

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

July 20, 2023

CALL TO ORDER – REGULAR MEETING

The regular meeting of the Jefferson County Public Library Board of Trustees was held online via ZOOM and in-person in the Lakewood Library meeting room on July 20, 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, 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; Lizzie Gall, Assistant Director of Public Services for Resources and Programs; Amber Fisher, Executive Assistant, Office of the Executive Director; Katie O’Loughlin, Administrative Coordinator; and Joseph Grover, Technical Support Technician Senior.

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.

EXECUTIVE SESSION:

Guest: Kurt Behn, County Attorney’s Office

At 5:32 pm, the Chair called for a motion to adjourn the regular meeting and reconvene in Executive Session.

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

- Pursuant to 24-6-402(4)(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 Jill Fellman 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 5:39 pm.

The Chair called the Executive Session to order at 5:38 pm with the following Trustees present, Pam Anderson, Charles Jones, Jill Fellman, Jeanne Lomba, 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 TO RECONVENE REGULAR BOARD MEETING

MOTION: At 6:19 pm Jill Fellman moved to adjourn the Executive Session and reconvene the regular meeting of the Library Board. Seconded by Charles Jones the motion passed by unanimous vote of all Trustees present.

At 6:22 p.m. the Chair reconvened the regular meeting with the following Trustees present: Pam Anderson, Jill Fellman, Charles Jones, Jeanne Lomba, Charles Naumer and Emelda Walker.

The Chair provided the following Executive Session Summary:

The Library Board of Trustees met in Executive Session concerning the purchase, acquisition, lease, transfer or sale of property and discussion of strategy and instructions to negotiators with respect to the Northwest Jefferson County Library Expansion Project. The Trustees held those discussions, and this summary is provided as required by Colorado Statute.

Also present were Donna Walker, Executive Director; Julianne Rist, Director of Public Services; Steve Chestnut, Director of Facilities and Construction Projects; Bernadette

Berger, Director of Technology and Innovation; 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 Joseph Grover, Technical Support Technician Senior.

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 two public comments were received via the online form and forwarded to the Board. There were no other public comments, and the Chair closed the public comment portion of the meeting at 6:25 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: Pam Anderson moved that the Library Board of Trustees approve the items on the consent agenda as presented. Seconded by Jeanne Lomba the motion passed by unanimous vote of all Trustees present.

Items on the Consent Agenda

- 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.

FOUNDATION UPDATE

Jo Schantz, Library Foundation Executive Director addressed the Board and provided an update on the activities of the Foundation. The Books on Film event is tomorrow featuring the film Oppenheimer at the Regal UA Cinemas in Colorado Mills Mall. The list of upcoming events including a book drive and shred-a-thon, and a dine-and-donate event at 240 Union are included in the report. The Volunteer Appreciation Luncheon will be held at Brookdale Meridian Westland on July 28. Community connections, grants and sponsorships information is included 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 a Trustee track at the CALCON conference, October 12-14, is scheduled on Friday the 13th and there are social activities for trustees as well. The governance budget allows for multiple trustees to attend multiple conferences. The Trustees were advised to contact Amber Fisher to register for the conference.

South County Library Update

There was no update on the South County Library project.

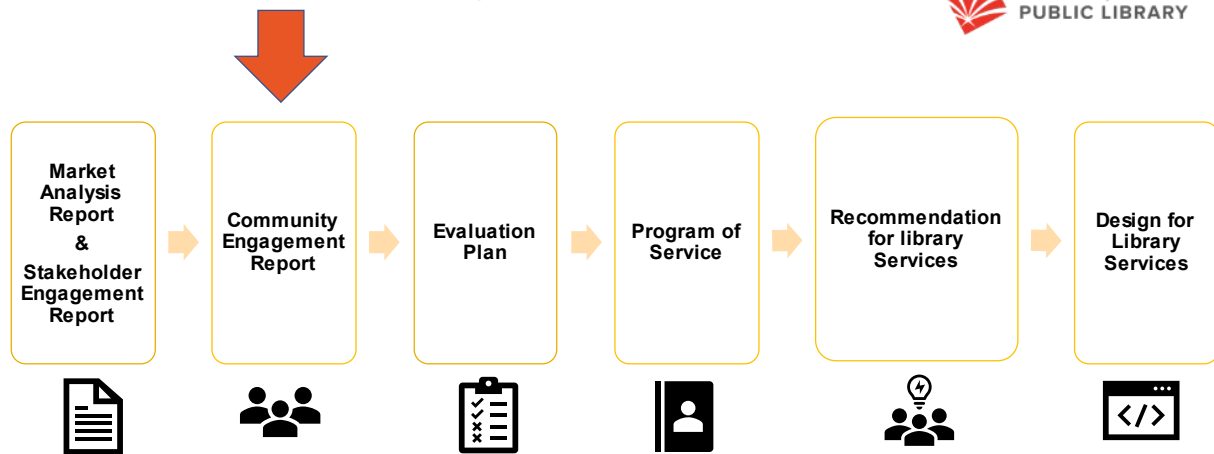
Conifer Library Service Community Engagement Report - Public Services Analysis

Julianne Rist, Director of Public Services, addressed the Board and provided information on the Conifer Community Engagement Public Services Analysis. While the community engagement in Conifer was being conducted in May, JCPL continued its 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. Eppstein Uhen Architects, Inc (EUA) will present the results of the community meetings and online survey they facilitated and evaluated. JCPL will review the other sources and findings that were examined.

2023 Conifer Project Deliverables

As a refresher, the 2023 project deliverables were reviewed. On April 20, 2023, a market analysis and a report on the stakeholder interview insights were presented to the Board. The EUA report on the results of the stakeholder engagement was the first phase of community engagement. Tonight, JCPL is reporting on the highlights of the information and research gathered and analyzed by JCPL independent of the community engagement process facilitated by EUA.

2023 Conifer Project Deliverables



Understanding Library Service Areas (LSA)

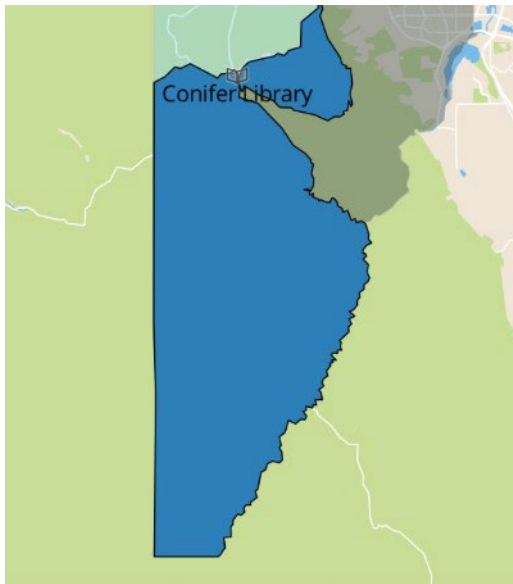
Maps of JCPL library service areas were presented (see information packet here: <https://jeffcolibrary.org/wp-content/uploads/sites/46/2023/07/07-20-23-July-Board-Report-Amended.pdf>)

The state's definition of a Library Service Area is the Geographic area for which a public library has been established. For JCPL this is all of Jefferson County and our population includes all residents of Jefferson County. JCPL designates individual library service areas within the county. These individual Library Service Areas are defined by where card holders live and the library that they use. On the maps, you can see each JCPL designated LSA is a different color. The LSA is used to guide the operations of each location. JCPL uses the LSA to understand market engagement, where there are opportunities for new cardholders, and what services are needed based on who is using the library. We utilize data from Savannah software to inform us about current use of the library by our residents. For instance, the area in teal at the bottom left of the map (below) shows where people live who use the Conifer library. This information is pulled from current use data in our systems.

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

Conifer Library Service Area

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. This is based on current data and use. For JCPL purposes, we are using the Conifer Library Service Area (LSA) as the defining boundaries which is how we approach any evaluation of a JCPL location. The Conifer LSA is a geographically large area with a lower population density than the rest of the county. It is an area without transportation options and dependent on personal vehicles. The southern area of the Conifer LSA is the Pike National Forest.



Conifer Library Service Area

- Geographically large, unincorporated Jefferson County
- Lower population density

LSA map retrieved from Savannah, March 6, 2023

Expected Growth

JCPL does not anticipate significant growth in the population for either the near term of the next five year or in the long term of the next 27 years. The percentage of growth mirrors the county as a whole.

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

Conifer Demographics

Conifer’s demographic breakdown is similar to Jefferson County as well. 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 2020 census data. It is also 96% white. Maps of JCPL library service areas were presented.

Conifer Library Use Data

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 our customers’ needs in real-time, allowing us to deliver the services that help each individual LSA community thrive. The top user groups for Conifer Library differs slightly from the top groups for JCPL, Bright Futures is the third highest category for Conifer while it is in eighth place for JCPL overall. This is not unexpected with the location of the library being in the high school and the bright futures category being the age group of 13-17.

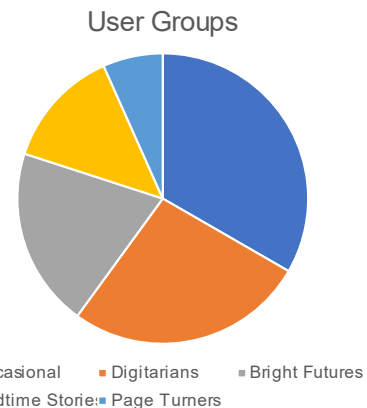
Conifer Library Use Data



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



Data pulled from Savannah 7/3/2023



Community Participation

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

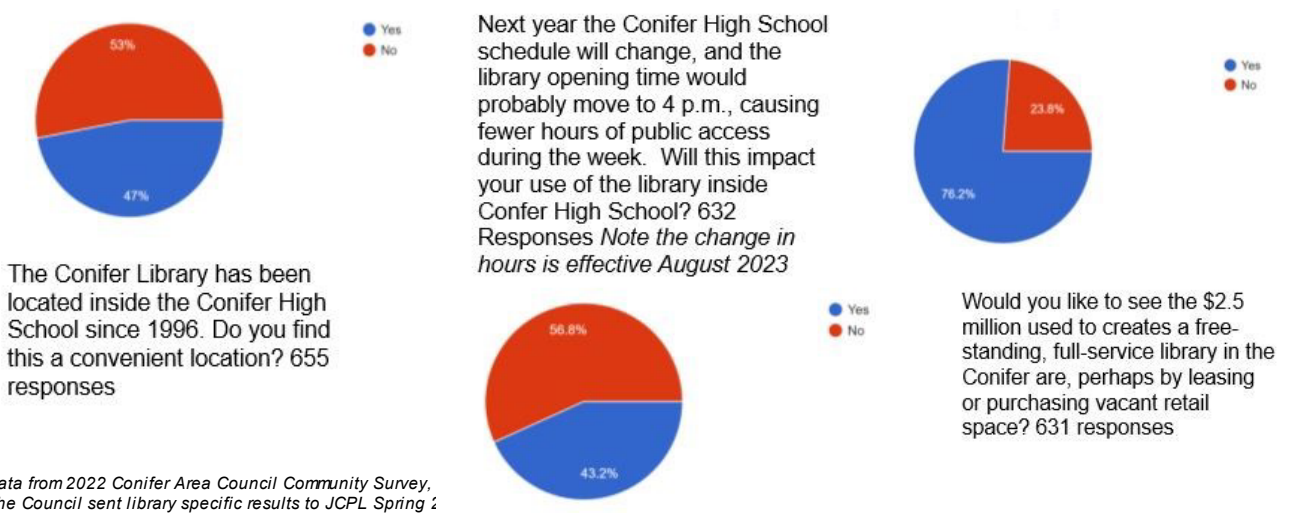
JCPL’s service vision begins with a deep understanding of our community. The Conifer LSA has a population of 10,317. Later in the meeting, EUA will present information about the common themes from the 643 participants in JCPL’s community outreach. JCPL will share insights from the Conifer Area Council survey results that were shared with JCPL,

and the public comments received. This level of engagement helps us complete the picture of the library service needs in this community.

Conifer Area Council Community Survey

Every 4 years the Conifer Area Council (CAC) 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 a portion of their survey containing library question results and comments with JCPL in the spring of 2023. The 75 comments provided to JCPL were analyzed and included in our evaluation. In addition, there were 8 yes/no question as well. Three were selected to share in this presentation. The first was asking if the current location was convenient, and the diagram shows a closely divided answer to convenience. The second question asked if the change in hours will impact use of the library and again, there is a mixed response. We see a larger percentage in favor of a stand-alone library, with the qualifier being that this is done by leasing or purchasing vacant space in an existing building. These 3 questions illustrate that there is a variety of opinions about current library service location and impacts and different voices we need to listen to.

Conifer Area Council Community Survey



Community Comments

The comments from the survey shared by the CAC also reflect mixed opinions about keeping the library in the high school (19) or having an independent location (19). The next highest category for comments was a wish for more hours (11). However, In the 44 comments sent to JCPL during this time period most expressed a desire for a stand-alone library mentioned 31 times while staying in the high school was only mentioned twice. In the comments sent to JCPL the third largest topic was also expressing a wish for additional

open hours and was mentioned 17 times. Both sets of comments reflected the need for community meeting space. Additional comments received by JCPL mirror what we heard in the community meetings and the online survey.

- 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

This report highlights the information and research gathered and analyzed by JCPL independent of the community engagement process facilitated by EUA. The themes that emerged include pain points in the current library services such as parking and access to the high school. 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 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. JCPL will utilize all of our research along with the information from EUA to create the Program of Service for the Conifer area. The library will then apply our professional expertise, decide next steps, and bring forward a plan for library services for Conifer to the Board.

In response to questions, the Board was advised that:

- Jeffco Public Schools are required to have a media center.
- JCPL is aware that the Conifer Library is a place where a lot of people wait to get picked up from school, is a car-dependent community, and the concerns about what kind of physical space people will have to wait in.
- With the new schools hours of 8:30 am to 3:45 pm the Conifer Library would open at 4:00 pm
- Regarding the terms stand-alone and free-standing in the comments, they appear to be used interchangeably. People are using the terms for a separate building and there are also comments that say people don't want more development and to take advantage of empty existing space. Other groups want the library as an independent location rather than part of the high school. When the Library brings a plan for library services for Conifer it will be very clear to avoid any confusion regarding stand-alone, free-standing, etc.

Julianne Rist introduced Ryan Wallace with EUA who has used the information gathered through the engagement process to create a Conifer Library Community Engagement Report Summary and will present those findings.

Engagement Report – Guest: Ryan Wallace, Principal, EUA

Ryan Wallace with EUA addressed the Board and provided an overview of the community engagement report.

Opportunities for Input



The different processes, meetings and the survey, were reviewed. It was noted that language justice was utilized as well as graphic reporting which is a visual presentation that was more interactive.

Topics of Discussion

- Childrens
- Teens
- Events
- Collection
- Outdoor Connection
- Accessibility
- Study
- Collaboration

The community meeting process included polls and word clouds. During the in-person and virtual meetings there was an interactive piece that used images to stir conversation.

The survey started May 1, 2023 and was provided online and via hard copy to gather as many people as possible who are using the Conifer Library. There were multiple choice questions and open-ended questions. Some of the survey questions included:

- What do you do at the library?
- Rating & importance of existing services
- What would encourage you to visit a library?
- Benefits and other input

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

Children: Interactive and quiet study with more service focused on interactive needs.

Teens: Quiet Study and collaboration with equal needs requested across all services.

Collection: Physical and digital with improving and increasing the physical collection.

Events: Community gathering and quiet reading with Focus on community gathering opportunities throughout the day.

Outdoors: Childrens space, quiet reading, tech focused with classroom and outdoor connection, especially for students & children.

Study: Open study with minimal enclosed needs.

Collaboration: Makers space and technology with multi-functional class and group participation with higher technology needs.

Service Model: Self-check-out still dominates, but people don't want to lose the personal connection.

Access: Hours, parking and accessibility were a common thread throughout.

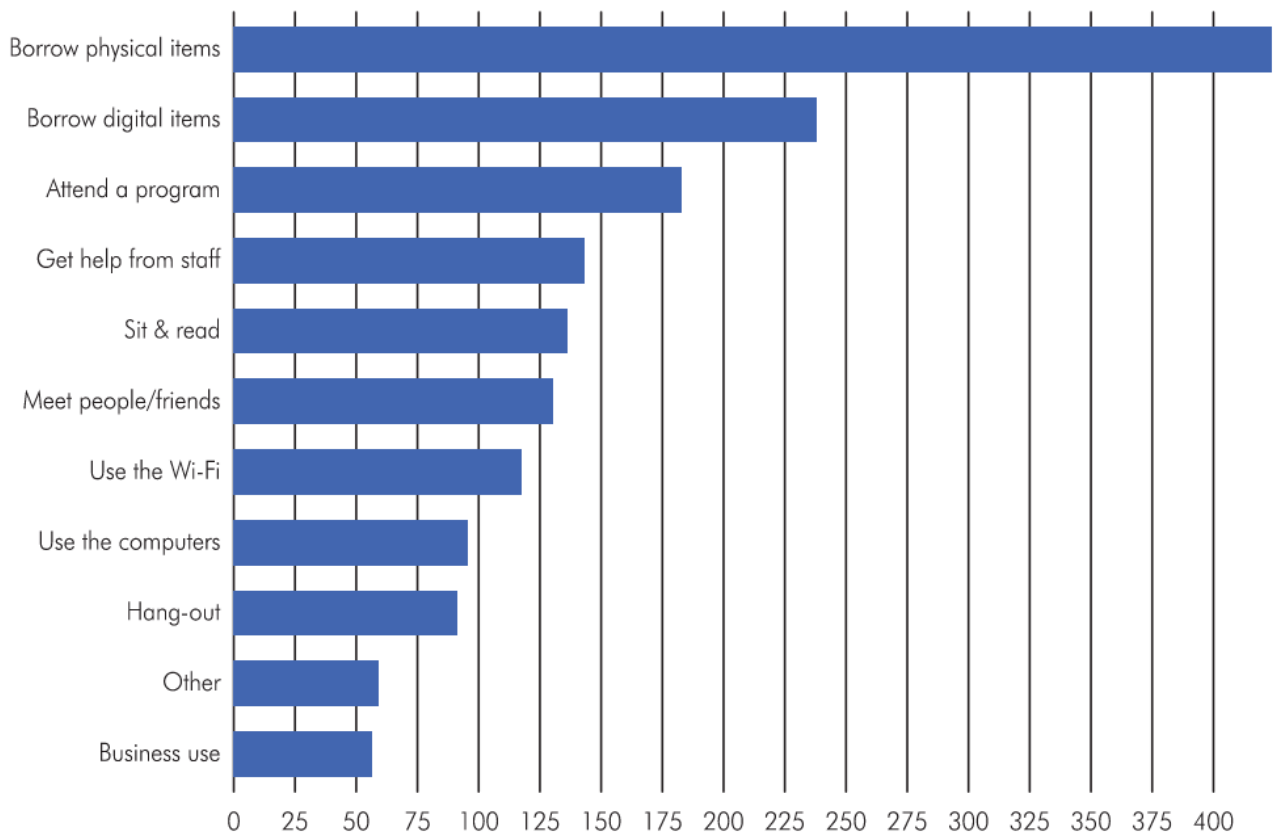
Existing Facility

- 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

Survey Overview - 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+

How Do You Use the Library?



What's Important to the Community

Most important services:

- Materials / collection
- Location
- Open hours
- Returns & check-out
- Environment
- Parking

Least Important services:

- Access to school info
- Holds locker

Existing Services

Four areas were both the highest in meeting expectations and needing improvement.

- Materials
- Location
- Parking
- Hours

Open-Ended Response Themes

Most commented:

- Hours
- New library or location
- Parking
- Materials / collection
- Accessibility
- Meeting / gathering

The Board thanked Julianne Rist and Ryan Wallace for their reports.

The Executive Director advised the Board that the information presented was a summary and the full EUA Conifer Community Engagement Report with appendices will be posted on the public website at: <https://jeffcolibrary.org/conifer-opportunity/>.

Northwest County Library Update: Northwest Jefferson County Library Property Selection Recommendation

The Executive Director addressed the Board and introduced the Northwest Jefferson County Library property 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

JCPL has a capital project underway to build a new destination library in the northwest region of Jefferson County 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 part of the Library’s Facility Master Plan (FMP) and is budgeted for through the 5-year Capital Improvement Plan and is fully funded thanks to the taxpayers of Jefferson County and the stewardship of the Library Board of Trustees.

Identified Need For New Library

- Population growth
- Access to services
- Facility Master Plan

Fully Funded

- 5-year Capital Improvement Plan
- Fiscal stewardship

Understanding Our Community

JCPL commits itself to evidence-based decision making that starts with a deep understanding of our community.

Market Analysis

One of the ways we get to that deep understanding is through extensive market analysis. This analysis helps us understand our community by its demographics and library use among other data points. JCPL presented two separate market analyses in 2022 to get to this deep understanding of the demographics and library use patterns in this area of the County. These analyses showed that the Northwest Jefferson County region is forecasted to grow three times faster than the rest of the County as seen on the left in the chart (below). This data tells us that we can expect the main growth in this region to happen now through 2040. On the right of this chart data shows the level of growth by the number of households which again shows rapid growth through 2040. This number of households are linked to a future population nearing 45,000 by the year 2050. The forecasted growth indicated to us and the Board a need for a new destination library in this region.

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

| 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% |

Number of households indicate need

| 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

In addition to using data, another way we created a deep understanding of this community is through extensive community engagement. Starting from early last fall, JCPL engaged with a variety of people living and leading in Northwest Jefferson County. We talked to city and county elected officials, Jeffco Public Schools, the local metro districts, Homeowner's Associations (HOA's) and many other community partners and individuals to inform our decision-making on our site selection.

The JCPL leadership team presented information on the site search and selection decision starting with Julianne Rist, Director of Public Services.

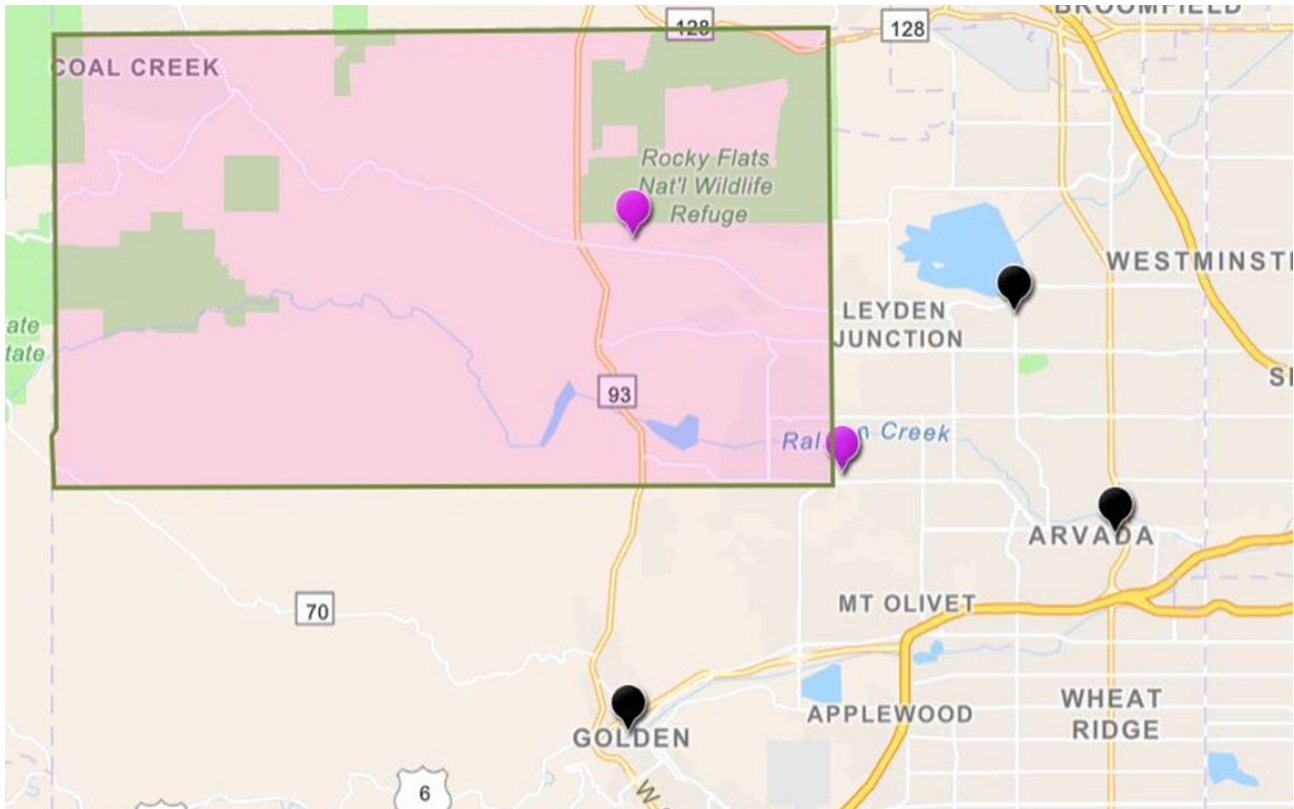
Site Selection

Julianne Rist addressed the Board and provided information on the site selection and Library Service Area (LSA). Using this understanding of our community and with guidance from the Board, JCPL staff established the LSA, the property search area and site selection criteria to guide the property search to help us find the most suitable properties for our new library. Each of these elements were the guideposts for our decision-making on the site we are bringing forward this evening.

Library Service Area (LSA)

To orient people to the neighborhood information was shared about the area. The LSA is where people live who JCPL expects to use this new location. The LSA is west of Indiana, north of 80th/82nd avenue, and goes to the County line both to the north and west. There is little development west of highway 93 so the property search area is between Indiana and Highway 93 and then centered between the north and south boundaries.

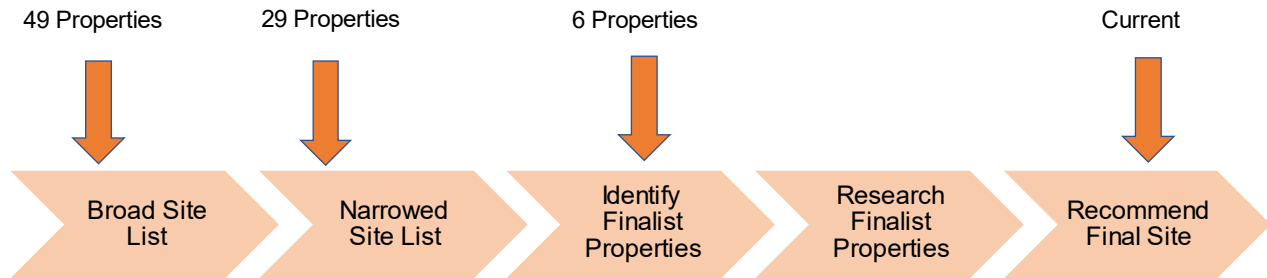
On the map (below) the black dots are JCPL's current library locations for Golden, Arvada and Standley Lake. The Pink dots are offsite services; the Express Library and Candelas hold lockers and material return.



Site Search Process

In July 2022 JCPL began the official search for a new library branch. This slide shows the general process of how we gathered a large list of potential sites and narrowed them through due diligence, community conversations, and direction from the Library Board of Trustees.

Site Search Process



Proposed Site: Optimal Location

JCPL is excited to share the details about the proposed site. The property is between Wilkerson Court, 92nd Avenue and Candelas Parkway. It is located across the street from the Arvada Fire station #9 and easily walkable to Candelas Point retail center. There is great visibility for the library on this site. The property allows easy access to it from two major thoroughfares; it fronts Candelas Parkway and has access to and from Highway 72 (also known as Coal Creek Canyon Road). It is close to existing and planned residential development as well as the Three Creeks K-8 Jefferson County school. There are existing and planned sidewalks and trails.

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

Proposed Site: Optimal Size

This is an exciting location that is within the site criteria of 5-10 acres. It will allow JCPL the flexibility of future proofing the location by being able to design and place the building so that if we need to expand in the future, we have that ability. It also has wonderful views to the north, east and west.

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

Julianne Rist introduced Steve Chestnut, Director of Facilities and Construction, to provide information on the technical benefits of the site and next steps.

Proposed Site: Optimal Geography

Steve Chestnut addressed the Board and provided information on the technical aspects of the site. He noted that he and Julianne Rist worked together driving the different site options and evaluating each site on their merits. While Julianne's focus was on accessibility and optimal location for service delivery, he focused on assuring that the technical aspects allowed for buildability and construction without significant site preparation work. Some of the things that were considered included:

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

This site meets the technical requirements above all other locations researched in terms of desirable assets. The icing on the cake are the views offered by this location; a beautiful future library with views that reflect the essence of Colorado.

Steve Chestnut introduced Matt Griffin, Director of Business Strategy and Finance, to provide information on the financial aspects of the proposed site.

Proposed Site Value Determination

Matt Griffin addressed the Board and provided information on the financial aspects of the proposed property. He noted that after Julianne and Steve completed their work on the optimal location, his responsibility was to determine the financial viability and value of the property. That determination was made by conducting a cost analysis, consulting multiple third parties, and exploring comparable property in the area to gather data to inform us on the market rate for the property and the value of the property. Throughout all these steps and working with key stakeholders the Board was kept informed on assessing comparable market values and negotiations. JCPL also worked with the Jefferson County Economic Development Corporation, our realtor, the City of Arvada and other economic development leaders in the area to help us determine a good price point. We were diligent in seeking advice from the experts to ensure JCPL could present a well-informed, data driven recommendation to the Board. Once we understood the right market rate, we negotiated with the seller, who is very excited to put a library on that piece of land, to reach a fair and reasonable deal. JCPL did reach a mutually agreed upon price and believes the value of the property to be in line with the market.

- 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

The next step in the acquisition process is the Purchase and Sale Agreement (PSA). The PSA is a contractual agreement between JCPL and the seller that outlines the terms, conditions and next step which is due diligence. The PSA is a commitment that JPL wants to buy the land if a number of areas are fulfilled through the due diligence process before JCPL purchases the property. In the due diligence process, JCPL will be doing a number of investigations, from the zoning process to soil and other environmental assessments. There is a long list of due diligence items that JCPL will need to complete to ensure this land is 100% ready for the use that we intend and is perfect for the new library.

- **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.

The Executive Director acknowledged Tim Rogers, JCPL’s realtor, who has been an essential partner and helped JCPL throughout this process.

Recommendation: Purchase and Sale Agreement (PSA)

The Executive Director addressed the Board and noted that after considerable due diligence, community engagement, and negotiation Jefferson County Public Library is pleased to recommend the property commonly known as Candelas Point for purchase for the creation of a future new library in Northwest Jefferson County.

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

The Chair expressed appreciation to the Executive Director and her staff for their excellent work over the last year to bring this recommendation to the Library Board. She also

expressed appreciation to the tax payers of Jefferson County for approving the mil levy and having the foresight to expand services throughout the County making this new library possible.

Northwest Jefferson County Library – Purchase and Sale Agreement Authorization

MOTION: Kim Johnson moved that the Library Board of Trustees authorize the Executive Director to sign the Purchase and Sale Agreement between Jeffrey L. Nading as Trustee for the Jeffrey L. Nading Trust and the Jefferson County Public Library for the Northwest Jefferson County Library property as described in the Agreement in an amount up to \$3,650,000 subject to the terms and conditions contained therein. Seconded by Jill Fellman the motion passed by unanimous vote of all Trustees present.

Naming Agreement – Evergreen Children’s Area

The Executive Director advised the Board of the naming agreement that was included in the information packet and presented to the Board for consideration.

MOTION: Jeanne Lomba moved that the Library Board of Trustees authorize the Executive Director to sign the donation and naming agreement for the Children’s Area at the remodeled Evergreen Library between the Jefferson County Public Library, the Jefferson County Library Foundation and Cynthia and Bob Benson. Seconded by Jill Fellman the motion passed by unanimous vote of all Trustees present.

EXECUTIVE TEAM OPERATIONAL UPDATES

Business Strategy & Finance

Finance and Budget – Monthly Financials

A. Financial Report (June 2023)

Matt Griffin addressed the Board and provided a review of the June 2023 financial tables. JCPL is now at end of quarter two; the half way point where we expect things to be at 50%. For revenues in June, we recorded property tax revenue that amounted to 93% of our budgeted target. We will see an additional 3% trickle in over next few months. On Table 2, the ending fund balance is \$85.6 million. It is important to call out that the library has received 97% of its revenue and still has six months of operating and capital expenses. The fund balance is expected to reduce as the library continues to spend operating and capital budgets. In Table 3, the salaries line is in a good spot indicating at the halfway point there is 58% of expected expenses left. A couple of items indicating percentage underspending, awards and bonuses, are quarter 4 heavy and these items are expected to even out as the year comes to an end. At the halfway point there are no areas of concern and no single line item not accounted for.

There were no questions from the Board on the June 2023 financials.

ITEMS REMOVED FROM THE CONSENT AGENDA

No items were removed from the consent agenda.

EMERGING ISSUES

Emerging Issue: Evergreen Alternative Services Lease Agreement

The Executive Director advised the Board that in May 2023, the Board authorized a lease space for Evergreen alternative services during reconstruction of that library. JCPL was unable to come to terms on that lease. Within 24 hours the team found another location at 3719 Evergreen Parkway. The library does expect the Evergreen library remodel to take some time. The Library does believe it can come to terms on this lease with the cost not expected to exceed \$2,900 per month for 1600 square feet and a term of up to 12 months. The Evergreen library remodel is in the permitting process and the Library would love to be able to offer library services to the community in an alternate space rather than relying on just the bookmobile.

In response to a question, the Board was advised that the proposed lease space is in the retail space at that location not the shipping depot building.

MOTION: Jill Fellman moved that the Library Board of Trustees authorize the Executive Director to sign the lease agreement with R & Y Hammond Limited Partnership, LLLP, a Colorado limited liability limited partnership for the maximum amount of \$2,900 a month for up to 12 months upon approval by the Jefferson County Attorney's Office of the terms and conditions contained therein. Seconded by Emelda Walker the motion passed by unanimous vote of all Trustees present.

ENDS

There were no items.

BOARD GOVERNANCE

There were no items.

BOARD SCHEDULE – NEXT MEETINGS

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

The Chair advised the Board that the joint Board of County Commissioners and Library Board meeting is in the process of being rescheduled and the Board will be kept advised.

2023 Board Meeting Schedule

- 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

ANNOUNCEMENTS/GENERAL INFORMATION SHARING

The meeting was adjourned at: 7:45 pm.



Jill Fellman, Secretary