

SPECIAL BOARD MEETING

JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

June 8, 2023



Conifer Creation Station



Stories of Kindness



Stories of Kindness Through Dioramas /
Historias de Bondad a Traves de Dioramas



Alzheimer's Association Memory Café



Jefferson County
PUBLIC LIBRARY

APPROVAL OF AGENDA

SPECIAL BOARD MEETING AGENDA - AMENDED

Jefferson County Public Library Board of Trustees

ITEM# / ACTION	<p>Thursday, June 8, 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. Operational Updates Action as Needed	<p><u>Business Strategy & Finance</u></p> <p>A. Review DRAFT letter to the Board of County Commissioners certifying the mill levy necessary to maintain and operate the library</p> <p>B. Review DRAFT 2024 5-Year Capital Plan</p> <p>C. Review DRAFT 2024 Proposed Budget Plan</p> <p><u>Facilities & Construction Projects</u></p> <p>A. Evergreen Redesign - Guaranteed Maximum Price from Fransen Pittman</p> <p><u>Communications & Engagement</u></p> <p>A. Draft Evergreen Naming Solicitation Package</p>

SPECIAL BOARD MEETING AGENDA - AMENDED

Jefferson County Public Library Board of Trustees

	<p><u>Public Services</u> A. Baker and Taylor Print Materials & Processing Contract Information B. D-Tech Book Locker Purchasing Renewal Information</p>
<p>6. 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 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 • August 10, 2023 – Study Session – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room • August 17, 2023 – Board Meeting – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room
<p>7. EXECUTIVE SESSION WITH ADJOURNMENT OF REGULAR MEETING Action</p>	<p>EXECUTIVE SESSION Call for Motion and Second: To adjourn the special meeting of the Library Board of Trustees and reconvene in Executive Session <u>AND</u> Adjourn the special 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:</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.

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 30th, 2023

2024 Proposed Budget

JCPL's proposed budget for 2024 includes adjusted Capital project milestones, giving priority to expanding square footage, constructing libraries for the future, and expanding outreach to a larger audience. As outlined during the May Board Meeting, it is ensured that the Reserve Fund Balance will be maintained above the minimum level throughout the 5 Year Capital Improvement Plan.

The 2024 budget and the 5-year Capital Improvement Plan (CIP) for the library reflect the community's priority of enhancing services in underserved areas through the establishment of the South County Library and Northwest Jeffco Library. The renovation of Evergreen and the opportunity in Conifer are also key goals for 2024. Funding for Annual Repair and Maintenance (ARM) and other capital investments enables the library to uphold and enhance existing services while updating the IT infrastructure relied upon by patrons and staff.

The 2024 Proposed Budget Tables, 5 Year CIP and Presentation will be forwarded prior to the Study Session.

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

jeffcolibrary.org



To: Honorable Jefferson County Commissioners

From: Library Board of Trustees

Re: 2024 Proposed Budget

Date: June 15, 2023

Honorable County Commissioners,

Working collaboratively with the County staff and the Library staff, the Library Board of Trustees' has submitted a proposed budget for the year 2024. The budget development process is governed by the Board of County Commissioners annual guidelines, and the Library Board of Trustees fiduciary responsibilities.

State of Colorado Library Law, 24-90-109 Powers and duties of board of trustees instruct the Board of Trustees to:

III (d) "Submit annually a budget as required by law and certify to the legislative body of the governmental unit or units that the library serves the amount of the mill necessary to maintain and operate the library during the ensuing year.

The Board of Trustees', in submitting this budget, support and acknowledge our responsibility to present the budget necessary to provide citizens of Jefferson County with a high quality library, which continues to fulfil our promises and supports the community's needs.

- Continue to invest in books, materials and digital offerings;
- Provide access to updated technology;
- Repair and refurbish existing facilities;
- Improve service in underserved areas; and
- Stabilize long-term finances.

The amount that the Board of Trustees has determined necessary to deliver on our promises, operate the library and provide the residents of Jefferson County with a responsible level of library services in 2024 is a mill levy of 4.500. This mill levy will provide an estimated net property tax revenue of \$54 million dollars.

As Library Trustees, we take our fiduciary responsibility seriously and we believe the 2024 proposed budget represents a responsible level of spending to support Library services.

Kim Johnson, Chair

Library Board of Trustees



Jefferson County
PUBLIC LIBRARY

JCPL 2024 Proposed Budget and 5-Year CIP

June 8th, 2023 | Matt Griffin

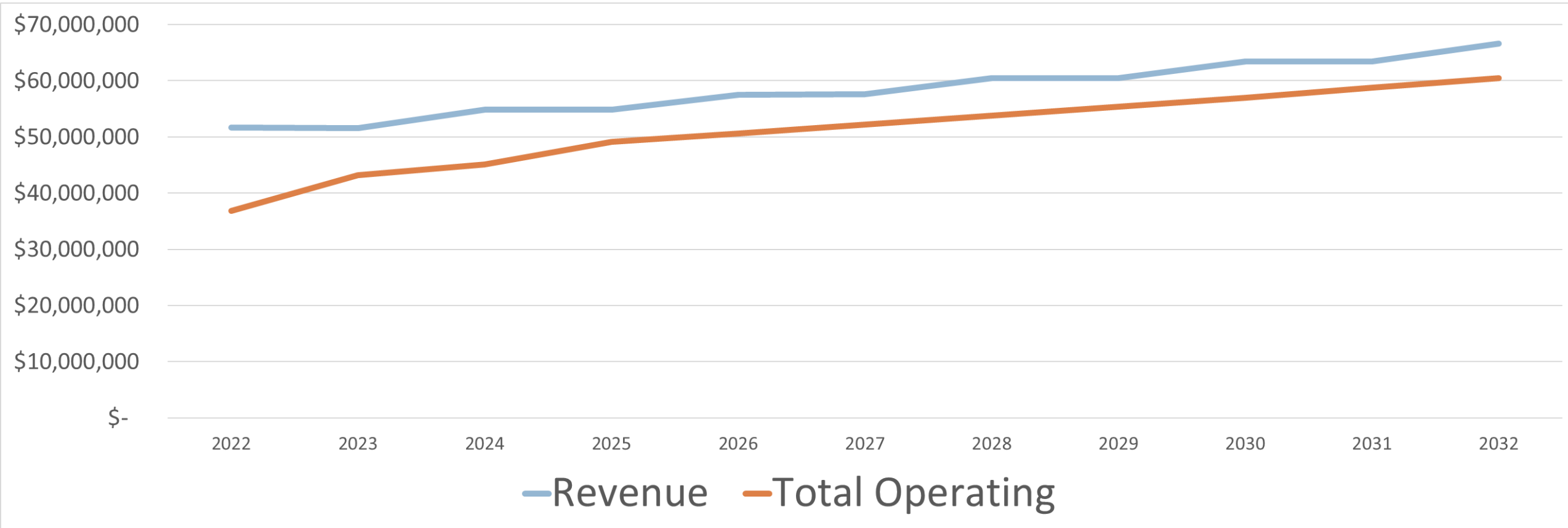
Operational Highlights



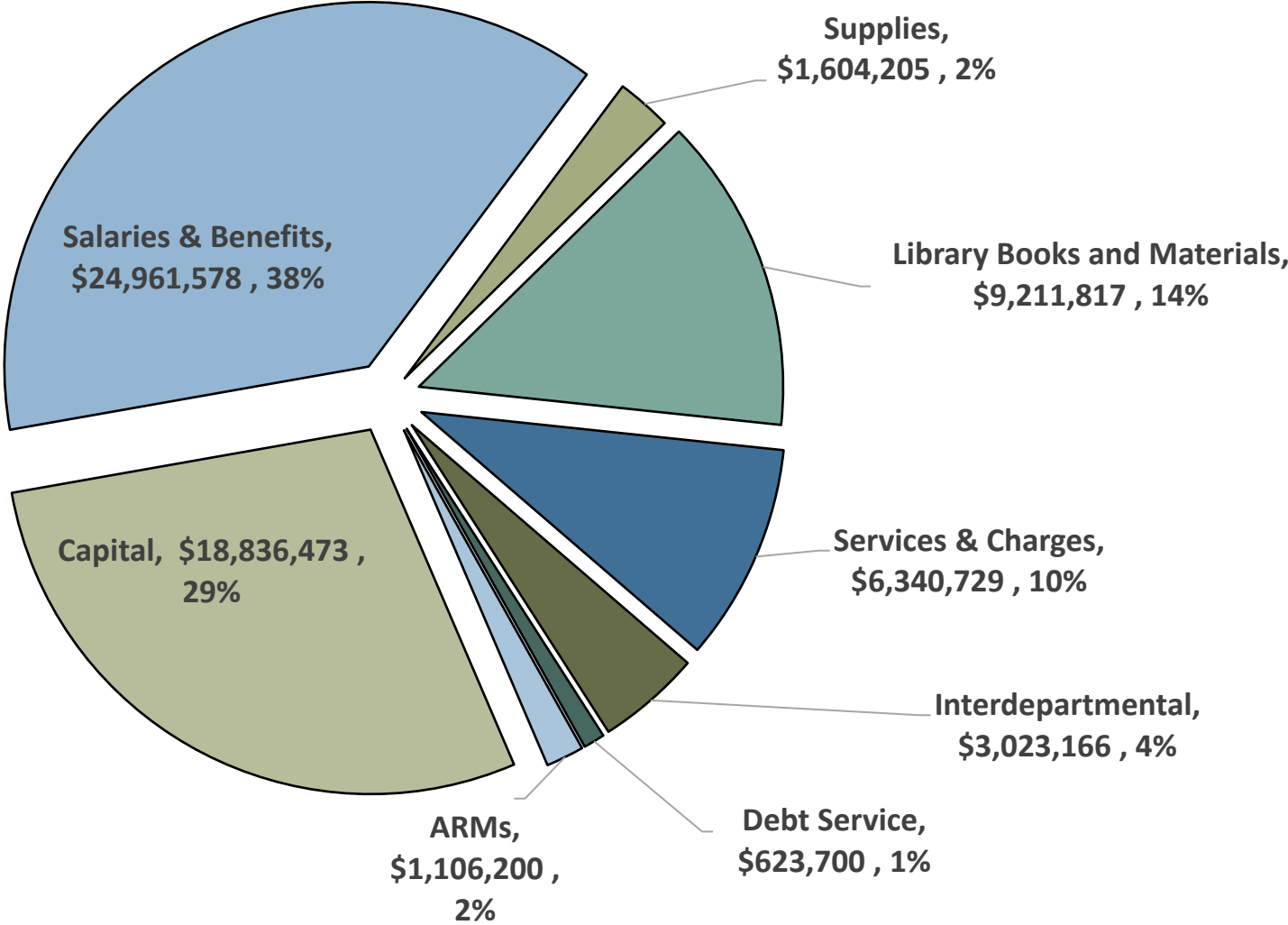
- 7% Increase in Property Tax Revenue
 - \$54,231,148 (Net adjustments)
 - 4.5 Mills for 2024 and beyond
 - 5% increases in each assessment year

- 14 Additional FTE to total 295.5
 - 9 – Added via the staffing assessment
 - 2 – Decision Packages
 - 3 – NW Positions

Revenue vs. Operating Expenses



2024 Total Projected Expenses = \$65,707,868



Capital Improvement Plan



- Capital Cost Updates
- 2024 Capital Investments
- 5 Year Capital Investments

Evergreen Capital Costs



- Fransen Pittman Guaranteed Maximum Price (GMP)
 - \$196.49 per sq./ft.

- Furniture, Fixtures & Equipment (FF&E) Quotes Received
 - \$40.63 per sq./ft.
 - Incorporated into the Design Standard

2024 Capital Investments



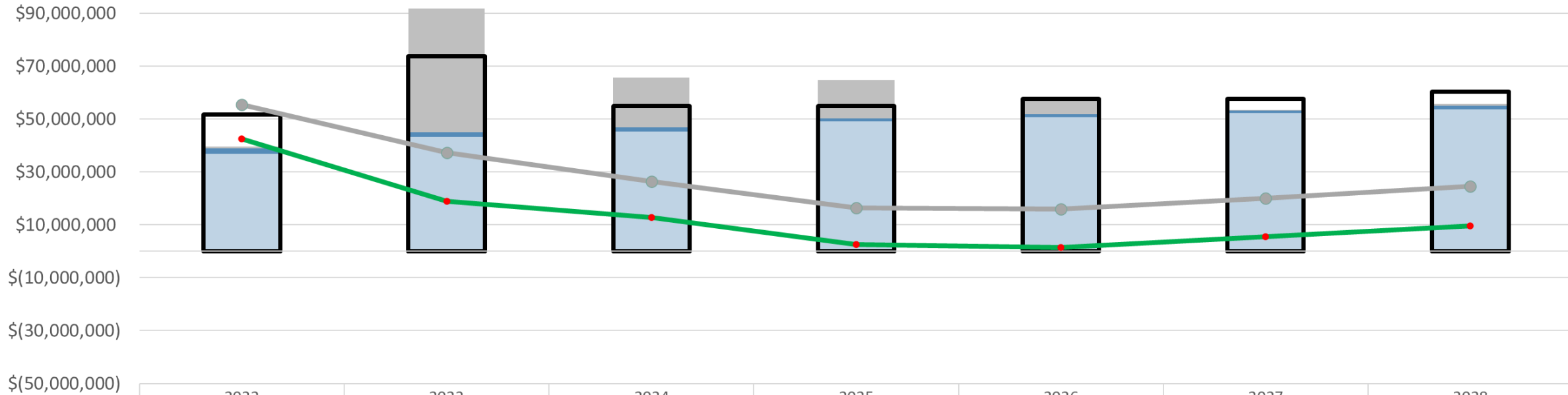
Annual Replacement Plan	
ARM-01 Capital Maintenance	\$ 250,000
ARM-02 Equipment Replacement	42,000
ARM-03 Computer 5-year Replacement Plan	479,200
ARM-04 Book Sorter Replacement	40,000
ARM-05 IT Infrastructure Replacement	295,000
Total ARM & Ongoing Projects	\$ 1,106,200
5-Year Capital Improvement Plan	
South County Library	\$ 5,772,052
Evergreen Library Remodel	983,626
Northwest Jeffco New Build	11,280,795
Arvada Redesign	800,000
Total CIP	\$ 18,836,473
Total 5-Year Capital Plan	\$ 19,942,673

5 Year Capital Investment



Project	2023 Budget (Amended)	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	\$ 5,772,052	\$ -	\$ -	\$ -	\$ -	\$ 5,772,052
<i>South County Carryforward</i>	16,368,585	-	-	-	-	-	-
Evergreen Library Remodel	3,520,000	983,626	-	-	-	-	983,626
<i>Evergreen Carryforward</i>	584,587	-	-	-	-	-	-
Northwest Jeffco New Build	9,989,475	11,280,795	-	-	-	-	11,280,795
<i>Northwest Jeffco Carryforward</i>	4,690,872	-	-	-	-	-	-
Operations Center	-	-	-	-	-	800,000	800,000
Lakewood Redesign	-	-	-	-	-	-	-
Standley Lake Redesign	-	-	-	-	-	-	-
Arvada Redesign	-	800,000	13,986,781	-	-	-	14,786,781
Conifer Opportunity	2,500,400	-	-	-	-	-	-
Golden Opportunity	-	-	350,000	6,118,000	-	-	6,468,000
Bookmobile Replacement	-	-	-	-	-	-	-
Document Management System	-	-	-	-	-	-	-
<i>DMS Carryforward</i>	59,763	-	-	-	-	-	-
Belmar Open Space	-	-	-	-	-	-	-
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	\$ 18,836,473	\$ 14,586,781	\$ 6,268,000	\$ 175,000	\$ 800,000	\$ 40,666,254

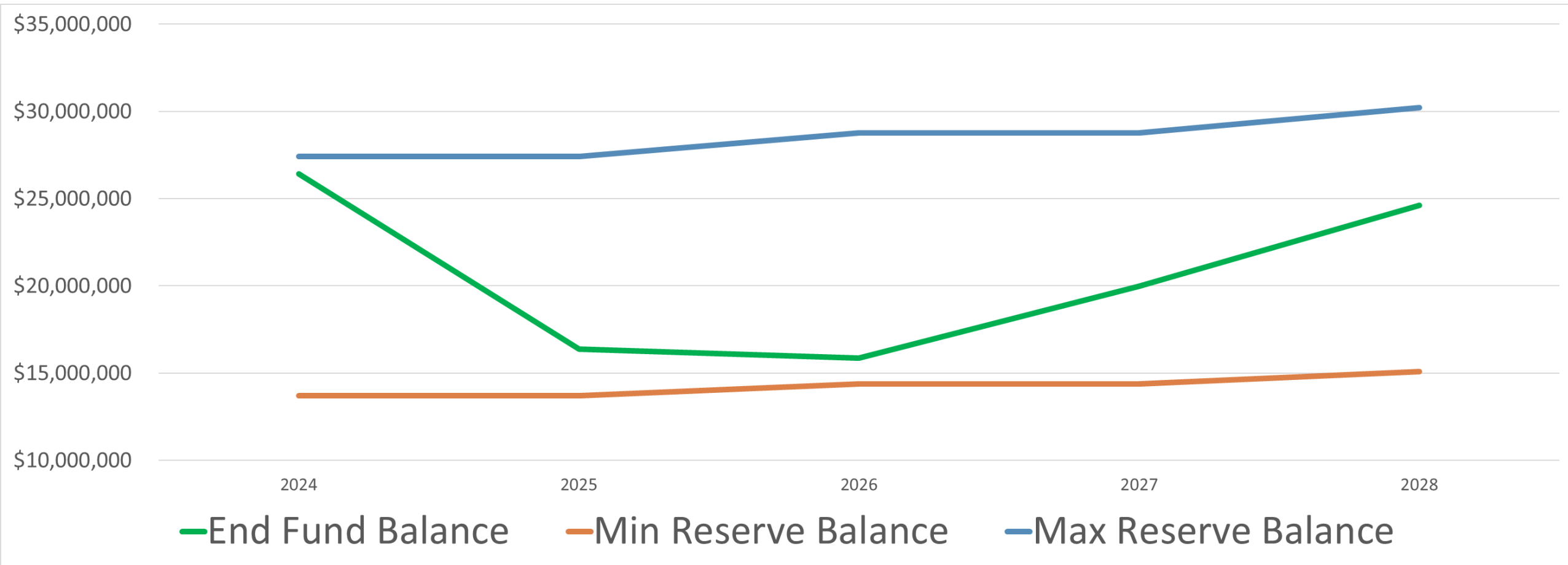
5 Year Fund Balance Model



	2022	2023	2024	2025	2026	2027	2028
■ CIP Total	\$649,320	\$46,802,508	\$18,836,473	\$14,586,781	\$6,268,000	\$175,000	\$800,000
■ 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	\$54,844,772	\$54,821,868	\$57,547,797	\$57,558,479	\$60,420,618
● End Fund Balance	\$55,525,014	\$37,270,083	\$26,406,988	\$16,363,166	\$15,868,687	\$19,988,263	\$24,629,761
■ Reserve Balance Over Min	\$42,597,034	\$18,864,391	\$12,695,794	\$2,657,699	\$1,481,738	\$5,598,643	\$9,524,606

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

5 Year Fund Balance Model



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

TABLE 1
JEFFERSON COUNTY PUBLIC LIBRARY
TOTAL FUND SUMMARY
2024 Proposed Budget

Sources and Uses of Funds	2022 Actual	2023 Adopted Budget	2024 Proposed Budget	\$ Incr (Decr) 2023 to 2024 Budget	% Incr (Decr) 2023 to 2024 Budget
Sources of Funds					
Revenues					
Property Tax (net of adjustments)	\$ 51,799,286	\$ 50,683,316	\$ 54,231,148	\$ 3,547,832	7%
Total Taxes	\$ 51,799,286	\$ 50,683,316	\$ 54,231,148	\$ 3,547,832	7%
Federal & State Grants	\$ 377,554	\$ 144,996	\$ 144,996	\$ -	0%
Library Fees	121,799	85,000	85,000	-	0%
Other Revenue	(586,719)	675,650	383,628	(292,022)	-43%
Total Other Revenues	\$ (87,366)	\$ 905,646	\$ 613,624	\$ (292,022)	-32%
Sub Total Revenues	\$ 51,711,920	\$ 51,588,962	\$ 54,844,772	\$ 3,255,810	6%
Transfer from Fund Balance	\$ -	\$ 18,254,931	\$ 10,863,095		
Transfer to Fund Balance	12,239,097				
Total Sources of Funds	\$ 39,472,824	\$ 69,843,894	\$ 65,707,867	\$ (4,136,026)	-6%
Uses of Funds					
Operating Expenditures					
Salaries & Employee Benefits					
Salaries	\$ 15,540,825	\$ 17,638,242	\$ 18,559,079	\$ 920,837	5%
Benefits	4,993,686	5,810,820	6,402,499	591,679	10%
Total Salaries & Benefits	\$ 20,534,511	\$ 23,449,062	\$ 24,961,578	\$ 1,512,516	6%
Library Books & Materials	\$ 7,763,037	\$ 9,409,434	\$ 9,211,817	\$ (197,617)	-2%
Supplies	1,412,124	1,375,098	1,604,205	229,107	17%
Vehicles	-	-	-	-	
Services & Charges	4,383,657	5,996,673	6,340,729	344,056	6%
Internal Transactions /Cost Allocation	2,761,455	2,987,181	3,023,166	35,985	1%
Total Operating Expenditures	\$ 36,854,783	\$ 43,217,448	\$ 45,141,495	\$ 1,924,047	4%
Financing & Debt Service	\$ 621,945	\$ 621,745	\$ 623,700	\$ 1,955	0%
Capital Projects	\$ 1,996,095	\$ 26,004,701	\$ 19,942,673	\$ (6,062,028)	-23%
Total Uses of Funds	\$ 39,472,824	\$ 69,843,894	\$ 65,707,867	\$ (4,136,026)	-6%



TABLE 2A
JEFFERSON COUNTY PUBLIC LIBRARY
FUND BALANCE SUMMARY
2024 Proposed Budget

	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
Beginning Fund Balance	\$ 43,285,918	\$ 55,525,015	\$ 37,270,083
Revenues	\$ 49,291,617	\$ 49,205,100	\$ 52,294,586
Capital Funding	2,420,303	2,383,862	2,550,186
Total Revenues	\$ 51,711,920	\$ 51,588,962	\$ 54,844,772
Expenditures			
Operating Expenditures	\$ 36,854,783	\$ 43,217,448	\$ 45,141,495
Debt Service	621,945	621,745	623,700
Capital Projects	1,996,095	26,004,701	19,942,673
Total Expenditures	\$ 39,472,824	\$ 69,843,894	\$ 65,707,867
Ending Fund Balance	\$ 55,525,015	\$ 37,270,083	\$ 26,406,988
Increase/(Decrease) in Fund Balance	\$ 12,239,097	\$ (18,254,931)	\$ (10,863,095)
Reserve Fund	\$ 55,525,015	\$ 37,270,083	\$ 26,406,988
Reserve Balance Policy Calculation			
	2022 Actual	2023 Adopted Budget	2024 Proposed Budget
16% - Current Year Budgeted Revenues	\$ 8,273,907	\$ 8,254,234	\$ 8,775,164
9% - Current Year Budgeted Revenues - Uncertainty	4,654,073	4,643,007	4,936,029
Total Minimum F/B Reserve Requirements (FLOOR)	\$ 12,927,980	\$ 12,897,241	\$ 13,711,193
50% of Current Year Budgeted Revenues	\$ 25,855,960	\$ 25,794,481	\$ 27,422,386
Total Maximum F/B Reserve Requirements (CEILING)	\$ 25,855,960	\$ 25,794,481	\$ 27,422,386
Above/(Below) Minimum (FLOOR)	\$ 42,597,035	\$ 24,372,843	\$ 12,695,795
Above/(Below) Maximum (CEILING)	\$ 29,669,055	\$ 11,475,602	\$ (1,015,398)



TABLE 3
JEFFERSON COUNTY PUBLIC LIBRARY
OPERATING EXPENDITURES
2024 Proposed Budget

Sources and Uses of Funds	2022 Actual	2023 Adopted Budget	2024 Proposed Budget	\$ Incr (Decr) 2023 to 2024 Budget	% Incr (Decr) 2023 to 2024 Budget
Sources of Funds					
Revenues					
Taxes					
Property Taxes (95.5% of total)	\$ 51,364,212	\$ 50,590,855	\$ 54,120,619	\$ 3,529,764	7%
Delinquent Taxes	59,949	121,267	127,408	6,141	5%
Prior Year Cancellations	(405,064)	(498,187)	(500,515)	(2,328)	0%
Urban Renewal	(1,677,960)	(1,936,259)	(2,071,797)	(135,538)	7%
Penalties & Interest	37,846	21,778	5,247	(16,531)	-76%
Total Taxes	\$ 49,378,983	\$ 48,299,454	\$ 51,680,962	\$ 3,381,508	7%
Federal & State Grants	\$ 377,554	\$ 144,996	\$ 144,996	\$ -	0%
Library Fines	25,877	-	-	-	-
Charges for Services	95,922	85,000	85,000	-	0%
Investment Income	(931,499)	187,500	162,500	(25,000)	-13%
Library Foundation	190,276	100,000	100,000	-	0%
E-Rate Revenue	2,602	388,150	121,128	(267,022)	-69%
Other Misc Revenue	151,355	-	-	-	-
Transfer	547	-	-	-	-
Total Revenues	\$ 49,291,617	\$ 49,205,100	\$ 52,294,586	\$ 3,089,486	6%
Uses of Funds					
Operating Expenditures					
Salaries & Employee Benefits					
Salaries	\$ 14,178,852	\$ 16,750,057	\$ 18,016,830	\$ 1,266,773	8%
Awards & Bonuses	140,212	160,000	180,000	20,000	13%
Termination Pay	137,451	250,000	175,000	(75,000)	-30%
Temporary Salaries	1,307,709	1,638,367	1,379,249	(259,118)	-16%
CARES Reimbursed Salaries	(230,986)	-	-	-	-
Overtime	7,587	8,000	8,000	-	0%
Vacancy Savings	-	(1,168,182)	(1,200,000)	(31,818)	3%
Benefits	4,993,686	5,810,820	6,402,499	591,679	10%
Total Salaries & Benefits	\$ 20,534,511	\$ 23,449,062	\$ 24,961,578	\$ 1,512,516	6%
Library Books & Materials	\$ 7,585,844	\$ 9,170,434	\$ 8,996,817	\$ (173,617)	-2%
Library Periodicals	177,193	239,000	215,000	(24,000)	-10%
Sub-Total Library Collections	\$ 7,763,037	\$ 9,409,434	\$ 9,211,817	\$ (197,617)	-2%
Supplies	\$ 1,412,124	\$ 1,375,098	\$ 1,604,205	\$ 229,107	17%
Services & Charges	4,383,657	5,996,673	6,340,729	344,056	6%
Vehicles	-	-	-	-	-
Interdepartmental Direct Charges	1,291,042	1,295,745	1,414,263	118,518	9%
Interdepartmental Indirect Charges	1,470,413	1,691,436	1,608,903	(82,533)	-5%
Total Supplies and Other	\$ 8,557,236	\$ 10,358,952	\$ 10,968,100	\$ 609,148	6%
Total Operating	\$ 36,854,783	\$ 43,217,448	\$ 45,141,495	\$ 1,924,047	4%



Authorized Positions	2022 Amended Budget	2023 Adopted Budget	2024 Proposed Budget	Incr (Decr) 2023 to 2024 Budget
FTE Positions - Active	279.5	298.0	295.5	(2.5)
FTE Positions - Reserved	-	-	-	-
Total Authorized Positions	279.5	298.0	295.5	(2.5)



**TABLE 4
JEFFERSON COUNTY PUBLIC LIBRARY
DEBT SERVICE DETAIL
2024 Proposed Budget**

Sources and Uses of Funds	2022 Actual	2023 Adopted Budget	2024 Proposed Budget	\$ Incr (Decr) 2023 to 2024 Budget
Debt Service				
Principal - Arvada (2005-2024)	\$ 579,366	\$ 593,013	\$ 609,141	\$ 16,128
Interest - Arvada (2005-2024)	42,578	28,731	14,558	(14,173)
Principal - Refunding Series 2013	-	-	-	-
Interest - Refunding Series 2013	-	-	-	-
Principal - COP - Capital Projects	-	-	-	-
Interest - COP - Capital Projects	-	-	-	-
Total Debt Service	\$ 621,945	\$ 621,745	\$ 623,700	\$ 1,955

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

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

Certificates of Participation (COP)
Total Issue \$995,000
Term 2014-2020
Use - Belmar Roof Replacement
Columbine HVAC
Columbine Parking Lot
Standley Lake Parking Lot



TABLE 5
JEFFERSON COUNTY PUBLIC LIBRARY
CAPITAL IMPROVEMENT PROJECTS
2024 Proposed Budget

Sources and Uses of Funds	2022 Actual	2023 Adopted Budget	2024 Proposed Budget	\$ Incr (Decr) 2023 to 2024 Budget
Sources of Funds				
	4.67%	4.70%	4.70%	
Property Tax - Capital - 4.5%	\$ 2,420,303	\$ 2,383,862	\$ 2,550,186	\$ 166,324
Transfer from FB - Capital Expenses				(0)
Total Sources of Funds	\$ 2,420,303	\$ 2,383,862	\$ 2,550,186	\$ 166,324
Uses of Funds				
Annual Replacement & Maintenance Program (ARM) & Ongoing Projects				
ARM-01 Capital Maintenance	\$ 196,169	\$ 250,000	\$ 250,000	\$ -
ARM-02 Equipment Replacement	31,704	36,000	42,000	6,000
ARM-03 Computer 5-year Replacement Plan	333,399	250,000	479,200	229,200
ARM-04 Book Sorter Replacement	525,598	350,000	40,000	(310,000)
ARM-05 IT Infrastructure Replacement	259,904	350,000	295,000	(55,000)
Offsite Services	129,102	60,000	-	(60,000)
2018 Projects				
18-08 Bookmobile Replacement	111,644	-	-	-
2019 Projects				
19-02 Document Management System	17,500	-	-	-
2021 Projects				
Standley Lake Clerestory Roof	-	-	-	-
2022 Projects				
Golden Opportunity	-	-	-	-
Arvada Redesign			800,000	800,000
Library Conifer Opportunity	-	2,500,400	-	(2,500,400)
Library Belmar Outdoor Space	256,541	-	-	-
Library Data Warehouse		-	-	-
Multi-Year Construction Projects				
South County Library	10,077	8,698,826	5,772,052	(2,926,774)
Evergreen Remodel	115,329	3,520,000	983,626	(2,536,374)
NW Arvada Library	9,127	9,989,475	11,280,795	1,291,320
Total Capital Projects	\$ 1,996,095	\$ 26,004,701	\$ 19,942,673	\$ (6,062,028)



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

Project	2023 Adopted Budget	2024 Proposed Budget	2025 Projected	2026 Projected	2027 Projected	2028 Projected	Total 2028 - 2028
Annual Replacement Plan							
ARM-01 Capital Maintenance	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 1,250,000
ARM-02 Equipment Replacement	36,000	42,000	40,000	40,000	40,000	40,000	202,000
ARM-03 Computer 5-year Replacement Plan	250,000	479,200	450,000	450,000	400,000	400,000	2,179,200
ARM-04 Book Sorter Replacement	350,000	40,000	60,000	80,000	100,000	250,000	530,000
ARM-05 IT Infrastructure Replacement	350,000	295,000	300,000	300,000	300,000	300,000	1,495,000
Total ARM & Ongoing Projects	\$ 1,236,000	\$ 1,106,200	\$ 1,100,000	\$ 1,120,000	\$ 1,090,000	\$ 1,240,000	\$ 5,656,200
5-Year Capital Improvement Plan							
South County Library	\$ 8,698,826	\$ 5,772,052	\$ -	\$ -	\$ -	\$ -	\$ 5,772,052
Evergreen Library Remodel	3,520,000	983,626	-	-	-	-	983,626
Northwest Arvada New Build	9,989,475	11,280,795	-	-	-	-	11,280,795
Operations Center	-	-	-	-	-	800,000	800,000
Lakewood Redesign	-	-	-	-	-	-	-
Standley Lake Redesign	-	-	-	-	-	-	-
Arvada Redesign	-	800,000	13,986,781	-	-	-	14,786,781
Conifer Opportunity	2,500,400	-	-	-	-	-	-
Golden Opportunity	-	-	350,000	6,118,000	-	-	6,468,000
Bookmobile Replacement	-	-	-	-	-	-	-
Document Management System	-	-	-	-	-	-	-
Belmar Outdoor Space	-	-	-	-	-	-	-
Unspecified Capital Project	-	-	-	-	-	-	-
Offsite Services	60,000	-	50,000	-	175,000	-	225,000
Library Location Holds Lockers	-	-	-	-	-	-	-
Data Warehouse	-	-	-	-	-	-	-
New ILS	-	-	200,000	150,000	-	-	350,000
Total CIP	\$ 24,768,701	\$ 18,836,473	\$ 14,586,781	\$ 6,268,000	\$ 175,000	\$ 800,000	\$ 40,666,254
Total 5-Year Capital Plan	\$ 26,004,701	\$ 19,942,673	\$ 15,686,781	\$ 7,388,000	\$ 1,265,000	\$ 2,040,000	\$ 46,322,454

Operational Updates

Facilities & Construction Projects

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



jeffcolibrary.org

O: Donna Walker, Executive Director

FROM: Steve Chestnut, Director of Facilities and Construction
Matt Griffin, Director of Business Strategy and Finance

DATE: June 8, 2023

RE: Evergreen Pricing Update & Recommendation

History:

The Evergreen Library redesign project was approved by the JCPL Board of Trustees as part of its Facilities Master Plan (FMP) and is budgeted within the library's 5-year Capital Improvement Plan (CIP). Community engagement took place, and in April 2022, the Board received a report highlighting the main areas of concern the community asked to have addressed in the redesign.

In January 2023, with the design 30% complete, the library notified the Board of an anticipated 10-12% increase in final project costs compared to the original budget of \$4.22 million. The trustees reached consensus to direct the Library to proceed with developing the 100% construction documents.

During the past two months, our cost estimates have undergone a refinement process, steadily becoming more precise as we obtained actual figures and quotations from our vendors and contractors. This gradual tightening of cost estimates is a natural and anticipated progression as we approach the execution phase of a project. As a result of this diligent effort, we now have the final construction documentation from Epstein Uhen Architects (EUA) and the Guaranteed Maximum Price (GMP) from Fransen Pittman.

Budget:

Throughout the design process we continued to explore alternative materials and design solutions to reduce construction costs. At that point, our objective aligned with the initial budget, aiming to maintain the construction cost below \$182 per square foot, totaling \$3.16 million. Despite implementing various value engineering changes, material substitutions, and design modifications throughout the design process, our Architects and General Contractors were unable to attain the targeted cost of \$182 per square foot.

The factors that prevented the achievement of the targeted cost were primarily influenced by the Mechanical and Electrical aspects of the construction. To address community feedback, revisions and updates to the overall floor plan have necessitated adjustments to the mechanical, plumbing, and fire protection systems. In addition, the replacement of the boiler and modifications to these systems are essential, considering the end-of-life expectancy of the current systems.

The latest design iteration of the project has yielded a construction cost of \$3,412,366, equivalent to \$196.40 per square foot. It is important to highlight that this cost is notably lower than the average

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expenses commonly associated with library renovations in the current construction market. By incorporating data from RS Means, a leading construction cost database, along with recommendations from our General Contractors, future projects are typically allocated a budget of approximately \$240 per square foot. Therefore, the current Guaranteed Maximum Price (GMP) quote for the project remains competitive and represents a significantly cost-effective option when compared to the prevailing averages in the industry.

Recommendation:

By incorporating the revised GMP numbers into the CIP, we have taken proactive steps to maintain financial stability and ensure fiscal responsibility.

Our strategic approach to budgeting and resource allocation enables us to navigate these adjustments without compromising the overall financial health of the organization. With this in mind, we are recommending that the Board authorize initiating construction with the GMP submitted by Fransen Pittman of \$3,412,366

Next Actions:

- The library will ask for consensus from the trustees to move forward with the recommended approach at the June 8, 2023 Special Board meeting.
- If a consensus to proceed is achieved, the library will present the Board with the Guaranteed Maximum Price (GMP) for the construction phase of the project at the Board meeting on June 15, 2023. Additionally, the library will request the Board's approval to amend the Fransen Pittman contract to encompass the entirety of the Evergreen project until its completion.

Operational Updates

Communications & Engagement

CREATE A LIVING LEGACY

EVERGREEN LIBRARY NAMING OPPORTUNITIES



DIRECT INQUIRES TO:

Jefferson County Library Foundation
10790 W. 50th Ave., Suite 200
Wheat Ridge, CO 80033
303.403.5075 | jeffclf.org





JEFFERSON COUNTY PUBLIC LIBRARY EVERGREEN LIBRARY NAMING OPPORTUNITIES



CREATE A LIVING LEGACY BY CONTRIBUTING TO EVERGREEN LIBRARY

Make a gift that makes a difference. Support positive community outcomes in literacy, education, workforce development, economic development, digital literacy and support for lifelong learning.



“Our vision for the Evergreen Library Redesign Project is for an updated library that is welcoming to all, where the patron experience is one of absolute delight, and where residents feel respected and understood by the library. We also want to align the redesign with our mission and vision of a 21st century library, while upgrading and modernizing resources, spaces, technology, mechanical, plumbing, and electrical systems in the building.”

—Donna Walker, executive director, JCPL



EVERGREEN LIBRARY AT A GLANCE



Based on 2022 Statistics.

A LIBRARY WORTHY OF EVERGREEN

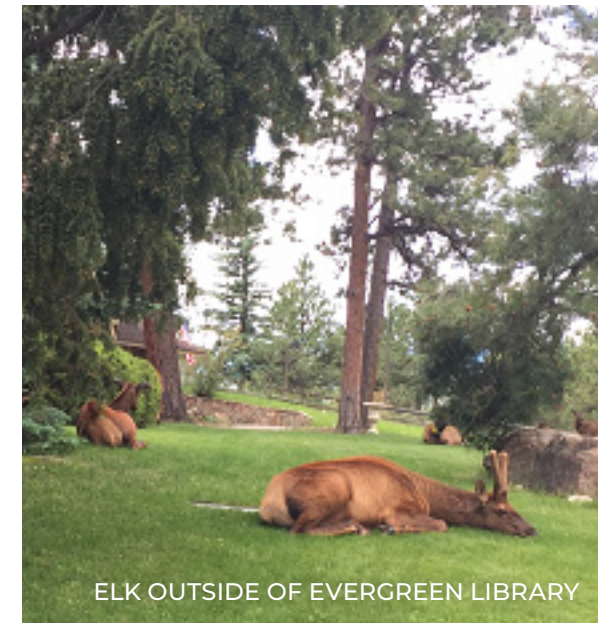
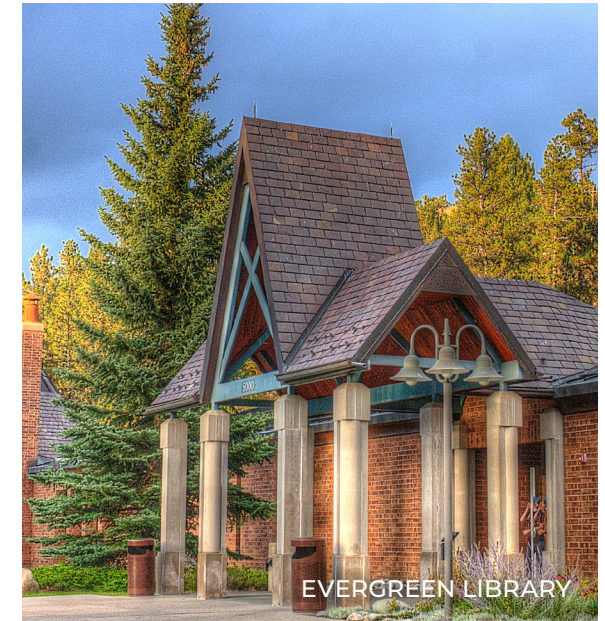
The Evergreen library site is nestled into the abundance of conifers and old-growth trees. Today, the town of Evergreen boasts an eclectic community and a rich cultural existence – local theater, arts, music, and fine dining. The pristine jewel of Evergreen Lake offers boating, paddleboarding, picnicking in the summer, ice-skating in the winter and fishing year-round. The Lariat Loop Scenic byway, Colorado’s only urban byway, is filled with cultural, natural and historic landmarks, and beautiful mountain homes.

It is in this spirit of harmony of nature and place that we are redesigning the Evergreen Library to enhance the space with views of nature, a focus on natural light, open sitelines and natural materials.

WARM. COZY. WELCOMING. COMFORTABLE. NATURAL.

Some things to look for in your new Evergreen Library

- Open sitelines
- New Furniture
- Flexible meeting spaces
- Accessibility
- New Family Place™



MAKE A GIFT THAT MAKES A DIFFERENCE

These large gifts create a better library for all. The newly reimagined area for kids and their families offers a safe and engaging environment to connect, discover and create. These spaces are designed to promote early learning and are staffed with early learning professionals. Help give our children their best launch for life.

Children's Area \$50,000

A 2,500-square-foot children's area is where kids and families can develop early literacy skills in a fun and friendly environment. This space has been rethought to include flexible, moveable furniture, a fun interactive environment and better accessibility for all.

Family Place™ \$25,000

Based on a model of comprehensive family-centered services, the Family Place Library is a center for early childhood information, parent education, early literacy, socialization and family support. The Evergreen Family Place™ Library is a center for the whole family to build good health and early learning, where parental involvement and supportive communities play a critical role in getting kids ready for success.

Story Time Area \$25,000

A Story Time space where children aged 0-5 can learn the skills they need to be ready to read when they enter kindergarten. This space has been moved near the Children's Area and includes a nursing nook. Story Time programs are designed to help our youngest residents gain the skills they need to be ready to read. We also help parents and caregivers learn how to reinforce important early learning skills at home, all in an atmosphere of fun and learning.



CHILDREN'S AREA AT EVERGREEN LIBRARY



FAMILY PLACE™ AT BELMAR LIBRARY



STORY TIME AREA AT EVERGREEN LIBRARY



TEEN AREA AT EVERGREEN LIBRARY



ART WALL AT BELMAR LIBRARY

Teen Area \$25,000

A designated 300-square-foot teen area gives teens access to age-appropriate resources and collaborative technology. Separated from the main library with a sound-dampening, flexible barrier, teens can be teens in a safe and welcoming environment.

Teen Art Wall \$10,000

Support a gallery that lifts up our budding artists at a critical time in their creative exploration. Our Teen Art Wall will be curated with art that engages and inspires our next generation of creative thinkers and problem solvers.

Children's Art Wall \$10,000

Our Children's Art Wall will be curated with art that engages and inspires our next generation of creative thinkers and problem solvers.



NAMING YOUR GIFT

A gift to the Jefferson County Public Library is a gift of education for all. Whether you want to give anonymously or give with recognition, we can help you create a legacy that impacts all generations.

Named projects usually last for the life cycle of the facility update — about ten years. At that ten-year mark, you will receive the first right of refusal. Recognition extends beyond signage into reports, websites, and social media.

A PLACE FOR THE COMMUNITY TO COME TOGETHER

In community input sessions, residents told us they want the Library to be more than just a collection of physical and digital resources. They're looking for a welcoming space where community members can connect and engage. This redesign provides dedicated spaces where community members can come together. We've expanded the community meeting room and created flexibility to use the entire space for large meetings or divide the space to accommodate smaller groups. We'll have an art wall, where local artists can display their works. We've also increased the number of study rooms to three.

Meeting Room \$25,000

With nearly 1,000-square-feet, this flexible community meeting room area can be closed off to create two smaller meeting rooms as needed. Upgraded technology will accommodate virtual meetings and swaths of natural light make this a great place to bring the community together.

Technology Access Center \$25,000

A designated area with access to public computers, laptops, software, as well as technology and tools to support business processes such as printing, copying, scanning and faxing. Our Library always includes free WiFi internet access. The modern Library breaks down barriers of access to the digital tools your community needs to compete.



MEETING ROOMS AT EVERGREEN LIBRARY



STUDY ROOMS & TECHNOLOGY ACCESS CENTER AT EVERGREEN LIBRARY



QUIET READING AREA & THE HEARTH AT EVERGREEN LIBRARY

Study Room(s) \$5,000 - \$10,000

We now have two smaller private study areas with collaborative technology for up to four people. Our larger study room can accommodate up to six people for larger group settings.

Quiet Reading Area \$25,000

A truly unique space for the Evergreen Library. This designated quiet area for reading, study and reflection boasts a cozy fireplace and comfortable furniture to encourage residents to curl up with a good book.

The Hearth \$25,000

The hearth is a natural gathering place at the Evergreen Library. Nothing beats the relaxation of cozing up to the hearth in this gorgeous wooded environment. If your family loves reading before the fire, honor the tradition by giving this experience to other Evergreen families, a focal point you can be proud to put your name on.



WISH LIST OPPORTUNITIES

While the new imagined Evergreen Library will be amazing, our budget didn't allow for everything on our wish list. Evergreen residents love the outdoors! The new design brings natural light and natural material into the library, but we need your help to bring the library outside of the walls. Consider a donation to create beautiful outdoor spaces.

Outdoor Adventure Space \$500,000

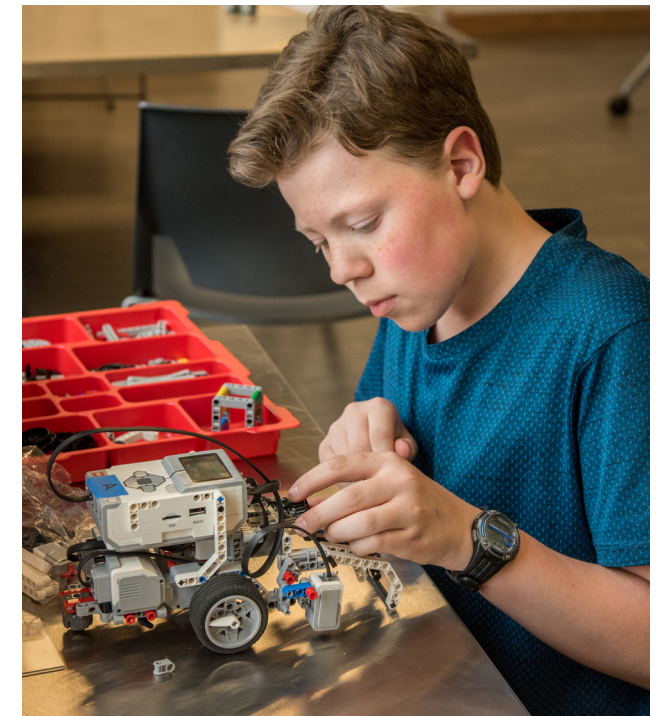
An outdoor, exploratory environment where children and families can engage in unstructured play.

Reading Deck \$100,000

Reading areas on outdoor decks give residents a chance to take in media while taking in the sunshine, too. The casual space encourages gathering in a safe and welcoming environment.

EVERGREEN LIBRARY FLOOR PLAN

- 1 Children's Area
 - 2 Meeting Room
 - 3 Family Place™
 - 4 Story Time Area
 - 5 Quiet Reading Area
 - 6 Teen Area
 - 7 Technology Access Center
 - 8 Teen Art Wall
 - 9 Large Study Room
 - 10 Small Study Room(s)
 - 11 Children's Art Wall
- WISH LIST OPPORTUNITIES**
- 12 Outdoor Adventure Space
 - 13 Outdoor Reading Deck



SMALLER – AND JUST AS MIGHTY – WAYS TO GIVE

Though modest in dollar amount, these smaller gifts help us make the library more useful and reach more people. Your gift makes a difference in the quality of our library services.

GIFTS OF \$1,000 - \$5,000

Audio Visual Support for Children’s Area \$5,000

A display monitor and system to support Story Times and promotional efforts.

Collaborative Technology for Study Room(s) \$5,000

Display monitors and systems to support collaborative learning.

Public Access Computer(s) \$1,000

Public access computers for patron use in the adult and teen areas.

Children’s Computer(s) \$1,000

Early Literacy work stations in the Children’s area to promote online access to engaging educational content for our youngest patrons.

Service Kiosk(s) \$1,000

Self-service kiosks that enable efficient checkout of Library materials.

Bike Rack(s) \$1,000

Secure bike racks outside the entrance to the Library.

Bench(es) \$1,000

Convenient resting places outside the entrance to the Library.



NAMING

Name recognition opportunities are offered for five years or the useful life of the asset (whichever

comes first) with first right of renewal. They are recognized with signage affixed to the asset and in the Library’s and Library Foundation’s annual reports, websites and social media channels.

MAKE A GIFT TODAY

The Library can’t do everything the community wants without additional investment from generous donors. **You make the Library better for all.**

Individual donations are always welcome. Every little bit counts. Donations ranging from \$100 to \$999 will be recognized on the Evergreen Library’s donor sign and in the Library’s and Library Foundation’s annual reports.

Interested in a conversation about your gift? These things are often best over a cup of coffee. So, let’s talk.



Call or email **Jo Schantz** at **303.403.5075**, jo@jeffclf.org to set a time to discuss the possibilities.



HOW TO GIVE



Donations are available online.

Select Evergreen from the drop-down menu under “Where do you want your donation directed?”



[Coloradogives.org/donate/JeffCoLibrary](https://coloradogives.org/donate/JeffCoLibrary)

Naming opportunities are governed by Jefferson County Public Library policies and guidelines, subject to approval from the Library Board of Trustees and administered through the Jefferson County Library Foundation. All contributions are tax deductible. For additional information, contact **Jo Schantz** at **303.403.5075**.



JOIN US IN CREATING A **LIVING LEGACY.**

Jeffcolibrary.org



Jefferson County
PUBLIC LIBRARY

Operational Updates

Public Services

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



jeffcolibrary.org

TO: Donna Walker, Executive Director

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

DATE: June 8, 2023

RE: New Contract for Print Materials- Baker & Taylor LLC

History of Contract: Baker & Taylor for Print Materials

Baker & Taylor LLC is the current JCPL vendor for our print materials. Our current contract expires July 31, 2023, and is not available for renewal. JCPL invited participation in a request for proposals (RFP) for a print materials vendor in January 2023. We received 3 responses. The proposals were scored on five factors: completeness and quality of the RFP response submitted, usability of the vendor website for selection and ordering, value added services, scope of the vendors' responses to requested services, and title inventory.

The team evaluated the responses and are recommending that we enter a new contract with Baker & Taylor LLC. Baker & Taylor scored highest in all five of the scored factors. We have been working with Baker & Taylor for print materials and processing since 2014 and have been satisfied with the service they provide. The new contract would start on August 1st, 2023, with the option to renew yearly, with Board approval, for a total of five years.

Total Cost:

The total budgeted for the first year of the contract for print materials from Baker & Taylor is \$2,400,000, which includes print items and processing (MARC records, book jackets, barcode, RFID tag, spine label). 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 Baker & Taylor LLC for print materials. **This item will be placed on the consent agenda for the June 15, 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: Julianne Rist, Director of Public Services & Lizzie Gall, Assistant Director of Public Services for Resources and Programs

DATE: June 8, 2023

RE: 4th Contract Renewal, D-Tech International USA LLC- Lease, Installation, and Service of Book Lockers

History:

The library is currently under contract with D-Tech International USA LLC through June 18, 2023. We have worked with D-Tech since 2019, and successfully installed book lockers at multiple sites in the community. Our original 2019 contract was for a one-year term with the option to renew for four additional one-year terms. We have been happy with the holds lockers and service provided by D-Tech and wish to renew our contract for an additional one-year term. The renewal does not commit the library to any spending. This will be our fourth and final renewal.

Total Cost:

The renewal of the contract locks in the pricing for the book lockers. JCPL is not obligated to purchase additional units under the contract; however, there is a decision package in the proposed 2024 budget to install hold lockers at the Golden library.

Next Actions:

We request the Board of Trustees authorize the Executive Director to renew the contract with D-Tech International USA LLC for a one-year term. This will help expand access to library resources in the community and at library locations. **This item will be placed on the consent agenda for the June 15, 2023 Library Board meeting unless otherwise instructed by the Board.**