

BOARD MEETING

JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

May 11, 2023



**Rhythm and Storytelling: Wheat Ridge
Theatre Company**



Five Dimensions of Wellness



Pollinator Faire



Summer Challenge Kickoff Party



Jefferson County
PUBLIC LIBRARY

APPROVAL OF AGENDA

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

ITEM# / ACTION	<p>Thursday, May 11, 2023 – 5:30 pm – HYBRID MEETING</p> <ul style="list-style-type: none"> • <u>ONLINE MEETING VIA ZOOM</u> • <u>IN-PERSON MEETING AT LAKEWOOD LIBRARY MEETING ROOM</u>
1.	<p>Call to order & attendance (4.5.8) Verbal roll call – Each Trustee announces their presence by stating their name.</p>
2.	<p>Pledge of Allegiance</p>
3. Agenda Action	<p>Approve Agenda Chair: Call for motion and second</p>
4. Public Comment	<p>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.</p> <p>To address the Board of Trustees during Public Comment:</p> <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_2022_9.pdf
5. CONSENT AGENDA Action	<p>Approval of Consent Agenda Chair: Call for motion and second</p> <p>A. Approve April 20, 2023 Board Meeting Minutes B. Authorize the agreement with Library Ideas for FreeGal Music C. Authorize the amendment to the IGA with the Jefferson County Business and Workforce Center to continue the partnership and expand the current lending program.</p>
6. Foundation Update	<p>Foundation Update</p>
7. Operational Updates	<p>Executive Director A. Executive Director Report</p>

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

<p>Action as Needed</p>	<p>B. South County Library Update C. Northwest County Library Update</p> <p>Business Strategy & Finance <u>Finance and Budget</u> A. Financial Review (March 2023) B. Long Term Financial Forecast C. 5-year Capital Improvement Projects (CIP)</p> <p>Technology & Innovation A. Tier 1 and Tier 2 E-Rate reimbursable services</p> <ul style="list-style-type: none"> • Malm Electrical Contractors LLC Contract Chair: Call for motion and second • Sentinel Technologies Contract Chair: Call for motion and second
<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>Evergreen Alternative Services Lease Agreement Chair: Call for motion and second</p>
<p>10. Action as Needed</p>	<p>Ends. No items.</p>
<p>11. Action as Needed</p>	<p>Board Governance</p> <ul style="list-style-type: none"> • Review 2024 Board Governance Budget (Approval at June Board Meeting Consent Agenda) • Review 2024 Board Meeting Schedule (Approval at June Board Meeting Consent Agenda)
<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"> • June 8, 2023 – Study Session – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room • June 15, 2023 – Board Meeting – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room • July 13, 2023 – Study Session – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room • July 20, 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 WITH ADJOURNMENT OF REGULAR MEETING Action	EXECUTIVE SESSION Call for Motion and Second: To adjourn the regular meeting of the Library Board of Trustees and reconvene in Executive Session <u>AND</u> Adjourn the regular Board meeting at the conclusion of the Executive Session. EXECUTIVE SESSION A. Northwest Jefferson County Library Expansion Project. Statutory citations authorizing an executive session for this topic are: <ul style="list-style-type: none">• Pursuant to 24-6-402(4)(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.

CONSENT AGENDA

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

jeffcolibrary.org



Jefferson County
PUBLIC LIBRARY

TO: Library Board of Trustees

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

DATE: May 4, 2023

RE: Consent Agenda for the May 11, 2023 Board Meeting

- A. Library Board of Trustees approve the April 20, 2023 Board Meeting Minutes
- B. Library Board of Trustees authorize the Library Executive Director to enter into an agreement with Library Ideas for FreeGal Music.
- C. Library Board of Trustees authorize the Library Executive Director to sign an amendment to the IGA with the Jefferson County Business and Workforce Center to continue the partnership and expand the current lending program.

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

April 20, 2023

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 April 20, 2023. Library Board of Trustees Chair, Kim Johnson, called the meeting to order at 5:30 p.m.

Other Trustees present: Pam Anderson, Charles Jones, Jeanne Lomba and Charles Naumer.

Trustees not present: Jill Fellman, Bing Walker

Note: Trustee Emelda Walker joined the meeting at 5:34 p.m.

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; Matt Griffin, Director of Business Strategy and Finance; Lisa Smith, Director of People and Culture; Amy Bentz, Assistant Director of Library Design Projects and Planning; Padma Polepeddi, Assistant Director of Public Services for Community Outreach; Lizzie Gall, Assistant Director of Public Services for Resources and Programs; Amber Fisher, Executive Assistant, Office of the Executive Director; Katie O'Loughlin, Administrative Coordinator; and Joseph Grover, Technical Support Technician Senior.

Guests: Ryan Wallace, Eppstein Uhen Architects, Inc (EUA)

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

PUBLIC COMMENT

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

acknowledged in the minutes of the meeting. The Chair provided the process and instructions for public comment.

Trustee Emelda Walker joined the meeting at 5:34 p.m.

The Chair acknowledged Shirley Johnson and Punky Kiefer who shared their comments related to library services in Conifer. The Chair expressed appreciation to them for taking the time to attend the meeting and sharing their comments.

The Chair noted that two public comments were received via the online form and forwarded to the Board. There were no other public comments, and the Chair closed the public comment portion of the meeting at 5:37 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: Charles Jones 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. Library Board of Trustees approve the March 9, 2023 Board Study Session Minutes.
- B. Library Board of Trustees approve the March 16, 2023 Board Meeting Minutes
- C. Library Board of Trustees authorize the Library Executive Director to renew the contract with Kleen-Tech Services Corporation for carpet and upholstery cleaning services for one year.
- D. Library Board of Trustees authorize the Library Executive Director to renew the MOU with Jefferson County Public Schools Regarding the Axis 360 Community Share Portal.
- E. Library Board of Trustees authorize the Library Executive Director to enter into an agreement with T-Mobile for data service on JCPL's hotspots.

FOUNDATION UPDATE

Susan Spring, Foundation Office Coordinator, reported on the activities of the Foundation. The bookstore still has solid revenues, \$11,000 in March. Volunteers are needed for the Spring book sale. Several events are coming up, Books on Film, Shred-a-Thon, and Dine and Donate.

EXECUTIVE DIRECTOR REPORT

Executive Director Report

The Executive Director advised the Board that Matt Griffin, JCPL's new Director of Business Strategy and Finance, is present and will provide information on his background before his financial report later in the meeting. MJ Ivey has accepted the position of Communications and Engagement Director and will start on May 8. The Board was advised of an advocacy opportunity through the American Library Association's United Against Book Bans group. The group intends to expand the base of advocates beyond library staff. Right-to-Read day is April 24. The American Library Association (ALA) announced this day as a national day of action to protect libraries and the freedom to read. The Trustees were asked to let the Executive Director know of their interest in these advocacy opportunities and she will share links. The Arvada Library is cleaned and operational and Steve Chestnut, Director of Facilities and Construction Projects, is working with the leadership team on piloting a detection system to know if someone is smoking in the restrooms. The Library will keep you updated on the pilot. JCPL is gearing up for the summer challenge and a video on the program was shared. The theme is Cultivate Kindness. The Trustees were encouraged to sign up and to have their families register for the program. Promotional bookmarks and stickers were shared with the Trustees.

There were no questions from the Trustees about the Executive Director's report.

The Chair congratulated the Executive Director on the two key hires and noted her appreciation of the summer challenge theme, Cultivate Kindness.

The Executive Director noted that she will switch her two agenda items and start with the Northwest County Library Update followed by the South County Library Site Acquisition New Strategy Recommendation.

Northwest County Library Update

The Executive Director noted that the update on this project is intentional to provide more information to the public. The Library has been researching development costs for multiple sites and cost scenarios for multiple sites. Part of the research includes planning and zoning, and pre-application requirements with the City of Arvada to understand what we need to move forward. The Library also held influencer interviews in the fall of last year that were brought to the Board last November. The Library is now focused on site search and meetings with government agencies including Jefferson County Schools, Arvada Fire Department and the City of Arvada. Since last month, in addition to acquisition steps, the Library is building a full communication plan with a consultant. The new Communications Director will be on board soon and the Library has hired a new

communication and engagement coordinator. Based on what we've learned in South County, part of the communication plan includes building public support and political will. The Library is scheduling conversations with the metro districts and home owner associations in the area. On May 15, Trustee Fellman will attend a meeting with the Executive Director and representatives of the Jefferson Center Metro District. The Executive Director inquired about the interest of the Trustees to join in with other meetings. All Trustees present indicated their interest in attending meetings. The Executive Director will work on scheduling and will keep the Board updated.

South County Library Site Acquisition: New Strategy Recommendation

The Executive Director advised the Board that the full report on a new strategy for finding and acquiring a site for a new library in South Jefferson County is included in the Board's information packet and noted that she will ask for Board consensus on the recommendation for a path forward.

New Strategy Recommendation

The Library's recommendation has two main ideas: to activate a full-fledged campaign to build public support and political will for a new library in this community and also to learn first from Conifer and Northwest County community advocacy efforts.

- Activate a full-fledged campaign
- Learn first from Conifer and Northwest County

The Executive Director reviewed each of the elements needed to implement this recommendation to provide fuller explanation and hear the Board's input. The chart in the report in the packet (https://jeffcolibrary.org/wp-content/uploads/sites/46/2023/04/BoardReport_2304v3.pdf) is intended to demonstrate how each of these elements of this strategy is intended to be a response to what we learned from our interviews after our unsuccessful bid for a portion of the sledding hill property.

The Executive Director acknowledged the many team members who participated in creating the recommendation and noted that MJ Ivey, the new Communications and Engagement Director, contributed to some of the elements of the community engagement included in the plan,

Build Public Support

- Identify and engage allies
- Define intended outcomes
- Proactive social media
- Informal conversations
- Influencer inclusion in site selection

The first element of the Library's recommendation is to build public support through community advocacy similar to what the Library did with the mill levy campaign back in 2013-2015. The Library would develop and implement a new approach and purpose for community advocacy to build political will and public support for this library. This advocacy effort would include items like:

- Identifying and engaging our frontline staff, allies, partners and influencers. This could be an advisory committee or a series of focus groups for ongoing engagement. Engaging a diverse group of community influencers is integral to our success, while acknowledging that influencers are not always allies and that we want to hear all voices.
- Clearly define intended outcomes for engagement
- Create a multi-pronged social media campaign that includes participation from our community advocates and being prepared for organized opposition
- Create opportunities for informal conversations for trustees with other elected officials
- Including our influencers in conversation around site selection

In response to questions, the Board was advised that:

- The Library is considering the resource load for community engagement. In addition to the Director of Communications and Engagement coming on board and bringing a strong background in community engagement, there is the community engagement coordinator and expert consultants. Another successful resource utilized during the mill levy campaign was the Library's speakers bureau; staff and volunteers going out into the community with a presentation. Additionally, with a full executive leadership team the Executive Director will have the ability to devote more time to these efforts as well.
- The Library's communications team guided the speaker's bureau.
- The Executive Director acknowledged the importance of framing the inclusion of influencers in site selection appropriately to clearly define the role and fiduciary responsibility of the Board as the decision makers. The Library envisions this as sitting down with people saying here are the available sites and getting input. Having conversations with people and having more than just staff saying here's why this site will work or why this site won't work.

Create New Messaging

- Amplify individual voices
- Proactive messaging
- Simplified talking points
- More vehicles for messaging
- Reinforce and repeat messaging

At the same time and in partnership with our influencers, we would create new messaging that tells the story of the value of the library in the community. The Library would develop a multi-tiered approach to creating new messaging, including:

- Amplify individual voices that tell their own story of “why I need/ why I want a library in my community”
- Create proactive messaging about the value of the library emphasizing that having a library in a community creates community; we want to build on our positive reputation as a trusted and vital community resource
- Build simplified talking points for use by all stakeholders
- Identify a variety of vehicles for messaging, potentially reinstating some form of a speakers bureau of engaged volunteers
- Reinforce messaging at key points in the process with stakeholder groups using community influencers to deliver the message; with more repetition of messaging to these influencers – schedule and plan for more regular touchpoints

Strengthen Confidence In Our Process and Data

- Update Market Analysis
- Review Site Selection Criteria
- Update list of sites
- Re-rank sites

Concurrently, the Library will strengthen confidence in our process and data through the review and update of our data. Working with inputs from our trustees and influencers, we will review, update, and publicly share significant data elements to strengthen confidence in our process, including:

- Updating our market analysis which includes information on population growth and use of the library in the community– especially post pandemic
- Using inputs from trustees and influencers review and update our site selection criteria
- Update our list of sites and re-rank the sites using the new criteria and share more regularly about this process with the public at Board meetings

Reinitiate Search

- Established political will
- Established public support
- Updated data
- Compelling message
- Proactive social media

What the Library learned is that we need to have full community engagement with influencers as we reinitiate our search. We would move forward with site search and acquisition when these elements are in place:

- Established political will and public support from influencers and advocates who are confident in our data, can speak to the need with their own story or the library's messaging, and a proactive social media plan for both the library and for our advocates
- Updated data - especially on use of the library post pandemic
- Easily remembered and repeated messaging that is from individual voices about their personal need for a library as well as corporate messaging that tells the story of the value of the library in our community
- Have a proactive Social media plan that anticipates opposition and fully engages influencers who are eager to speak up for a library in their community.

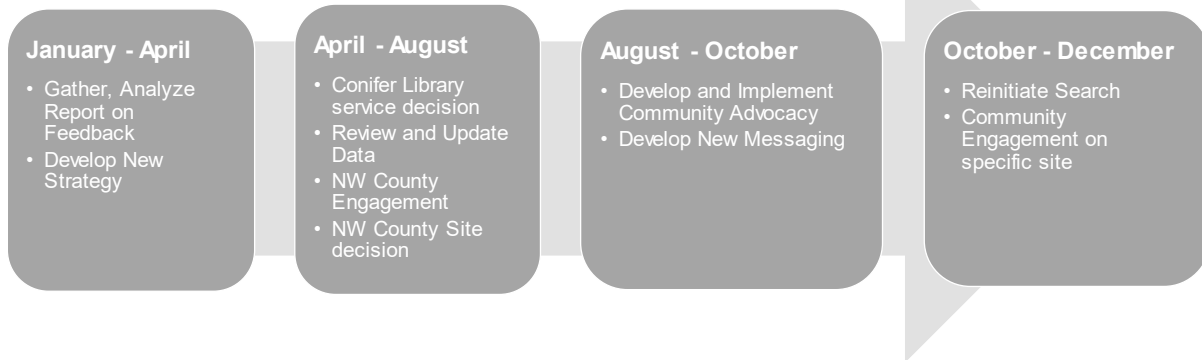
Timing

The Library believes we will learn valuable lessons from the Conifer and northwest county engagement to apply to re-entering the conversation in south county. That's how we built the timeline for this new strategy. We recommend the following to occur in this order:

- We have gathered, analyzed and reported out feedback on our lessons learned and developed a new strategy recommendation
- Northwest County Influencer Engagement and Report (Completed)
- Conifer Influencer Engagement and Report (Completed) and will be presented later in the meeting
- Conifer Library Service community engagement and service decision (expected sometime in July)
- Reviewing and updating our data during April through August to have ready for our community advocate meetings in August
- Northwest County Library community engagement and site selection (concurrent with Conifer)
- South County Library community engagement and site selection

The Library owes our south county advocates and partners regular messaging in the meantime to keep them apprised of our approach and timing.

New Site Acquisition Process and Timeline



The Executive Director noted that there is possibility to start sooner than the current timeline. The Executive team will be fully staffed again on May 8, the first time since December 2022. Matt Griffin, Director of Business Strategy and Finance is on board, and MJ Ivey, Director of Communications and Engagement will be here soon. We have a new community engagement coordinator hired. It is possible that the Library could accelerate this process. The Library does need some time to get MJ Ivey here and oriented; at least 30 to 45 days to learn about our communities. The first steps may be moved up to June (develop community advocacy and new messaging). The Library has already learned something from our Conifer and northwest Jefferson County engagement. It was noted that the Library currently has some resource gaps with data.

Comments from the Board included:

- By virtue of bringing this to the Board tonight, we are delivering a message to our south county advocates that this is the plan we're thinking of, and this could serve as an intermediate message.
- I'm comfortable with the timeline and it is dependent on moving through the engagement pieces. Depending on what we learn the scope of engagement could change. We want to be assertive in the mandate that we have to provide services in underserved areas. I want to put a flag in regarding the politicizing of libraries going on today; we should consider that, and our strategy given that environment.
- This is really well done and thorough; I commend you all for going back to the drawing board.

The Board indicated consensus on moving forward with the new strategy recommendation for South County.

EXECUTIVE TEAM OPERATIONAL UPDATES

Business Strategy & Finance

Finance and Budget

A. Financial Review (February 2023)

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

B. Financial Report (March 2023)

Matt Griffin, Director of Business Strategy and Finance, addressed the Board and provided a brief background. Matt was raised in England and has worked in government, not in the United States, but in the United Arab Emirates. He moved to America in 2020 and specializes in business improvement. Matt expressed his appreciation for the opportunity to bring his skills to such a worthy cause.

Table 1 Data Points

Data points were noted in Table 1. The first one is in the 2022 actuals column. The Library did have two recent developments from the County restating some of these actuals. The negative \$587,000 is restated. In the February packet it was \$1.19 million in the positive. These two data points are from County after they closed the books and reflects a market-to-market adjustment of all of their investments and assets which came out a negative \$15 million. The County allocates that adjustment across all entities and the Library took an adjustment of negative \$1.18 million in investment. Accrued interest income was a positive \$72,000 and the net of that is a negative \$1.78 million dollars.

In response to questions the Board was advised that:

- The market-to-market adjustment is done every year during the first quarter for the prior year. It never became a significant data point before this adjustment.
- The Library pools its money with the County. The Library was allocated 12.5% of the \$15 million reflecting our ratio, or share, of the investments.
- For the 2023 budget, the County Treasurer is currently predicting a 5% gain. It is early in the year, but they do not anticipate seeing those types of numbers again.
- It is correct that our fund balance was reduced. There is \$55.5 million now and in February that number was \$57 million. That reduction will be reflected when we talk about our capital planning.

Table 3 reflects a deeper dive into same adjustments just discussed. The investment income line is negative \$930,000 and in February it was \$1.78 million higher than that. Table 4, debt service, is scheduled to be paid off and cleared in December. One final call out regarding Table 5 and the carryforward request was noted. The Library submitted a

\$22 million carryforward request to the County reflecting six projects to finish. The Library expects the carryforward request to go to the Board of County Commissioners on May 9 and approval is scheduled for May 23. The carryforward request will show up in the financials after that and the Library is not expecting any issues with carryforward.

Public Services

A. Conifer Opportunity Update

Conifer Area Market Analysis

Julianne Rist, Director of Public Services, addressed the Board and provided information on the Conifer area market analysis. JCPL has a capital project underway to evaluate, recommend and implement library services in Conifer. This project is budgeted through the Library's 5-year Capital Improvement Plan.

The 2022 update to the Facility Master Plan (FMP) categorized Conifer Library in the "needs-based" category in terms of prioritization. Last month the 2023 FMP placed Conifer in the group 1 projects.

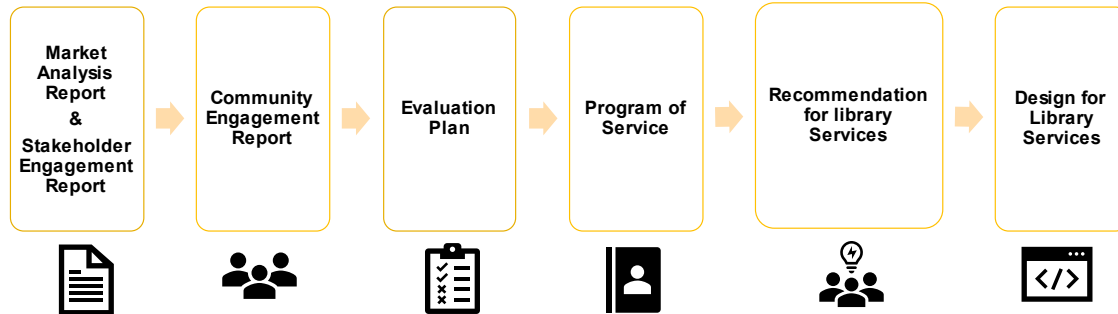
Conifer Opportunity Project Overview

At the March 2022 board meeting, the Board was informed that the Library had learned from Jefferson County Schools that there was to be a change in the high school schedule that could affect library hours. In addition, the Library also received feedback from the Conifer Area Council requesting better access to library services. In response to this, JCPL created a critical project in the 2023 strategic plan to evaluate, recommend and implement the recommended services for the Conifer area. The library has \$2.5 million in the capital budget for this project. This project will ensure that JCPL services meets the needs of the Conifer community by providing equal access to information and opportunities, and being the essential destination where all generations connect, discover, and create.

2023 Conifer Project Deliverables

The Library is reporting on the first part of the 2023 deliverables, the market analysis of the Conifer library service area and the stakeholder engagement, which is the initial part of community input. There are several more deliverables still to come for 2023. Most notably we will be working on community engagement next.

2023 Conifer Project Deliverables



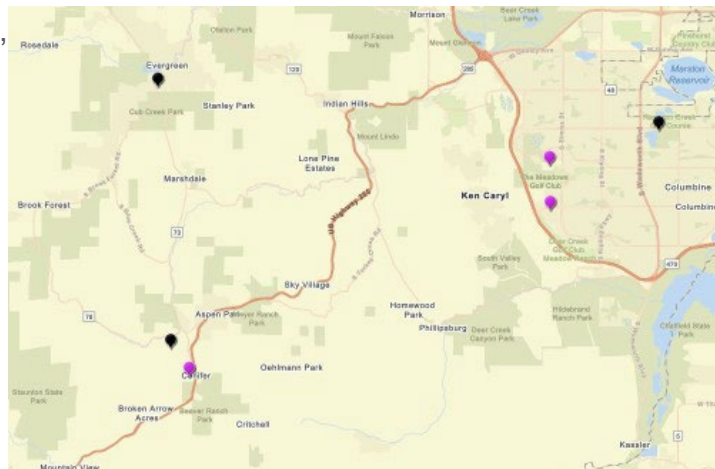
Current Library Services in Conifer

This map shows the locations for services in South Jefferson County. The black dots are the Conifer, Evergreen and Columbine libraries. The purple dots are the Mountain Resource Center hold lockers and material return, the Ridge Center hold lockers, lending machine and returns, and the Ken Caryl Bookmobile stop.

Service Points



- Conifer Library, Evergreen Library, Columbine Library
- Mountain Resource Center Holds Lockers, Ridge Rec Center, Bookmobile stop at Safeway



Conifer Library Overview

- Located within Conifer High School

- 1 space, 2 functions
- Open 36 hours a week

Conifer Library is an 8,900 square foot library located within Conifer High School. Operating as part of the high school, Conifer Library is currently closed to the public during the school day. Outside of school hours, the library opens to the public and operates as a JCPL location. JCPL and Conifer High School have partnered since 1996 to bring library services to students and residents.

Increased Access to Library Services

Over the last several years JCPL has listened to our Conifer area residents and worked to increase access to our library services. That work has resulted in improving easy access for returning items by adding a drop box in the school's driveway, hold locker and material return for 24/7 access at the Mountain Resource Center, expanding hours on Sundays, and piloting an expanded summer schedule. On Sundays, Conifer is open 9:00am to 5:00pm. Other JCPL locations are open on Sundays 12:00pm to 5:00pm.

- 2019 - added a material return drop in the school's driveway
- 2021 - added a holds locker pick up and material return at the Mountain Resource Center
- 2021 - added hours on Sunday mornings
- 2022 - piloted daytime summer hours

Understanding Library Service Areas

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 Library Service areas are defined by where card holders live and the library that they use. On the map (below), you can see each JCPL designated LSA is a different color. 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. For instance, the area in purple at the bottom left of the map shows where people live who use the Conifer library. This is pulled from current use data in our systems.

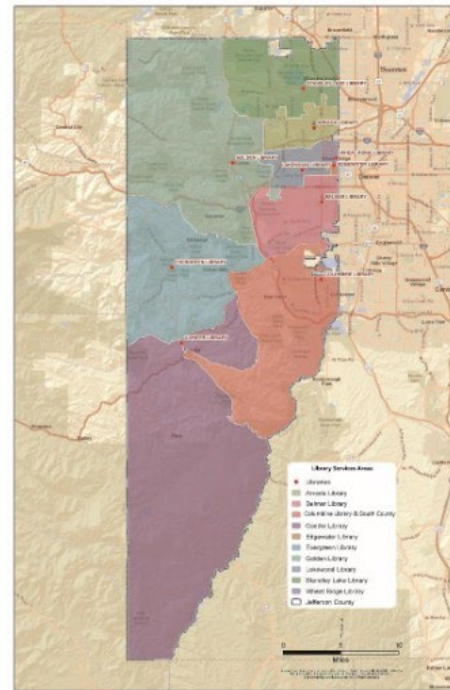
Taking a closer look at the data that is utilized in creating the library service area, LSAs are created by assigning census tracts to each library location based on where people live and

what location they use. This is based on the last location used by an active patron (someone who has used the library in the last 12 months) and where they live. If someone has not used the library in the last 12 months, it is based on their home location which is usually where they got their library card. By basing the assignment on census tracts, we can also use census data for demographics and a deeper dive into community characteristics captured by the census and compare that to the type of use we are seeing at a location. A census tract can only be assigned to one location. So, it is based on the majority of cardholders and the library they use.

Library Service Areas

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

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



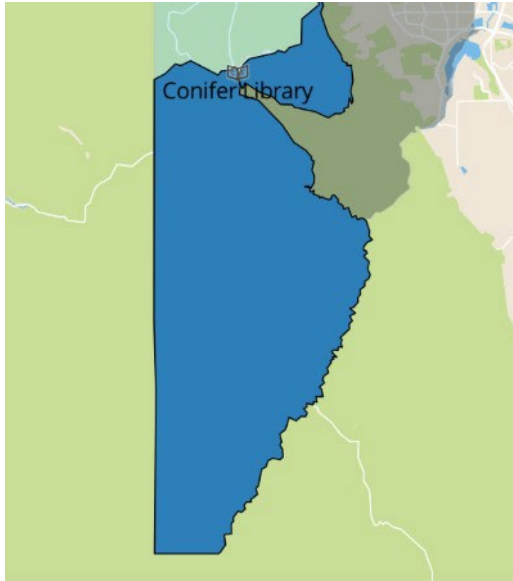
Original JCPL ADI/LSA Map sourced from Orangeboy's Market Analysis report: Market Opportunities Analysis JCPL Orangeboy November 2016

Conifer Library Service Area

Conifer is an unincorporated area in southwest Jefferson County. As a result, the boundaries of Conifer can be difficult to define and are often interpreted differently by different stakeholder groups. For the purposes of this market analysis, we are using the Conifer Library Service Area (LSA) as the defining boundaries. As noted previously, this is where people live who currently use the Conifer library based on census tracts. This market analysis seeks to understand our current usage, the current population and future growth rate, as well as basic demographics.

The Conifer LSA is comprised of three census tracts. When we look at the population density for the Conifer LSA, generally it has a lower population density compared to other areas of the County. We know that geography and infrastructure play a large role in traffic

patterns and access to services. Also, a large portion of the southern region of the blue area (see map below) is the Pike National Forest.



Conifer Library Service Area

- Geographically large
- Low population density

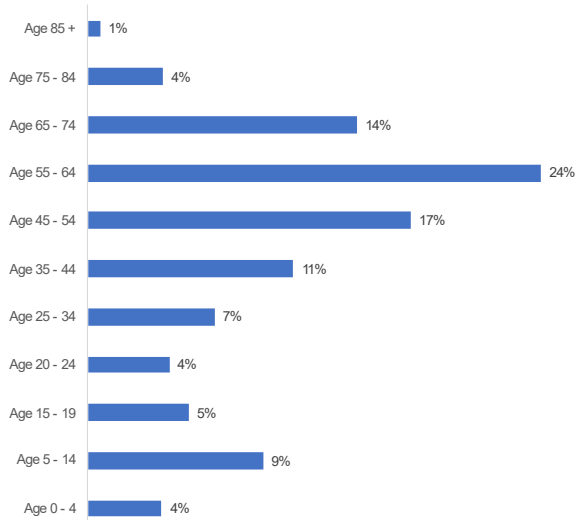
LSA map retrieved from Savannah, March 6, 2023

Conifer Demographics

Conifer’s demographic breakdown is similar to Jefferson County as a whole. It does differ in age and is generally older than the rest of the County. 60% of Conifer area residents are over 45 while for the rest of Jefferson County that number is 44% over the age of 45.

While the percentage growth rate for Conifer is higher than the percentage growth rate for the County, the reality is the actual change in numbers is small, just over 500 people for Conifer over the next five to seven years. This tells the Library that the opportunity to increase card holders is by adding new cardholders within the existing population or increasing the number of active households.

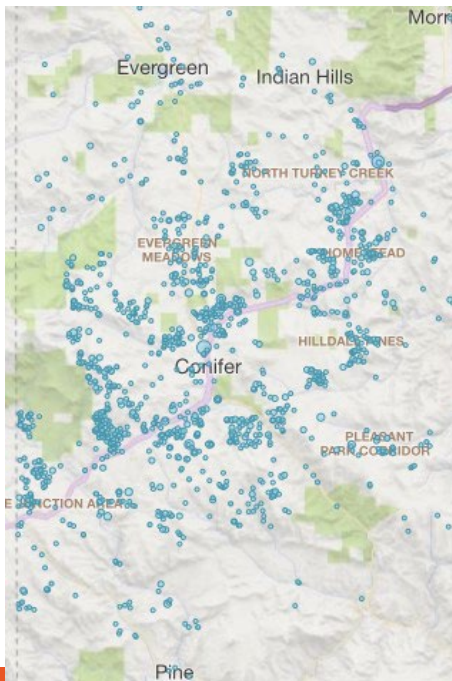
Conifer Demographics



- Population 10,317
- Households 5,392
- Growth rate 2022-2027
5%

Demographics by Census Tract for Conifer LSA Retrieved from Demographics Now on Jan. 12, 2023

Projected Annual Growth Retrieved from ACS Census.gov on Jan. 30, 2023; LSA Demographics Retrieved from Savannah on Jan. 12, 2023; County Growth Rates Retrieved from Demographia/Census Estimates on January 30, 2023

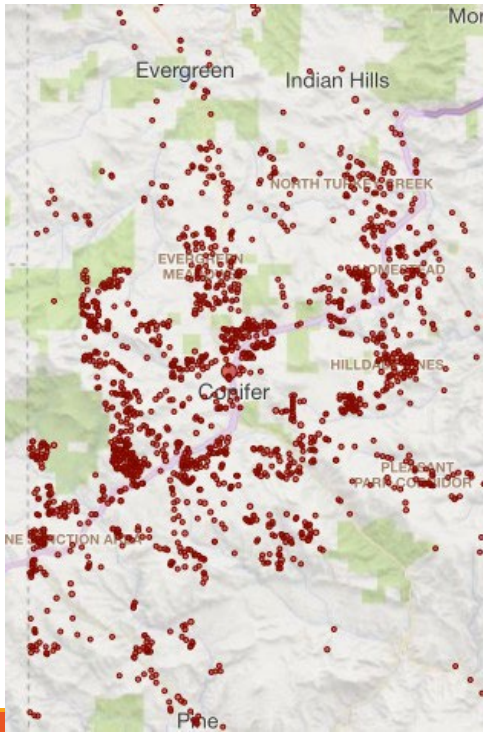


Active Conifer Households:
1,639

Conifer Market Engagement:
32.49%

Market Engagement Retrieved from Savannah on January 31, 2023; LSA Demographics Confirmed on Demographics Now on Jan. 31, 2023
Households with a library card were calculated using the patron record database pulled on December 1, 2022. Total number of households is based on 2020 census data for Jefferson County Public Library's service area.

This map shows the location of active households, where someone in the house has a library card and has used that card in the last 12 months. Market engagement calculates the Library's active reach throughout the community. Market engagement for Conifer is 32.49%, slightly lower than JCPL market penetration as a whole which is 36.3%.



Inactive Conifer Households:
2,136

Net Promoter Score
50

Market Engagement Retrieved from Savannah on January 31, 2023; LSA Demographics Confirmed on Demographics Now on Jan. 31, 2023
Market Engagement Retrieved from Savannah on January 31, 2023; LSA Demographics Confirmed on Demographics Now on Jan. 31, 2023
Net Promoter Score retrieved from Savannah on Jan. 12, 2023

This map illustrates there is an opportunity to increase engagement. It shows the number of inactive households. To reach the overall JCPL market engagement, Conifer would need to increase the active households by 319.

These are households that have a library card and used it within the last 3 years, but not the most recent 12 months. The net promoter score (NPS) is based on a survey sent to JCPL cardholders asking if they would recommend the library to someone. It is a survey and measurement that many industries use. At the end of 2022 the NPS score for Conifer was 50 while the overall JCPL NPS score was 84. The data shows us that there is an opportunity to increase both market penetration and NPS. The upcoming community engagement will give JCPL the opportunity to hear from the community what services are needed in Conifer.

Understanding Conifer Service Area

- Existing location
- Large geographic area with a small population
- Low population growth for the next 5 years
- Opportunity to increase market engagement

Conifer is an existing location, so we have data about where our current cardholders live and how they use the library. It covers a large geographic area that presents challenges in

ease of access due to the roads and distance, the density of the population is less than most of the County and a large section of the area is actually national forest. Due to the small, predicted growth, our opportunity to increase library usage is by increasing the number of active cardholders and encouraging existing residents to get library cards. The upcoming community engagement will give JCPL the chance to listen to the community and ensure that library services fit their needs.

Conifer Stakeholder Insights Summary. Guest: Ryan Wallace, Eppstein Uhen Architects, Inc (EUA)

Ryan Wallace, principal architect with EUA, addressed the Board and provided information on the initial stakeholder engagement. JCPL leadership conducted 16 stakeholder interviews with elected officials and community leaders.

Questions Asked

- What are some of the most pressing issues on the minds of Conifer residents?
- What needs do you see for members of the community?
- How well does the Conifer Library meet the community's needs?
- What are your hopes and expectations for the Conifer Library?
- Who else should we talk to for insights into the needs of the Conifer community?

Common Theme 1

The interviewees discussed topics related to the Conifer community and surrounding areas.

- Postal service issues
- Wildfires risks and fire districts
- Water resources & access
- Highway 285 traffic and safety
- Infrastructure
- Elderly services

Common Theme 2

The interviewees regularly discussed the benefits and challenges of having a library within the high school. Difficulty for young families and elderly, lighting, parking and accessibility were noted. We also heard that the Conifer Library is a great amenity for the high school.

- Inconvenient hours of operation
- Parking and accessibility limits
- Partnership with the high school

Common Theme 3

The interviewees discussed opportunities for the library and services that are desirable. Noted were an entrepreneurial ecosystem, spaces to gather, a community hub, a place for classes, a safe space and a joint facility with a recreation center.

- Entrepreneurial ecosystem
- Spaces to gather or hang-out
- A place for classes
- Community hub or home base
- Recreation center
- Elderly services

Common Theme 4

The interviewees discussed the desire to improve the library to support the community with more space and services.

- A new building
- A library and recreation center combined
- A commercial or tenant space
- Parking and access improvements at the current location

Community Engagement Next Steps

Community Engagement Next Steps:

- **Community Engagement**

Survey

May 2023

In-Person Meetings at Conifer Library

Saturday, May 13, 10:00 a.m.

Virtual Meeting

Monday, May 15, 7:00 p.m.

- **Staff Engagement**

Survey

May 2023

In-Person Meeting at Conifer Library

Wednesday, May 17, 1:30 p.m.



Dates have been set for community engagement and the survey is expected to go out to the community on May 1.

The Board expressed appreciation for the work done on the Conifer Opportunity Project. There were no questions from the Board.

ITEMS REMOVED FROM THE CONSENT AGENDA

No items were removed from the consent agenda.

EMERGING ISSUES

The Chair noted that there was one correspondence item.

ENDS

There were no items.

BOARD GOVERNANCE

There were no items.

BOARD SCHEDULE – NEXT MEETINGS

Location of meetings of the Library Board of Trustees are being determined in cooperation with guidelines from Jefferson County. Information on meeting location will be posted at least one week prior to the scheduled meeting date.

The Chair asked the Board to note that the May Board meetings are the first and second Thursdays of the month.

2023 Board Meeting Schedule

- May 4, 2023 – Study Session – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room
- May 11, 2023 – Board Meeting – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room
- June 8, 2023 – Study Session – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room
- June 15, 2023 – Board Meeting – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room

ANNOUNCEMENTS/GENERAL INFORMATION SHARING

There were no items.

EXECUTIVE SESSION:

At 6:54 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 regarding the Northwest Jefferson 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 five-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 7:00 pm.

The Chair called the Executive Session to order at 7:01 pm with the following Trustees present, Pam Anderson, Charles Jones, Jeanne Lomba and Emelda Walker. Also present were Donna Walker, Executive Director; Julianne Rist, Director of Public Services; Steve Chestnut, Director of Facilities and Construction Projects; Matt Griffin, 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 7:43 pm Charles Naumer moved to adjourn the Executive Session and reconvene the regular meeting. Seconded by Bing Walker the motion passed by unanimous vote of all Trustees present.

At 7:46 p.m. the Chair reconvened the regular meeting with the following Trustees present: Pam Anderson, Charles Jones, Charles Naumer, Jeanne Lomba, and Emelda Walker. Also present were Donna Walker, Executive Director; Julianne Rist, Director of Public Services; Steve Chestnut, Director of Facilities and Construction Projects; Matt Griffin, Director of Business Strategy and Finance; Bernadette Berger, Director of Technology and Innovation; Amber Fisher, Executive Assistant, Office of the Executive

Director; Katie O'Loughlin, Administrative Coordinator; and Joseph Grover, Technical Support Technician Senior.

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 Northwest Jefferson 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 7:47 pm.

Jill Fellman, Secretary

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



jeffcolibrary.org

TO: Donna Walker, Executive Director

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

DATE: May 4, 2023

RE: FreeGal Music Contract

History of Contract: FreeGal Music from Library Ideas

This is a new agreement with Library Ideas for their FreeGal Music platform. We have had agreements in place for FreeGal since 2019. Our current agreement expires June 30, 2023 and does not have any renewals left. The new agreement would start July 1st, 2023 with the option to renew yearly for a total of five years. This agreement also locks in the annual pricing for this product.

FreeGal Music is a platform that gives Jefferson County Public Library patrons access to 18+ million songs for download or streaming. FreeGal Music is the only music platform available to public libraries with this depth of content. A Sole Source Justification for FreeGal is in place. We would like to enter into this new agreement.

Total Cost:

The annual cost for FreeGal Music for 2023-24 is \$80,000. This amount is within the approved 2023 Books and Materials budget.

Next Actions:

We request that the Library Board of Trustees authorize the Executive Director to enter into an agreement with Library Ideas for FreeGal Music. **This item will be placed on the consent agenda for the May 11, 2023 board meeting unless otherwise instructed by the Board.**

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



jeffcolibrary.org

TO: Donna Walker, Executive Director

FROM: Bernadette Berger, Director of Technology and Innovation

DATE: May 4, 2023

RE: Amendment to the Intergovernmental Agreement between JCPL and Business and Workforce Center

Background:

In June 2021, Jefferson County Business and Workforce Center (BWC) and JCPL signed an Intergovernmental Agreement (IGA) to purchase Chromebooks with built-in internet access for patrons to check out. In 2022 we amended the IGA, and the BWC provided additional funding for continuing and expanding the program for another year. The partnership leveraged CARES Act funding that the BWC obtained with the existing JCPL lending process. This program works towards reducing the digital divide by providing job seekers with access to internet-connected devices.

The expanded service has been very successful, and we are recommending that we continue the partnership and expand it again. Under the proposed 2023 amendment to the IGA, JCPL will direct the acquisition of 180 additional Chromebooks and associated software. We will implement more promotional and marketing strategies in this next phase to increase awareness of this service. We will continue to manage the lending process and continue to provide technical support for the patrons utilizing the equipment. BWC agrees to finance the purchase of the equipment and software, fund required staff support for this program, and to refer citizens to the program. Both parties agree to market, monitor, and provide reports as necessary. The additional equipment will be purchased by JCPL in 2023.

JCPL will continue to employ a limited term employee (LTE) to assist with the development and oversight of the program. Funding for this employee is provided by BWC.

Budget:

BWC will provide additional funding for continuation and expansion of the program for another year. JCPL will be reimbursed by BWC in the amount of \$379,000 for the costs of the program.

Action Requested:

We are asking the Board of Trustees to authorize the Library Executive Director to sign an amendment to the IGA with the Jefferson County Business and Workforce Center to continue our partnership and expand the current lending program. **This item will be placed on the consent agenda for the May 11, 2023 board meeting unless otherwise instructed by the Board.**

Operational Updates

Executive Director Report



MAY 2023 EXECUTIVE DIRECTOR REPORT

Strategic Projects: In **May**, the Library is focusing on,

Design a New Library in South County:

- Creating a new communication and community engagement plan

Initiate a New Library in Northwest Jefferson County

- Continuing community support development
- Taking next steps with site negotiations

Critical Projects: In **Q2**, the Library is focusing on,

Redesign Evergreen Library

- Finalizing design and pricing
- Beginning permitting process
- Creating sponsorship materials
- Creating and finalizing alternative services plan

Conifer Opportunity

- Conducting Community Engagement meetings
- Reporting out on Community Engagement

New Concept in Philanthropy Strategy

- Engaging with a sub-group of Urban Libraries Council (ULC) executive directors
- Initiating draft of Evergreen naming opportunities collateral

Accelerate our Building Program

- Finalizing design standard
- Integrating design standard into Evergreen Redesign

SERVICE HIGHLIGHT:





Holds Lockers at the Arvada Library.

We are excited to offer patrons the option to have 24/7 accessibility to reserved materials, and the flexibility to pick up holds from the lockers in addition to picking up holds from inside the library.

Our patrons now have access to this popular service at six library locations: Arvada, Belmar, Columbine, Lakewood, Wheat Ridge, and Standley Lake.

PROFESSIONAL ENGAGEMENT:

Hallie Kaiser, Digital Experience Manager, **Joanna Waggoner**, Digital Experience Librarian and **Michael Casey**, Web Content Coordinator attending the *ConFab-Content Strategy Conference*.

Jessica Paulsen, Evergreen/Conifer Library Manager, attending the *IUG (Innovative Users Group) Conference*.

Matt Griffin, Director of Business Strategy and Finance, attending the Government Finance Officers Association (GFOA) Annual Conference, May 21-24

Bernadette Berger, Director of Technology & Innovation, attending the Colorado Innovation Conference.



HIGHLIGHTS OF EXECUTIVE DIRECTOR COMMUNITY ACTIVITIES, MAY 2023

- Meeting with Joe Kerby, **Jefferson County Manager**
 - Monthly meeting with **Jefferson County Library Foundation (JCLF)** executive director
 - Monthly meeting with **Jefferson County Elected/Appointed Officials**
 - Attend **Colorado Public Library Directors** annual retreat
 - **Colorado Association of Libraries (CAL)** Mentorship Interest Group
 - Meeting with Cory Vander Veen, Executive Director **Evergreen Park & Recreation**
 - Meeting with Ron Hopp, executive director, **Foothills Parks and Recreation**
 - Attend **CAL Legislative Committee** meeting
 - Meeting with Shane O'Neill, **City of Lakewood**
 - Attend **Bright Futures Roadmap** kickoff event
 - Attend **Conifer Library Community Engagement** events
 - Attend **Board of County Commissioners (BCC)** Public Hearing for carryforward requests
- 

Operational Updates

Business Strategy and Finance



Jefferson County
PUBLIC LIBRARY

memorandum

To: Donna Walker, Executive Director
From: Matthew Griffin, Director of Business Strategy & Finance
Re: Finance Monthly Report
Date: May 10th, 2023

A. Long-Term Financial Planning

A 5 Year Capital Improvement Plan (CIP) and a 10 Year Financial Forecast will be presented to the Board for discussion to provide background and inform 2024 budget decisions in June. These documents will outline proposed investments in capital improvements over the next five years and project financial performance for the next decade.

2024 is an assessment year for property tax. There is uncertainty regarding how the intersections of SB 22-238 and SB23-303 and the resultant measure on the November ballot will impact JCPL's property tax revenue. The current projection of 7% in 2024 is based on previous historical data and estimates from the County. It does not consider how November's ballot initiative will affect revenue.

B. Budget to Actual Tables

Due to the timing of the May Board meeting, the April financials will not be available. These will be presented in the June Board meeting.



Jefferson County
PUBLIC LIBRARY

JCPL Long-Term Financial Forecast

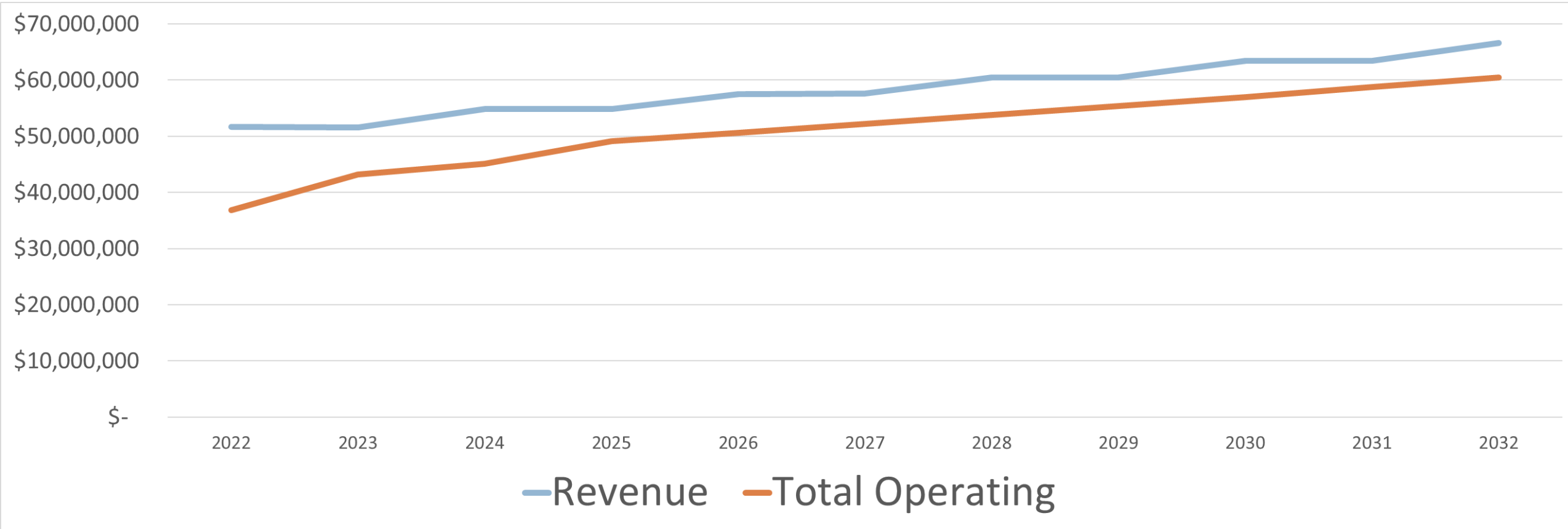
May 11, 2023 | Matt Griffin

2024 Proposed Budget Assumptions



- Property Tax Revenue Increase of 7%
 - 4.5 Mills for 2024 and beyond
 - 5% increases in each assessment year
- Carryforward Approval into 2023
- Salaries & Benefits increase by 6% due to addition of new locations
 - Organizational Staffing Assessment FTE's have been built into projections

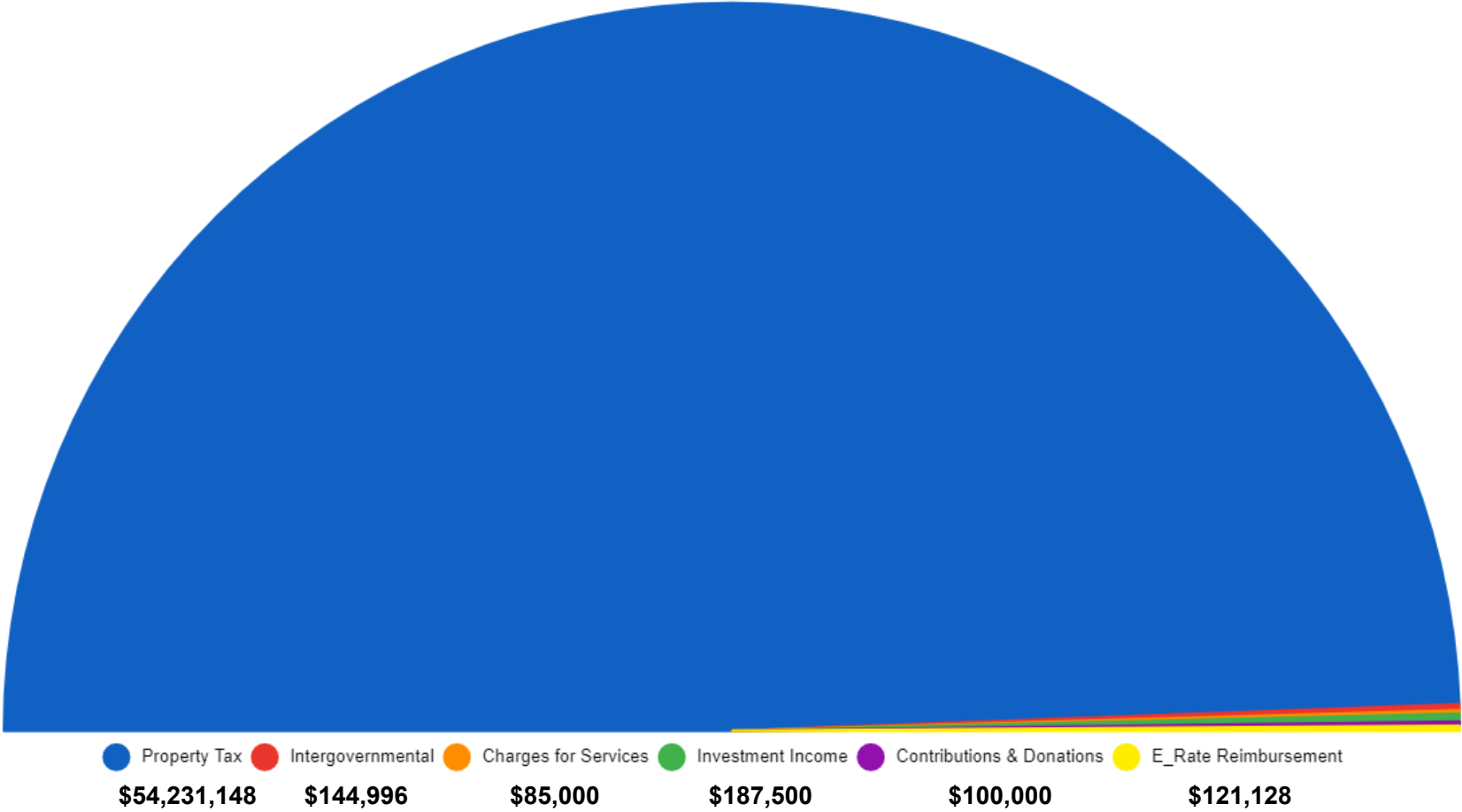
Revenue vs. Operating Expenses



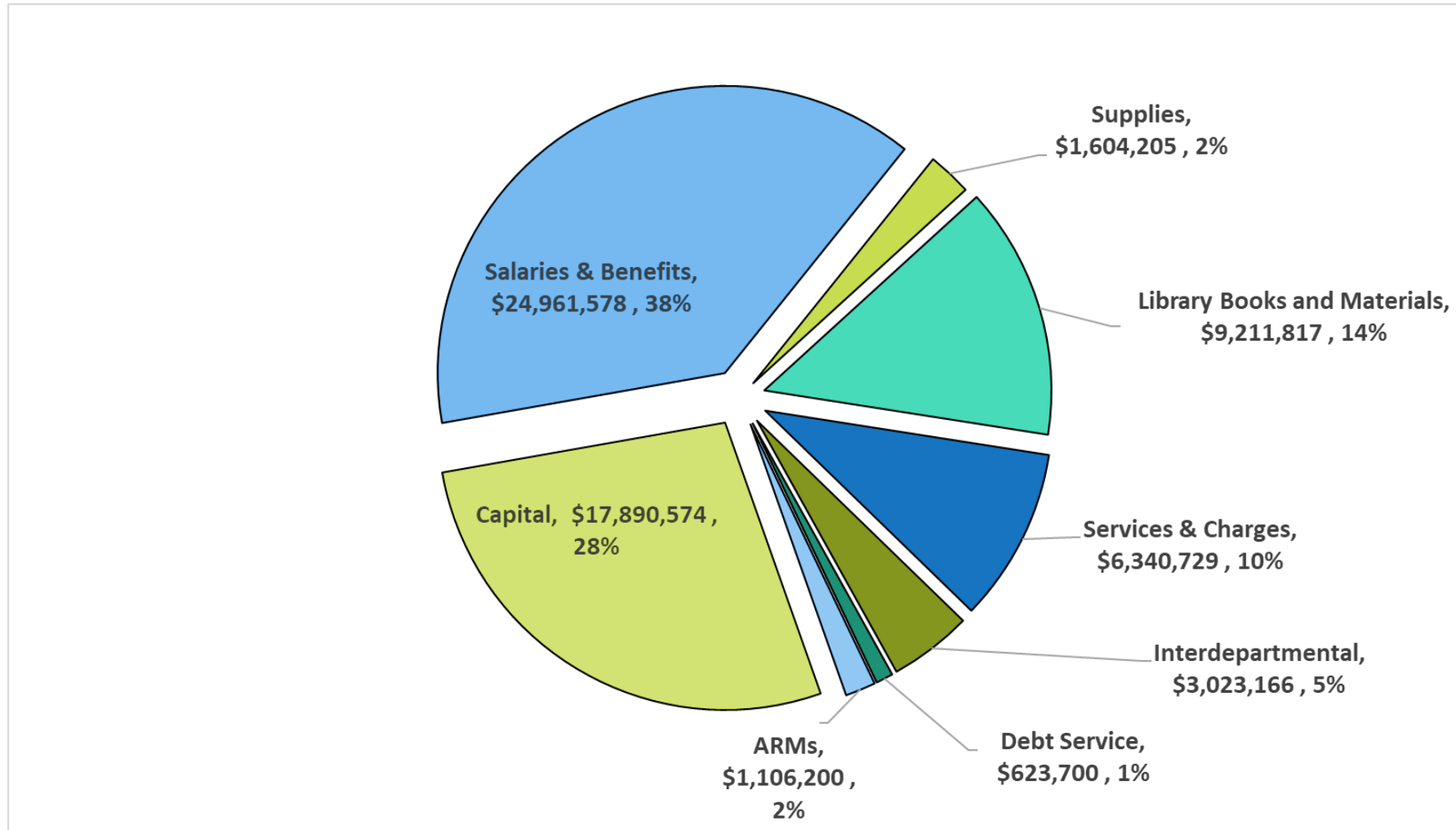
Capital Cost Adjustments

- Accurate Modeling for Informed Decisions
 - Updated Rough Order of Magnitude (ROM)
- Rising Costs
 - Construction
 - Furniture, Fixtures & Equipment (FF&E)
 - Technology

2024 Budget: Total Projected Revenue = \$54,869,772



2024 Total Projected Expenses = \$64,761,969



5- & 10-Year Financial Model



- 2024 Capital Investments
- 5 Year Capital Investments
- 10 Year Financial Outlook

2024 Capital Investments



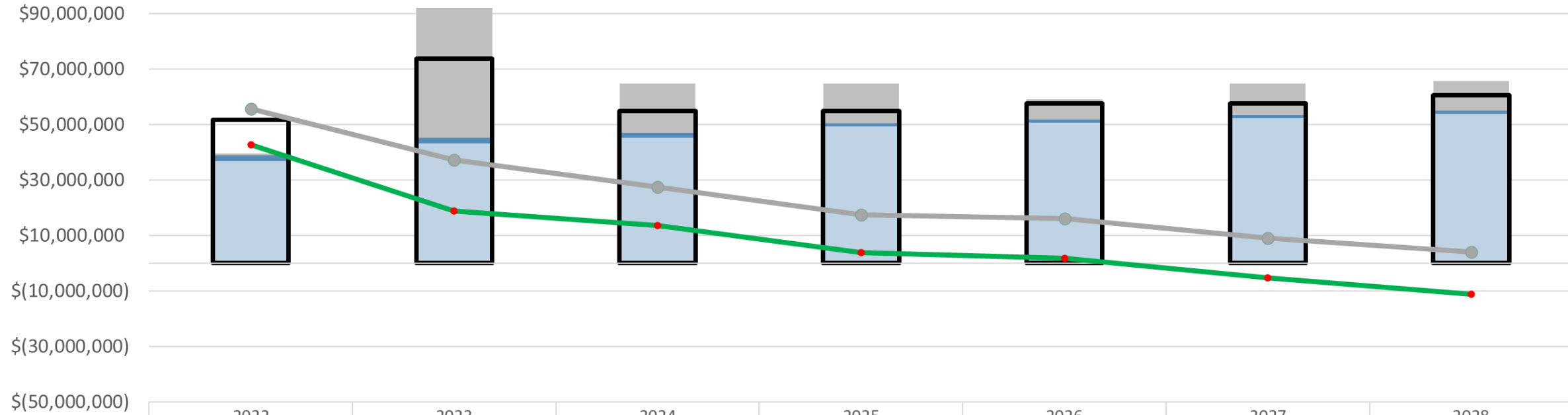
Annual Replacement Plan	
ARM-01 Capital Maintenance	\$ 250,000
ARM-02 Equipment Replacement	42,000
ARM-03 Computer 5-year Replacement Plan	479,200
ARM-04 Book Sorter Replacement	40,000
ARM-05 IT Infrastructure Replacement	295,000
Total ARM & Ongoing Projects	\$ 1,106,200
5-Year Capital Improvement Plan	
South County Library	\$ 5,652,052
Evergreen Library Remodel	477,727
Northwest Jeffco New Build	10,910,795
Arvada Redesign	800,000
Offsite Services	50,000
Total CIP	\$ 17,890,574
Total 5-Year Capital Plan	\$ 18,996,774

5 Year Capital Investment



Project	2023 Budget	2024 Budget (Proposed)	2025 Projected	2026 Projected	2027 Projected	2028 Projected	Total 2024-2028
5-Year Capital Improvement Plan							
South County Library	\$ 8,698,826	\$ 5,652,052	\$ -	\$ -	\$ -	\$ -	\$ 5,652,052
<i>South County Carryforward</i>	16,368,585	-	-	-	-	-	-
Evergreen Library Remodel	3,520,000	477,727	-	-	-	-	477,727
<i>Evergreen Carryforward</i>	584,587	-	-	-	-	-	-
Northwest Jeffco New Build	9,989,475	10,910,795	-	-	-	-	10,910,795
<i>Northwest Jeffco Carryforward</i>	4,690,872	-	-	-	-	-	-
Operations Center	-	-	-	800,000	11,343,500	5,469,000	17,612,500
Lakewood Redesign	-	-	-	-	-	5,100,000	5,100,000
Arvada Redesign	-	800,000	13,850,093	-	-	-	14,650,093
Conifer Opportunity	2,500,400	-	-	-	-	-	-
Golden Opportunity	-	-	350,000	6,038,000	-	-	6,388,000
<i>DMS Carryforward</i>	59,763	-	-	-	-	-	-
Unspecified Capital Project	-	-	-	-	-	-	-
Offsite Services	60,000	50,000	-	175,000	-	-	225,000
Library Location Holds Lockers	-	-	-	-	-	-	-
<i>Holds Lockers Carryforward</i>	205,000	-	-	-	-	-	-
Data Warehouse	-	-	-	-	-	-	-
<i>Data Warehouse Carryforward</i>	125,000	-	-	-	-	-	-
New ILS	-	-	200,000	150,000	-	-	350,000
Total CIP	\$ 46,802,508	\$ 17,890,574	\$ 14,400,093	\$ 7,163,000	\$ 11,343,500	\$ 10,569,000	\$ 61,366,167

5 Year Fund Balance Model



	2022	2023	2024	2025	2026	2027	2028
■ CIP Total	\$649,320	\$46,802,508	\$17,890,574	\$14,400,093	\$7,163,000	\$11,343,500	\$10,569,000
■ Debt, Capital, ARM	\$1,968,720	\$1,857,744	\$1,729,900	\$1,100,000	\$1,120,000	\$1,090,000	\$1,240,000
■ Operating (w/ Capital)	\$36,854,784	\$43,217,448	\$45,141,495	\$49,178,908	\$50,654,275	\$52,173,904	\$53,739,121
■ Revenue	\$51,711,920	\$73,622,769	\$54,869,772	\$54,821,868	\$57,547,797	\$57,558,479	\$60,420,618
● End Fund Balance	\$55,525,014	\$37,270,083	\$27,377,887	\$17,520,753	\$16,131,274	\$9,082,350	\$3,954,848
● Reserve Balance Over Min	\$42,597,034	\$18,864,391	\$13,660,443	\$3,815,286	\$1,744,325	\$(5,307,270)	\$(11,150,307)

■ Operating (w/ Capital)
 ■ Debt, Capital, ARM
 ■ CIP Total
 Revenue
 ● End Fund Balance
 ● Reserve Balance Over Min

10-year financial model



Project	2023 Budget	2024 Budget (Proposed)	2025 Projected	2026 Projected	2027 Projected	2028 Projected	2029 Projected	2029 Projected	2030 Projected	2031 Projected	Total 2024-2032
5-Year Capital Improvement Plan											
South County Library	30,719,463										\$ 30,719,463
Evergreen Library Remodel	4,582,314										4,582,314
Northwest Jeffco New Build	25,591,142										25,591,142
Operations Center				17,612,500							17,612,500
Lakewood Redesign					12,899,429						12,899,429
Standley Lake Redesign							13,179,383				13,179,383
Arvada Redesign		14,650,093									14,650,093
Conifer Opportunity	2,500,400										2,500,400
Golden Opportunity			6,388,000								6,388,000
Document Management System	59,763										59,763
Unspecified Capital Project							4,950,000				4,950,000
Offsite Services	60,000	50,000		175,000						350,000	635,000
Library Location Holds Lockers	205,000										205,000
Data Warehouse	125,000										125,000
New ILS			350,000								350,000
Total CIP											\$ 134,447,487

10 Year Fund Balance Model



	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
■ CIP Total	\$649,320	\$46,802,508	\$17,890,574	\$14,400,093	\$7,163,000	\$11,343,500	\$10,569,000	\$8,949,429	\$16,979,383	\$350,000	\$-
■ Debt, Capital, ARM	\$1,968,720	\$1,857,744	\$1,729,900	\$1,100,000	\$1,120,000	\$1,090,000	\$1,240,000	\$1,240,000	\$1,240,000	\$1,240,000	\$1,240,000
■ Operating (w/ Capital)	\$36,854,784	\$43,217,448	\$45,141,495	\$49,178,908	\$50,654,275	\$52,173,904	\$53,739,121	\$55,351,294	\$57,011,833	\$58,722,188	\$60,483,854
■ Revenue	\$51,711,920	\$73,622,769	\$54,869,772	\$54,821,868	\$57,547,797	\$57,558,479	\$60,420,618	\$60,431,951	\$63,437,116	\$63,453,140	\$66,592,107
● End Fund Balance	\$55,525,014	\$37,270,083	\$27,377,887	\$17,520,753	\$16,131,274	\$9,082,350	\$3,954,848	\$(1,153,925)	\$(12,948,024)	\$(9,807,072)	\$(4,938,819)
● Reserve Balance Over Min	\$42,597,034	\$18,864,391	\$13,660,443	\$3,815,286	\$1,744,325	\$(5,307,270)	\$(11,150,307)	\$(16,261,912)	\$(28,807,303)	\$(25,670,357)	\$(21,586,846)

■ Operating (w/ Capital)
 ■ Debt, Capital, ARM
 ■ CIP Total
 Revenue
 ● End Fund Balance
 ● Reserve Balance Over Min

Next Steps



- **June:** Board authorizes JCPL to submit 2024 recommended budget and 5-year Capital Plan
- **August:** Preliminary certification of values; revenue projections will be refined
- **November:** Property Tax will be included in the Ballot and Jefferson County will respond to any adjustments
- **November:** BCC Adoption of 2024 Budget for Jefferson County
- **December:** Board authorizes JCPL's Executive Director to implement the 2024 spending plan



Questions

Operational Updates

Technology and Innovation

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



jeffcolibrary.org

TO: Donna Walker, Executive Director

FROM: Bernadette Berger, Director of Technology & Innovation

DATE: May 4, 2023

RE: E-Rate Contract for Malm Electrical Contractors, LLC

Background:

E-Rate is a detailed and administratively complex system that is funded, coordinated, regulated and monitored by the Universal Service Administrative Company (USAC) under the direction of the Federal Communication Commission. Its purpose is to “bridge the digital divide” by funding telecommunications infrastructure improvements for schools and libraries. This program saves the Library approximately \$190,000 per year in telecommunication costs. The Library’s T&I team has applied to the E-Rate program to include:

- Tier 1- Low voltage wiring for Evergreen remodel

The low voltage wiring in Evergreen will improve patron and staff connectivity. We requested bids for the equipment with differing levels of support and services. We received one bid and after review we recommend Malm Electrical Contractors as the vendor that provides the best price and value.

Budget:

We anticipate that the Library will receive 50% of the cost back from the E-Rate program. The service is budgeted in the Evergreen Redesign construction budget and the equipment will be paid for out of the capital funds for the Evergreen renovation. The total cost of the contract with Malm is \$94,056.

Action Requested:

We are asking the Board of Trustees to authorize the Library Executive Director to sign a contract with Malm Electrical Contractors LLC for a total cost of \$94,056.

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



jeffcolibrary.org

TO: Donna Walker, Executive Director
FROM: Bernadette Berger, Director of Technology & Innovation
DATE: May 4, 2023
RE: E-Rate Contract for Sentinel Technologies

Background:

E-Rate is a detailed and administratively complex system that is funded, coordinated, regulated and monitored by the Universal Service Administrative Company (USAC) under the direction of the Federal Communication Commission. Its purpose is to “bridge the digital divide” by funding telecommunications infrastructure improvements for schools and libraries. This program saves the Library approximately \$190,000 per year in telecommunication costs. The Library’s T&I team has applied to the E-Rate program to include:

- Tier 2- Network Equipment

The network equipment will be used to update the Library’s core switches to be more secure and easier to manage. The T&I department received several bids for the equipment with differing levels of support and services. We recommend Sentinel Technologies as the vendor that provides the best price and value.

Budget:

We anticipate that the Library will receive 50% of the cost back from the E-Rate program for the equipment. This purchase is budgeted in ARM-05 and the equipment and related services will be paid for out of the capital funds for T&I upgrades. The total cost of the contract with Sentinel Technologies is \$210,409.

Action Requested:

We are asking the Board of Trustees to authorize the Library Executive Director to sign a contract with Sentinel Technologies for E-Rate eligible network equipment and installation services in the amount of \$210,409.

Board Governance

administration

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

jeffcolibrary.org



Jefferson County
PUBLIC LIBRARY

TO: LIBRARY BOARD OF TRUSTEES
FROM: KIM JOHNSON, CHAIR
DATE: May 4, 2023
RE: **PROPOSED 2024** GOVERNANCE BUDGET - POLICY 4.8.2

The Library Board will consciously invest in its ability to govern competently and wisely. Accordingly, costs will be prudently incurred, but sufficient to ensure the development and maintenance of superior governance, including funds sufficient for:

- A. Library Board training, including publications and dues.
- B. Library Board member travel/reimbursements to annually attend the Colorado Association of Libraries (CAL) annual conference, national conferences, and non-conference travel, as appropriate.
- C. Auditing and other third-party monitoring of organizational performance.
- D. Surveys focus groups and opinion analysis (included in Communications budget).
- E. Library Board-hosted ownership linkage/outreach events.
- F. Library Board meeting and retreat costs.

Spend Category	Account Description	2024 Proposed 05-11-23	2023 Budget
SC526137	Office Supplies	100	100
SC526183	Recognition/Appreciation	300	300
SC526200	General Supplies	100	100
SC526390	Food Supplies	100	100
SC526440	Professional Publications	200	200
SC533090	Professional & Technical Services (Other) Pine Library Contribution	1,500	1,500
SC535625	Food/Beverages	6,500	6,500
SC535630	Professional Dues & Memberships	750	750
SC535635	Business Meals	750	750
SC535640	Training and Education	2,000	2,000
SC535660	Conferences and Trade Shows	15,200	15,200
SC535850	Mileage	1,000	1,000
	TOTAL	\$28,500	\$28,500

State Conference (CAL): 7 @\$350.00 = \$2,450; National Conference(s): 5 @\$2,560.00 (PLA - Public Library Association Conference, April 3-5 Columbus, OH) = \$12,800. Membership Dues: ALA Trustee Annual Membership \$70 each; CAL Trustee Membership \$45 each.

JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

PROPOSED 2024 BOARD MEETING SCHEDULE

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

<u>LIBRARY BOARD STUDY SESSIONS</u>	
<u>5:30 PM</u>	
<u>Date</u>	<u>Location</u>
January 11	Lakewood Library Meeting Room
February 8	Lakewood Library Meeting Room
March 14	Lakewood Library Meeting Room
April 11	Lakewood Library Meeting Room
May 9	Lakewood Library Meeting Room
June 13 ^(a)	Lakewood Library Meeting Room
July 11	Lakewood Library Meeting Room
August 8	Lakewood Library Meeting Room
September 12	Lakewood Library Meeting Room
October 10	Lakewood Library Meeting Room
November 14	Lakewood Library Meeting Room

<u>LIBRARY BOARD MEETINGS</u>	
<u>5:30 PM</u>	
<u>Date</u>	<u>Location</u>
January 18	Lakewood Library Meeting Room
February 15	Lakewood Library Meeting Room
March 21	Lakewood Library Meeting Room
April 18	Lakewood Library Meeting Room
May 16	Lakewood Library Meeting Room
June 20	Lakewood Library Meeting Room
July 18	Lakewood Library Meeting Room
August 15	Lakewood Library Meeting Room
September 19	Lakewood Library Meeting Room
October 17 ^(b)	Lakewood Library Meeting Room
November 21	Lakewood Library Meeting Room
December 12	Board Meeting Lakewood Library Meeting Room

^(a)Shavuot ends nightfall no work permitted

^(b)Sukkot no work permitted

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