

BOARD MEETING

JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

July 20, 2023



Outdoor Story Time at Heritage Lakewood
(Family Time)



Teen Self Defense



Living Room Conversations - Reunited States:
Building Understanding in America



Mission to Mars Camp



Jefferson County
PUBLIC LIBRARY

APPROVAL OF AGENDA

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

ITEM# / ACTION	<p>Thursday, July 20, 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. EXECUTIVE SESSION Action	<p>Guest: Kurt Behn, County Attorney’s Office Call for Motion and Second: To adjourn the regular meeting of the Library Board of Trustees and reconvene in Executive Session. EXECUTIVE SESSION</p> <p>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)(b) Conferences with an attorney for the local public body for the purposes of receiving legal advice on specific legal questions. • Pursuant to 24-6-402(4)(a) Concerning the purchase, acquisition, lease, transfer or sale of Property. • Pursuant to 24-6-402(4)(e)(I) for discussion of strategy and instructions to negotiators.
5. RECONVENE REGULAR MEETING	<p>RECONVENE REGULAR MEETING</p>
6. 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 AGENDA

Jefferson County Public Library Board of Trustees

	<p>Board Meeting, your name will be called in the order it was received, first for virtual guests then for in-person guests.)</p> <ul style="list-style-type: none"> 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
<p>7. CONSENT AGENDA Action</p>	<p>Approval of Consent Agenda Chair: Call for motion and second</p> <ul style="list-style-type: none"> A. Approve June 8, 2023 Special Board Meeting Minutes B. Approve June 15, 2023 Board Meeting Minutes C. Authorize Second Renewal of the Sentinel Technologies, Inc. Master Services Agreement D. Authorize One Year Renewal of the Midwest Tape Audio/Visual Contract E. Authorize Contract with Long Building Technologies, Inc. for Building Automation System Upgrade F. Authorize the Purchase Agreement with Convergent for camera installation in the base amount of \$59,968.57 G. Authorize the Purchase Agreement with Convergent for security camera software system migration in the base amount of \$77,553.22
<p>8. Foundation Update</p>	<p>Foundation Update</p>
<p>9. Operational Updates Action as Needed</p>	<p><u>Executive Director</u></p> <ul style="list-style-type: none"> A. Executive Director Report B. South County Library Update C. Conifer Library Service Community Engagement Report <ul style="list-style-type: none"> o Public Services Analysis o Engagement Report – Guest: EUA D. Northwest County Library Update <ul style="list-style-type: none"> o Northwest County Library – Purchase and Sale Agreement Authorization <p style="text-align: center;">Chair: Call for motion and second</p> E. Naming Agreement – Evergreen Children’s Area Chair: Call for motion and second <p><u>Business Strategy & Finance</u> <u>Finance and Budget – Monthly Financials</u></p> <ul style="list-style-type: none"> A. Financial Report (June 2023)
<p>10. 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>11. Emerging Issues Action as Needed</p>	

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

12. Action as Needed	Ends. No items.
13. Action as Needed	Board Governance No items
14. Suggest Agenda Items Action as Needed	<p>BOARD SCHEDULE – NEXT MEETINGS – Location of meetings of the Library Board of Trustees are being determined in cooperation with guidelines from Jefferson County. Information on meeting location will be posted at least one week prior to the scheduled meeting date.</p> <p><u>2023 Board Meeting Schedule</u></p> <ul style="list-style-type: none"> • 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 • September 14, 2023 – Study Session – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room • September 21, 2023 – Board Meeting – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room
15. Discussion	Board Questions or Comments Related to Items on the Meeting Agenda
16. Discussion	Evaluate Board Meeting (4.1.9)
17. Information	<p>Announcements/General Information Sharing</p> <ul style="list-style-type: none"> • Report of the Chair – Correspondence, Other • Other Announcements
18. Adjournment	<u>ADJOURN REGULAR MEETING</u>

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: July 13, 2023

RE: Consent Agenda for the July 20, 2023 Board Meeting

- A. Library Board of Trustees approve the June 8, 2023 Special Board Meeting Minutes.
- B. Library Board of Trustees approve the June 15, 2023 Board Meeting Minutes.
- C. Library Board of Trustees authorize the Executive Director to sign the Second Renewal of the Sentinel Technologies, Inc. Master Services Agreement.
- D. Library Board of Trustees authorize the Executive Director to sign a one-year renewal with Midwest Tape for physical audiovisual materials.
- E. Library Board of Trustees authorize the Executive Director to enter into a contract with Long Building Technologies, Inc, in the base amount of \$78,420 for the purchase, installation, and upgrade of the BAS devices and software at JCPL libraries.
- F. Library Board of Trustees authorize the Purchase Agreement with Convergent for camera installation in the base amount of \$59,968.57.
- G. Library Board of Trustees authorize the Purchase Agreement with Convergent for security camera software system migration in the base amount of \$77,553.22.

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

June 8, 2023

CALL TO ORDER – SPECIAL MEETING

The special meeting of the Jefferson County Public Library Board of Trustees was held online via ZOOM and in-person in the Library Administration Pam Nissler conference room on June 8, 2023. Library Board of Trustees Chair, Kim Johnson, called the meeting to order at 5:30 p.m.

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

Trustees not present: Jeanne Lomba and Pam Anderson.

Note: Trustee Pam Anderson joined the meeting at 5:41 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; MJ Ivy, Director of Communications and Engagement; Amy Bentz, Assistant Director of Library Design Projects and Planning; 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 Brad Green, Systems and Security Manager.

There were additional Library staff members attending the meeting.

APPROVAL OF AGENDA

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

PUBLIC COMMENT

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

The Chair noted that several public comments were received via the online form after the submission deadline for the May 11, Board meeting and she will forward them to the

Board. There were no other public comments, and the Chair closed the public comment portion of the meeting at 5:34pm.

EXECUTIVE TEAM OPERATIONAL UPDATES

Business Strategy & Finance

Finance and Budget

- A. Review DRAFT letter to the Board of County Commissioners certifying the mil levy necessary to maintain and operate the library
- B. Review DRAFT 2024 5-Year Capital Plan
- C. Review DRAFT 2024 Proposed Budget Plan

Matt Griffin, Director of Business Strategy and Finance addressed the Board and noted that the presentation from last month will be revisited. The Board's discussion from that meeting has been taken into account and the models and proposals for the 2024 budget and 5-year plan have been updated.

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

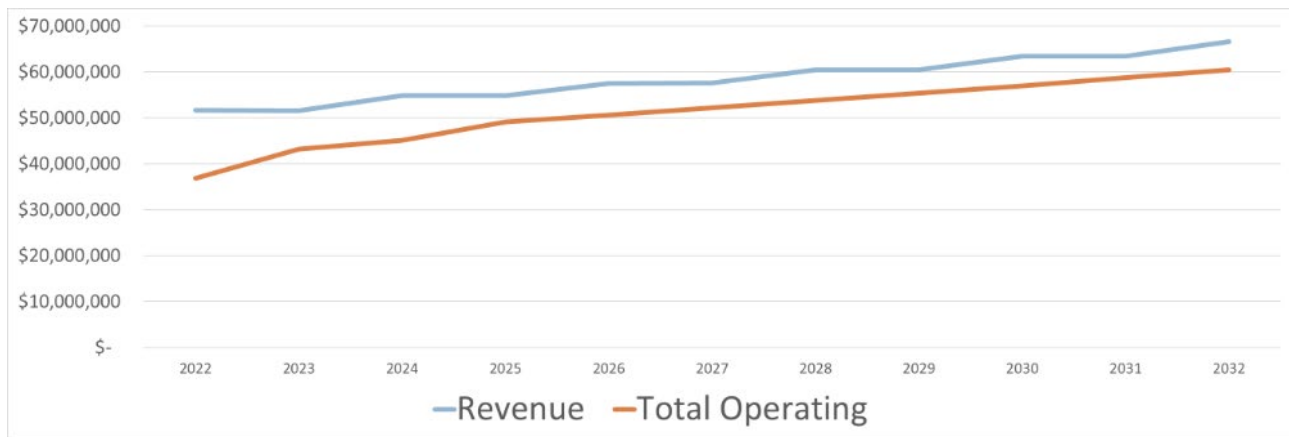
During last month's discussion on property tax revenue it was decided that a 7% increase was good to forecast for these numbers and into 2024. There are still some unknowns, and the Library will continue to monitor that through the end of the calendar year. The Library has not received any material updates on property tax revenue since the May 11 Board meeting. The models are at 4.5 mills for 2024 and beyond. The Board packet includes the draft letter to the Board of County Commissioners with that 4.5 mil levy. The models for property tax increases are at 5% for each assessment year which is every two years.

The addition of 14 FTE will take the total to 295.5 at the end of 2024. The breakdown of those FTE are 9 FTE from the staffing assessment, 2 FTE from 2024 budget decision packages and 3 FTE for the Northwest Jefferson County Expansion Project.

Revenue vs. Operating Expenses

This is an important graph to showcase the financial health of JCPL, ensures we are well positioned for growth and includes the expenditures required to run the day-to-day operations of the Library. Revenue trends above operating expenses for the next decade. Any difference between revenue and expenses is based on capital decisions. On average the Library shows revenue at 12% above operating expenses.

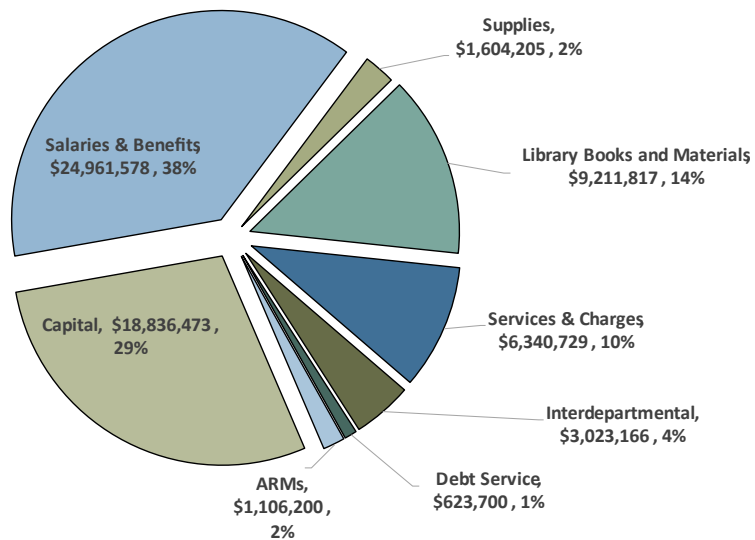
Revenue vs. Operating Expenses



2024 Total Projected Expenses

This chart shows the breakdown of total expected expenses for 2024 and includes everything the Library anticipates spending money on. As noted, in 2024 there is a spend in deficit due to capital plans. Those capital projects are anticipated, and the fund balance comfortably carries those expenditures.

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



Capital Improvement Plan

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

There are three areas to review including the changes since the May Board meeting, where those changes came from and how they impact pricing for capital plans. The first look will be at our immediate future and outline the 2024 Capital Investment plans, then a review showing the shift in prioritization due to direction from the Board, and then a step back to outline the 5-year view and understand how projected spending affects the fund balance. The Library continues to have a focus on our priorities; increasing the square footage per capita data point; reaching more people; renovation of existing spaces/building libraries for the future; and health and safety focus (Arvada library). The models demonstrate priorities and front loading of capital investments and moving projects out as discussed at the May Board meeting.

Evergreen Library 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

At the May Board meeting we discussed how the Library estimates costs via a sliding scale with one end being a future look at what we think something will cost or a rough order of magnitude (ROM). At the other end is either a quote or guaranteed maximum price so we know at that point exactly what something will cost. Since the May Board meeting, we received the guaranteed maximum price for the Evergreen project from our contractor, Fransen and Pittman, and received quotes for Furniture, Fixtures and Equipment (FF&E). With the FF&E, the project worked with our design standards and all our furniture can be worked around the price per square foot. This has also been built in for all future capital projects so we know what furniture for future projects will cost. This is a standardized approach for all libraries in Jefferson County and provides a consistent standard across the board. Steve Chestnut, Director of Facilities and Construction Projects, will talk further about the Evergreen project later in the meeting.

2024 Capital Investments

The following chart shows the 2024 capital investments and the changes since the May Board meeting. Those changes come down to FF&E and the Evergreen project. 5.8% of the Capital Improvement budget is designated for Annual Replacement & Maintenance (ARM). Those funds are allocated to upkeep and improvement of existing systems and capital improvements. 94.2% of the 2023 Capital Improvements budget will be used for

Capital Projects. This is where we have been able to tighten our estimates of costs and be more accurate. The plan continues the focus on our priorities.

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

The 5-Year Capital Investment chart was shared with the Board and included in the information packet ([https://jeffcolibrary.org/wp-content/uploads/sites/46/2023/06/06-08-23 Special Board Meeting Packet - Amended.pdf](https://jeffcolibrary.org/wp-content/uploads/sites/46/2023/06/06-08-23%20Special%20Board%20Meeting%20Packet%20-%20Amended.pdf)). Anything in grey is the carryforward amounts that have been approved. Those dollars will be allocated to those specific projects. With focus on 2024 and the total column on the right, note that those amounts are not the total project costs, but reflect spending in the 5-year plan. This chart is a good demonstration of our frontloading priorities with the operations center only partly funded for planning and preparing, in the 5-year plan. Three of the projects have been moved out of the 5-year plan taking into account the Board’s feedback from last month’s meeting.

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	\$ 18,636,473	\$ 14,586,781	\$ 6,268,000	\$ 175,000	\$ 800,000	\$ 40,666,254

5-Year Fund Balance Model

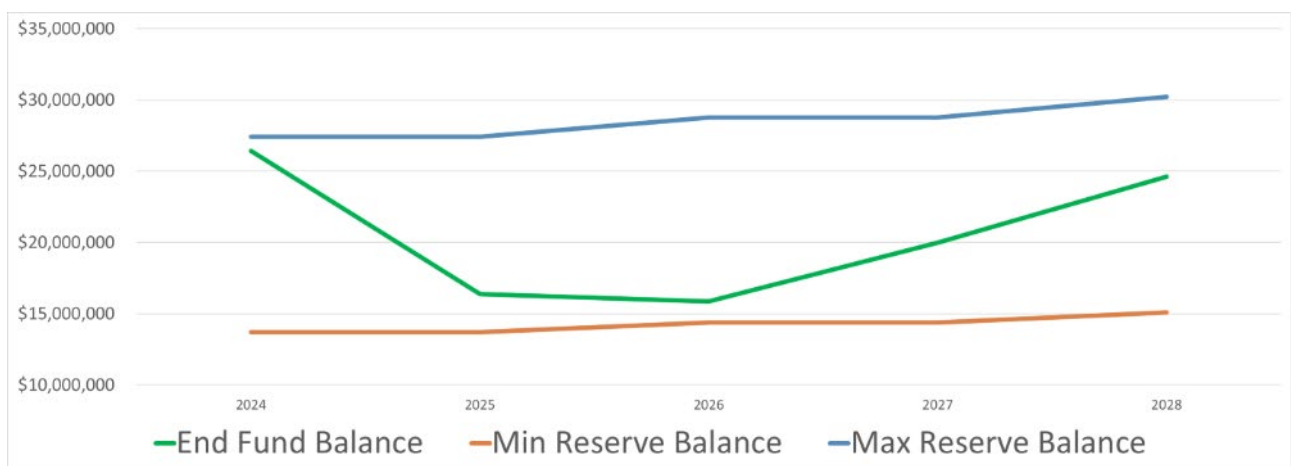
The 5-Year Fund Balance Model was shared with the Board and included in the information packet ([https://jeffcolibrary.org/wp-content/uploads/sites/46/2023/06/06-08-23 Special Board Meeting Packet - Amended.pdf](https://jeffcolibrary.org/wp-content/uploads/sites/46/2023/06/06-08-23%20Special%20Board%20Meeting%20Packet%20-%20Amended.pdf)). The grey shaded box is capital spending, taking into account the carry forward amounts expected to carry forward to 2024. From 2023 onwards, year over year, capital spending is reducing as we come to the end of this phase of capital spending and are entering the growth period when the fund balance grows again. The blue shaded area is operating expenses showing steady growth year over year. The green line is the reserve balance above the minimum. The lowest is in 2026, which is \$1.4 million above the minimum threshold. The grey line is the ending fund balance with the lowest point at \$15.8 million.

5 Year Fund Balance Model



Another 5-year fund balance graph was shared with the Board and included in the information packet (see previous links). The blue line is the maximum reserve balance, the orange line is the minimum reserve balance, and the green line is the ending fund balance, which stays comfortably in that range. This model gives a level of confidence in the health of the fund balance. As we go into 2028, we see the fund balance growing. Each year the Library reviews projects with the Board and is an opportunity to evaluate those projects and the estimates on a sliding scale, and plan accordingly.

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

In response to questions, the Board was advised that:

- In the 5-year capital investment chart, the final column is essentially unapproved dollars, and the total reflects years 2024-2028. The first column is approved dollars. Carryforward amounts are approved dollars and are reflected in the 2023 column.
- In Table 5 of the proposed 2024 budget, the last column is the difference between the 2023 budget and 2024 budget. This column calculates the difference year-over-year. The dollars in 2023 are still there but haven't been budgeted for 2024.

There were no further questions from the Board.

The Chair advised the Board that at the June 15 meeting, the Board will be asked to approve the budget for submittal. She asked the Board to send her any questions that may come up between now and then. It was noted that there were no changes requested and the 2024 5-Year Capital Plan and 2024 Budget information as presented will be provided to the Board at the June 15 Board meeting.

Facilities & Construction Projects

A. Evergreen Redesign - Guaranteed Maximum Price from Fransen Pittman

Steve Chestnut, Director of Facilities and Construction Projects addressed the Board and provided information on the Evergreen Redesign project.

Community Desires for the Evergreen Redesign

Information was provided on input received during the community engagement process in April, 2022 and what the community wanted to see in the redesign of the Evergreen Library.

1. Open Up Main Entry
2. Larger Flexible Community Room
3. New Storytime Space
4. More Small Group Study
5. Preserve Quiet Reading Room
6. Open Teen Area
7. Combined Staff Space

The new design focuses on the critical elements the community asked for. In January of this year, the Library presented the 30% DD (design development) information for this project. The Board was advised that due to cost escalation and code requirements, there would be a 10 to 12 percent increase over the current budget. The Board acknowledged that increase and approved moving forward with development of the 100% construction documents. As the Library worked through the design, there was considerable effort on value engineering including design changes, material substitutions and other cost saving measures. During that process the Library moved to refinement of those costs and getting quotes. At schematic design (SD) the Library realized that the construction costs were going to exceed our budget from \$182 per square foot to \$196.50 per square foot.

What's Driving These Costs

Changes in code requirements for lighting efficiencies, mechanical systems and structural changes to accommodate community desires are driving the escalation in costs. Updating existing systems to meet code including the need to take the whole system down for the boiler replacement. It is less expensive to update existing systems like the boiler while the building is closed. There is continuing cost escalation in construction labor and materials.

The Executive Director advised the Board that the Evergreen Library has not been touched since it was built in 1993 and this is an important investment. The structural changes like the entry is a significant pain point and has to be done.

In response to questions, the Board was advised that:

- The original project budget was \$4.22 million. The current project cost is \$5.2 million.
- The capital plan projections the Board reviewed earlier in the meeting include the increase in costs for the Evergreen project.
- Contingency funds are built into the \$5.2 million.
- Some of the things that were value engineered include getting grants for some electrical work and charging stations and substituting materials for the ceilings and carpet tiles with less expensive materials.
- If the Board approves moving forward, the Library will submit permits after the June 15 Board meeting. That permit process is anticipated to take 6 to 8 weeks and construction would start in late summer. Construction is estimated to take 6 months.
- The boiler replacement is included in the project cost including increased costs to meet changes in code requirements.
- Another driver of increased costs is bringing the bathrooms up to code including moving all the drains for the restrooms and updating plumbing. Other code requirements driving costs are the mechanical fire protection systems and HVAC systems. Bringing all these systems up to code is expensive.

The Chair asked for and received indication of support for the additional funds for the Evergreen project.

The Executive Director advised the Board that the Library will bring the recommendation to move forward with the Fransen Pittman guaranteed maximum price at the June 15 Board meeting.

Communications & Engagement

A. Draft Evergreen Naming Solicitation Package

MJ Ivy, Director of Communications and Engagement addressed the Board and provided information on the draft Evergreen Naming Solicitation Package. There was wide ranging discussion.

Note: Trustee Anderson lost connection to the Board meeting at 6:22 pm.

In response to questions, the Board was advised that:

- The Library used a consultant to draft the naming solicitation package and it was modeled after the Belmar naming solicitation package.
- The Director of Communications and Engagement is working closely with the Jefferson County Library Foundation (JCLF) executive director on the package including a community and stakeholder outreach plan.
- Everything in the Evergreen project is funded except for the outdoor adventure space (\$500,000) and reading deck (\$100,000). If donations in those amounts were to be received, there may be further discussion on whether or not the Board would want the funds to go to these items.
- The Library will review the language to provide clarity for donor impact and intent.
- The Library will review the pricing of naming opportunities for this and future projects.
- The Library will review the number of naming opportunities provided and adjust as needed for this project.

Public Services

A. Baker and Taylor Print Materials & Processing Contract Information

Lizzie Gall, Assistant Director of Public Services for Resources and Programs addressed the Board and provided information on the Baker and Taylor contract. The Library issued a RFP (request for proposal) and received three responses. The number of responses was expected based on the companies that provide the services that meet JCPL requirements. Baker and Taylor was the successful applicant.

There were no questions from the Trustees. The Chair advised the Board that this contract will go on the consent agenda for the June 15, Board meeting.

B. D-Tech Book Locker Purchasing Renewal Information

Lizzie Gall addressed the Board and provided information on the D-Tech book locker renewal. This is the fourth and last renewal under the contract with this vendor. The renewal maintains pricing for an additional year. The Library does have decision packages in the 2024 budget to place holds lockers in Golden.

There were no questions from the Trustees. The Chair advised the Board that this contract will go on the consent agenda for the June 15, Board meeting.

BOARD SCHEDULE – NEXT MEETINGS

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

2023 Board Meeting Schedule

- 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

EXECUTIVE SESSION:

At 6:35 pm, the Chair called for a motion to adjourn the special meeting, reconvene in Executive Session and adjourn the special Board meeting at the conclusion of the Executive Session.

MOTION: Jill Fellman moved to adjourn the special meeting of the Library Board of Trustees, reconvene in Executive Session regarding the Northwest Jefferson County Library Expansion Project, AND adjourn the special Board meeting at the conclusion of the Executive Session. 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 Charles Jones 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 6:42pm.

The Chair called the Executive Session to order at 6:42pm with the following Trustees present, Charles Jones, Jill Fellman, Charles Naumer and Emelda Walker. Also present were Donna Walker, Executive Director; Julianne Rist, Director of Public Services; Steve Chestnut, Director of Facilities and Construction Projects; Matt Griffin, Director of Business Strategy and Finance; MJ Ivy, Director of Communications and Engagement; Bernadette Berger, Director of Technology and Innovation; and Amber Fisher, Executive Assistant, Office of the Executive Director.

It is noted that the session was recorded and that the recording will be retained for the required 90 days.

CALL FOR ADJOURNMENT OF EXECUTIVE SESSION AND REGULAR MEETING

MOTION: At 7:07 pm Charles Naumer moved to adjourn the Executive Session and special meeting of the Library Board. Seconded by Emelda Walker the motion passed by unanimous vote of all Trustees present.

It is noted that 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.

Jill Fellman, Secretary

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

June 15, 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 in the Lakewood Library meeting room on June 15, 2023. Library Board of Trustees Chair, Kim Johnson, called the meeting to order at 5:32 p.m.

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

Trustees not present: All Trustees were present.

Staff present: Donna Walker, Executive Director; Julianne Rist, Director of Public Services; Steve Chestnut, Director of Facilities and Construction Projects; Bernadette Berger, Director of Technology and Innovation; Matt Griffin, Director of Business Strategy and Finance; Lisa Smith, Director of People and Culture; MJ Ivy, Director of Communications and Engagement; 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 Brad Green, Systems and Security Manager.

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.

The Chair noted that one public comment was 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 5:36 pm.

APPROVAL OF CONSENT AGENDA

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

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

Items on the Consent Agenda

- A. Approve May 11, 2023 Board Meeting Minutes
- B. Authorize Baker and Taylor Print Materials & Processing Contract
- C. Authorize D-Tech Book Locker Purchasing Renewal Agreement
- D. Approve 2024 Board Governance Budget
- E. Adopt 2024 Board Meeting Schedule

FOUNDATION UPDATE

Jo Schantz, Library Foundation Executive Director addressed the Board and provided an update on the activities of the Foundation. The spring used book sale raised over \$73,500. The Foundation's new kitchen is underway as a result of the Foundation being selected as the recipient of a Home Depot Team Project. The Books on Film event is July 21, at the Regal UA Cinemas in Colorado Mills Mall. Several grants and sponsorships were received as noted in the report. There were no questions from the Board on the Foundation update.

EXECUTIVE DIRECTOR REPORT

Executive Director Report

There were no questions from the Board on the Executive Director report. The Executive Director advised the Board that the Summer Challenge program is underway with lots of activities for adults and little ones; all stages and ages. The Trustees were encouraged to sign up for the Summer Challenge program. In addition to the professional development information in the report, Bernadette Berger, Director of Innovation and Technology; Brad Green, Systems and Security Manager, and Cheryl Murphy, Technology and Innovation Services Manager, attended the Colorado Government Association of Information Technology (CGAIT) conference. The Golden Library had a visitor from Tokyo, Japan and Dean Emeritus from Regis University. The tour was arranged through the International Library Association and Colorado Association of Libraries (CAL). One of our staff at Golden is fluent in Japanese which helped us provide a truly radically welcoming experience for our international visitor. The visitor, Misako, is on the Board of the Assistive Technology Development Organization in Tokyo, and she was interested in what we as libraries do to support people who have disabilities. Amber Fisher is working to organize a tour for the Trustees of the new LINC Library in Greeley for late June or early July. More information on the tour will be provided. Julianne Rist, Matt Griffin and the Executive Director met with staff from the city of Golden and their architect to discuss the

current plan for potential redevelopment of the eastern corridor and potential inclusion of a library. Our first decision point is whether we want to still be part of the conversation which we have determined we do, pending more data from the city on traffic and housing development projections.

South County Library Update

The Library is developing a new charter and project plan, including community engagement with a restart date currently set for mid-July.

Northwest County Library Update

The Executive Director advised the Board that since the last board meeting, she and the Chair attended a meeting with Marc Williams, Mayor of Arvada and Vauxmont Metro District. Padma Polepeddi, Assistant Director of Public Services for Community Outreach met with Whisper Creek HOA to share information about the Library coming to their area. Next week Padma will meet with Village of Five Parks HOA. The kickoff meeting for the Northwest County Library internal project team was held today.

In response to questions, the Board was advised that:

- The Library is developing the community engagement process for South County and is looking at a couple of things; a community advisory council or focus groups and other community engagement around a site. Julianne Rist is working on an updated market analysis.
- The meeting with the Whisper Creek HOA went well. There were four board members and approximately 10 attendees. There was excitement about bringing a new library to the area and information about the project being fully funded was very well received. There was interest in the community engagement process and where input could be provided. Information on the project website was provided so interested parties could find more information.

EXECUTIVE TEAM OPERATIONAL UPDATES

Business Strategy & Finance

Finance and Budget – 2024 Budget

Matt Griffin, Director of Business Strategy and Finance, addressed the Board and shared information on the 5-year capital plan and the Conifer project. The reason there was no change in that budget is the Library reevaluated all capital projects and every line item within those budgets. With the Conifer project budget, some of those items increased and some decreased and the budget came out to within a few dollars.

The Chair noted that she has not received any questions from the Trustees about the proposed 2024 budget and 5-year capital plan. There were no questions from the Board.

- A. Letter to the Board of County Commissioners certifying the mil levy necessary to maintain and operate the library.

MOTION: Charles Naumer moved that the Library Board of Trustees authorize the Chair to sign the letter to the Board of County Commissioners certifying the mil levy necessary to maintain and operate the Library in 2024. Seconded by Jeanne Lomba the motion passed by unanimous vote of all Trustees present.

B. 2024 5-Year Capital Plan

MOTION: Jill Fellman moved that the Library Board of Trustees authorize the Executive Director to submit the 2024 5-Year Capital Plan request to the Board of County Commissioners. Seconded by Pam Anderson the motion passed by unanimous vote of all Trustees present.

C. 2024 Proposed Budget Plan

MOTION: Charles Jones moved that the Library Board of Trustees authorize the Executive Director to submit the 2024 Proposed Budget Plan to the Board of County Commissioners. Seconded by Emelda Walker the motion passed by unanimous vote of all Trustees present.

Finance and Budget – Monthly Financials

D. Financial Report (April and May 2023)

Matt Griffin advised the Board that there was one item on Table 6 in the May 2023 financial tables to bring to their attention. The item for \$4,369 in the Conifer budget was misallocated and that figure will be reversed and reflected in the June financials

The Chair advised the Board that the Trustees can send her questions about the monthly financials at any time.

Facilities & Construction Projects

Steve Chestnut, Director of Facilities and Construction Projects, addressed the Board and asked if there were any questions about the Evergreen Redesign project. There were no questions from the Board.

A. Evergreen Redesign - Guaranteed Maximum Price.

MOTION: Emelda Walker moved that the Library Board of Trustees authorize the Executive Director to amend Fransen Pittman’s contract by issuing a Notice to Proceed to complete the construction of the Evergreen redesign in the amount of \$3,412,366. Seconded by Charles Jones the motion passed by unanimous vote of all Trustees present.

ITEMS REMOVED FROM THE CONSENT AGENDA

No items were removed from the consent agenda.

EMERGING ISSUES

There were no emerging issues.

ENDS

There were no items.

BOARD GOVERNANCE

There were no items.

BOARD SCHEDULE – NEXT MEETINGS

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

2023 Board Meeting Schedule

- 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

ANNOUNCEMENTS/GENERAL INFORMATION SHARING

The Chair advised the Board that a draft response to the correspondence received by some of the Trustees was emailed and requested that the Trustees respond to that draft response by 9:00 am tomorrow.

EXECUTIVE SESSION:

Guest: Kurt Behn, County Attorney's Office

At 5:58 pm, the Chair called for a motion to adjourn the regular meeting, reconvene in Executive Session and adjourn the regular Board meeting at the conclusion of the Executive Session.

MOTION: Pam Anderson moved to adjourn the regular meeting of the Library Board of Trustees, reconvene in Executive Session regarding the Northwest Jefferson County Library Expansion Project, AND adjourn the regular Board meeting at the conclusion of the Executive Session. Statutory citations authorizing an executive session for this topic are:

- Pursuant to 24-6-402(4)(b) Conferences with an attorney for the local public body for the purposes of receiving legal advice on specific legal questions.
- Pursuant to 24-6-402(4)(a) Concerning the purchase, acquisition, lease, transfer or sale of Property.
- Pursuant to 24-6-402(4)(e)(I) for discussion of strategy and instructions to negotiators.

Seconded by 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 6:05 pm.

The Chair called the Executive Session to order at 6:05 pm with the following Trustees present, Charles Jones, Jill Fellman, Charles Naumer and Emelda Walker. Also present were Donna Walker, Executive Director; Julianne Rist, Director of Public Services; Steve Chestnut, Director of Facilities and Construction Projects; Matt Griffin, Director of Business Strategy and Finance; MJ Ivy, Director of Communications and Engagement; Bernadette Berger, Director of Technology and Innovation; Kurt Behn, County Attorney's Office; and Amber Fisher, Executive Assistant, Office of the Executive Director.

It is noted that the session will be recorded and that the recording will be retained for the required 90 days.

CALL FOR ADJOURNMENT OF EXECUTIVE SESSION AND REGULAR MEETING

MOTION: At 6:27 pm Jill Fellman moved to adjourn the Executive Session and regular meeting of the Library Board. Seconded by Charles Jones the motion passed by unanimous vote of all Trustees present.

It is noted that 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.

Jill Fellman, Secretary

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



jeffcolibrary.org

TO: Donna Walker, Executive Director

FROM: Bernadette Berger, Director of Technology & Innovation

DATE: July 20, 2023

RE: Sentinel Technologies, Inc. – 3rd Renewal for IT Consulting & Professional Services Master Services Agreement

History of Contract: Sentinel Technologies, Inc. Master Services Agreement

JCPL entered into a Master Services Agreement with Sentinel Technologies, Inc. for IT consulting and professional services in July 2020. The original contract allowed JCPL to renew the contract for up to three additional one-year terms. Our current contract will expire August 13, 2023. This Master Services Agreement (MSA) provides IT with support for a wide range of services as outlined in the Master Statement of Work (MSA SOW) including both Core and Advanced Services shown in the table below:

Core Services	Advanced Services		
<ul style="list-style-type: none"> • Storage • Network • Virtualization • Computer 	<ul style="list-style-type: none"> • Cloud Solutions 	<ul style="list-style-type: none"> • IT Ops Analytics 	<ul style="list-style-type: none"> • Connected Business Experience
	<ul style="list-style-type: none"> • Security Operations 	<ul style="list-style-type: none"> • Data Intelligence 	<ul style="list-style-type: none"> • Data Management
	<ul style="list-style-type: none"> • Data Security 	<ul style="list-style-type: none"> • Software Defined Infrastructure 	<ul style="list-style-type: none"> • Application Migration Services
	<ul style="list-style-type: none"> • Identity and Access Management 	<ul style="list-style-type: none"> • Collaboration Infrastructure and Assessments 	<ul style="list-style-type: none"> • Managed Services

We have been happy with the services Sentinel has provided and feel that this will continue to offer us a cost-effective way to utilize consultant services. We recommend that we renew the contract for an additional year. This will be the last renewal available for the contract.

Total Cost:

The total cost will vary based on the services and project support that we request. Each project would have its own scope of work associated with it. The total annual cost will depend on JCPL’s needs. The annual cost could range from \$30,000 to \$100,000 depending on what projects are undertaken. This amount will be within the budgeted amount for professional services under Annual Renewal and Maintenance Account (ARM) 05 or other approved project accounts. Projects over \$49,999 may be subject to policy requirements for Board approval.

Labor costs for the 2023-2024 year are outlined here and are in line with expected fees and previous rates.

Project Rates	Hourly Rate
Sr. Solutions Analyst	\$ 220
Solutions Analyst:	\$ 220

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Network, Datacenter, Security, Collaboration	
Cloud Analysts: Microsoft & AWS	\$ 250
Advisory/Consulting	\$ 250
Project Manager	\$ 220
Retainer Rates	
Standard Business Hours	\$ 210
After Hours, Sat/Sun	\$ 315.00
Holidays	\$ 420
Ticket Pricing	
Standard Business Hours	\$ 210.0
After Hours, Sat/Sun	\$ 315.0
Holidays	\$ 420.0

Next Actions:

We request the Library Board of Trustees authorize the Executive Director to renew the Master Services Agreement with Sentinel Technologies, Inc for IT consulting and professional services for the 2023-2024 year. **This item will be placed on the consent agenda for the July 20, 2023 board meeting unless otherwise instructed by the Board.**

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TO: Donna Walker, Executive Director

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

DATE: July 13, 2023

RE: First Annual Renewal of Midwest Tape Contract

History of Contract: Midwest Tape Audiovisual Contract

In July of 2022 the Board of Trustees authorized Jefferson County Public Library to make Midwest Tape our primary vendor for media, DVDs and audiobooks. The approved contract allows us to renew with Midwest Tape annually for four additional years. Midwest Tape continues to provide us with quality products under the services outlined in the contract and we would like to renew the contract. This would be our first renewal.

Total Cost:

The cost of this contract will not exceed \$2,000,000 and has been approved in the 2023 Collection Books and Materials budget.

Action Requested:

We request that the Library Board of Trustees authorize the Executive Director to sign a one-year contract renewal with Midwest Tape as our primary physical audiovisual materials vendor. **This item will be placed on the consent agenda for the July 20, 2023 board meeting unless otherwise instructed by the Board.**

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TO: Donna Walker, Executive Director

FROM: Steve Chestnut, Director of Facilities and Construction

DATE: July 13, 2023

RE: Building Automation System Upgrade- Long Building Technologies, Inc

History: Building Automation System:

The Jefferson County Public Library Building Automation System (BAS) was originally installed throughout most JCPL locations in 2012. The system enables the centralized control of various heating, ventilation, and air conditioning systems to optimize those systems.

Our building automation system utilizes a framework to connect fixed devices and software systems across many manufacturer platforms. However, several of the devices are reaching end of life as the hardware and software has stopped being supported. In May 2023 we issued an RFP for replacing the obsolete devices at seven locations and upgrading the system software, as well as integrating those new devices into the existing system. Seven vendors attended the site walk and three vendors submitted bids. The bids ranged in price from \$78,420 to \$97,551. We are recommending that we contract with Long Building Technologies, Inc for this work. Long Building Technologies was the lowest bid on the project, and we have prior positive experience working with them.

Budget & Cost:

The base cost of this project is \$78,420, which is consistent with expected costs for the equipment purchase, device installation, and software upgrade and integration. The cost of the project is within the budgeted amount for annual replacement maintenance, ARM01, of \$250,000.

Next Actions:

I would like to ask the Board of Trustees to authorize the Library Executive Director to enter into a contract with Long Building Technologies, Inc, in the base amount of \$78,420 for the purchase, installation, upgrade of our BAS devices and software at our libraries. **This item will be placed on the consent agenda for the July 20, 2023 Library Board meeting unless otherwise instructed by the Board.**

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jeffcolibrary.org

TO: Donna Walker, Executive Director

FROM: Bernadette Berger, Director of Technology & Innovation

DATE: July 20, 2023

RE: Security Camera Installation, Convergent

History of Project:

Jefferson County Public Library (JCPL) purchased new security cameras at the end of 2022 as part of our efforts to upgrade our physical and cybersecurity systems. JCPL is now ready to install the cameras and migrate the associated hardware and software systems. We are utilizing a vendor to assist with the installation and system migration due to the scope and complexity of the work. We leveraged a cooperative purchasing agreement through the U.S. General Services Administration (GSA) to simplify our procurement process for the installation and system migration. GSA establishes long-term, government-wide contracts to provide access to commercial products and services at volume discount pricing. JCPL solicited quotes from several of the GSA vendors and is recommending that we move forward with Convergent for our security camera installation project. Convergent is a large company with many products and resources, but they have a local office which will help to expedite service and communication. While we will not have a contract with Convergent, we are requesting Board approval because the total cost for the purchase agreement will be above \$50,000. The purchase agreement includes a signed project scope of work with terms and conditions which are reviewed by the County Attorney.

Total Cost:

Under the current project scope terms for the camera installation, Convergent will install one hundred and eighteen owner provided cameras. The new cameras will be installed across all JCPL facilities and will be replacing older end-of-life cameras. The base cost for this work is \$59,968.57. This is within the budgeted amount for ARM-05.

Next Actions:

We will be asking the Board of Trustees to authorize the Purchase Agreement at the July 20, 2023, Board meeting in the base amount of \$59,968.57. **This item will be placed on the consent agenda for the July 20, 2023 board meeting unless otherwise instructed by the Board.**

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303.235.5275



jeffcolibrary.org

TO: Donna Walker, Executive Director

FROM: Bernadette Berger, Director of Technology & Innovation

DATE: July 20, 2023

RE: Security Camera System Migration, Convergent

History of Project:

Jefferson County Public Library (JCPL) purchased new security cameras at the end of 2022 as part of our efforts to upgrade our physical and cybersecurity systems. JCPL is now ready to install the cameras and migrate the associated hardware and software systems. We are utilizing a vendor to assist with the installation and system migration due to the scope and complexity of the work. We leveraged a cooperative purchasing agreement through the U.S. General Services Administration (GSA) to simplify our procurement process for the installation and system migration. GSA establishes long-term, government-wide contracts to provide access to commercial products and services at volume discount pricing. JCPL solicited quotes from several of the GSA vendors and is recommending that we move forward with Convergent for our security camera installation project. Convergent is a large company with many products and resources, but they have a local office which will help to expedite service and communication. While we will not have a contract with Convergent, we are requesting Board approval because the total cost for the purchase agreement will be above \$50,000. The purchase agreement includes a signed project scope of work with terms and conditions which are reviewed by the County Attorney.

Total Cost:

Under the current project scope for the software system migration, Convergent will furnish and install a new Genetec Omnicast video surveillance solution for JCPL. Convergent has provided all necessary licensing to migrate the existing cameras from the existing VMS to the new Genetec solution. This project will run concurrently with the camera installation project and Convergent will migrate one facility at a time while cameras are being installed. The scope of work also includes training for JCPL staff on using and managing the new system. The base cost for this work is \$77,553.22, which is within the budgeted amount for ARM-05

Next Actions:

We will be asking the Board of Trustees to authorize the purchase agreement at the July 20, 2023, Board meeting in the base amount of \$77,553.22. **This item will be placed on the consent agenda for the July 20, 2023 board meeting unless otherwise instructed by the Board.**

Foundation Update



JULY 2023

Executive Director Report

by Jo Schantz, MNM, CFRE, GPC

BOOKS ON FILM BENEFIT

Spurred on by the modest success of last year's Books On Film benefit, JCLF is hosting the second fundraiser in the series featuring the movie "Oppenheimer," based on the book "American Prometheus" by Kai Bird and Martin Sherwin. The film will premier on Friday, July 21, at Regal UA Cinemas in Colorado Mills Mall.

We are especially pleased that Denver7 television's meteorologist Lisa Hidalgo will serve as our event emcee. Hidalgo is also the host of the Denver7 Book Club. Following the movie, John "Grizz" Deal will lead the interactive audience discussion of the movie.



Deal is the CEO of IX Power Clean Water, which is an official, licensed "tech-transfer" company from the famed Los Alamos National Laboratory, referenced in the "Oppenheimer" film. Deal has also held the position of "Entrepreneur in Residence" at Los Alamos National Lab, and has "spun out" several other companies with patents originating at Los Alamos including software and nuclear reactors. He and his sister Deborah formed the company Hyperion, and conducted the first technology-transfer for a small modular nuclear power reactor (SMR) from the lab at Los Alamos, and were the first to present plans for a SMR nuclear license from the U.S. Nuclear Regulatory Commission in Washington, D.C.

Event tickets are \$50 per person, and include reserved seating in a select theatre, popcorn and a beverage, eligibility in a door prize drawing, and the opportunity to participate in the post-film discussion. To purchase tickets, visit www.jeffclf.org.

Many thanks to our event sponsors for supporting this event: Thrivent, Rocky Mountain Safety & Security, High Point Financial Group, Sally Reed, IX Power Clean Water and the Taurus Fund.

UPCOMING EVENTS

JCLF'S VOLUNTEER APPRECIATION LUNCHEON

We are pleased that this year's Volunteer Appreciation Luncheon will be held at Brookdale Meridian Westland, 10695 W. 17th Ave. in Lakewood on Friday, July 28, from 11:30 a.m. to 1:30 p.m. We will be presenting four awards to our outstanding volunteers, and enjoying Hawaiian entertainment courtesy of Tehani's Hula Colorado!

BOOK DRIVE AND SHRED-A-THON

This year's event will be hosted in the parking lot at Bank of Colorado's Lakewood branch (275 Union Blvd.) on Saturday, August 19, from 9 a.m. to noon. Thanks to our partnership with Altitude Docushred, individuals from our community will have an opportunity to shred sensitive personal documents at no cost, with only a request for a \$20 contribution per person.

We will be also be collecting book donations from the public at the same time along with contributions of CDs, DVDs and vinyl records.

DINE & DONATE AT 240 UNION RESTAURANT

JCLF will be participating in a Dine & Donate event at 240 Union restaurant in Lakewood. The event takes place on Tuesday, September 19, and our Foundation will receive 25% of all food purchases on that date! A similar event last year netted more than \$2,100!

BARNES & NOBLE BOOKFAIR

On Saturday, September 30, JCLF will benefit from a Bookfair held at Barnes & Noble Booksellers in Denver West Village, Golden. Our organization will receive a portion of the day's book sales when shoppers present a voucher along with their purchases at checkout.

JULY 2023

Executive Director Report

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COMMUNITY CONNECTIONS

- ▶ June 1-4 - *Whale of a Used Book Sale at the Jeffco Fairgrounds*
- ▶ June 6 -- *Lakewood Foothills Rotary Club luncheon*
- ▶ June 7 -- *Cornerstone Electric & Leatherneck Plumbing began preparation for the JCLF kitchen in suite 1100*
- ▶ June 8 -- *Applewood Business Assn. luncheon*
- ▶ June 8 -- *JCLF staff meeting*
- ▶ June 8 -- *Meeting with Erin McLain, interim E.D., from the Christian Action Guild*
- ▶ June 13 -- *Rotary Club dinner at Fox Hollow Golf Course*
- ▶ June 15 -- *PEO luncheon at Boy Scouts HQ in Lakewood*
- ▶ June 15 -- *Whale Sale wrap-up meeting*
- ▶ June 21 -- *lunch meeting with donor Allison Brigham*
- ▶ June 22 -- *tour of JCLF and lunch meeting with M.J. Ivy*
- ▶ June 23 -- *lunch meeting with donor Jeannie Mann*
- ▶ June 29 -- *virtual meeting with M.J. Ivy*
- ▶ July 11 -- *Lakewood Foothills Rotary Club dinner at the Sheraton Denver West hotel*
- ▶ July 13 -- *Applewood Business Assn. luncheon*
- ▶ July 18 -- *JCLF Finance Committee meeting*

Fall Whale of a Used Book Sale Coming in October!

JCLF is already gearing up for our fall Whale of a Used Book Sale at the Jeffco Fairgrounds taking place from October 19-22.

Event sponsors include our 2023 Friends Community Partners: Denver7, Comcast Internet Essentials, Bandimere Speedway, Pinkard Construction, Bank of Colorado, 50 Plus Marketplace News and Colorado Women's Day.

Each of our Whale Sales requires dozens of volunteers. Sign-ups will begin online in September.



Visit our website -- www.jeffclf.org -- to learn more!

Grants & Gifts Update

FUNDS RECEIVED/APPROVED

Bob and Cynthia Benson -- \$10,000 naming right, Children's Area, Evergreen Library (pending Trustee approval)
Thrivent -- \$1,000 for Books on Film sponsorship

FUNDING DENIED

PNC Foundation -- 1000 Books Before Kindergarten
Entergy Foundation -- Robotics for Kids
Gill Foundation -- Robotics for Kids
Carla Knight Homes -- \$500 for Books On Film
Allstream Communications/Zayo -- \$500 for Books On Film
Tawnya Clark/AmFam Insurance -- \$500 for Books on Film

REQUESTS PENDING

Summit Family Dentistry -- \$1,000 for Raise A Reader
Sunflower Bank -- \$1,000 for Raise A Reader
Every Child Pediatrics -- \$1,000 for Raise A Reader
Lutheran Medical Center -- \$1,000 for Raise A Reader

Operational Updates

Executive Director Report



JULY 2023 EXECUTIVE DIRECTOR REPORT

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

Design a New Library in South County:

- Initiating communication and community engagement steps
- Reviewing the updated market analysis

Initiate a New Library in Northwest Jefferson County

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

Critical Projects: In **Q3**, the Library is focusing on,

Redesign Evergreen Library

- Completing permitting process
- Initiating site closure and move-out
- Initiating construction
- Initiating alternative services

Conifer Opportunity

- Presenting community engagement results
- Completing new program of service
- Recommending services for decision
- Creating detail budget for service decision
- Beginning design for services

New Concept in Philanthropy Strategy

- Engaging with a sub-group of Urban Libraries Council (ULC) executive directors
- Collaborating with JCLF on naming opportunities for Evergreen Library redesign

Accelerate our Building Program

- Finalizing design standard
- Initiate full integration of design standard into library operations

Advocacy and Engagement Opportunity for Trustees – 2023-2024

[CALCON 2023: A Confluence of Ideas](#), October 12-14, 2023, Embassy Suites, Loveland. CALCON is Colorado's premier event for library staff from libraries of all types throughout the state. Attendees learn from one another and hear from current experts in trending fields. There is often a trustee track of sessions. This conference is a helpful primer for trustees new to being



on a library board and/or interested in learning more about Colorado libraries and library work in general. Please contact Amber to register. Early Bird registration deadline is August 1st.

[2023 Urban Libraries Council \(ULC\) Annual Forum](#), October 25-27, 2023, Seattle, Washington. ULC will convene its member community to engage in expert-led discussions and activities about the future of public libraries as critical institutions for advocacy, leadership, technology and education for all. Library leaders will connect on these topics to inform the development of best practices and strategies to best serve our staff and patrons. It is a helpful conference for trustees interested in learning more about innovations in larger libraries with similar situations and services as JCPL. Registration will open in late July. Please contact Amber to register.

[Public Library Association \(PLA\) 2024 Conference](#), April 3–5, at the Greater Columbus Convention Center in Columbus, Ohio. Offered biennially, the PLA Conference is the premier event for public libraries, drawing thousands of library workers, trustees, friends, and vendors from across the country and around the world. This three-day event offers top-quality education programs, author events, fun networking opportunities, and a bustling exhibits hall featuring the latest in products, services, and innovations. This is a helpful conference for trustees who want to learn about everything public library – from the smallest to the biggest and everything in between. Conference registration opens in Fall 2023.

[Unite Against Book Bans \(UABB\)](#) – is a national initiative formed to expand the base of advocates beyond the library ecosystem. Direct support has been provided to community activists in various states and Unite Against Book Ban advocates – comprised of ALA members and staff – are also advising local advocates across the country facing book banning. Trustees can join as community members if interested.

SERVICE HIGHLIGHTS:

[Summer Camps!](#) JCPL is offering multiple free multi-day summer camps for teens and tweens during the month of July. We've got a Teen Urban Farmer Adventure Camp, a Teen Music Production Camp, a Magic Mania Camp and a Mission to Mars Camp.




[More Summer Challenge Fun with the “You are Matter” Programs:](#) Learn about the stuff that makes us up as we explore the three states of matter in this hands-on show. This program is designed for ages 5-12. We have 19 of these STEM programs scheduled throughout June & July.



PROFESSIONAL ENGAGEMENT:

Julianne Rist, director of Public Services, was named the Chair of the PLA Digital Literacy Committee for 2023-24.

HIGHLIGHTS OF EXECUTIVE DIRECTOR COMMUNITY ACTIVITIES, JULY 2023

- Meeting with a variety of residents about potential interest in applying for the Board
 - Attend **Jeffco Connections** Board meeting
 - Attend **Statewide CMP Interagency Oversight Group** (IOG) Member Orientation
 - Meeting with Joe Kerby, **Jefferson County Manager**
 - Scheduled lunch with a trustee
 - Tour LINC Innovation Center in Greeley with **trustees**
 - Provide a library overview and tour with new **county administrative staff**
 - Monthly meeting with **Jefferson County Library Foundation** (JCLF) executive director
 - Attend **JCLF Board** meeting
 - Monthly meeting of the **Personnel Board** of the **Jefferson County Elected/Appointed Officials**
 - **Colorado Association of Libraries (CAL)** Mentorship Interest Group – my final meeting on this committee
 - Attend **Front Range Public Library Director** quarterly meeting
 - Taking some PTO in the last week of July
- 

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



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TO: Donna Walker, Executive Director

FROM: Julianne Rist, Director of Public Services

DATE: July 20, 2023

RE: Conifer Service Community Engagement Report – Public Services Analysis

Background:

While the Community engagement in Conifer was being conducted in May, JCPL continued their research of the Conifer area looking at a variety of resources such as refreshing use data for Conifer, evaluating information in comments sent to JCPL, and reviewing again Jefferson County’s Comprehensive Masterplans. On April 20, 2023, a market analysis and a report on the stakeholder interview insights were presented to the Board. The Eppstein Uhen Architects, Inc (EUA) stakeholder engagement report is the next phase of community engagement. EUA will report the results of the community meetings and online survey they facilitated and evaluated. JCPL will report on the other sources and findings that we have examined.

Analysis:

Library Service Area description and Conifer Library use

Conifer is an area of unincorporated Jefferson County that has a strong sense of community. Conifer Library is an existing location, so JCPL has use data and an established Library Service Area (LSA) for this location. The LSA is defined by where card holders live (based on census tracts) and the library location that they use. For JCPL purposes, we are using the Conifer Library Service Area (LSA) as the defining boundaries. It is a geographically large area with a lower population density than the rest of the county, and the southern area of the LSA is part of the Pike National Forest. It is an area without transportation options and dependent on personal vehicles. We do not anticipate a significant change in the population or household numbers for this LSA over the next five years. The long-term growth rate for the population mirrors the county trends. (Conifer LSA growth rate provided by DRCOG 6/9/23, County growth rate State Demography office 5/25/23)

Percentage of Population Growth	2030	2040	2050
Conifer LSA	4%	3%	1%
Jefferson County	3%	3%	1%

The demographics for this area show a higher percentage of population over the age of 45 and fewer households with children under the age of 10 than the rest of the county based on the 2020 census data for the JCPL LSA. It is also 96% white.

User groups categorize our customer base into groups of individuals that share similar library usage behavior based on real time library interactions. This information helps JCPL understand

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our customers' needs in real-time, allowing us to deliver the services that help each individual LSA community thrive. Library use data shows that use of Conifer Library mirrors the use of JCPL overall.

Community Participation

JCPL's service vision begins with a deep understanding of our community. The Conifer LSA has a population of 10,317. There were 643 participants in the JCPL community engagement of stakeholder interviews, community meetings, staff meeting, and survey responses. The Conifer Area Council survey had 690 responses. In addition, 44 public comments were received by JCPL. This level of engagement helps us complete the picture of the library service needs in this community.

Community Comments

Additional comments received by JCPL mirror those from the community meetings and the online survey. The following were the top categories for comments sent to JCPL:

- Better access in terms of either open hours or navigating parking and steps to get into the building.
- Wish for a standalone location, often with the reason given as a need for a schedule with weekday daytime hours.
- The need for a meeting space or a community gathering space.

Every 4 years Conifer Area Council creates a community survey to gather information that is used to guide their group's direction for study and actions. The 2022 survey included questions about the library. The Council shared the library question results and comments with JCPL in the spring of 2023. This information was part of the additional resources reviewed by us.

Selected Questions

- Responses to if people found the library location within the high school to be convenient were closely split.
- Responses to if people wanted to create a free-standing library showed 76.2% responding as yes and 23.8% as no.

Comments from the survey that were provided to JCPL were varied.

- 25% wanting a standalone library
- 25% wanting to keep the library in the Conifer High School
- 14% were requests for more hours or weekday daytime hours

Research and Resources

Below is a list of resources that were reviewed for Public Services' analysis on the Conifer Library and the community.

- Market Analysis presented by JCPL staff April 20, 2023
- JCPL use data 2019 – June 2023
- Stakeholder insights presented by EUA April 20, 2023
- Conifer Area Council Survey results shared with JCPL Spring 2023
- Public comments sent to the Board and JCPL during this process
- Jefferson County Comprehensive Master Plan Amended edition December 9, 2020
- Jefferson County Conifer/285 Corridor Area Plan approved 2/10/2016

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- Denver Regional Council of Governments (DRCOG) long range growth rates
- Celebrating Economic Vitality 2023 Economic Profile, Jeffco Economic Development Council
- Research on other shared spaces between public library systems and public schools in Colorado

Conclusion

This report highlights the information and research gathered and analyzed by JCPL independent of the community engagement process led by EUA. In the comments received by JCPL, there are pain points in the current library services such as parking and access to the high school location. There is an expressed desire for weekday daytime hours. At the same time, this is a region where residents commute to work so evening and weekend hours are also important. The community is looking for a place to be able to gather, have meetings, and attend classes or programs.

Conifer has diverse wants and comments. It may be challenging to satisfy these many different opinions. We have heard from some residents that they desire a standalone location and we have also heard from others that they see a benefit for the library to stay in the high school and a concern for the impact on teens if JCPL should move. This information along with the report provided by EUA on their community engagement will be used to create the Program of Service for the Conifer area. The library will apply our professional expertise, decide next steps, and bring forward a recommendation for the library services for Conifer to the Board.



Jefferson County
PUBLIC LIBRARY

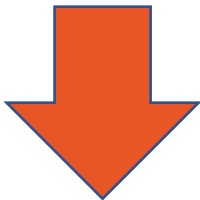
Conifer Library Service Community Engagement Report – Public Services Analysis

July 20, 2023

Julianne Rist, Director of Public Services



2023 Conifer Project Deliverables



Market Analysis Report & Stakeholder Engagement Report



Community Engagement Report



Evaluation Plan



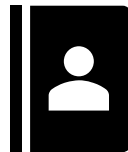
Program of Service



Recommendation for library Services



Design for Library Services



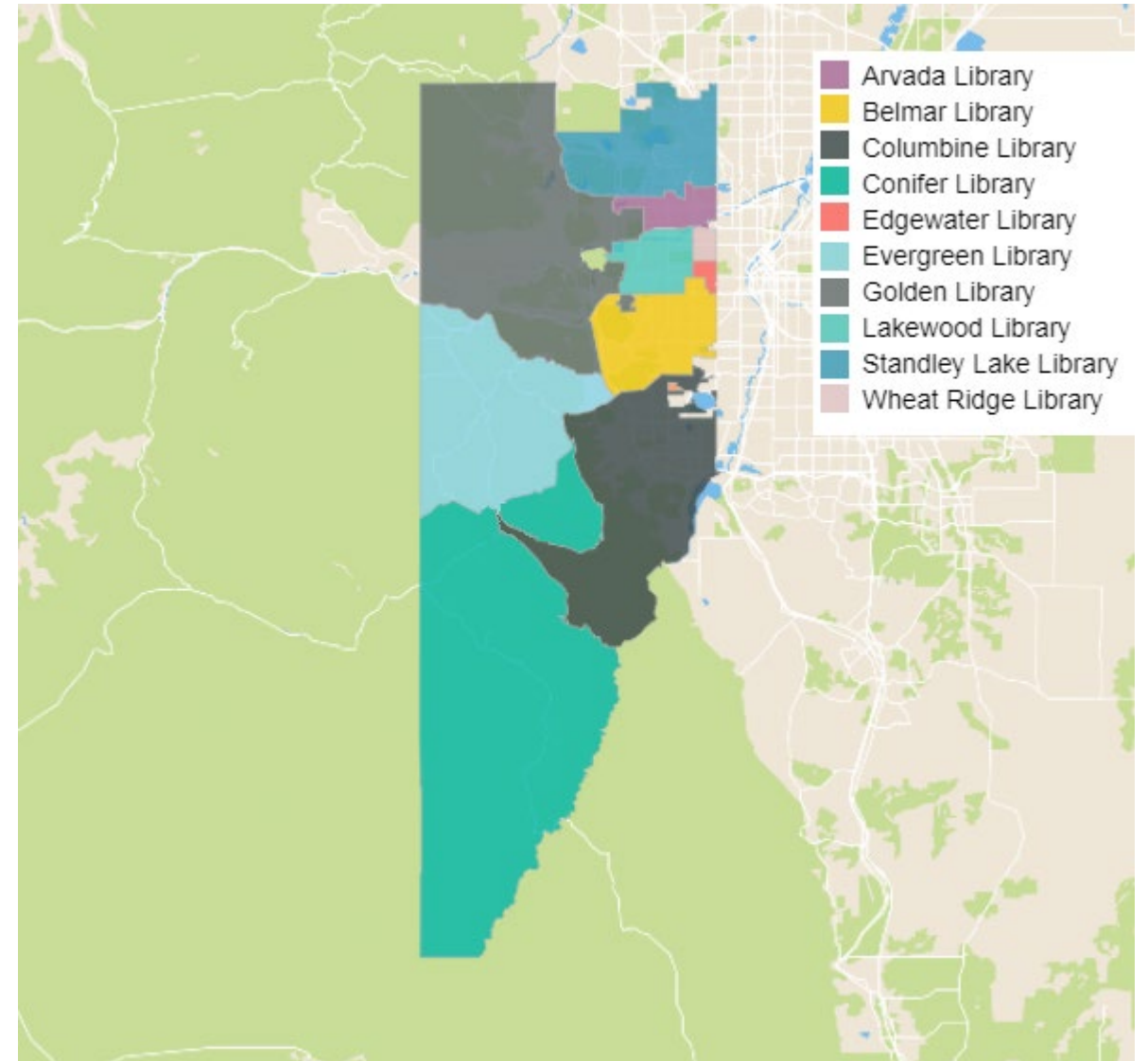
Understanding Library Service Areas



Library Service Areas

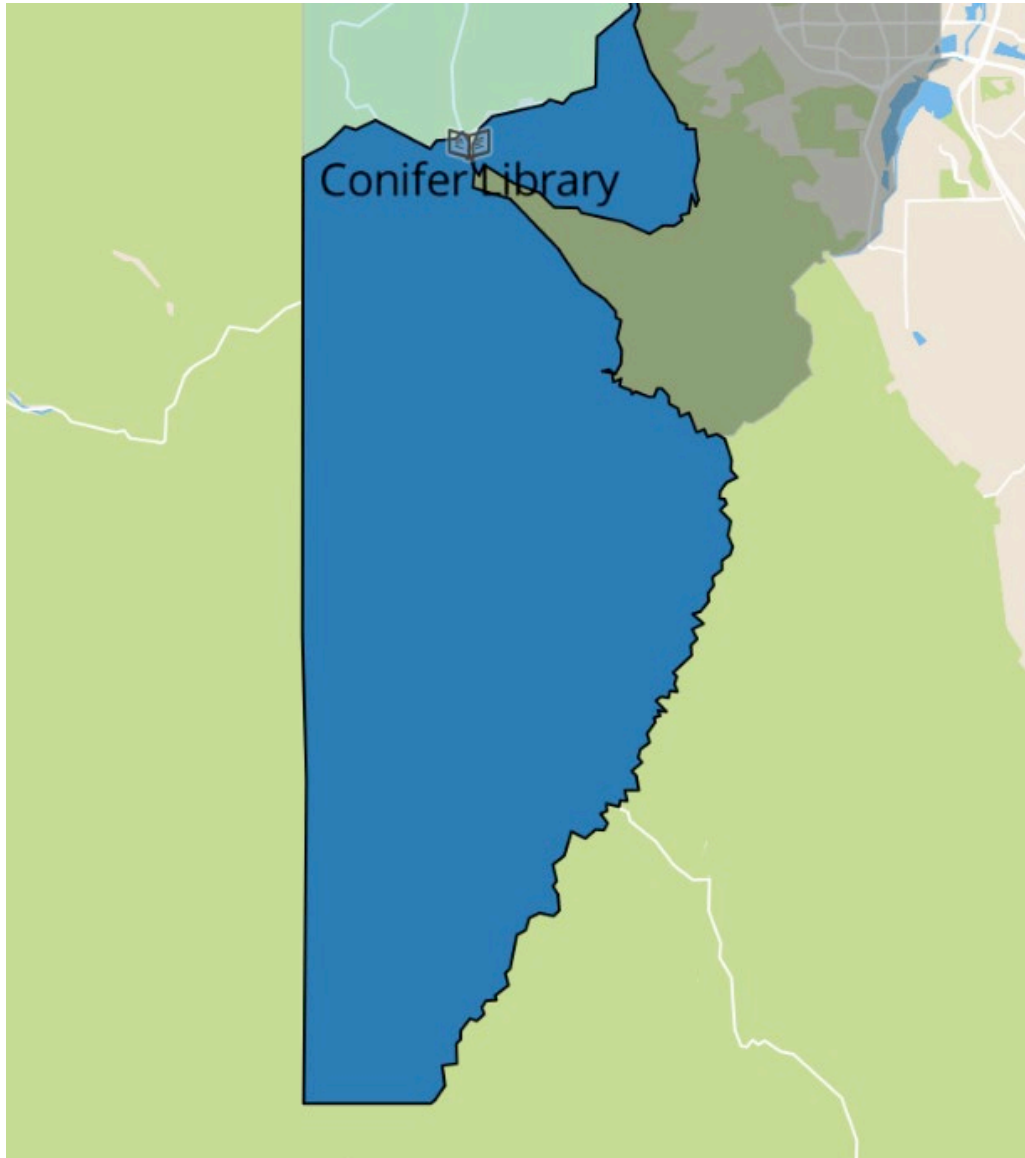
Map shows where card holders live and the library that they use

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





Conifer Library Service Area



Conifer Library Service Area

- Geographically large, unincorporated Jefferson County
- Lower population density

LSA map retrieved from Savannah, March 6, 2023

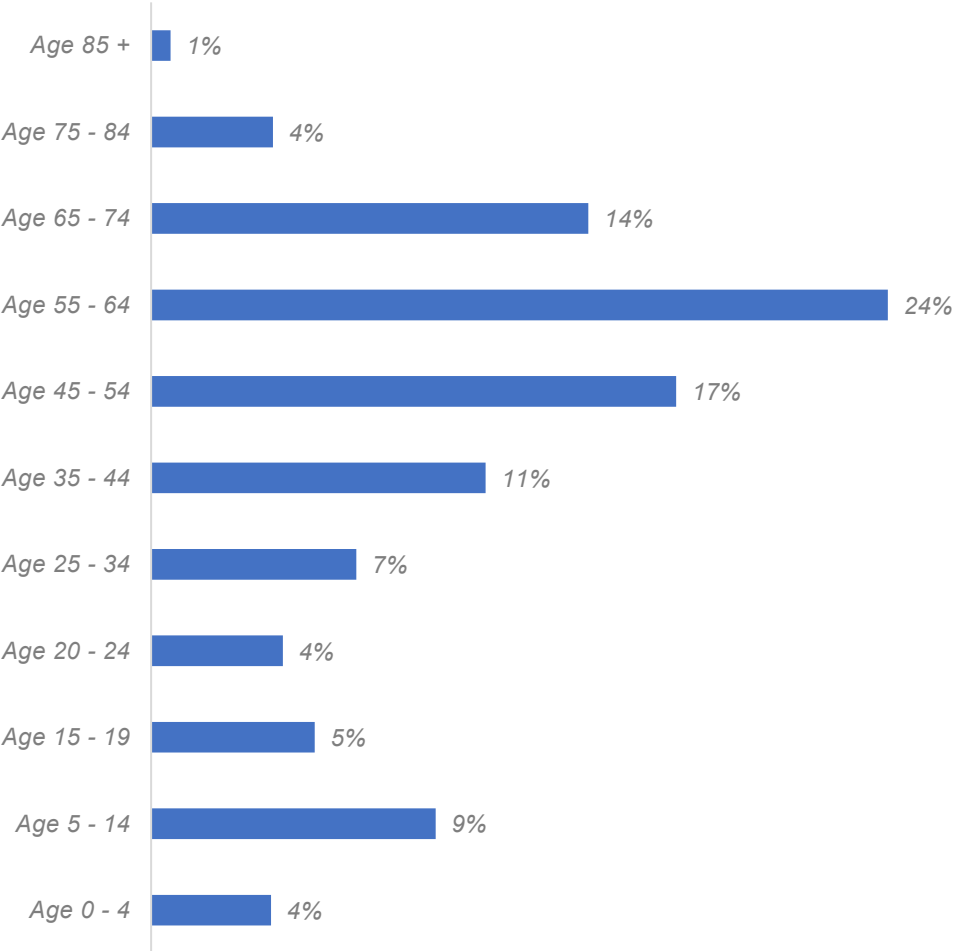
Expected Growth



Percentage of Population Growth	2030	2040	2050
Conifer LSA	4%	3%	1%
Jefferson County	3%	3%	1%

Conifer LSA growth rate provided by DRCOG 6/9/23, County growth rate State Demography office 5/25/23

Conifer Demographics



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

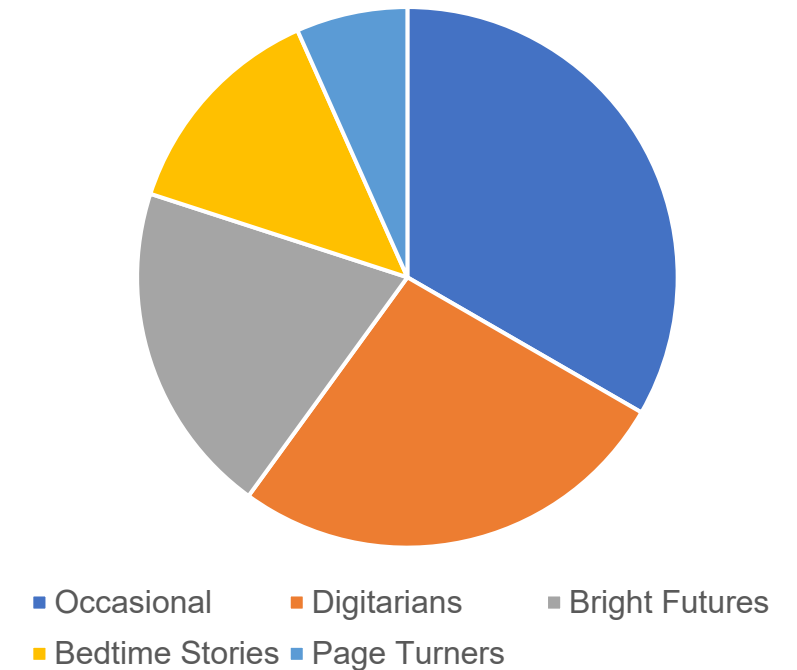
Conifer Library Use Data

Mirrors JCPL trends

User Groups

1. Occasional – Have used their card in the last year but not in the last 12 weeks
2. Digitarians – Primarily use digital resources, Axis 360, Overdrive, Hoopla etc.
3. *Bright Futures – Teens between the age of 13-17*
4. Bedtime stories – adults who borrow children’s materials
5. Page Turners – primarily borrow adult & teen print material

User Groups

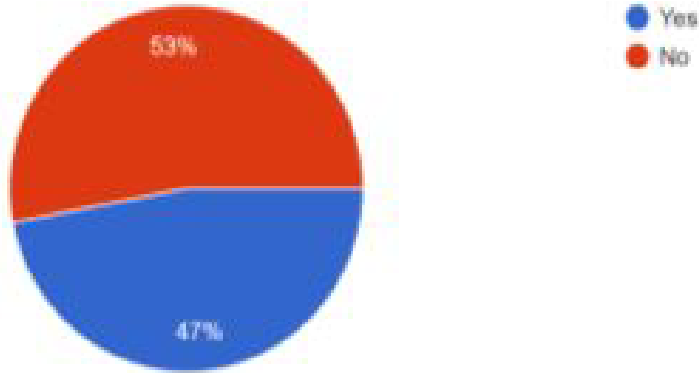


Community Participation



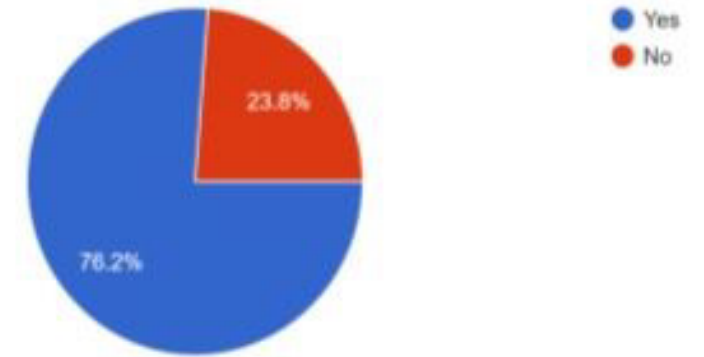
- 643 participants in JCPL's community outreach
- 690 Conifer Area Council Community Survey
- 44 public comments received by JCPL

Conifer Area Council Community Survey

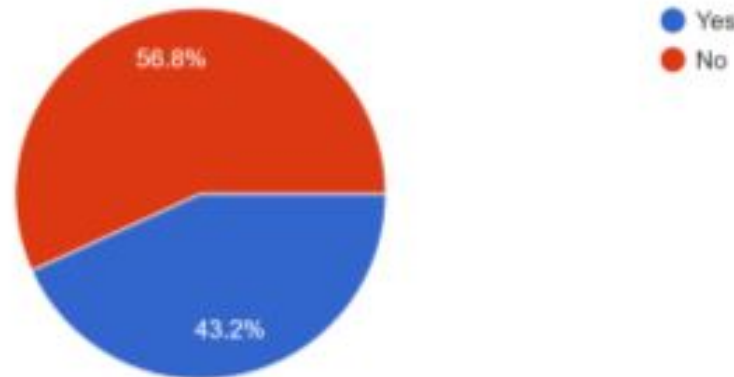


The Conifer Library has been located inside the Conifer High School since 1996. Do you find this a convenient location? 655 responses

Next year the Conifer High School schedule will change, and the library opening time would probably move to 4 p.m., causing fewer hours of public access during the week. Will this impact your use of the library inside Conifer High School? 632 Responses *Note the change in hours is effective August 2023*



Would you like to see the \$2.5 million used to create a free-standing, full-service library in the Conifer area, perhaps by leasing or purchasing vacant retail space? 631 responses



Data from 2022 Conifer Area Council Community Survey, The Council sent library specific results to JCPL Spring 2023

Community Comments

- Better access in terms of either open hours or navigating parking and steps to get into the building.
- Wish for a standalone location, often with the reason given as a need for a schedule with weekday daytime hours.
- The need for a meeting space or a community gathering space.



Conclusions

- Pain Points
 - Access – parking, steps, open hours
- Desires
 - Weekday daytime hours
 - Community gathering spot
- Next steps
 - Create the program of service
 - Bring forward a plan to the Board



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TO: Donna Walker, Executive Director

FROM: M.J. Ivy, Director of Communication and Engagement

DATE: July 11, 2023

RE: Conifer Library Community Engagement Report Summary

The Conifer Library project was approved by the JCPL Board of Trustees as part of its Facilities Master Plan (FMP) and is budgeted for through the library's 5-year Capital Improvement Plan. The first major deliverable for this project is to engage the community.

JCPL retained the services of EUA, a design and architecture firm, to provide services for the renovation to the Conifer Library, beginning with community engagement. This community engagement was an information-filled process that involved the local community by offering a glimpse of what their library of the future could hold for the many different users. Innovations and new ideas were presented to stir the imagination and will be used to inform the design team for future decisions. In May and June of 2023, over 600 people participated in our virtual community engagement sessions and online surveys. This process set a solid foundation for helping determine what will become service at this branch.

EUA has used the information gathered through the engagement process to create a Conifer Library Community Engagement Report Summary. This report is intended to inform trustees and engage them in a discussion on the outcomes of the community engagement on this project to complete the first deliverable. The report will be provided to trustees ahead of the July 20, 2023, regular meeting.

CONIFER LIBRARY SERVICES
COMMUNITY ENGAGEMENT REPORT



Jefferson County
PUBLIC LIBRARY

20 JULY 2023

1

ENGAGEMENT OVERVIEW

2



3



4

COMMUNITY MEETING PROCESS

Mentimeter polls & Interactive Dots for input

Multiple Choice

Word Cloud

Short Answer

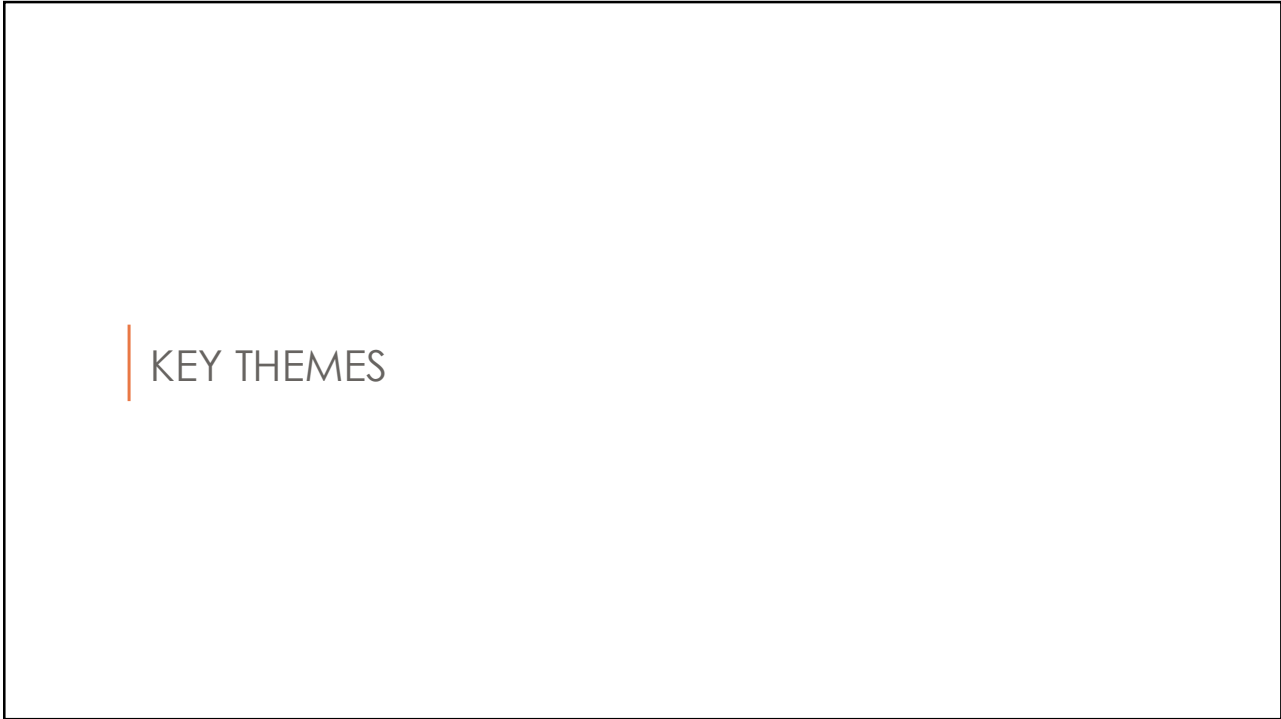
Interactive Dots

5

SURVEY

- General community survey
- Online & hard copy
- Question types:
 - What do you do at the library?
 - Rating & importance of existing services
 - What would encourage you to visit a library?
 - Benefits and other input

6



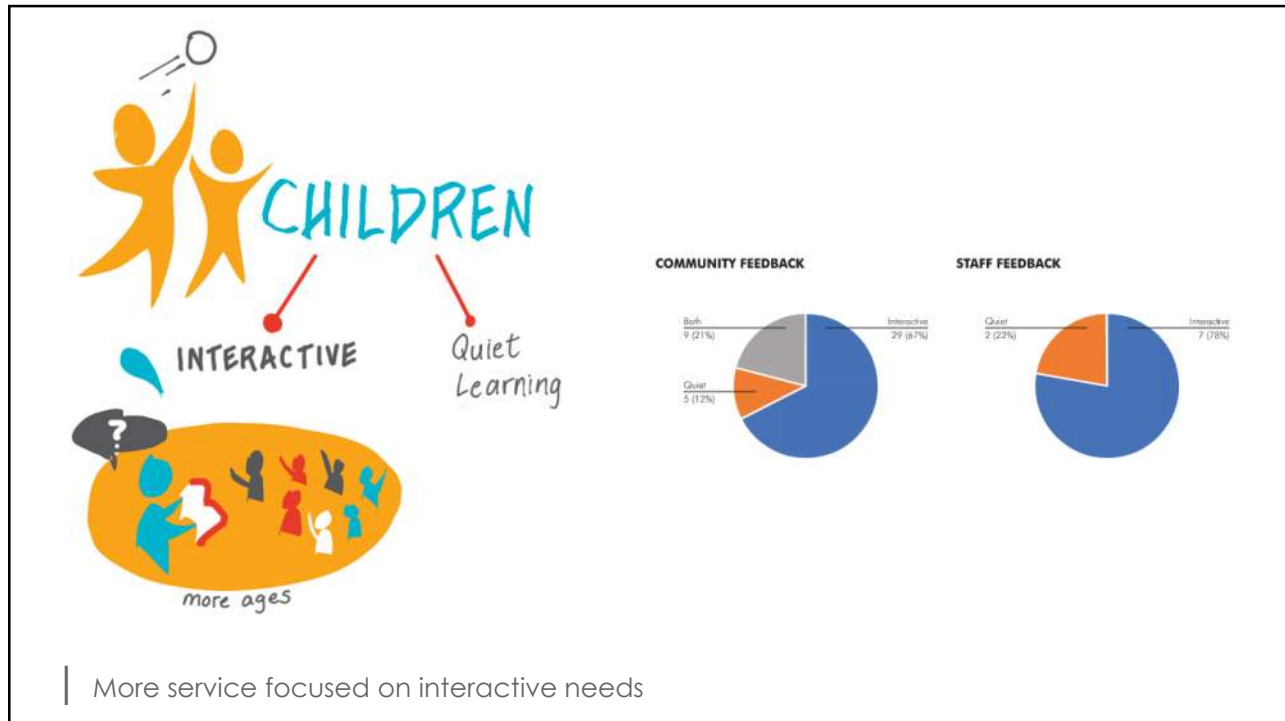
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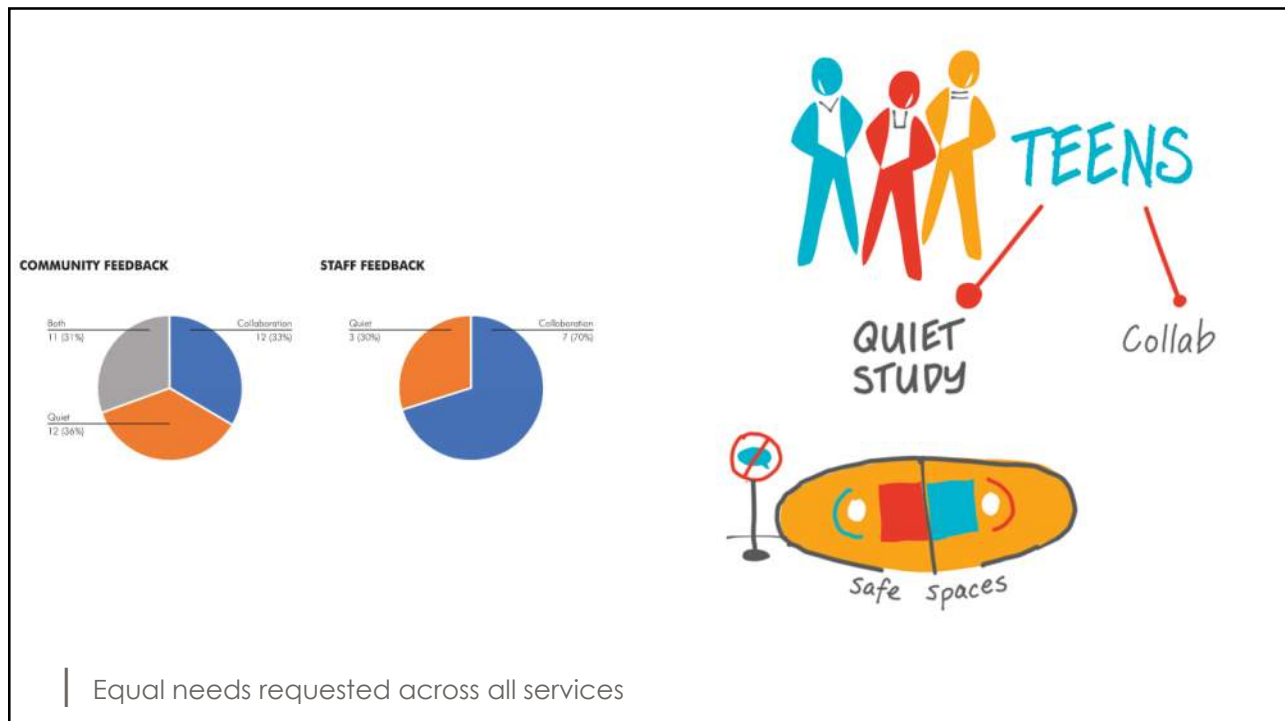
KEY THEMES

- A place to **gather and attend** with increased hours of service.
- **Flexibility** in collaboration and study, that provides acoustical separation.
- Focus on the **collection and materials** for diverse user needs.
- Elevated focus on **comfort and wellness** for the staff.
- Provide services that are **accessible** to all patrons.

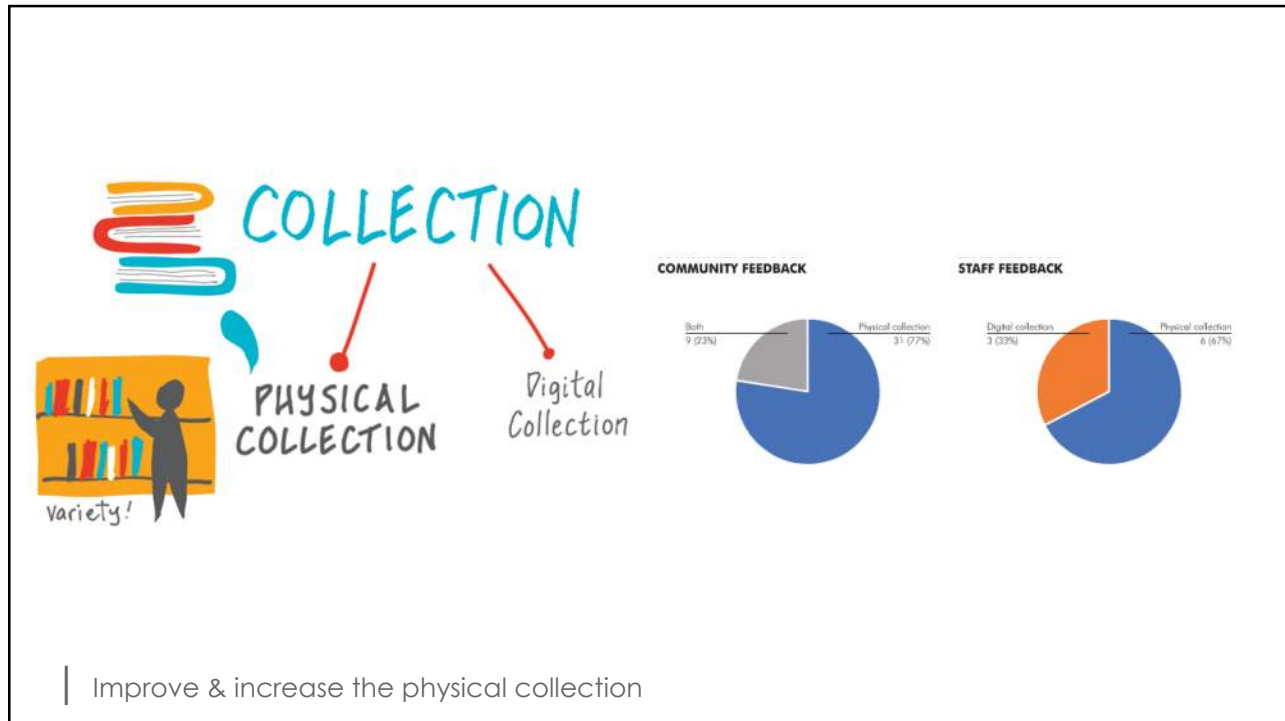
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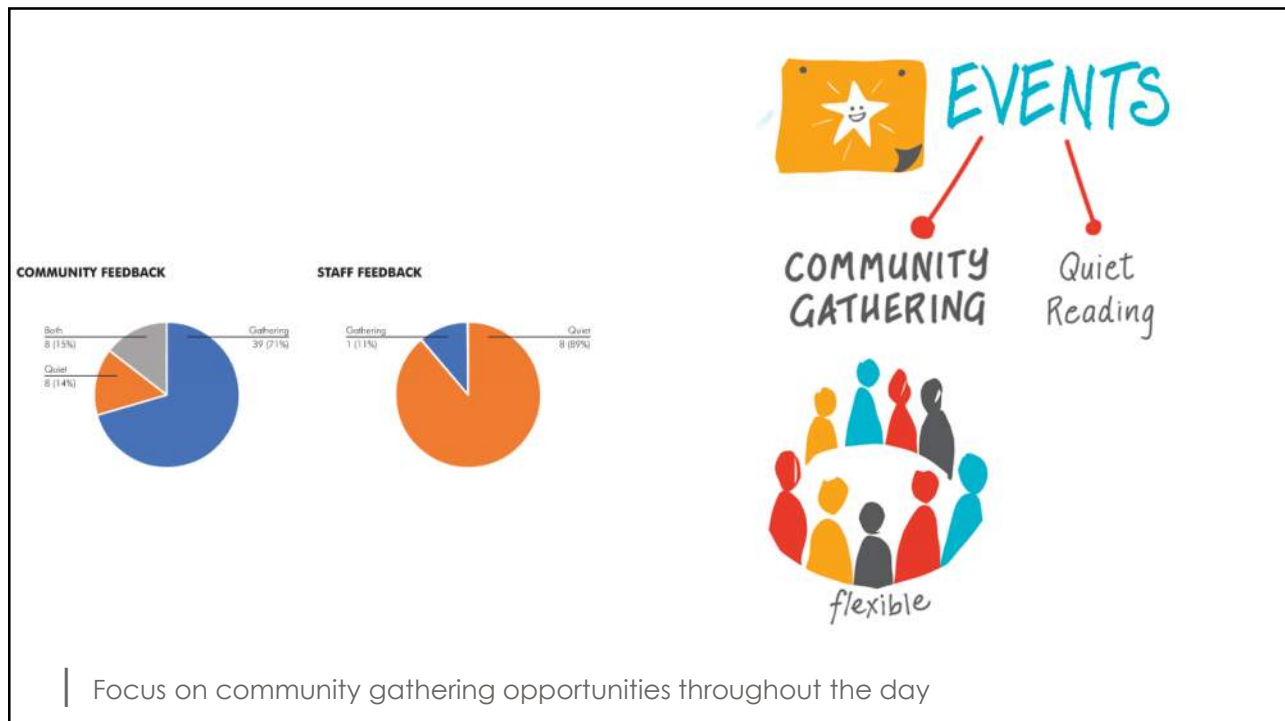
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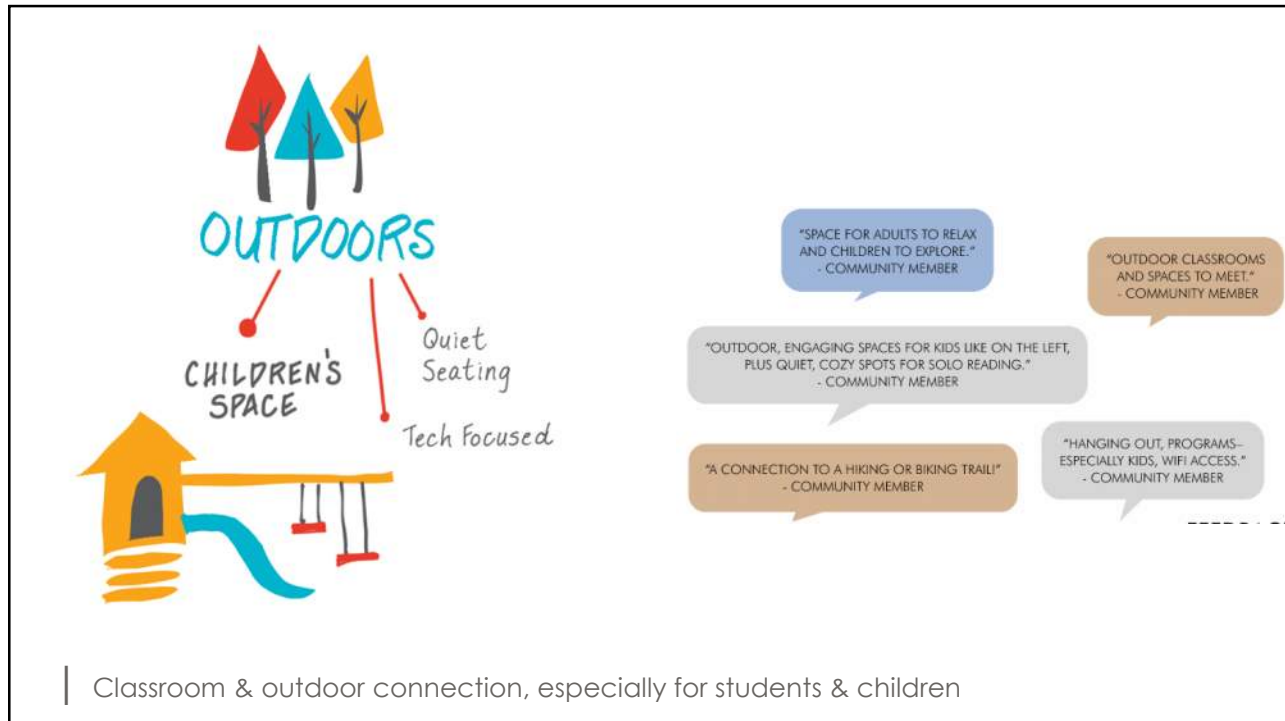
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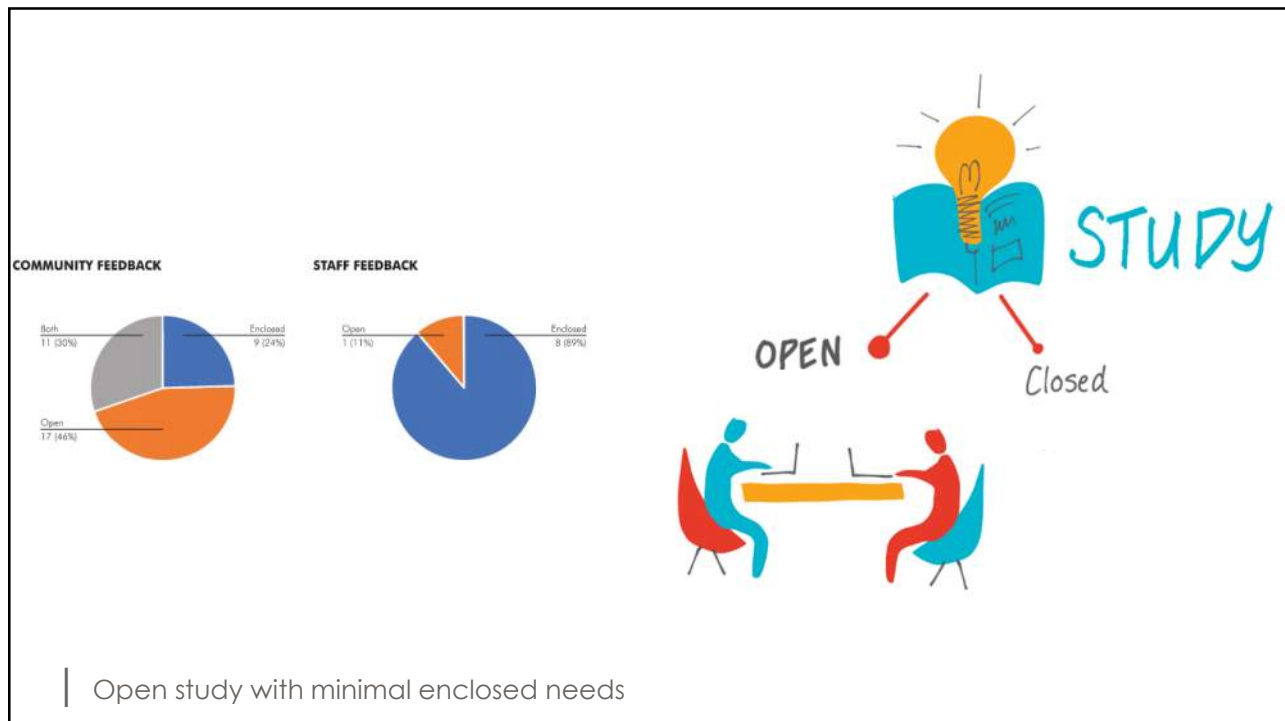
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COLLABORATION

Maker Space

TECHNOLOGY

"ARTS AND CRAFTS I WOULD LOVE TO DO POTTERY AND CANT FIND ANYTHING CLOSE. LESSONS ABOUT GARDENING , HOMESTEADING & LIVING IN THE MOUNTAINS. E-SPORTS AND STEAM FOR KIDS!"
- COMMUNITY MEMBER

"CLASSES, AUTHOR TALKS AND/OR BOOK CLUBS FOR ADULT."
- COMMUNITY MEMBER

"PROGRAMMING FOR ALL AGES OFFERED DURING DAYTIME HOURS."
- COMMUNITY MEMBER

| Multi-functional class & group participation with higher technology needs

15

SERVICE MODEL

COMMUNITY FEEDBACK

All	5 (10%)
Hard book	4 (8%)
Self check-out	28 (56%)
Service Desk	13 (26%)

STAFF FEEDBACK

Self check-out	3 (32%)
Service desk	5 (56%)
Hard book	1 (11%)

| Self check-out still dominates, but don't lose the personal connection

16



17

EXISTING FACILITY

- 78% felt the staff were supportive and knowledgeable
- 63% felt the hours of operation were inadequate
- 36% stated group meetings were insufficient
- 35% of participants stated lack of parking
- 34% stated accessibility is difficult or lacking
- 29% felt the collection was limited but important

18

SURVEY OVERVIEW

19

PARTICIPANTS

- 96% are library card holders
- 89% reside in Conifer or the Hwy 285 corridor
- 73% use the library at least once per month
- Participants range in age from under 14 to 75+!

DO YOU CURRENTLY HAVE A LIBRARY CARD?

Response	Count
No	18
Yes	486

HOW OFTEN DO YOU VISIT A LIBRARY?

Frequency	Count
Never	17
A few times a year	119
Monthly	145
Weekly	182
Daily	41

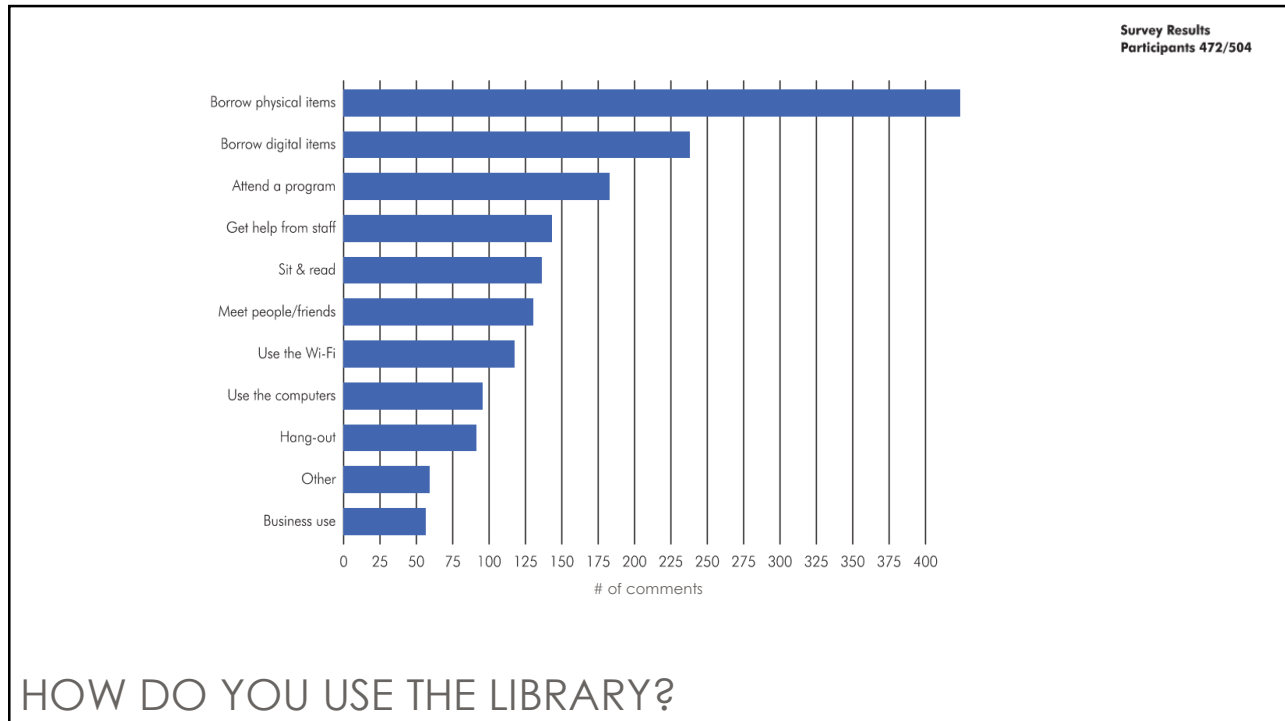
ON A SCALE OF 1-5, HOW IMPORTANT OVERALL IS THE LIBRARY TO YOU AND YOUR FAMILY?

Importance Rating	Count
1	1
2	2
3	3
4	4
5 (Very important)	321

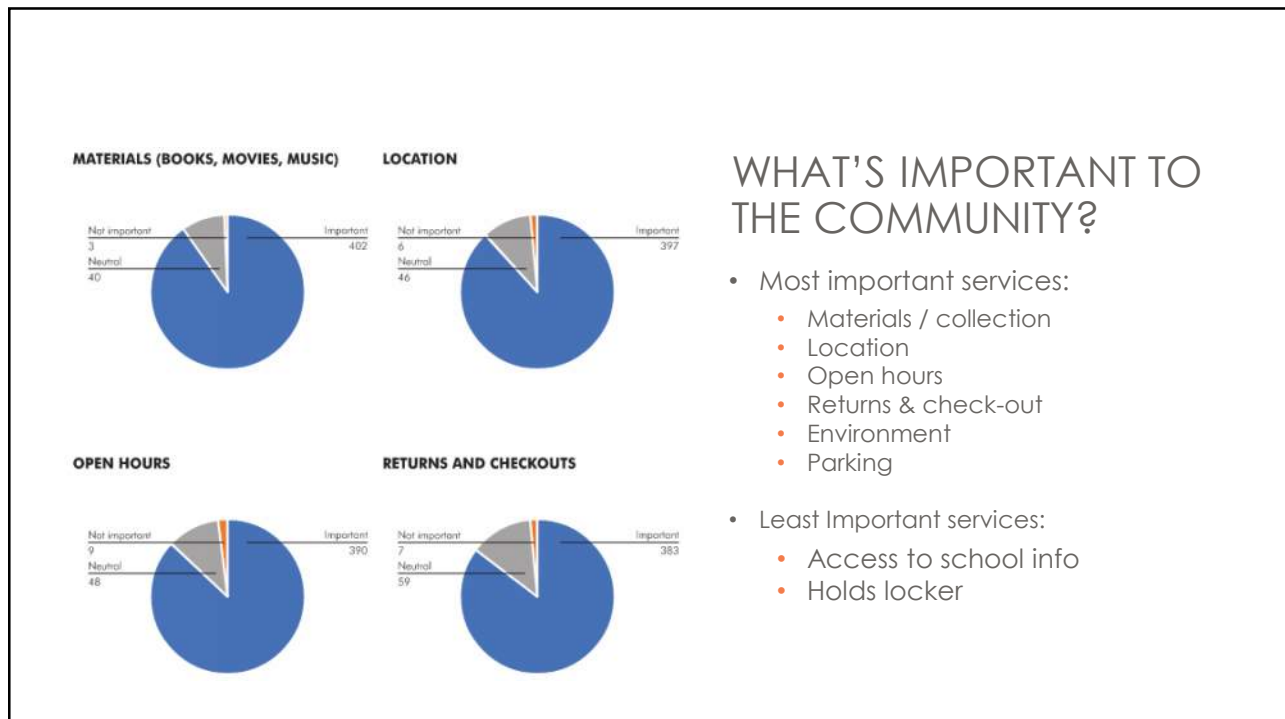
WHAT'S YOUR AGE?

Age Group	Count
14 or under	7
15-19	47
20-24	1
25-34	25
35-44	67
45-54	63
55-56	101
65-74	28
75+	28

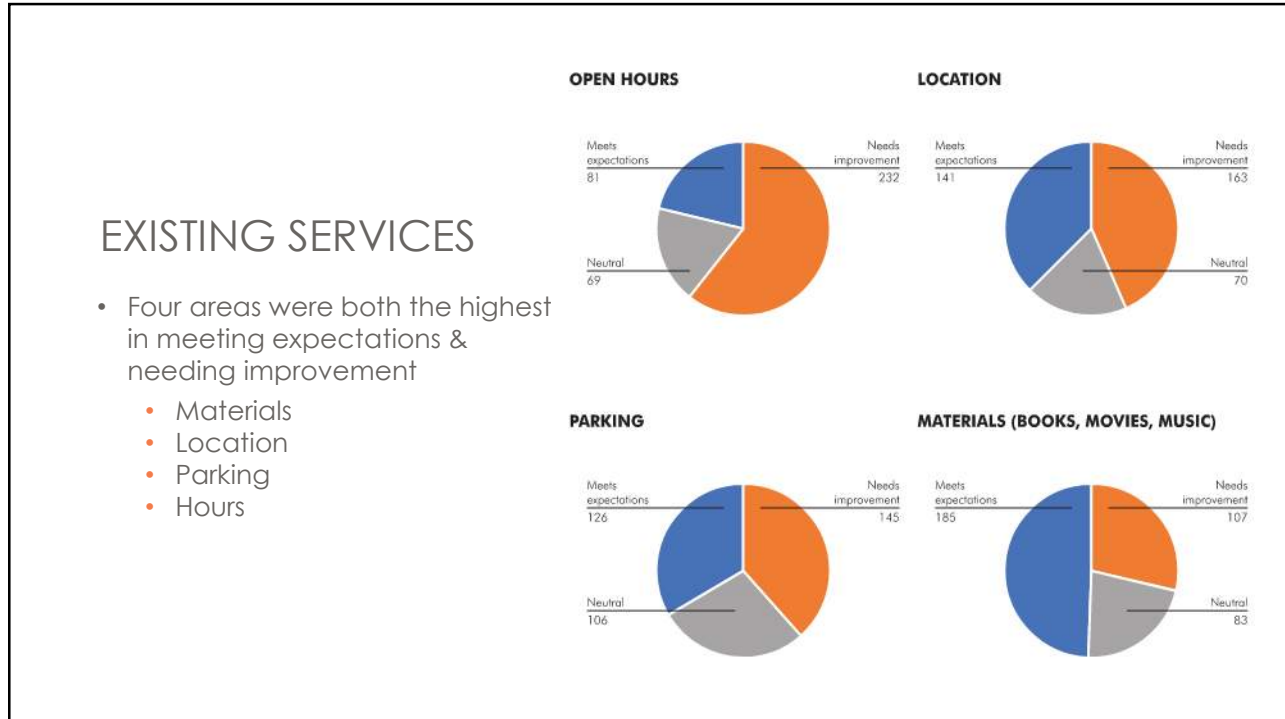
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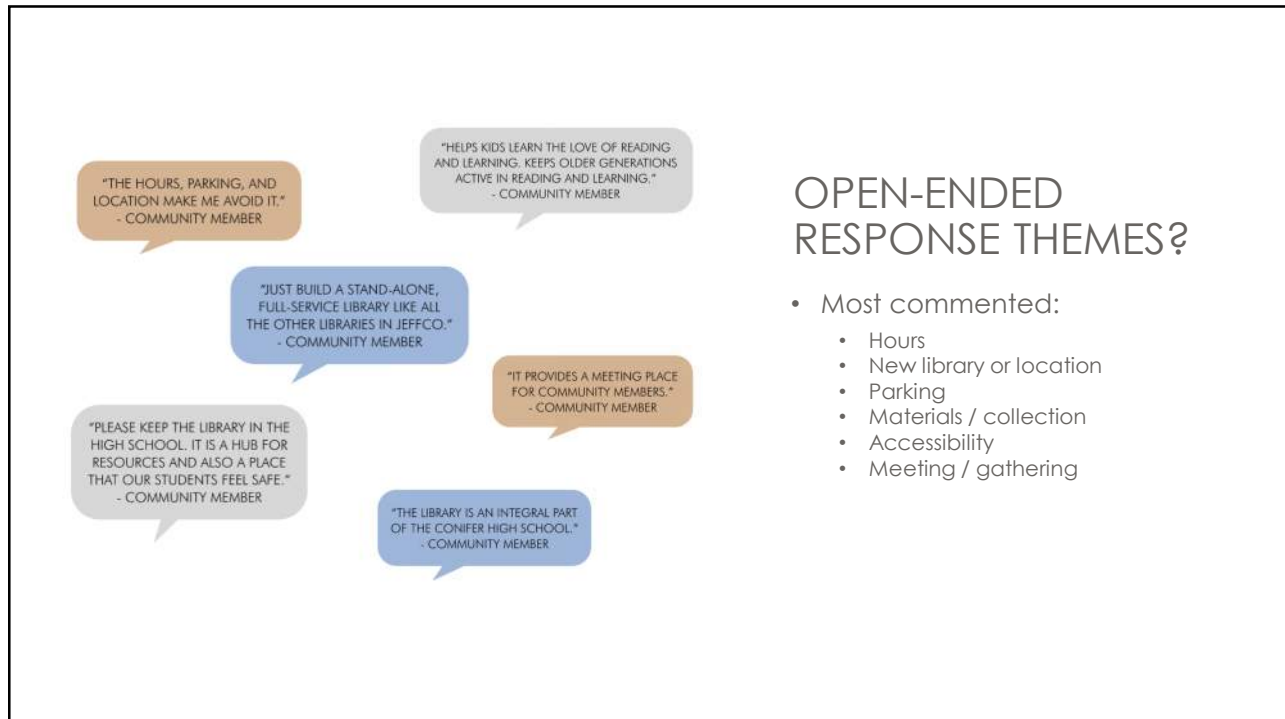
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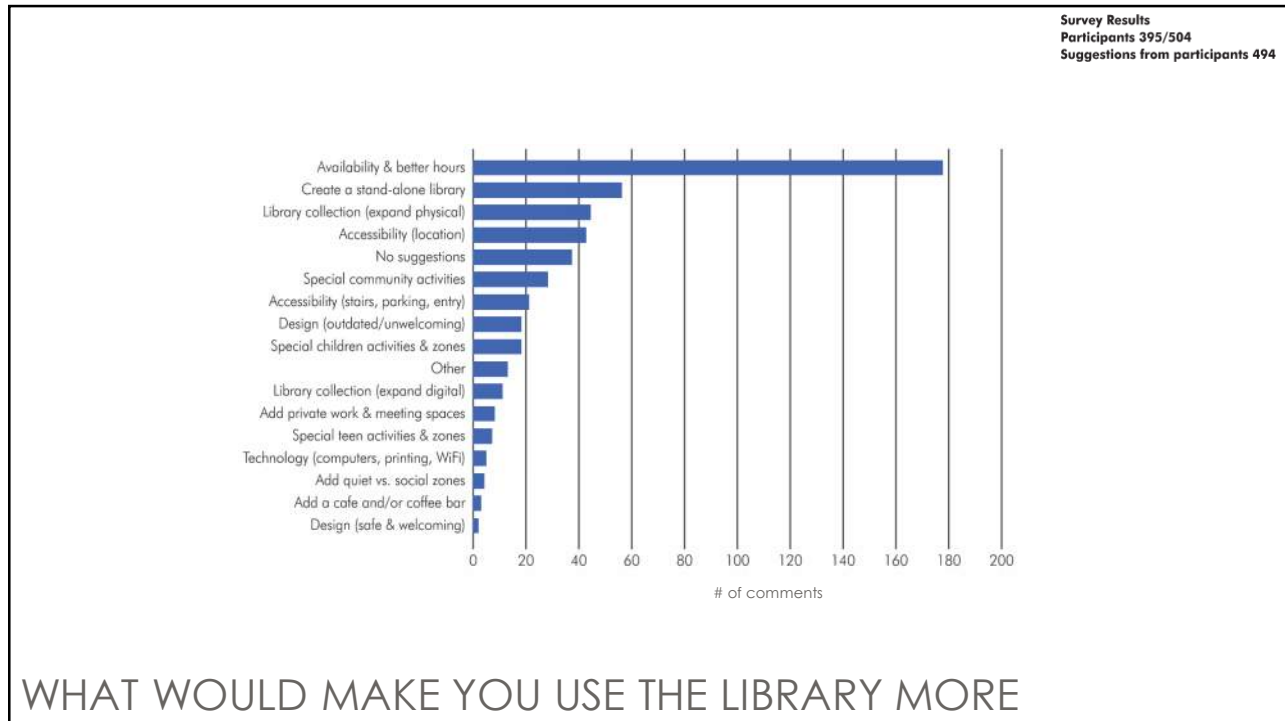
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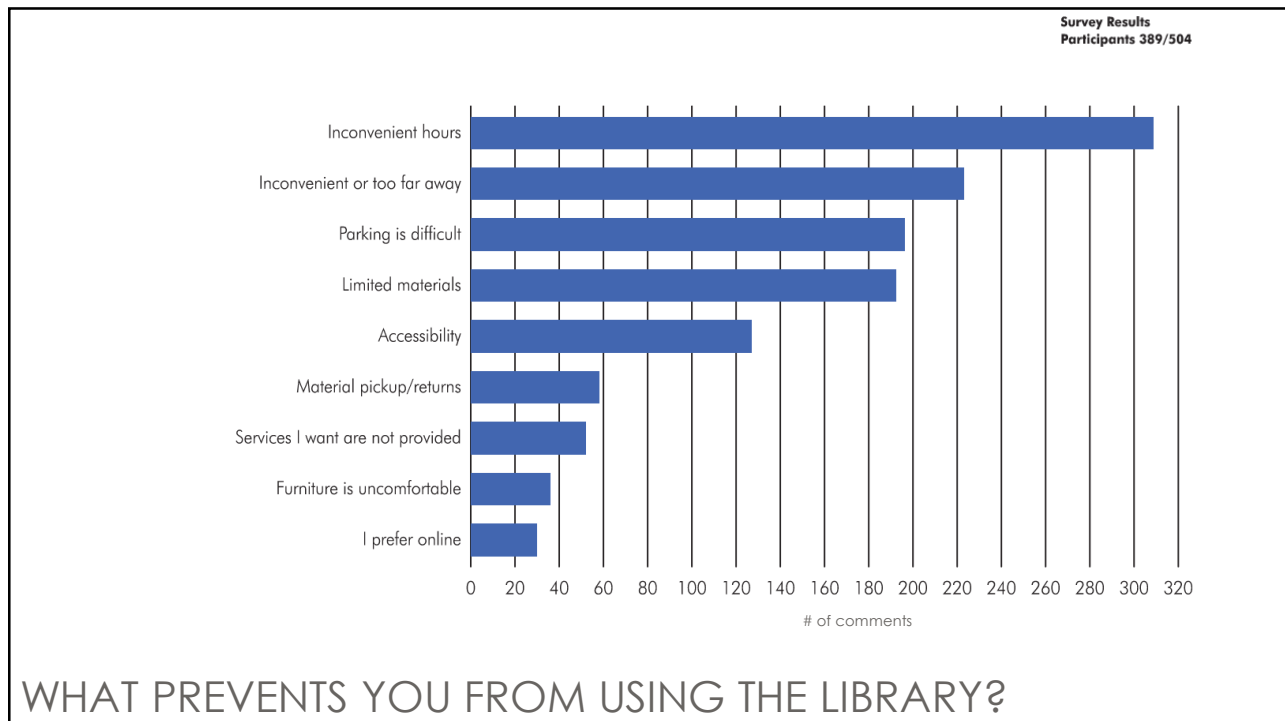
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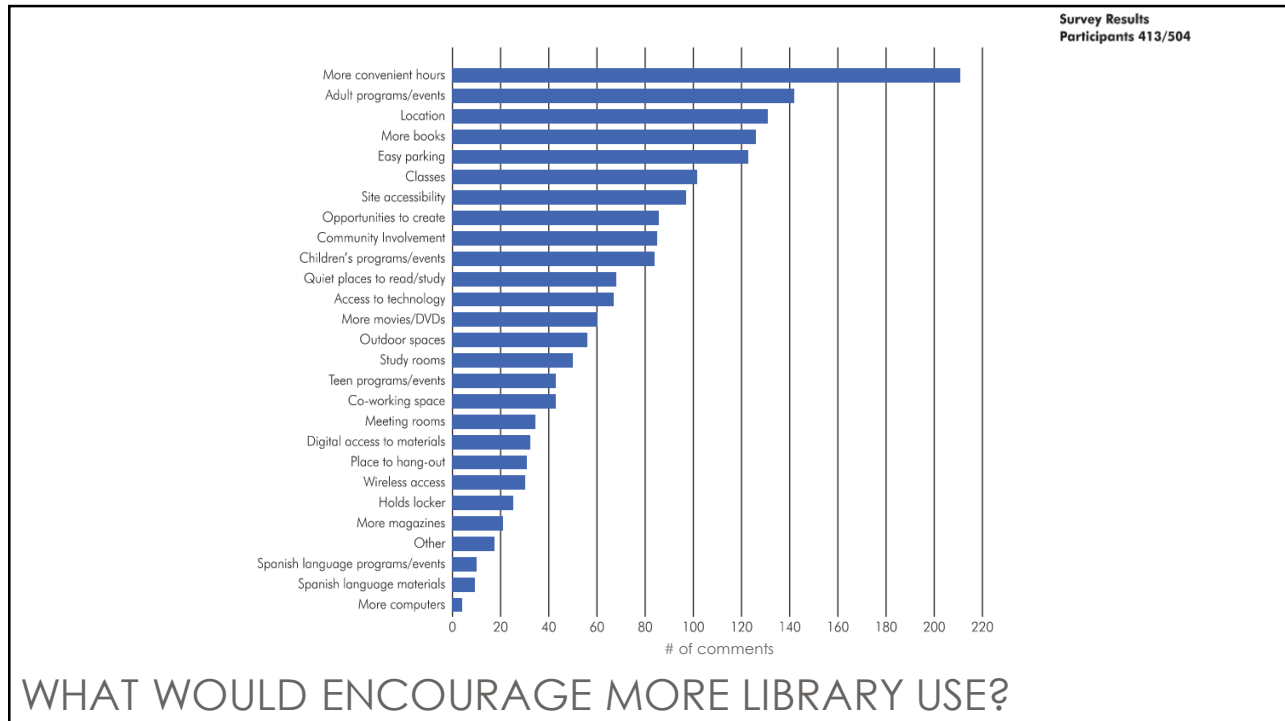
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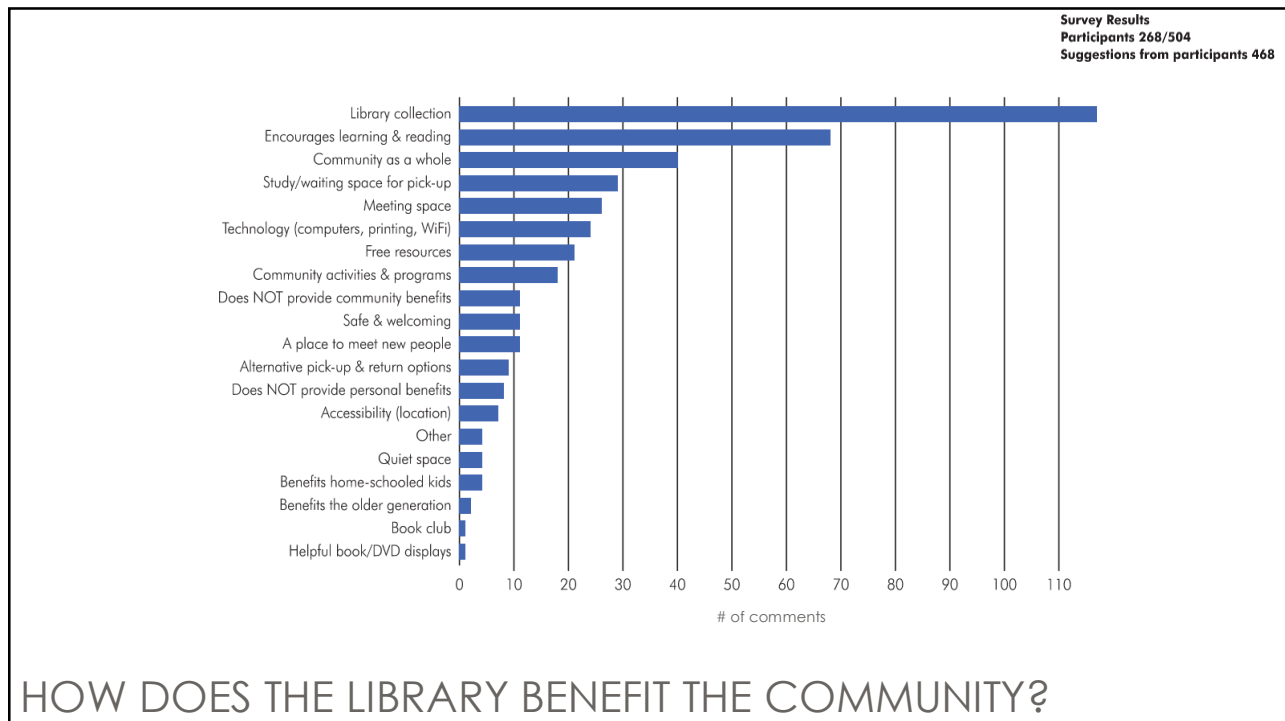
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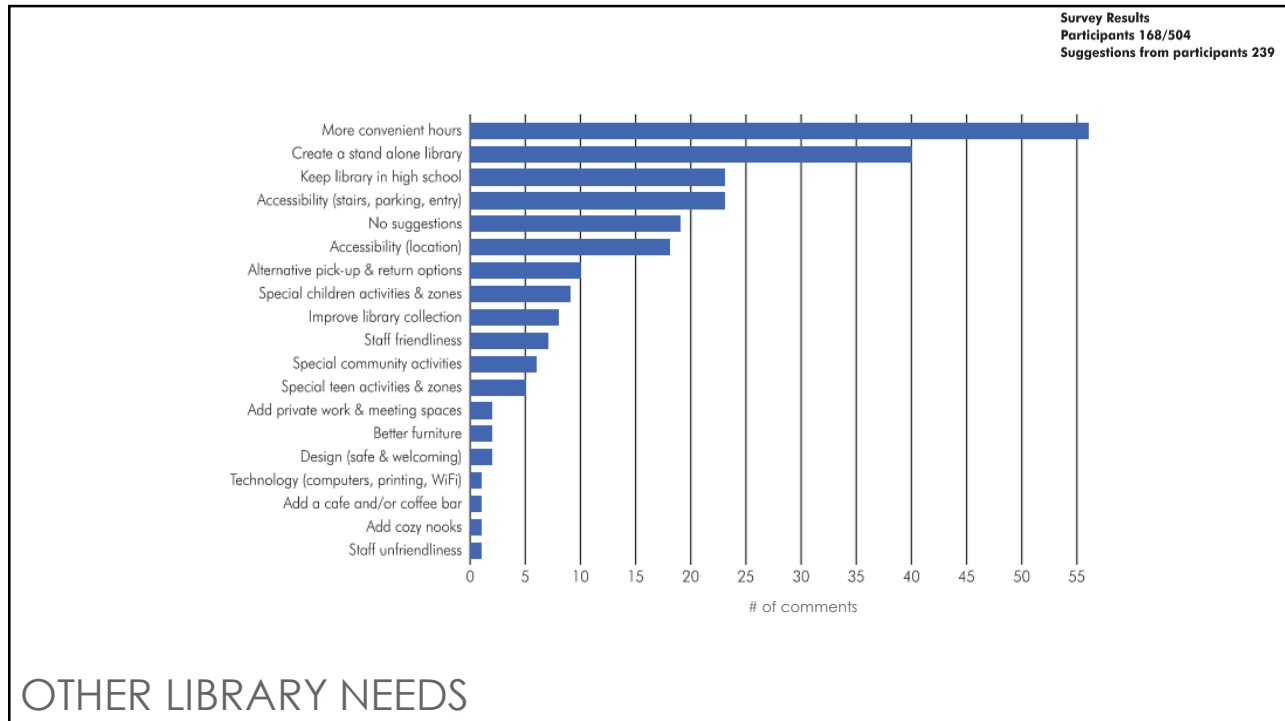
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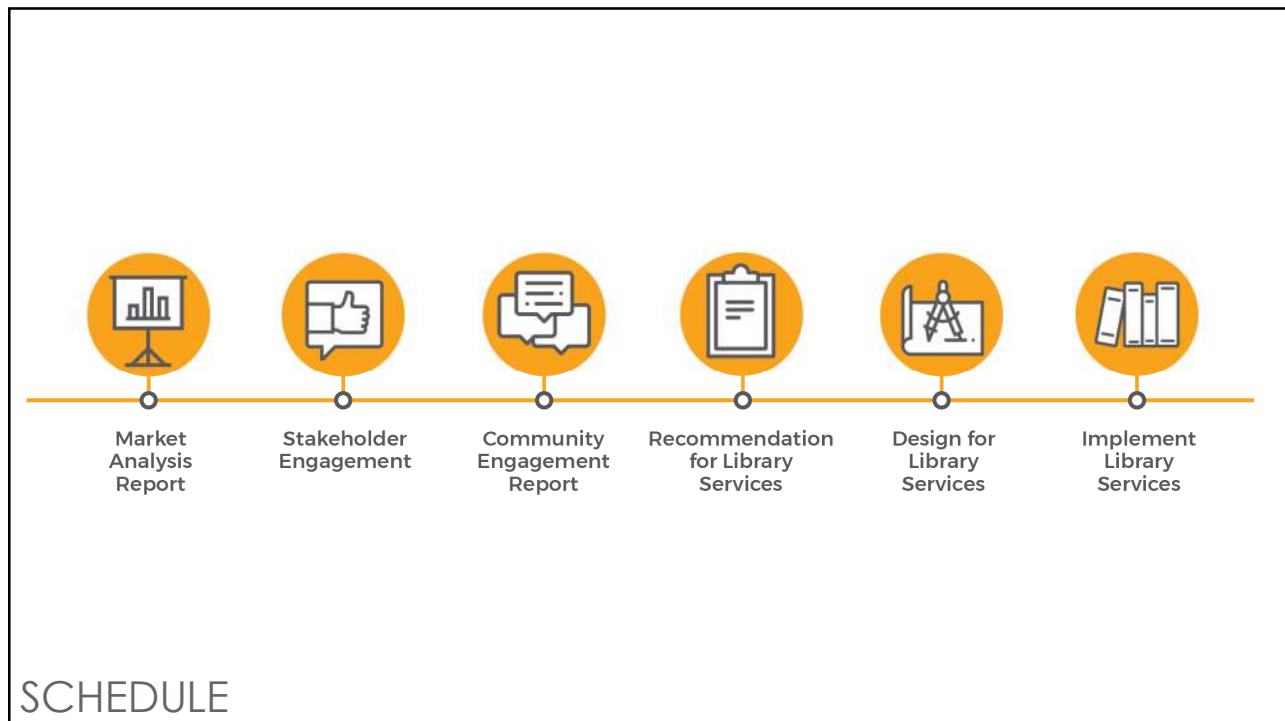
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32

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



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TO: Library Board of Trustees

FROM: Donna Walker, executive director

DATE: July 20, 2023

RE: Northwest Jefferson County Library Property Selection Recommendation

Recommendation: After considerable due diligence, community engagement, and negotiation Jefferson County Public Library is pleased to recommend a specific vacant land parcel for purchase for the creation of a future new library in Northwest Jefferson County. JCPL leadership presents this parcel as the most convenient, affordable, and desirable for Board consideration.

Background

Jefferson County Public Library (JCPL) has a capital project underway to build a new destination library in the northwest region to connect our under-served community to library services. This expansion will provide additional access to information and opportunities for all generations and will be adaptable for future growth and economic development. This project is budgeted for through the Library's 5-year Capital Improvement Plan. The 2022 update to the Facility Master Plan (FMP) categorized this as a Group 1 priority project.

In July 2022 the Board reached consensus about the Library Service Area, property search area and the site selection criteria. Staff then began both the property search and initial community engagement.

In November 2022 the Board received a report on the stakeholder engagement, common themes identified and updated data on predicted population growth. The Library received consensus from the Board to continue the site search.

At the December 2022 meeting the [Fact Sheet](#) was approved for this new location

At the February 2023 meeting the Board delegated authority to the Executive Director to sign nonbinding documents necessary for furthering negotiations on potential real estate transactions for the development of a library in northwest Jefferson County.

At the March 2023 meeting the Library provided full information to the public on the property search process.

In the succeeding months, the Library provided updates in the public meetings and executive sessions while continuing the site search and engagement with community leaders and negotiation with property owners.

Executive Summary of Recommendation:

Selected Site Meets or Exceeds Pre-established Criteria

- **Optimal Size** allows for current needs as well as future population growth
 - Meets original lot size requirements
 - Ability to site library for future expansion
 - Detention requirements allow maximum use of property

- **Optimal Location** maximizes community access and engagement within property search area
 - Close proximity to residential areas and trail systems
 - Within established traffic routes
 - Potential to be a community focal point

- **Optimal Geography** for construction
 - Good grading
 - Advantageous planned access and curb cut points
 - Easy access to utilities
 - Reasonable technical requirements for site mitigation, proximity of utilities, setbacks, zoning, right of ways, and sewer
 - Potential for sustainability & stewardship with renewable resources such as solar or wind

- **Optimal Value** for taxpayer investment
 - Land acquisition costs are reasonable and fair based on multiple sources and comparisons
 - Library Board of Trustees, city, and county economic development leaders consider the site a good location and a good value

Criteria Not Met:

- Parcel is not yet zoned for library use

Site Search Process

- Tours of area
- Created list of potential properties
- Ongoing conversations with community stakeholders
- Reviewed Jeffco Schools closure list
- Engaged Genesee Commercial Group to act as the buyer's agent
- Identified 49 properties for consideration.
- Reduced list to 29 properties as potentially buildable sites
- Ranked and scored to reduce list to 6 properties

Sites Selection Process

- Contacted short listed properties for RFP

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- Considered properties that responded
- Presented Library Board of Trustees with options
- Engaged local elected officials, county staff, and other stakeholders
- Negotiated with owners of narrowed selections
- Recommended preferred site to Library Board of Trustees
- Negotiated Purchase and Sale Agreement

Site Acquisition Process:

- Complete Purchase and Sale Agreement
- Conduct formal due diligence
- Conduct formal community engagement
- Zoning approval
- Closing & Transfer Ownership

Action: The Library will share details of the recommended site at the July 20th Board meeting for public notification and Board action on the Purchase and Sale Agreement.



Jefferson County
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Northwest Jefferson County Library Property Selection Recommendation

Board of Trustees | July 20, 2023

Donna Walker, Executive Director
JCPL Leadership Team



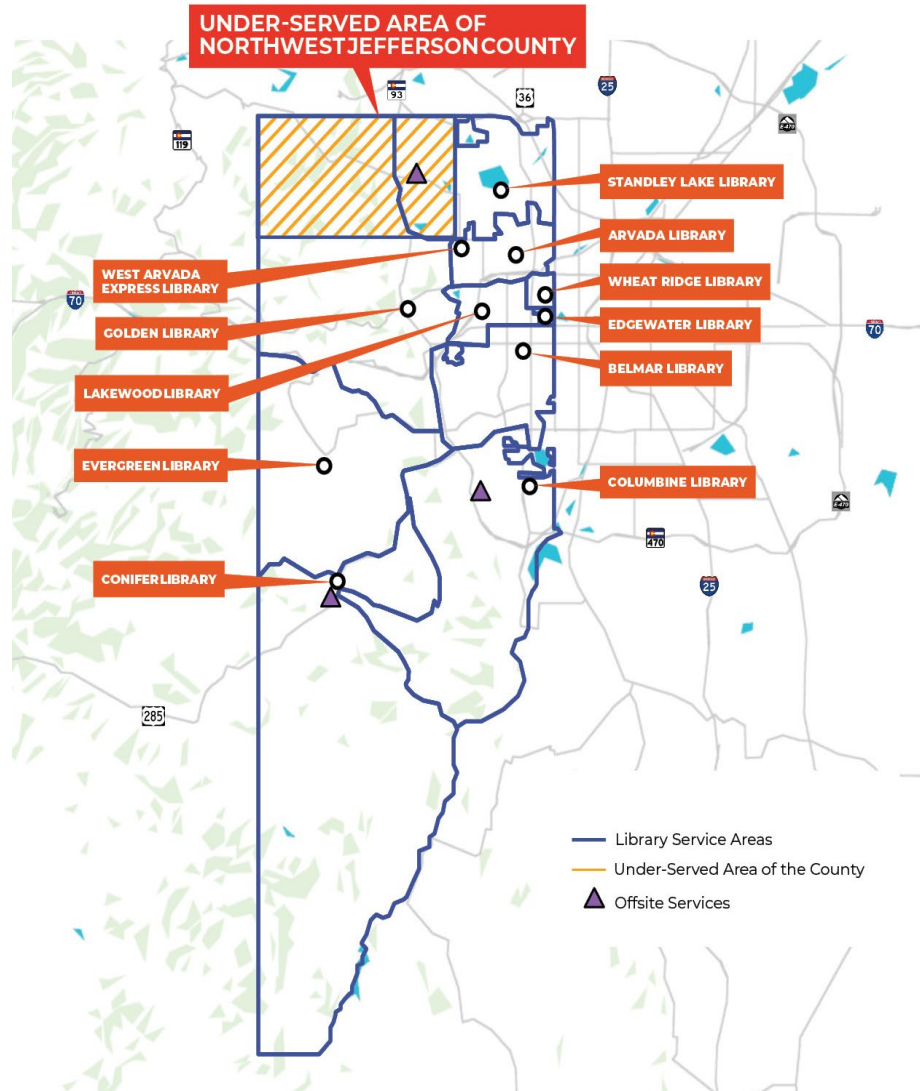
Background

Identified Need For New Library

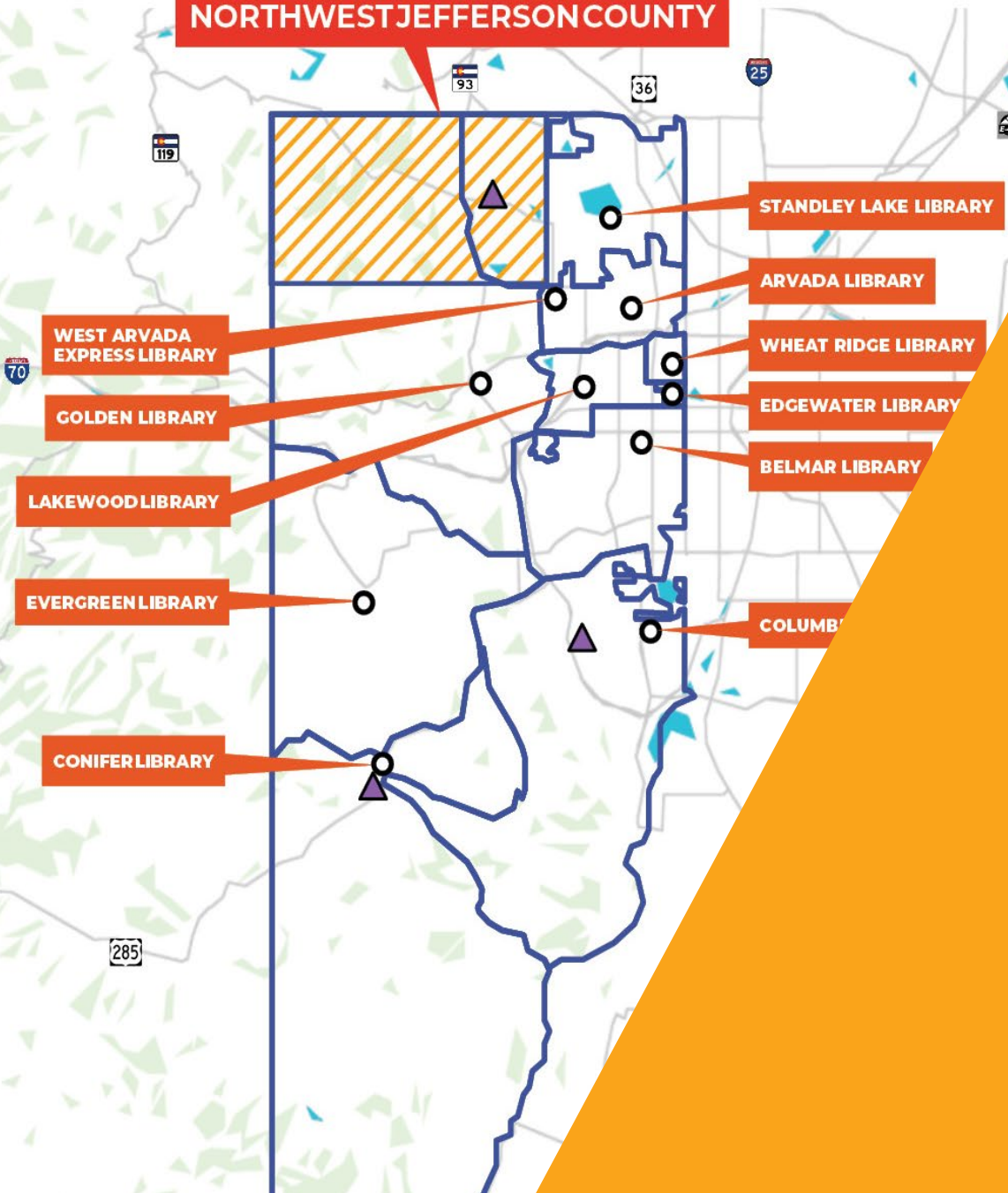
Population growth
Access to services
Facility Master Plan

Fully Funded

5-year Capital Improvement Plan
Fiscal stewardship



**UNDER-SERVED AREA OF
NORTHWEST JEFFERSON COUNTY**



Understanding Our
Community

Market Analysis



NW Jeffco region is forecasted to grow faster than the rest of the county.

Number of households indicate need

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

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

Stakeholder Engagement

- Community influencers
- Elected Officials
- Staff and volunteers in local institutions



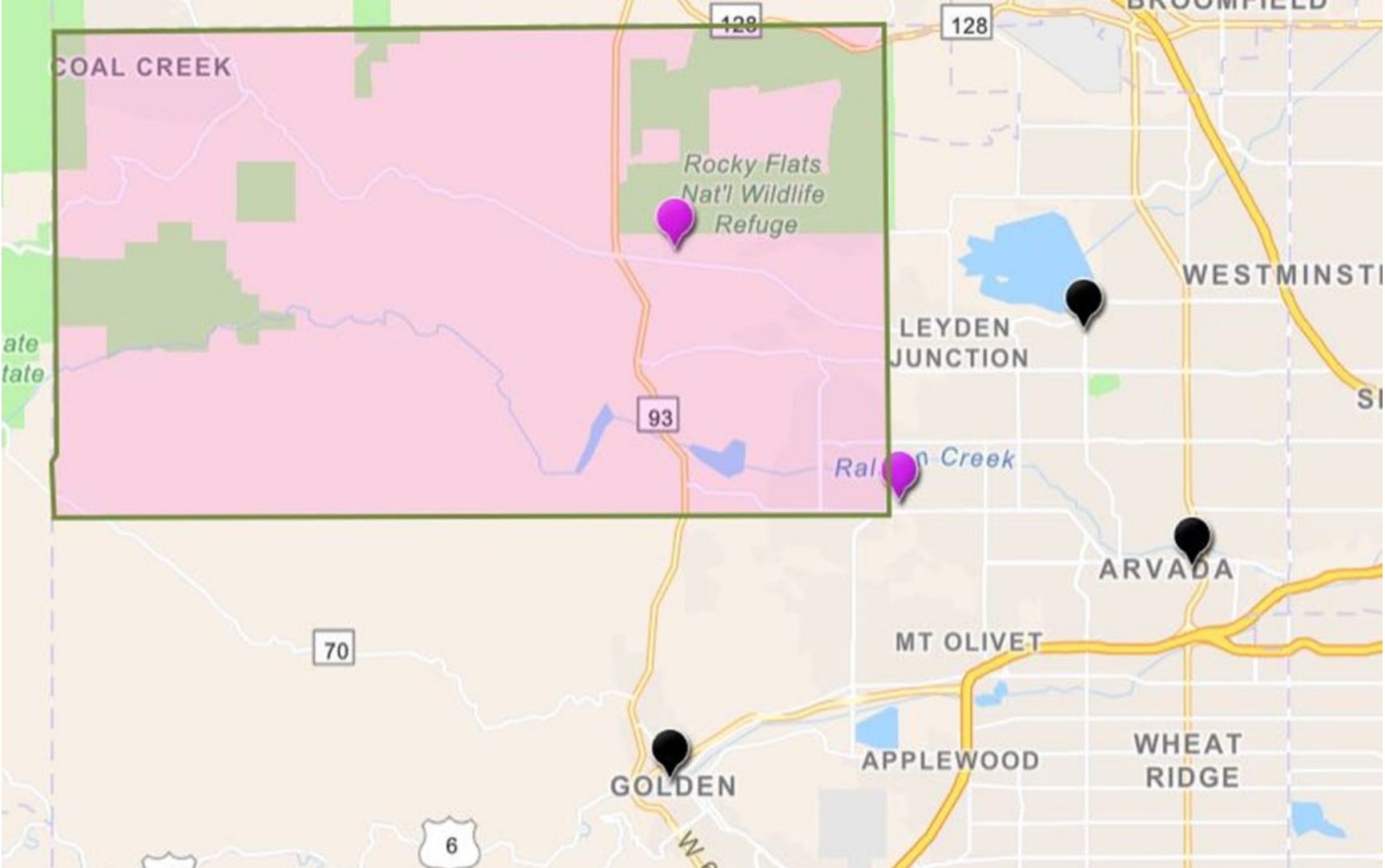


Site Selection

Library Service Area



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Site Search Process

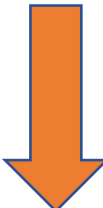
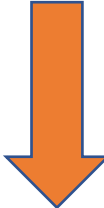
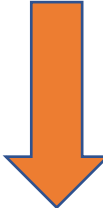


49 Properties

29 Properties

6 Properties

Current



Broad Site List

Narrowed Site List

Identify Finalist Properties

Research Finalist Properties

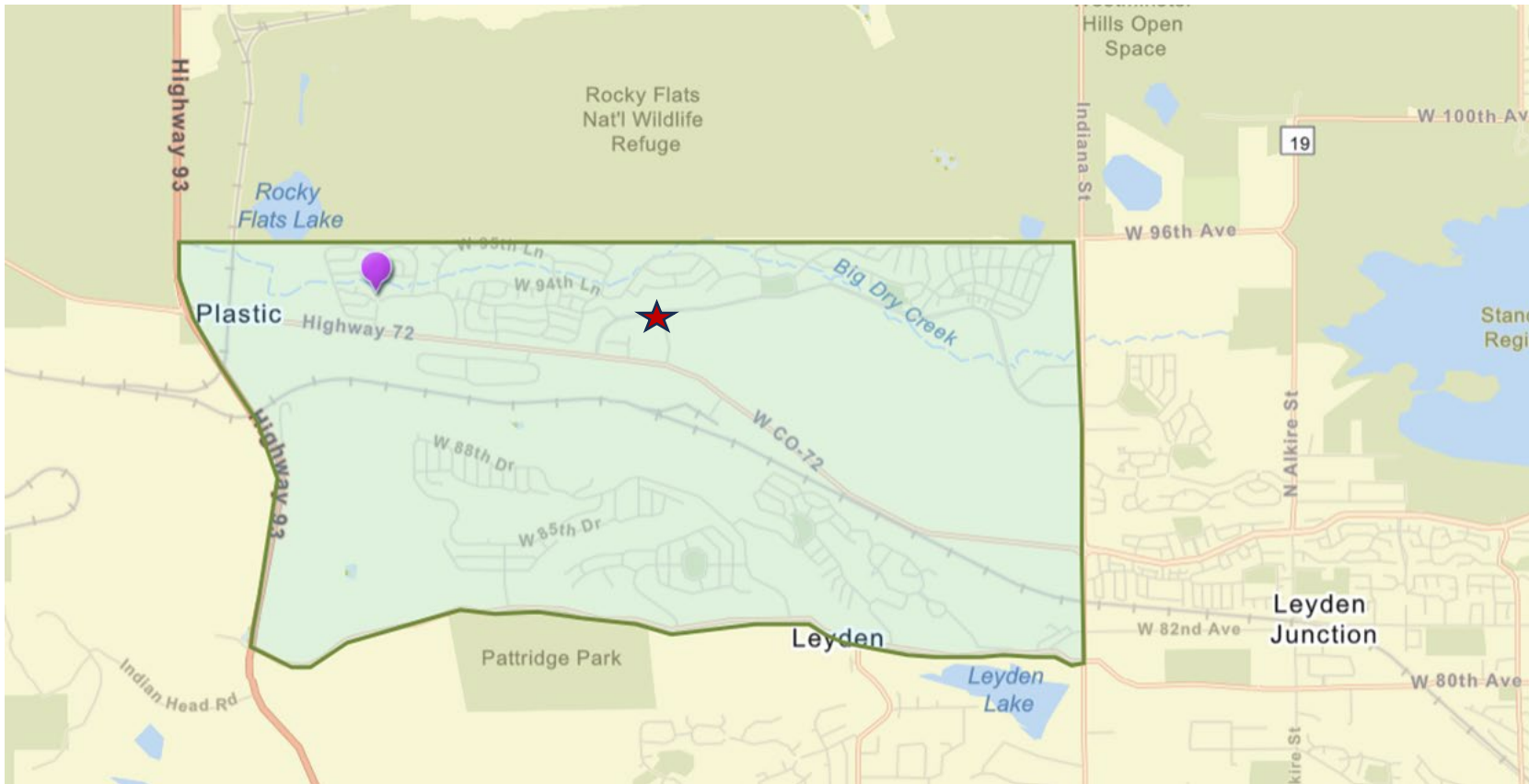
Recommend Final Site





Recommended Site

Proposed Site: Optimal Location



- **Adjacent to major thoroughfares on known travel routes**
- **Accessible by multiple modes of transit**

Proposed Site: Optimal Size

- 9.4 acres
- Exceeds minimum lot requirements
- Allows for future expansion if needed



Proposed Site: Optimal Geography

- Desirable topography
- Absence of geological hazards
- Outside of flood plains
- Limited site work to make it “shovel ready”
- Readily available utilities





Proposed Site Value Determination

- Thorough Cost Analysis:
 - Comprehensive analysis conducted using multiple sources and comparisons
 - Objective assessment ensures the price aligns with market rates
- Endorsement of Key Stakeholders:
 - Supported by experts and leaders
- Decision-Making Process:
 - Negotiated with the seller to reach a mutually agreed-upon price
 - Considered the interests and concerns of both parties to establish a fair deal

Acquisition Process: Next Steps

- **Purpose of PSA (Purchase and Sale Agreement):** A PSA serves as a contractual arrangement between JCPL, and the seller, outlining the terms and conditions for initiating the due diligence process. It does not guarantee an absolute commitment to purchase the land.
- **Importance of Due Diligence:** Before proceeding with the land purchase, conducting due diligence is crucial. Due diligence helps JCPL assess if the land is 100% right for its specific requirements.
- **Final Purchase Decision:** Upon the completion of due diligence, JCPL will have all the necessary information to proceed confidently with the Closing, being assured that this land aligns perfectly with its needs and requirements.



Recommendation

Purchase and Sale Agreement

- Site: Candelas Point
- Seller:
Jeffrey L. Nading Trust
- Purchase Price:
\$3,650,000





Questions and Discussion

Next Steps

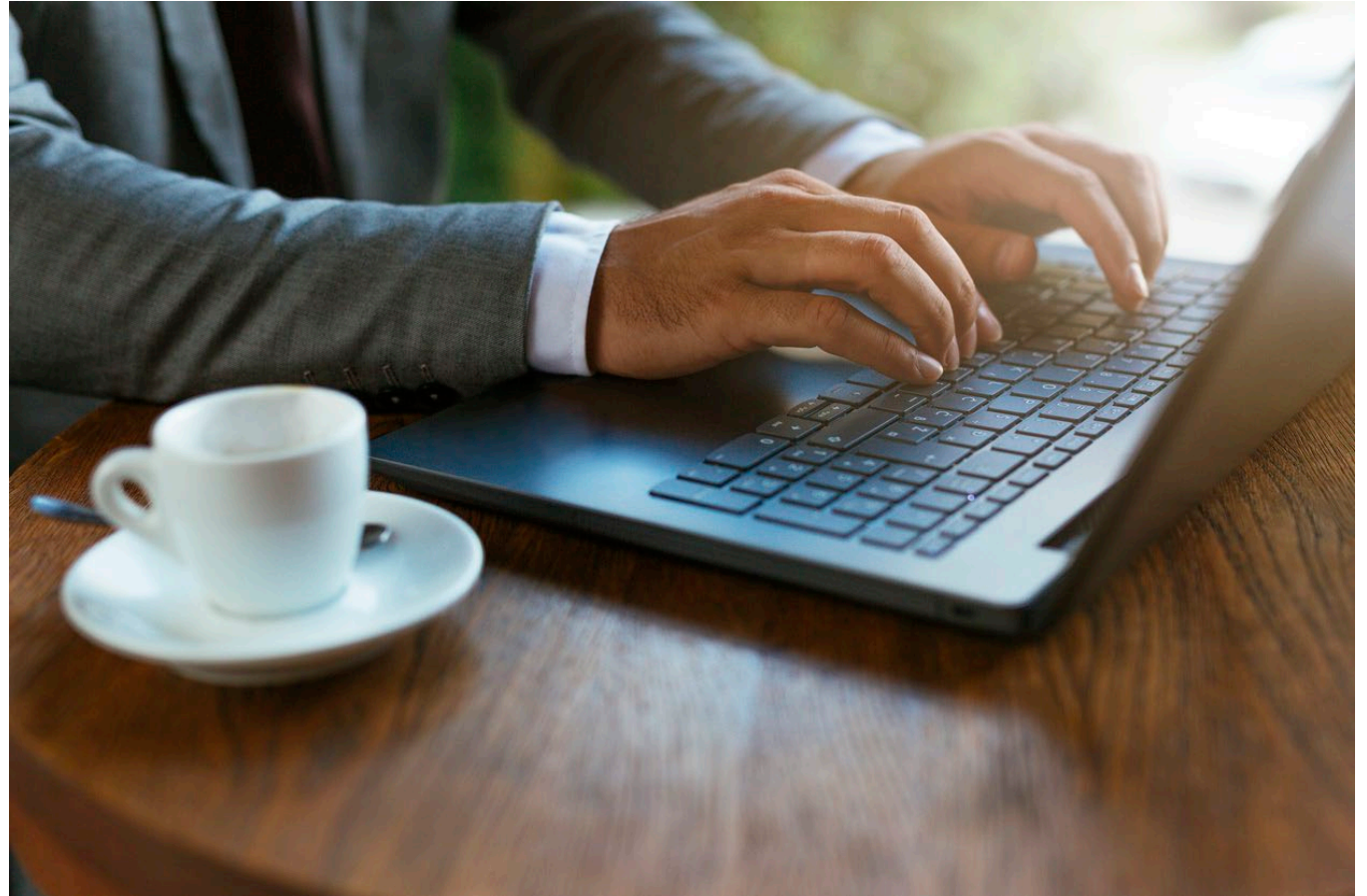
- Execute Purchase and Sale Agreement
- Conduct formal due diligence
- Conduct formal community engagement
- Obtain zoning approval
- Closing & transfer ownership



Communication Next Steps

Internal and external communications to include:

- Stakeholder emails
- Buzz article



**JEFFERSON COUNTY PUBLIC LIBRARY
DONATION AND NAMING AGREEMENT**

This Donation and Naming Agreement (“Agreement”), dated for reference purposes only this 20th day of July 2023, is between the **Jefferson County Library Foundation, Inc.**, a Colorado non-profit corporation (the “Library Foundation”) representing Cynthia and Bob Benson (the “Donor”), and the **Jefferson County Public Library** (the “Library”). The Library Foundation and Library are collectively referred to herein as the “parties”, and hereby agree as follows:

WHEREAS, the Donor desires to make a donation in the amount of \$10,000 (the “Donation”) to name the Children’s Area at the remodeled Evergreen Library; and

WHEREAS, the Library Foundation and the Library are proud to recognize the Donation by providing naming rights to the Original Donor at the Project, as more fully set forth herein.

NOW, THEREFORE, the parties hereto agree as follows:

1. The Recitals to this Agreement are true and correct, and are incorporated herein.
2. Library Foundation and Library agree that the Donation will be used for the Project to name the Children’s Area at Evergreen Library and, in an expression of appreciation, the name shall be displayed at the project site. The plaque placed in the room will read:

"Cynthia and Bob Benson"
3. The parties agree that this naming is contingent on and subject to prior approval by the Library Board of Trustees. In the event that the Board does not approve, the full Donation will be returned to Donor within 14 business days.
4. If, in the opinion of the Library Board of Trustees or the Executive Director of the Library, all or part of the Donation cannot, in the future, be applied usefully to the above purposes, it may be used for any related purpose which, in the opinion of the Executive Director of the Library will most nearly accomplish the wishes of the Donor as expressed herein.
5. This Agreement is governed by Jefferson County Public Library’s Naming Policy and Guidelines, which are incorporated herein. By entering into this Agreement, the Library Foundation agrees to all of the conditions contained therein, including the following:
 - a. Signage:
The sign acknowledging the naming of the space will be placed in the Children’s Area, and its design shall be consistent with the Library’s image and building design requirements. The wording of the sign shall be mutually agreed upon by the Executive Director of the Library Foundation and the Executive Director of the Jefferson County Public Library.
 - b. Duration:

These naming rights will last through July 20, 2033.

c. Approvals:

- (i) All naming acknowledgements will be approved by the Library Board of Trustees.
- (ii) A re-approval process with input by the Library Foundation shall be necessary in the following situations:
 - (a) Major renovation of the outdoor space; or
 - (b) Sale, destruction, removal or abandonment of the facility.

Should the Original Donor for which the space is named violate acceptable standards of integrity and civic leadership, the Library, in its sole discretion, may elect to remove the honoree's name from the Library.

d. Payment: No donations will be refunded for any reason unless the Library is unable to fulfill its obligations due to unforeseen circumstances.

6. Tax Consequences. The Original Donor, and not the Library Foundation or the Library, is solely responsible for determining the tax consequences to Original Donor of the transaction including, without limitation, any monetary value assigned to the naming right.
7. Venue and Governing Law. Venue for any and all legal actions regarding this Agreement shall lie in the District Court in and for the County of Jefferson, State of Colorado, and this transaction shall be governed by the laws of the State of Colorado.
8. Invalid Provisions. If any provision of this Agreement is held to be illegal, invalid or unenforceable under present or future laws, such provisions shall be fully severable; this Agreement shall be construed and enforced as if such illegal, invalid or unenforceable provision had never comprised a part of this Agreement; and the remaining provisions of this Agreement shall remain in full force and effect and shall not be affected by the illegal, invalid or unenforceable provision or by its severance from this Agreement. Furthermore, in lieu of such illegal, invalid or unenforceable provision, there shall be added automatically as a part of this Agreement a legal, valid, and enforceable provision as similar in terms to such illegal, invalid or unenforceable provision as may be possible.
9. Amendments to Agreement. This written Agreement constitutes the entire Agreement of the parties. No representations, promises, terms, conditions or obligations regarding the subject matter of this Agreement, other than those expressly set forth herein, shall be of any force and effect. No modification, change or alteration of this Agreement shall be of any force or effect, unless in writing, signed by both parties.
10. Further Acts. The Library Foundation and the Library agree to perform or cause to be performed such further acts as may be reasonably necessary to consummate the transaction contemplated hereby.

11. This Agreement may be executed in two or more counterparts, each of which shall be deemed to be an original, and all of which counterparts together shall constitute but one and the same instrument.

IN WITNESS WHEREOF, the parties have executed this agreement this ____ day of _____ 2023.

Jefferson County Library Foundation

By: Jo Schantz, Executive Director

Date: _____

Jefferson County Public Library

By: Donna Walker, Executive Director

Date: _____

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: June 18th, 2023

Budget to Actual Tables

Please see the enclosed Budget to Actual Tables for June 2023, representing the end of the second quarter.

In June, we recorded Real Property Tax revenue that amounted to 93% of our budgeted target.

At this mid-year point, JCPL is on track with its budget, and there are no areas of concern. Our financial performance remains steady, and in line with expectations.

In June, the Library Foundation did not provide a check deposit to JCPL. The Library contributed in-kind support to the foundation valued at \$8,053 in June. The library has received a total of \$45,456 in funding year-to-date. Additionally, the Library has provided \$44,940 worth of in-kind support to the Foundation so far this year, with a ratio of 1:01

The carryforward has been approved and incorporated into our financials for the amount of \$22,033,807.

**TABLE 1
JEFFERSON COUNTY PUBLIC LIBRARY
TOTAL FUND SUMMARY
2022 BUDGET TO ACTUAL**

Sources and Uses of Funds	2022 Amended Budget	2022 Actual	2023 Amended Budget	YTD Actual 06/30/2023	\$ Variance 2023 Budget	% Variance 2023 Budget
Revenues						
Taxes						
Property Tax - Operating	\$ 49,964,941	\$ 49,378,983	\$ 48,299,454	\$ 47,164,136	\$ (1,135,318)	-2%
Property Tax - Capital	2,442,681	2,420,303	2,383,862	2,222,592	(161,270)	-7%
Total Taxes	\$ 52,407,622	\$ 51,799,286	\$ 50,683,316	\$ 49,386,728	\$ (1,296,588)	-3%
Federal & State Grants	\$ 125,000	\$ 377,554	\$ 144,996	\$ -	\$ (144,996)	-100%
Fines & Fees	115,000	121,799	85,000	81,778	(3,222)	-4%
Other Revenue	298,640	(586,719)	675,650	403,573	(272,077)	-40%
Total Other Revenues	\$ 538,640	\$ (87,366)	\$ 905,646	\$ 485,351	\$ (420,295)	-46%
Sub Total Revenues	\$ 52,946,262	\$ 51,711,920	\$ 51,588,962	\$ 49,872,079	\$ (1,716,883)	-3%
Fund Balance Activity						
Transfer from FB - Capital Projects	12,441,736		40,288,738	-		
Transfer to/(from) Fund Balance	-	12,239,097	-	30,164,880		
Total Sources of Funds	\$ 65,387,998	\$ 39,472,824	\$ 91,877,701	\$ 19,707,199		
Uses of Funds						
Operating Expenditures						
Salaries & Employee Benefits						
Salaries	\$ 16,601,010	\$ 15,540,825	\$ 17,638,242	\$ 7,450,650	\$ (10,187,592)	-58%
Benefits	5,719,962	4,993,686	5,810,820	2,501,020	(3,309,800)	-57%
Total Salaries & Benefits	\$ 22,320,972	\$ 20,534,511	\$ 23,449,062	\$ 9,951,670	\$ (13,497,392)	-58%
Library Books & Materials	\$ 7,937,400	\$ 7,763,037	\$ 9,409,434	\$ 3,868,584	\$ (5,540,850)	-59%
Supplies	1,559,475	1,412,124	1,375,098	717,637	(657,461)	-48%
Vehicles	-	-	-	-	-	-
Services & Charges	5,704,984	4,383,657	5,996,673	2,249,499	(3,747,174)	-62%
Internal Transactions /Cost Allocation	2,734,736	2,761,455	2,987,181	1,843,423	(1,143,758)	-38%
Total Operating Expenditures	\$ 40,257,567	\$ 36,854,783	\$ 43,217,448	\$ 18,630,813	\$ (24,586,635)	-57%
Financing & Debt Service	\$ 621,945	\$ 621,945	\$ 621,745	\$ -	\$ (621,745)	-100%
Capital Projects	\$ 24,508,487	\$ 1,996,095	\$ 48,038,508	\$ 1,076,386	\$ (46,962,122)	-98%
Total Uses of Funds	\$ 65,387,998	\$ 39,472,824	\$ 91,877,701	\$ 19,707,199	\$ (72,170,501)	-79%

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

	2022 Amended Budget	2022 Actual	2023 Amended Budget	YTD Actual 06/30/2023
Beginning Fund Balance	\$ 33,319,989	\$ 43,285,918	\$ 55,525,015	\$ 55,525,015
Revenues	\$ 50,503,581	\$ 49,291,617	\$ 49,205,100	\$ 47,649,487
Capital Funding	2,442,681	2,420,303	2,383,862	2,222,592
Total Revenues	\$ 52,946,262	\$ 51,711,920	\$ 51,588,962	\$ 49,872,079
Expenditures				
Operating Expenditures	\$ 40,257,567	36,854,783	\$ 43,217,448	\$ 18,630,813
Debt Service	621,945	621,945	621,745	-
Capital Projects	24,508,487	1,996,095	48,038,508	1,076,386
Total Expenditures	\$ 65,387,998	\$ 39,472,824	\$ 91,877,701	\$ 19,707,199
Increase/(Decrease) in Fund Balance	\$ (12,441,736)	12,239,097	\$ (40,288,738)	\$ 30,164,880
Ending Fund Balance	\$ 20,878,253	\$ 55,525,015	\$ 15,236,276	\$ 85,689,895
Committed to Capital Projects - Carryforward				
Committed to Capital Projects - Sinking Fund				
Reserve Fund Balance	\$ 20,878,253	\$ 55,525,015	\$ 15,236,276	\$ 85,689,895

Reserve Fund Balance Policy Calculation

	2021 Amended Budget	2022 Actual	2023 Amended Budget	YTD Actual 06/30/2023
Year-End Reserve Fund Balance		\$ 55,525,015		
16% - Current Year Budgeted Revenues	\$ 8,471,402	\$ 8,273,907	\$ 8,254,234	\$ 7,979,533
9% - Current Year Budgeted Revenues - Uncertainty	4,765,164	4,654,073	4,643,007	4,488,487
Total Minimum F/B Reserve Requirements (FLOOR)	\$ 13,236,566	\$ 12,927,980	\$ 12,897,241	\$ 12,468,020
50% of Current Year Budgeted Revenues	\$ 26,473,131	\$ 25,855,960	\$ 25,794,481	\$ 24,936,040
Total Maximum F/B Reserve Requirements (CEILING)	\$ 26,473,131	\$ 25,855,960	\$ 25,794,481	\$ 24,936,040
Above/(Below) Minimum (FLOOR)	\$ 7,641,687	\$ 42,597,035	\$ 2,339,036	\$ 73,221,875
Above/(Below) Maximum (CEILING)	\$ (5,594,878)	\$ 29,669,055	\$ (10,558,205)	\$ 60,753,855

**TABLE 3
JEFFERSON COUNTY PUBLIC LIBRARY
OPERATING EXPENDITURES
2022 BUDGET TO ACTUAL**

Sources and Uses of Funds	2022 Amended Budget	2022 Actual	2023 Amended Budget	YTD Actual 06/30/2023	\$ Variance 2023 Budget	% Variance 2023 Budget
Sources of Funds						
Revenues						
Taxes						
Property Taxes	\$ 51,839,123	\$ 51,364,212	\$ 50,590,855	\$ 47,168,337	\$ (3,422,518)	-7%
Delinquent Taxes	48,032	59,949	121,267	-	(121,267)	-100%
Prior Year Cancellations	(92,339)	(405,064)	(498,187)	-	498,187	-100%
Urban Renewal	(1,850,902)	(1,677,960)	(1,936,259)	-	1,936,259	-100%
Penalties & Interest	21,027	37,846	21,778	(4,200)	(25,978)	-119%
Total Taxes	\$ 49,964,941	\$ 49,378,983	\$ 48,299,454	\$ 47,164,136	\$ (1,135,318)	-2%
Federal & State Grants	\$ 125,000	\$ 377,554	\$ 144,996	\$ -	\$ (144,996)	-100%
Library Fines	10,000	25,877	-	9,462	9,462	
Charges for Services	105,000	95,922	85,000	72,316	(12,684)	-15%
Investment Income	108,000	(931,499)	187,500	154,220	(33,280)	-18%
Library Foundation	100,000	190,276	100,000	45,457	(54,543)	-55%
E Rate Revenue	90,640	2,602	388,150	-	(388,150)	-100%
Other Revenue	-	151,355	-	203,896	203,896	
Transfer	-	547	-	-	-	
Total Revenues	\$ 50,503,581	\$ 49,291,617	\$ 49,205,100	\$ 47,649,487	\$ (1,555,612)	-3%
Uses of Funds						
Operating Expenditures						
Salaries & Employee Benefits						
Salaries	\$ 15,829,037	\$ 14,178,852	\$ 16,750,057	\$ 7,085,350	\$ (9,664,707)	-58%
Awards & Bonuses	140,000	140,212	160,000	40,336	(119,664)	-75%
Termination Pay	110,000	137,451	250,000	52,246	(197,754)	-79%
Temporary Salaries	1,687,043	1,307,709	1,638,367	643,710	(994,657)	-61%
CARES/ARPA Reimburse Salaries	-	(230,986)	-	(373,700)	(373,700)	
Overtime	-	7,587	8,000	2,709	(5,291)	
Vacancy Savings	(1,165,071)	-	(1,168,182)	-	1,168,182	-100%
Benefits	5,719,962	4,993,686	5,810,820	2,501,020	(3,309,800)	-57%
Total Salaries & Benefits	\$ 22,320,972	\$ 20,534,511	\$ 23,449,062	\$ 9,951,670	\$ (13,497,392)	-58%
Library Books & Materials	\$ 7,737,400	\$ 7,585,844	\$ 9,170,434	\$ 3,775,809	\$ (5,394,625)	-59%
Library Periodicals	200,000	177,193	239,000	92,775	(146,225)	-61%
Sub-Total Library Collections	7,937,400	7,763,037	9,409,434	3,868,584	(5,540,850)	-59%
Supplies	\$ 1,559,475	\$ 1,412,124	\$ 1,375,098	\$ 717,637	\$ (657,461)	-48%
Services & Charges	5,704,984	4,383,657	5,996,673	2,249,499	(3,747,174)	-62%
Vehicles	-	-	-	-	-	
Interdepartmental Direct Charges	1,264,323	1,291,042	1,295,745	997,705	(298,040)	-23%
Interdepartmental Indirect Charges	1,470,413	1,470,413	1,691,436	845,718	(845,718)	-50%
Total Supplies and Other	\$ 9,999,195	\$ 8,557,236	\$ 10,358,952	\$ 4,810,559	\$ (5,548,393)	-54%
Total Operating	\$ 40,257,567	\$ 36,854,783	\$ 43,217,448	\$ 18,630,813	\$ (24,586,635)	-57%

**TABLE 4
JEFFERSON COUNTY PUBLIC LIBRARY
DEBT SERVICE DETAIL
2022 BUDGET TO ACTUAL**

Sources and Uses of Funds	2022 Amended Budget	2022 Actual	2023 Amended Budget	YTD Actual 06/30/2023	\$ Variance 2023 Budget	% Variance 2023 Budget
Debt Service						
Principal - Arvada (2005-2024)	\$ 579,366	\$ 579,366	\$ 593,013	\$ -	\$ (593,013)	-100%
Interest - Arvada (2005-2024)	42,578	42,578	28,731	-	(28,731)	-100%
Total Debt Service	\$ 621,945	\$ 621,945	\$ 621,745	\$ -	\$ (621,745)	-100%

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

TABLE 5
JEFFERSON COUNTY PUBLIC LIBRARY
CAPITAL IMPROVEMENT PROJECTS
2022 BUDGET TO ACTUAL

Sources and Uses of Funds	2022 Amended Budget	2022 Actual	2023 Budget	2023 Amended Budget	YTD Actual 06/30/2023	\$ Variance 2023 Budget	% Variance 2023 Budget
Sources of Funds							
Property Tax - Capital - 4.5%	\$ 2,442,681	\$ 2,420,303	\$ 2,383,862	\$ 2,383,862	\$ 2,222,592	\$ (161,270)	-7%
Transfer from FB - Capital Expenses						-	
Total Sources of Funds	\$ 2,442,681	\$ 2,420,303	\$ 2,383,862	\$ 2,383,862	\$ 2,222,592	\$ (161,270)	-7%
Uses of Funds							
Annual Replacement & Maintenance Program (ARM) and Recurring Projects							
ARM-01 Capital Maintenance	\$ 250,000	\$ 196,169	\$ 250,000	\$ 250,000	\$ 72,318	\$ (177,682)	-71%
ARM-02 Furniture & Equipment	62,000	31,704	36,000	36,000	-	(36,000)	-100%
ARM-03 Computer Replacement Plan	312,678	333,399	250,000	250,000	183,008	(66,992)	-27%
ARM-04 Book Sorter Replacement	500,000	525,598	350,000	350,000	302,216	(47,784)	-14%
ARM-05 IT Infrastructure Replacement	250,000	259,904	350,000	350,000	117,251	(232,749)	-66%
OffSite Services	430,690	129,102	\$ 60,000	\$ 60,000	-	(60,000)	-100%
2017 Projects							
Bookmobile Replacement	\$ 317,194	\$ 111,644	\$ -	\$ -	\$ -	\$ -	n / a
2019 Projects							
Document Management System	\$ 77,263	\$ 17,500	\$ -	\$ 59,763	\$ 350	\$ (59,413)	-99%
2021 Projects							
Standley Lake Clerestory Roof	\$ -	-	\$ -	\$ -	\$ -	\$ -	n / a
2022 Projects							
Location Holds Lockers	\$ 205,000	\$ -	\$ -	\$ 205,000	\$ 181,146	\$ (23,854)	-12%
Conifer Library Opportunity	-	-	2,500,400	2,500,400	-	(2,500,273)	-100%
Belmar Outdoor Space	200,000	256,541	-	-	-	-	n / a
Data Warehouse	125,000	-	-	125,000	-	(125,000)	-100%
Multi-Year Construction Projects							
South County Library	\$ 16,378,662	\$ 10,077	\$ 8,698,826	\$ 25,067,411	\$ -	\$ (25,067,411)	-100%
Evergreen Library Redesign	700,000	115,329	3,520,000	4,104,587	219,971	(3,884,617)	-95%
Northwest County Library	4,700,000	9,127	9,989,475	14,680,347	-	(14,680,347)	-100%
Total Capital Projects	\$ 24,508,487	\$ 1,996,095	\$ 26,004,701	\$ 48,038,508	\$ 1,076,386	\$ (46,962,122)	-98%

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

Project	2023 Amended Budget	YTD Actual 06/30/2023	YTD Encumbrances 06/30/23	YTD Total Actual + Enc	Remaining Budget
ARM-01 Capital Maintenance	\$ 250,000	\$ 72,318	\$ 3,005	75,323	\$ 174,677
ARM-02 Furniture & Equipment	36,000	-	-	-	36,000
ARM-03 Computer Replacement Plan	250,000	183,008	-	183,008	66,992
ARM-04 Book Sorter Replacement	350,000	302,216	-	302,216	47,784
ARM-05 IT Infrastructure Replacement	350,000	117,251	-	117,251	232,749
Bookmobile Replacement	-	-	-	-	-
Document Management System	59,763	350	-	350	59,413
Offsite Services	60,000	-	-	-	60,000
Location Holds Lockers	205,000	181,146	-	181,146	23,854
Conifer Library Opportunity	2,500,400	-	-	-	2,500,273
Belmar Outdoor Space	-	-	-	-	-
Data Warehouse	125,000	-	-	-	125,000
Multi-Year Projects Construction Projects					
South County Library	25,067,411	-	-	-	25,067,411
Evergreen Library Redesign	4,104,587	219,971	110,914	330,884	3,773,703
Northwest County Library	14,680,347	-	-	-	14,680,347
Total Capital Projects	\$ 48,038,508	\$ 1,076,386	\$ 113,919	\$ 1,190,305	\$ 46,848,203