equipment	36,000	468	36,000	62,000	4,945	(57,055)	-92%
ARM-03 Computer Replacement Plan	490,000	412,322	235,000	312,678	333,399	20,721	7%
ARM-04 Book Sorter Replacement	385,130	492,352	500,000	500,000	525,598	25,598	5%
ARM-05 IT Infrastructure Replacement	500,000	480,442	250,000	250,000	231,147	(18,853)	-8%
Alternative Services	495,791	257,868	200,000	430,690	129,102	(301,588)	-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	\$ 17,500	\$ (59,763)	-77%
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	256,541	56,541	28%
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	115,413	(584,587)	-84%
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	\$ 1,942,095	\$ (22,566,392)	-92%

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

Project	2022 Budget	YTD Actual 12/31/2022	YTD Encumbrances 12/31/22	YTD Total Actual + Enc	Remaining Budget
ARM-01 Capital Maintenance	\$ 250,000	\$ 197,601	\$ -	\$ 197,601	\$ 52,399
ARM-02 Furniture & Equipment	62,000	4,945	-	4,945	57,055
ARM-03 Computer Replacement Plan	312,678	333,399	-	333,399	(20,721)
ARM-04 Book Sorter Replacement	500,000	525,598	-	525,598	(25,598)
ARM-05 IT Infrastructure Replacement	250,000	231,147	-	231,147	18,853
Library Alternative Services	430,690	129,102	-	129,102	301,588
Bookmobile Replacement	317,194	111,644	-	111,644	205,550
Document Management System	77,263	17,500	-	17,500	59,763
Library Location Holds Lockers	205,000	-	-	-	205,000
Library Belmar Outdoor Space	200,000	256,541	-	256,541	(56,541)
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	115,413	-	115,413	584,587
NW Arvada Library	4,700,000	9,127	-	9,127	4,690,873
Total Capital Projects	\$ 24,508,487	\$ 1,942,095	\$ -	\$ 1,942,095	\$ 22,566,392

Operational Updates

Facilities and Construction Projects

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



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TO: Donna Walker, Executive Director

FROM: Steve Chestnut, Director of Facilities and Construction

DATE: January 19, 2023

RE: Jefferson County Land Purchase, portion of Evergreen Library Property

History of Contract:

Jefferson County Public Library received a Notice of Intent to Acquire (NOI) letter from the County in October 2022. Jefferson County is in the process of completing the final design for constructing the planned roadway and drainage improvements for JC73 from Buffalo Park Road to Plettner Lane. The proposed construction will necessitate acquiring a portion of our Evergreen Library property to accommodate these improvements. The letter was reviewed by me at that time, along with the associated parcel maps that the County included. JCPL determined that a very limited portion of the property would be transferred in a sale. We have now received the County's formal purchase offer for the section of the Evergreen Library property that they are interested in acquiring. The offer encompasses approximately 16,000 sq ft of the Evergreen Library property. 4007 sq. ft. of that 16,000 would be a permanent easement, meaning ownership would be transferred to County. The remaining 12,000 would be a temporary easement to be utilized for construction and would last approximately 1 year while the roadway alignment is completed.

The current offer is as follows:

Permanent Easement	\$7774	\$1.94 per sq. ft.
Temporary Easement	\$9393	\$.78 per sq. ft.

See attachment for map of impacted property

Total Cost:

There are no costs to JCPL associated with the sale of this property.

Next Actions:

The agreement and contract have been forwarded to the County Attorney's Office for legal review. The next steps would be for the County Attorney's Office to perform a final check, make any needed adjustments and assist with the process of the Board Chair signing the land transfer. This item will be brought to the regular agenda at the January 19, 2023 Board meeting for authorization.

Board Governance

TO: Library Board of Trustees

FROM: Kim Johnson, Chair

DATE: January 10, 2023

RE: Board Governance: Information on Board Bylaws Committee Charge

The Board Bylaws Committee members will receive the following information for their work:

- Current Bylaws document in Word format
- Example timeline and process for bringing the work of the Bylaws Committee to a Board meeting. The timeline will help the Committee know when information is due. The timeline can be extended if needed.

Bylaws Committee Process

- The two-member committee may meet as many times as necessary
- Please keep any interactions with Trustees 1:1 (one committee member: one trustee)

It may be helpful to have the following guiding information related to the best practices for Bylaws and Governance policies.

Board Bylaws: ARTICLE XIII: AMENDMENTS

Section 1. The Bylaws shall be reviewed annually by a committee appointed by the Chair. Proposed changes will be presented to the Library Board at a regular, scheduled meeting.

Section 2. Amendment by Vote. The Bylaws may be amended by an affirmative vote of a majority of the Library Board of Trustees. **Amendments to these Bylaws shall be submitted to the Trustees at least 14 days prior to their proposed adoption. (Please see the attached example timeline).**

BEST PRACTICES - BYLAWS

- Bylaws reflect what the board is empowered and required to do “by law”.

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- They should be broad in nature and not include specific non regulatory details that are subject to change with specific circumstance. (The circumstances of a particular situation are the conditions which affect what happens.)
- Bylaws are becoming more technology neutral, allowing organizations to more easily adopt new means for conducting business without the need to amend the bylaws.
- Bylaws are forward-looking, so that changes or amendments are not unnecessarily restrictive on future activities.
- Bylaws support and advance the organization's ability to achieve its mission and respond effectively to its environment.
- Bylaws are consistent with all sections of the document and with other governance documents.

BEST PRACTICES - POLICY GOVERNANCE

- Reflects the "will of the Board" including values; and is legally compliant. It is a translation of the Board's vision into policy.
- Board governance is the framework that structures the board and how it operates. At its core, board governance includes the board's responsibilities, accountabilities, values, and organizational well-being. Consider it a toolbox with the appropriate tools for the Board to utilize and rely on as it navigates its duties and responsibilities.
- The primary focus is on the intended long-term impact on the "ownership" not on the administrative or programmatic means of attaining those effects.
- Library Board governance involves the connections between the Board, the "ownership" of the organization and the Executive Director.

Please let me know if you have any questions.

TO: Library Board of Trustees

FROM: Kim Johnson, Chair

DATE: January 10, 2023

RE: Board Governance: Information on Board Officer Elections and Nominating Committee Charge

The Chair, Vice-Chair and Secretary positions are up for election in 2023.

Incumbents:

- Chair: The current Chair, Kim Johnson, is eligible for another 2-year term (April 2023 to March 2025)
- Vice-Chair: The current Vice-Chair, Pam Anderson, is eligible for another 1-year term (April 2023 to March 2024) subject to the Bylaws Section 3 (below).
- Secretary: The current Secretary, Jill Fellman, is eligible for another 1-year term (April 2023 to March 2024) subject to the Bylaws Section 3 (below).

Board Bylaws: ARTICLE V: ELECTION OF OFFICERS

Section 1. Date of Election. The officers shall be elected annually at the regularly scheduled Library Board meeting in March by a majority vote of attending Trustees. The nominating committee will be appointed at the January Board meeting and present a slate of officers at the February Board meeting.

Section 2. Term of Office. The Vice Chair and Secretary shall assume their duties upon election and shall serve for terms of one year or until their successors are elected. The Chair shall assume their duties upon election and shall serve for a term of two years or until their successor is elected.

Section 3. Number of Terms of Office. A trustee shall not be eligible to serve more than two consecutive terms in the same officer position, except by an affirmative majority vote of attending Trustees at the meeting at which the election is held.

Timeline and Due Dates

1. Proposed Slate of Officers: The proposed slate of officers is on the agenda and will be presented at the **February 16, 2023 Board Meeting**. The due date to submit the

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slate of officers to be included in the February Board Information Packet is **February 7, 2023**. Please send the proposed slate to:

- a. Kim Johnson at Trustee.Johnson@jeffcolibrary.org
 - b. Donna Walker at Donna.Walker@jeffcolibrary.org and
 - c. Amber Fisher at amber.fisher@jeffcolibrary.org
2. Election of Officers: A vote to elect the chair, vice-chair and secretary positions will be on the agenda for the **March 16, 2023 Board Meeting**. The proposed Slate of Officers from the February Board meeting will be brought forward if there were no adjustments.

Nominating Committee Process

Please keep interactions between Trustees 1:1.

- A committee member may reach out to the incumbents individually to see if they are interested in continuing in their current officer positions for another term.
- A committee member may reach out to other Trustees individually to see if they are interested in the available officer positions.
- The two-member committee may meet as many times as necessary to develop the slate of officers to bring forward to the Board.
- If there is more than one candidate for a position, the Board will vote on the positions separately instead of voting on a slate of officers. If the Board wishes, there is a provision in the Colorado Open Meetings Law for a secret ballot process:

TITLE 24. GOVERNMENT - STATE
ADMINISTRATION
ARTICLE 6. COLORADO SUNSHINE LAW
PART 4. OPEN MEETINGS LAW

C.R.S. 24-6-402 (2016)

(IV) Neither a state nor a local public body may adopt any proposed policy, position, resolution, rule, or regulation or take formal action by secret ballot unless otherwise authorized in accordance with the provisions of this subparagraph (IV).

Notwithstanding any other provision of this section, a vote to elect leadership of a state or local public body by that same public body may be taken by secret ballot, and a secret ballot may be used in connection with the election by a state or local public body of members of a search committee, which committee is otherwise subject to the

ADMINISTRATION

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



Jefferson County
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requirements of this section, but the outcome of the vote shall be recorded contemporaneously in the minutes of the body in accordance with the requirements of this section. Nothing in this subparagraph (IV) shall be construed to affect the authority of a board of education to use a secret ballot in accordance with the requirements of section 22-32-108 (6), C.R.S. For purposes of this subparagraph (IV), "secret ballot" means a vote cast in such a way that the identity of the person voting, or the position taken in such vote is withheld from the public.

Please let me know if you have any questions.

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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