

Minutes of the Regular Meeting of the
JEFFERSON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
August 17, 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 August 17, 2023. Library Board of Trustees Chair, Kim Johnson, called the meeting to order at 5:31 p.m.

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

Trustees not present: Jeanne Lomba.

Staff present: Donna Walker, Executive Director; Julianne Rist, Director of Public Services; Steve Chestnut, Director of Facilities and Construction Projects; Bernadette Berger, Director of Technology and Innovation; Matt Griffin, Director of Business Strategy and Finance; Lisa Smith, Director of People and Culture; Amy Bentz, Assistant Director of Library Design Projects and Planning; Lizzie Gall, Assistant Director of Public Services for Resources and Programs; Padma Polepeddi, Assistant Director of Public Services for Community Outreach; Jessica Paulsen, Assistant Director of Public Services for Customer Experience; Clara Ouko, Communications Manager; Brad Green, Technology and Innovation Systems and Security Manager; Amber Fisher, Executive Assistant, Office of the Executive Director; and Katie O’Loughlin, Administrative Coordinator.

There were additional Library staff members attending the meeting.

APPROVAL OF AGENDA

MOTION: Charles Naumer moved that the Library Board of Trustees approve the agenda as presented. Seconded by Emelda Walker 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 and forwarded to the Board.

The Chair acknowledged Edith Kiefer who shared her comments and expressed appreciation to the Board and staff for the proposed changes to Conifer Library service. The Chair expressed appreciation to Edith for taking the time to attend the meeting and share her comments.

There were no other public comments, and the Chair closed the public comment portion of the meeting at 5:38 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.

Items on the Consent Agenda

- A. Approve July 20, 2023 Board Meeting Minutes
- B. Adopt Policy Governance Monitoring Reports: 2.5 – 2.9
- C. Bear Creek Landscape Snow Removal Renewal Contract
- D. CoCal Landscape Snow Removal Renewal Contract

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

FOUNDATION UPDATE

Jo Schantz, Library Foundation Executive Director addressed the Board and provided an update on the activities of the Foundation. The Foundation will be opening a second bookstore in the Belmar shopping center in October and hiring 2 new staff members, a volunteer events coordinator and bookstore assistant. Kirstin Kraig has been promoted to manager. The bookstore will open Wednesday through Sunday, 11:00 am to 6:00 pm to start. Updates on grants and sponsorships are included in the written report. Several events are coming up, a shred-a thon/book drive, dine and donate at 240 Union Creative Grille and a bookfair at Barnes and Noble. The books on film event was very successful and was nearly sold out. The volunteer luncheon had 70 attendees and was a wonderful event to honor our volunteers.

In response to questions, Jo Schantz advised the Board that:

- The decision to open a second bookstore was made in executive session.
- The estimated start up costs of the new bookstore is approximately \$10,000.
- Ongoing operating costs for the new bookstore are approximately \$6,000 to \$7,000 a month. The Foundation will need to hire someone and see how many volunteers

there are to run the bookstore. Holiday sales are a banner time and for the bookstore at Colorado Mills it was \$28,000.

- The lease is for six months, October to March and is an opportunity to test the waters and see if it is viable.
- For the projected net profit, the Foundation hopes the second bookstore will do as well as Colorado Mills which grossed over \$162,000 and netted \$75,000.
- Books on film is not a money-maker event. The Foundation has to pay for the rental of the theater and purchase every seat inside. This year the event was lacking in sponsorships. The event cleared about \$1,000.
- The Foundation will have to see how things go as far as estimating an increase in planned donations to JCPL for this fiscal year. JCPL gets 10% of book sales and opening a second location will increase that.
- The \$75,000 in net profits is for this fiscal year and is ahead of profit margins. November and December are big holiday sales.

The Chair noted that all of these questions are ones that the Board would like the Foundation Liaison, Trustee Jill Fellman, to ask if they are provided the opportunity to do that. In response to a question from the Chair, Trustee Fellman noted that it has been a while since she saw a financial report from the Foundation. Jo Schantz noted that she is happy to share the financials. Trustee Fellman asked for the financial report to be sent to her via email. The Chair noted that she would like to see the financial report as well and wished the Foundation good luck with the new bookstore.

EXECUTIVE DIRECTOR REPORT

Executive Director Report

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

South County Library Update

The Executive Director advised the Board that the Library has some new staff who have put together a nice plan for a South County library advisory council. The plan is a great idea for building public support and will be brought to the Board when it is ready for discussion on Board representation on the council. The Library has received a couple of emails wondering about our plans for South County.

Northwest County Library Update

The Executive Director advised the Board that updates on the Northwest County Library project will be provided by Matt Griffin, Director of Business Strategy and Finance, and Steve Chestnut, Director of Facilities and Construction Projects.

Matt Griffin addressed the Board and noted that an appraisal of the property is underway and the report from the appraiser should be received by mid to late September.

Steve Chestnut addressed the Board and noted that drilling for the geo-tech study is complete, and the results are expected back by the end of September. Phase 1 of the environmental assessment is expected back in the next week or two. Meetings are scheduled with Arvada officials regarding the preapplication and rezoning. Due diligence activities are going smoothly.

The Executive Director advised the Board that the Library held a virtual town hall with staff on Monday that included a pulse survey. The Executive Director acknowledged Lisa Smith, Director of People and Culture and her team, who are launching Around the County in 80 Days, instead of the annual All Staff Conference. Each location closes for one day to have concentrated team time and professional development.

In response to a question regarding the Evergreen Library redesign and communication to that community, Jessica Paulsen, Assistant Director of Public Services for Customer Experience, advised the Board that two emails have been sent to patrons and information posted on social media. Another email to patrons is scheduled for this coming Monday. Jessica noted that she will work with the Communications team regarding posting information on Next Door.

The Executive Director advised the Board that the Library is working diligently on the alternative services plan for the Evergreen Library closure.

Naming Agreement – Evergreen Storytime Area

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

MOTION: Pam Anderson moved that the Library Board of Trustees authorize the Executive Director to sign the donation and naming agreement for the Storytime Area at the remodeled Evergreen Library between the Jefferson County Public Library, the Jefferson County Library Foundation and Jeannie Mann. Seconded by Charles Naumer the motion passed by unanimous vote of all Trustees present.

EXECUTIVE TEAM OPERATIONAL UPDATES

Public Services

A. Conifer Library Service Plan

Julianne Rist, Director of Public Services, addressed the Board and presented information on the Conifer Library Service Plan. The Conifer Opportunity critical project's purpose is to evaluate and plan library services for the Conifer area. The project will then implement the planned services. This project will ensure that JCPL services meet the needs of the Conifer community by providing equal access to information and opportunities, and being the essential destination where all generations connect, discover, and create. This project is budgeted through the Library's 5-year Capital Improvement Plan.

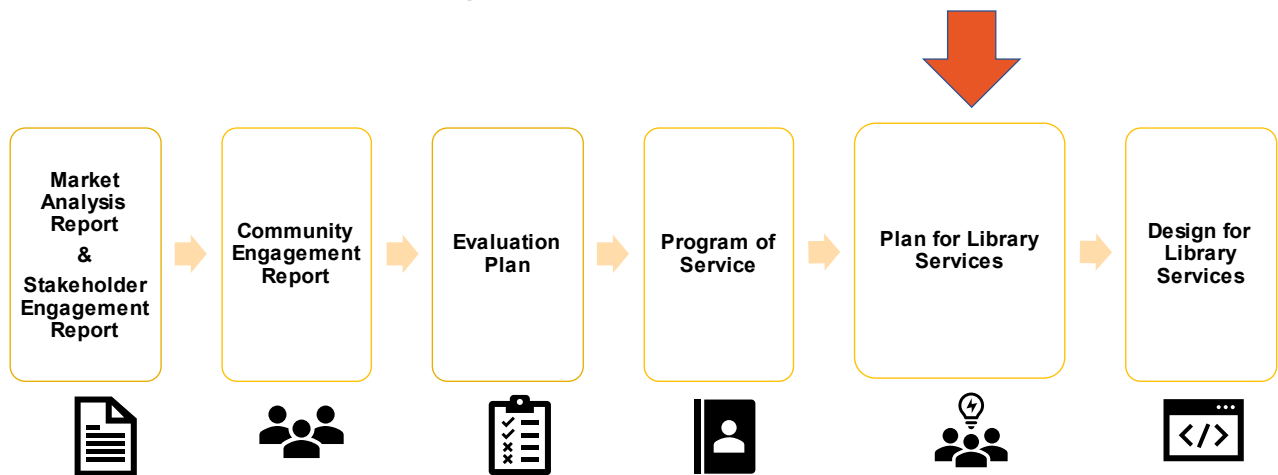
2023 Conifer Project Deliverables

So far JCPL has completed the following major deliverables for the project:

- Market Analysis Report
- Stakeholder Engagement Report
- Community Engagement Report
- Evaluation Plan
- Program of Service

Tonight, the Library will present its plan for services for the Conifer Community and looks forward to hearing the Board's thoughts.

2023 Conifer Project Deliverables



Library Service Areas (LSA)

Last month the Board reviewed what a library service area is and how JCPL designates individual library service areas as where card holders live and the library they use. These designations are based on current data tracked by JCPL. Tonight, will be a look at the southern region of the county.

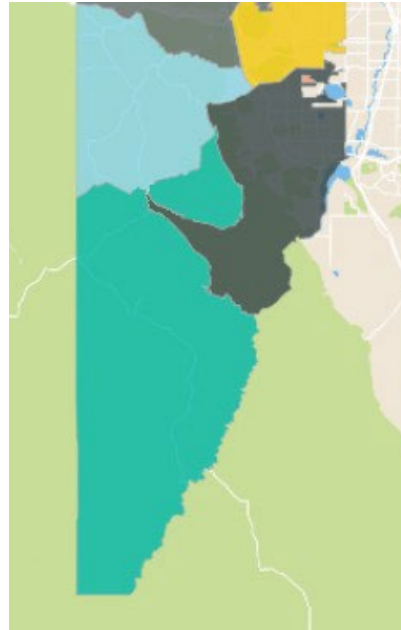
Southern Jefferson County

The 2022 Facilities Master Plan grouped the county into 3 planning zones North, Central and South. The south planning zone is comprised of 3 library service areas, Columbine, Evergreen and Conifer. We have talked about each LSA independently this year, and tonight we will add some context for all 3 areas. The south planning zone region represents 27.5% of the total County's population. Each of these three LSA's have a 2023 strategic or critical project for improving library services. An additional location in South

county has been talked about since the Columbine remodel in 2016. In 2023 we are refocusing on a new strategy for that additional location. The Evergreen redesign project has been talked about since 2012. Currently Evergreen’s construction plans are under review for permitting. Conifer became a 2023 critical project when JCPL learned about Jeffco School’s change in start and finish times for all school levels and locations.

Southern Jefferson County

| Location | Population |
|-------------|------------|
| • Columbine | 121,500 |
| • Evergreen | 28,000 |
| • Conifer | 10,300 |

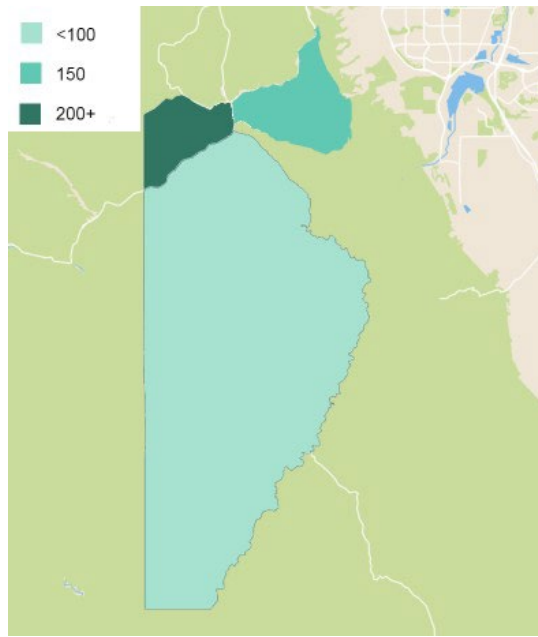


JCPL LSA Map retrieved from Savannah June 16, 2023.
Population numbers retrieved from Savannah July 26, 2023.

Conifer Library Service Area

Conifer is an area of unincorporated Jefferson County. It is also an existing location, so JCPL has use data and an established Library Service Area (LSA) for this location. 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. This map shows the 3 census tracts that make up the Conifer LSA and shows us the higher density of the population is in 2 of the 3 census tracts. As a reminder the largest tract is also the least populated. The southern part of this census tract includes part of the Pike National Forest.

The Conifer 285 Corridor Area Plan, which is part of Jefferson County’s Comprehensive Master Plan, describes Conifer as primarily a “place of choice” for residents. People who move to the area do so by choice, not necessarily because of proximity of employment. This supports what we heard in the community engagement comments that this is an area where residents commute to work. The Conifer 285 study is also another datapoint that supports JCPL’s analysis that we do not anticipate a significant change in the population or household numbers for this LSA. The report recommends for the area to continue low-density development.



Conifer Library Service Area

- Geographically large
- Unincorporated Jefferson County
- Lower population density

LSA map with population density retrieved from Savannah, August 8, 2023

Planning for Library Services

- Research
- Community Input
- Evaluation

JCPL has been looking at the impact of the changes in high school hours since last year when it was announced (March 2022). This work has meant that Conifer moved into group 1 in the annual review of our Facility Master Plan and became a critical project in the 2023 strategic plan. Last month the Board heard the results of the community input facilitated by EUA. Also, the Library reported on the results of the other sources and findings that JCPL examined.

What's Possible

This input offered several ways in which library services could be improved. Some of these are possible to address in the current location within Conifer High School while others are problematic to address in that current location.

We are taking the approach in planning for the future of Conifer Library services to plan for the long term of how we would like to provide access to library resources. At the same time, we recognize that there is an immediate impact to services with the change in the high school hours which took effect earlier this week so we are also looking at opportunities for changes that can be implemented now.

Improvements at current location

- Increased visibility & better signage
- Revaluating & focusing the physical collection

Improvements that are problematic at the current location

- Weekday daytime hours
- Easier physical access
- Increased Programming
- Shared Physical space

Long Term Plans – Create an Independent Physical Space

While JCPL has had a successful partnership with the school since 1996 and values this partnership, the needs of the community have shifted, and the time has come for us to transition. JCPL will be looking for other ways to provide library services to the Conifer community. In order to meet the current and future needs of the community, it is time to look for an independent physical space such as an existing building or retail space. After hearing Board input tonight, our work will begin on these long-term plans.

We will begin to create a list of potential buildings and retail space. We will utilize the process that worked well for us in searching for a site in Northwest Jefferson County and adapt that for the Conifer area creating an audit of all spaces found. Part of what we will use to guide the search comes from the comments in the community input that something along 285 would be more convenient and visible than the high school location. The County's Conifer 285 Corridor Area Plan supports this and matches the community input. It recommends that libraries should be considered as a use in the designated Conifer activity center which is also along 285. We do not plan on making any changes to our staffing structure. We have 4 locations that work under a shared staffing model. Edgewater and Wheat Ridge share staff as do Evergreen and Conifer. This is a structure that works well for JCPL for both pairings, and we plan to continue this organizational structure.

- Research potential spaces
 - Finding a space may be a challenge
 - Visibility and access to Highway 285
 - Audit of available buildings
- Continue Mountain Libraries staffing structure

Conifer/285 Corridor Area Plan

As noted earlier, information from the Conifer 285 Corridor Area Plan was utilized in our evaluation and the Library highlights the following statement from that plan as it addresses services in general.

“The provisions of services should be compatible with the mountain environment and should not be expected to duplicate the level of service found in urban areas. However, these services should be adequate and meet the need of the community. For these reasons the impact of land development on the quality of services should be managed with care.”

This statement again supports community input comments about not wanting additional development or comments showing more support for an independent library space if it utilized existing buildings or retail space.

We have learned from other building projects that a concrete timeline cannot be put on finding the right location, so we will be evaluating each stage as we gather more information.

Short Term Plans - Address Improvements & School Conversations

JCPL has already started to address some of the pain points expressed by the community. Beginning this week JCPL will pilot reestablishing Friday evening hours, which would include an evaluation of the use of this time frame. When JCPL provided Friday evening hours before, we found this timeframe had low use, so we moved these hours to expand to a full day on Sunday. This pilot will allow us to see if use patterns have changed. In addition, the pilot will provide 7 day services, and negate the impact of the change in high school hours keeping the number of hours we can offer per week at the same 36 hours that we offered in the past. We are able to do this pilot by utilizing staff from Evergreen and it will also help us support library services to the larger mountain community during the Evergreen Library construction closure.

We have held discussions with the school about improving the signage for the 20 Library parking spots. We will also be working on improving signage to direct people to the Conifer High School for the library, to the correct lot for parking and the correct door to enter the building.

Our collection core service staff will evaluate use data for Conifer and make any needed changes to the physical collection that is on the shelf.

JCPL and Conifer High School have a history of a valued partnership and good communication. We met with school leadership last week to talk about this plan and how we can work together throughout the transition. The school and JCPL have an inter-governmental agreement that will help to guide this process. We will also be talking throughout the process to ensure that we can support our partner and ensure a smooth transition as we continue work on this project.

In response to questions, the Board was advised that:

- The Library will evaluate all service options for the long-term. The audit of available independent space will help us determine what we want to do.
- The organizational structure of shared supervisors and managers will continue. The Library will evaluate if additional staffing is needed at the associate level.
- The meeting with the school was positive and productive. The Library has kept them informed of the community input. There was general conversation about a smooth

transition, and general timing regarding impact on the school year, but no specific agreements have been made. There will be additional meetings and continuing conversations with the school.

The Chair noted that this is an opportunity for the Board to weigh in on Conifer library services. The Board expressed appreciation to the staff for their excellent work and to the Conifer community for their input on library services. The Chair noted that the direction for Conifer library services makes a lot of sense, and she is excited to see what opportunities are out there.

The Executive Director advised the Board that the Library will work on a budget and what happens next, including looking for space. Any lease or capital expenditure will come before the Board.

B. Elections, Cameras and Ballot Boxes Agreement

Julianne Rist advised the Board that the Library has had a long standing partnership with County and election activities. There have been some statutory changes regarding elections monitoring and security related to ballot boxes. The Library worked with County Elections to ensure access to videos while ensuring patron confidentiality. The ballot box at the Lakewood Library will be moved. Ballot boxes at other JCPL libraries will remain in their current locations.

Bernadette Berger, Director of Technology and Innovation advised the Board that the new laws around security cameras and footage require different retention periods and release levels. To comply with the new laws and patron confidentiality, attorneys for the Library and County negotiated agreement on separate camera and security software systems that will be implemented at all JCPL locations with ballot boxes. Protections are in place to ensure patron privacy and ensure the elections office has what they need to meet their requirements.

MOTION: Pam Anderson moved that the Library Board of Trustees authorize the Executive Director to enter into an agreement with the Jefferson County Elections Division granting permission to install exterior cameras at all JCPL locations with elections owned ballot boxes. Seconded by Charles Naumer the motion passed by unanimous vote of all Trustees present.

Technology & Innovation

A. Multi-function Devices and Maintenance Contract Authorization

Bernadette Berger advised the Board that as described in the memo in the information packet, the Library has researched and addressed some issues with printers, copiers and fax machines. The equipment was not performing adequately, and the Library looked for a new vendor. Rather than an RFP, the Library utilized a master services contract under Sourcewell, to leverage national contracts and pricing. The Library selected Automated

Business Technologies to be our local supplier and to provide maintenance and other levels of service.

MOTION: Charles Naumer moved that the Library Board of Trustees authorize the Executive Director to enter into a contract with Automated Business Technologies for the purchase/lease of our multifunction devices and maintenance within the approved budgeted amount. Seconded by Jill Fellman the motion passed by unanimous vote of all Trustees present.

Business Strategy & Finance

Business Strategy

A. 2023 Mid-year Report

Matt Griffin, Director of Business Strategy and Finance, addressed the Board and provided information and highlights on the 2023 Mid-year Report. The information being presented will provide context around key areas within the full report that was included in the information packet. The three main areas are the review of strategic and critical projects, the concrete tangible results in the data and success measures and additional highlights on the heart of the report which is our services and impact on the community.

Strategic Projects

The Board has been very involved in the two strategic projects, Design a New Library in South County and Initiate a New Library in Northwest Jefferson County. These two projects are pillars of the Library's progress in terms of future growth and hitting our initiatives. The slide indicates the progress on these projects during the first six months of 2023. Right now the Library is on schedule to meet year end targets with the understanding that project timelines do shift.

DESIGN A NEW LIBRARY IN SOUTH COUNTY

■ Recommendation of New Strategy

MID YEAR ACHIEVEMENTS:

- Gathered feedback on lessons learned from site proposal
- Analyzed feedback and reviewed with Executive Team and Board of Trustees
- Hired a Branch Manager
- Received Board consensus on New Strategy recommendation

2023 YEAR END TARGET

- Execute on New Strategy

INITIATE A NEW LIBRARY IN NORTHWEST ARVADA

MID YEAR ACHIEVEMENTS:

- Presented top 4 sites to Board of Trustees
- Took significant steps towards acquisition
- Entered into a Letter of Intent with the seller

2023 YEAR END TARGET

- Site proposed
- Site acquired
- Community Engagement Report
- Program of Service Report
- Library design initiated

Critical Projects

Highlighting a few of our critical projects, the Library met the deliverables as indicated in the mid-year achievements. The Library recognizes that we won't meet some of the deliverables this calendar year. All projects are assigned to project managers with full teams behind the projects that work diligently to make these things happen.

Redesign Evergreen Library

- Finalized Library Design

MID YEAR ACHIEVEMENTS:

- Completed 100% construction documents
- Began permitting process
- Completed Naming Solicitation Package
- Approved Guaranteed Maximum Price

2023 YEAR END TARGET

- - Complete Construction

Conifer Library Opportunity

- Completed Market Analysis

MID YEAR ACHIEVEMENTS:

- Completed and reported the Stakeholder Insights Summary
- Completed Community Engagement meetings
- Completed Community Engagement and Communications plan
- Completed Evaluation Plan

2023 YEAR END TARGET

- *Community Engagement Report*
- *Program of Service Report*
- *Recommendation for Library Services*
- *Design for Library Services*

Expand Offsite Services

- Create and execute a sustainability plan for offsite services

MID YEAR ACHIEVEMENTS:

- Developed sustainable plan for offsite services
- Received project charter approval for Holds Lockers at 4th location

2023 YEAR END TARGET

- *Install Holds Lockers at 4th Location (offsite)*

2023 Mid-year Success Measures

High level observations include increases in program attendance, total collection use, digital circulation and visits. The Library is pleased and confident with the trajectory. It is important to note the evolving trends. These types of data points are important, and the services take into account the current needs of patrons. Every data point is a unique individual interaction between a patron and JCPL, and how Public Services staff are interpreting this data and guiding future decisions.

| MID-YEAR REPORT | MID-YEAR 2022 | MID-YEAR 2023 | CHANGE MID-YEAR 2022-2023 | % CHANGE MID-YEAR 2022-2023 |
|---|---------------|---------------|---------------------------|-----------------------------|
| Active Households* | 110,721 | 91,317 | (19,404) | -18% |
| Active Cardholders* | 146,820 | 131,596 | (15,224) | -10% |
| Market Penetration* (% of total Jeffco households) | 44.50% | 37.90% | -7% | -14.8% |
| Net Promoter Score | 83 | 84 | 1 | 1% |
| Program Attendance | 69,313 | 108,386 | 39,073 | 56% |
| Total Collection Use | 4,812,713 | 4,992,888 | 180,175 | 3.7% |
| Physical Circulation | 3,310,269 | 3,352,199 | 41,930 | 1.3% |
| Digital Circulation | 920,239 | 1,028,115 | 107,876 | 12% |
| Database Use | 582,205 | 612,574 | 30,369 | 5% |
| Visits | 830,199 | 910,164 | 79,965 | 10% |

Additional Highlights

JCPL held an internal session with staff on the mid-year accomplishments and received hundreds of comments. All were connected to initiatives and tied into our strategy, have a purpose and a strong reason why. A few of those highlights included:

Embracing Innovation and Change.

- Implementation of new technology for the Arvada sorter. The library successfully upgraded the Arvada sorter with RFID technology, enhancing sorting efficiency and minimizing breakdowns, ensuring even smoother library operations and completing sorter updates throughout JCPL.
- Barcode checkout with MyJCPL. The library introduced the ability for patrons to check-out materials with their phones using a new barcode checkout feature on the MyJCPL app. This advancement is another example of JCPL adapting to create a more convenient experience for our patrons.

Be the Third Space

- Teen Volunteering. Teen volunteerism is a “triple-win” for the Library: it helps improve patron experience, provides much needed assistance to library staff during a busy time of year, and gives teens work experience, service hours for school, and a community centered activity to fill their summer months. New ideas and leadership in our teen volunteer program contributed to substantial increases in teen volunteers and teen volunteer service hours year-over-year.

Excellence in Customer Service

- Staff and Locations: Patron interactions with the staff is where it all starts. Following are just a couple of the quotes providing a small window into the service excellence our staff provides.

“I just wanted to let someone know about my great experience while at the library today all 3 of my interactions with staff were very professional. Their customer service was excellent. Keep up the awesome work!!!” – Columbine Library Patron

“The Jeffco libraries (especially Standley Lake and Golden) are precious resources for the community and very much appreciated by my whole family.” – Library Patron

In response to questions, the Board was advised that:

- At the end of the 2022 fiscal year the definition of active cardholders was limited to residents of Jefferson County. By limiting it to our service area, it provides a more accurate representation. JCPL is slightly ahead of where we were in 2022.
- JCPL utilizes the Savannah platform which uses the service area definition for market penetration.
- For market engagement JCPL trends 9 percentage points above the libraries we benchmark against.

Board feedback and comments regarding the mid-year report included:

- It’s great to see the recovery in the numbers and acknowledge all the work behind it. Program attendance is going back up, circulation is increasing; and we should acknowledge that is on top of the acceleration of the projects – well done.

- The staff responded to all the challenges in a very positive manner; pretty impressive what's happened the last six months.
- It is remarkable that JCPL has both come out of a pandemic and a change in service we couldn't foresee and bounced back, all with taking the accelerated project ball we tossed. It's very exciting to see everything in progress. Job well done.

The Executive Director expressed appreciation to the Board for their comments and noted that JCPL has four active building projects underway. Other libraries are not seeing the kind of use indicated in this upward trend. These are really encouraging numbers and a tribute to the staff and the radically welcoming environment.

The Chair noted that the Board needs to focus on our new process in philanthropy and continue to work on that initiative.

Finance and Budget – Monthly Financials

A. Financial Report (July)

Matt Griffin addressed the Board and highlighted a few items in the monthly financials. On Table 1 revenue is on track with over 94% of revenue received for the year. The remaining 6% is expected to come in over the next few months. On Table 2, the fund balance is sitting high, however, there are lots of expenses to go out and capital spending is ramping up. JCPL is very aware of the fund balance and is confident that it will trend back down. On Table 3 the line item against direct charges is on track to overspend; the more revenue we receive the higher the Treasurer's fees, and the Library is not concerned with this trend. On Table 6, we will start seeing numbers come into this table and the year-to-date actual column will show the total project cost including capitalized items and items not capitalized.

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

ITEMS REMOVED FROM THE CONSENT AGENDA

No items were removed from the consent agenda.

EMERGING ISSUES

Trustee Naumer noted the planned opening of the Foundation's second bookstore. The Library is providing the bookstore with the materials; taking public books owned by taxpayers and giving them to the Foundation to sell. The Foundation noted \$75,000 in net profit is the value for those books. In the past we have done a fair market value analysis and we need to do that again to make sure we are getting the return on those books.

Trustee Anderson noted that she is also interested in doing a fair market analysis and that a 10% return to the Library seems low. It's great that the Foundation is expanding staff to serve their mission, however, given the financial report we received this year, fiduciary

responsibility points out some concerns. Regarding the Foundation's executive sessions, as a transparency advocate, most conversations should be held in public.

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.

It was noted that the September and October Study Session dates were offered to the Board of County Commissioners as options for the joint meeting. The Board will be kept advised on scheduling for that meeting.

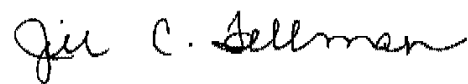
2023 Board Meeting Schedule

- 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
- October 12, 2023 – Study Session – 5:30 pm Hybrid: Virtual via ZOOM. In-Person
Location: Lakewood Library Meeting Room
- October 19, 2023 – Board Meeting – 5:30 pm Hybrid: Virtual via ZOOM. In-Person
Location: Lakewood Library Meeting Room

ANNOUNCEMENTS/GENERAL INFORMATION SHARING

ADJOURNMENT

The meeting was adjourned at 6:46 pm.



Jill Fellman, Secretary