

BOARD MEETING

JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

September 21, 2023



Raise a Reader Festival



Extreme Robot Challenge!



**Teen After Hours: Washington's Spies
Escape Room**



Video Creation using Animoto



Jefferson County
PUBLIC LIBRARY

APPROVAL OF AGENDA

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

ITEM# / ACTION	<p>Thursday, September 21, 2023 – 5:30 pm – HYBRID MEETING</p> <ul style="list-style-type: none"> • <u>ONLINE MEETING VIA ZOOM</u> • <u>IN-PERSON MEETING AT LAKEWOOD LIBRARY MEETING ROOM</u>
1.	<p>Call to order & attendance (4.5.8) Verbal roll call – Each Trustee announces their presence by stating their name.</p>
2.	<p>Pledge of Allegiance</p>
3. Agenda Action	<p>Approve Agenda Chair: Call for motion and second</p>
4. Public Comment	<p>Public Comment The Board values public participation. Those who would like to address the Library Board can do so virtually, in-person, or online. The opportunity to address the Library Board does not include a question-and-answer session or response. Additionally, the Library Board does not respond to anonymous questions or comments. Comments will be acknowledged in the minutes of the meeting.</p> <p>To address the Board of Trustees during Public Comment:</p> <ul style="list-style-type: none"> • <u>Virtually</u>: Send a chat message to the meeting host at JCPL Events with your name and the topic of your comment. • <u>In-Person</u>: Sign up on the form provided. • <u>Online</u>: Submit through the online public comment form at https://jeffcolibrary.org/board-of-trustees/. • People who dial in will not be able to provide Public Comment during the meeting. • If you choose to make a Public Comment virtually or in-person during a Board Meeting, your name will be called in the order it was received, first for virtual guests then for in-person guests.) • For more information on public comment policy please refer to Board Governance Policy 4.3.7: https://jeffcolibrary.org/wp-content/uploads/sites/46/2022/08/Board Governance Policy Manual 2022 9.pdf
5. CONSENT AGENDA Action	<p>Approval of Consent Agenda Chair: Call for motion and second A. Approve August 17, 2023 Board Meeting Minutes</p>
6. Foundation	<p>Foundation Update</p>
7. Operational Updates Action as Needed	<p><u>Executive Director</u> A. Executive Director Report B. South County Library Update C. Northwest County Library Update</p> <p><u>Business Strategy & Finance</u> <u>Finance and Budget – Monthly Financials</u> A. Financial Report (August)</p>

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

	<p>Facilities & Construction Projects A. Evergreen Redesign Project Update</p> <p>Technology & Innovation A. Multifunction Device Procurement and Maintenance Contract</p>
8. Action as Needed	<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>
9. Emerging Issues Action as Needed	
10. Action as Needed	<p>Ends. No items.</p>
11. Action as Needed	<p>Board Governance No items</p>
12. 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. <u>2023 Board Meeting Schedule</u></p> <ul style="list-style-type: none"> • 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 • November 9, 2023 – Study Session – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room • November 16, 2023 – Board Meeting – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room
13. Discussion	Board Questions or Comments Related to Items on the Meeting Agenda
14. Discussion	Evaluate Board Meeting (4.1.9)
15. Information	<p>Announcements/General Information Sharing</p> <ul style="list-style-type: none"> • Report of the Chair – Correspondence, Other • Other Announcements - Acknowledgement for Trustee Naumer
16. EXECUTIVE SESSION Action	<p>Call for Motion and Second: To adjourn the regular meeting of the Library Board of Trustees and reconvene in Executive Session pursuant to: A. <u>CRS 24-6-402(4)(f)</u> Personnel Matters. Trustees review Executive Director’s performance and compensation (4.3.6)</p>
17. Reconvene Regular Meeting Action as Needed	Executive Session Summary
18. Adjournment	

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: September 14, 2023

RE: Consent Agenda for the September 21, 2023 Board Meeting

A. Library Board of Trustees approve the August 17, 2023 Board Meeting Minutes

**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.

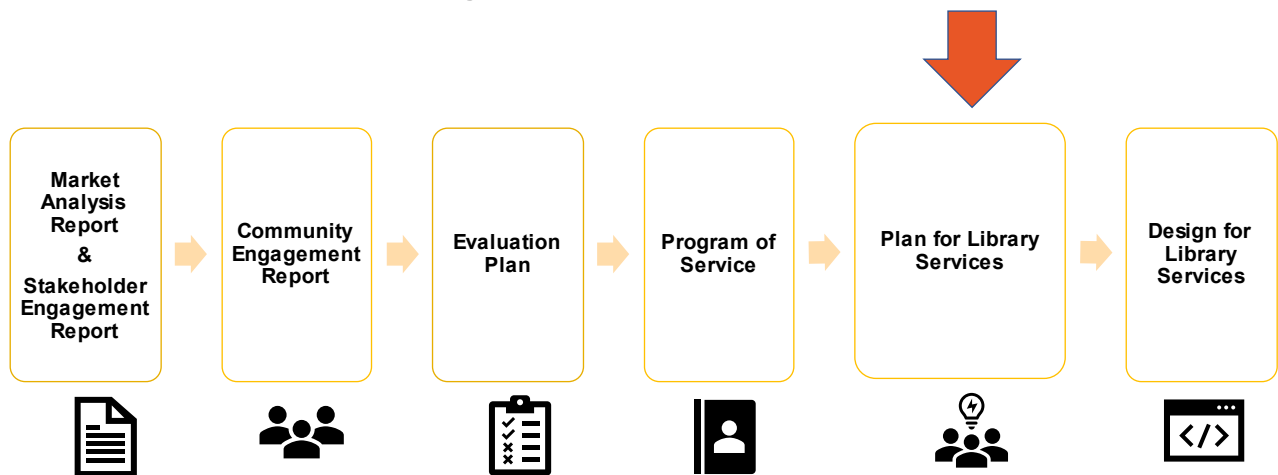
2023 Conifer Project Deliverables

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.

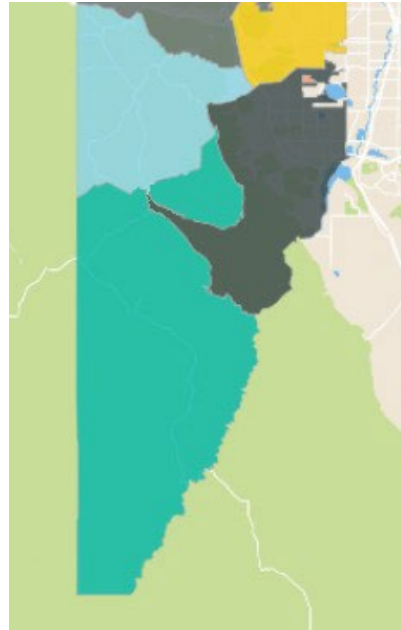
Southern Jefferson County

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

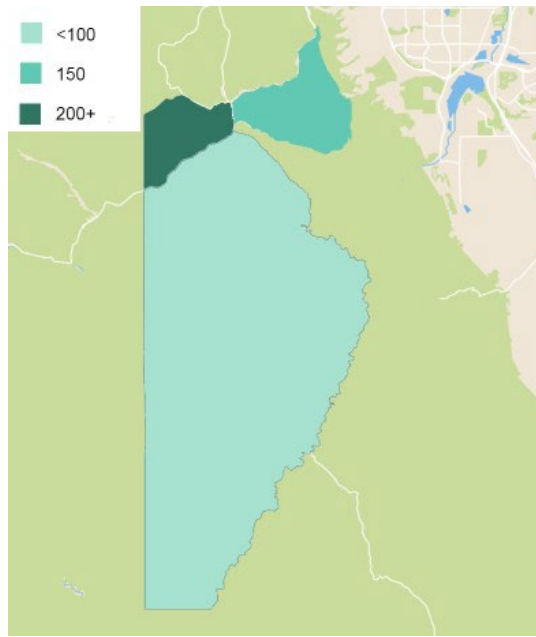


JCPL LSA Map retrieved from Savannah June 16, 2023.
Population numbers retrieved from Savannah July 26, 2023.

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

Foundation Update



JCLF Executive Director Report

September 2023

Jo Schantz, MNM, CFRE, GPC

Fall Whale Sale!



JCLF is gearing up for its annual fall Whale of a Used Book Sale at the Jeffco Fairgrounds! Dates for the sale are Thursday evening, 6 - 8 p.m. on Oct. 19 (for Friends-only Preview Night), followed by Early Bird opening on Friday morning (from 8 - 9 a.m.) and then opens for

general admission from 9 a.m. to 5 p.m. On Saturday, Oct. 21, sale hours are 9 a.m. to 5 p.m., and Sunday (Bag Day! \$10 for a grocery-sized bag of books!) hours are 11 a.m. to 3 p.m. Admission is \$5 for adults and children under age 18 are free!



JEFFERSON COUNTY
COLORADO STATE UNIVERSITY
EXTENSION

New this year, JCLF is partnering with CSU Extension (CSUE) in Jefferson County and their Trunk or Treat event slated from noon to 2:30 p.m. in Extension parking lot adjacent to the exhibit halls. CSUE is also opening its doors for an Open House from 1 to 2:30 p.m. that same day so visitors can learn more about the Master Gardener program, 4-H, and many other Extension programs.

COMING SOON! WHALE'S TALE TWO!

As we announced last month, JCLF will be opening up a 2nd used bookstore in Belmar Shopping Center! We plan to open Whale's Tale Two Books & Gifts on Wed., Oct. 11. At it's launch, the shop will operate five days a week (from Wed. through Sunday), and will offer the same quality used books CDs, DVDs, vinyl records and new items (jewelry, greeting cards, Honeyville products, journals, scarves, purses, etc.) as our current store in Colorado Mills Mall.

COMMUNITY CONNECTIONS

- Aug. 18, Board meeting for Christian Action Guild (CAG) to elect new executive director
- Aug. 19, annual Shred-a-thon and Book Drive at Bank of Colorado, Lakewood
- Aug. 22-23, Colorado Planned Giving Roundtable Summer Symposium at Inverness
- Aug. 28, meeting with Nathan Richter from Thrivent (donor/sponsor)
- Aug. 29-30, interviews for the new role as JCLF's Volunteer & Events Coordinator
- Sept. 6, virtual meeting with contract grant writer Mya Sapien
- Sept. 7, meeting with prospective JCLF Board member Dana Harris
- Sept. 8, meeting with David Chung, owner of Dream Books
- Sept. 12, lunch meeting with major donor Allison Brigham and Donna Walker
- Sept. 13, Good News Breakfast meeting
- Information Zoom meeting with Wells Fargo charitable trustees
- Sept. 14, Applewood Business Assn. lunch meeting at Rolling Hills Country Club
- Sept. 18, Teams meeting with Donna Walker

Operational Updates

Executive Director Report



SEPTEMBER 2023 EXECUTIVE DIRECTOR REPORT

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

Design a New Library in South County:

- Finalizing details for the South County Library Advisory Council
 - Initiating political will development

Initiate a New Library in Northwest Jefferson County

- Continuing community support development
- Taking due diligence steps with property acquisition
- Continuing pre-application steps with City of Arvada
- Scheduling Neighborhood Meeting per city requirements

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
- Finalizing fixtures and furnishings selection

Conifer Opportunity

- Presenting community engagement results
- Completing new program of service
- Presenting service plan
- 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
- Pursuing honorary naming for outgoing trustee
- Reporting project update to Library Board of Trustees

Accelerate our Building Program

- Finalizing design standard
 - Initiating 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. 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.

[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. It is a helpful conference for trustees interested in learning more about innovations in larger libraries with similar situations and services as JCPL. Registration is open. 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:

[Raise A Reader](#) provides kids with fun and easy ways to get ready to read while supporting parents and caregivers with the tools and resources for building literacy skills. With a month full of activities, including a StoryWalk®, Story Times and a free book giveaway, Raise A Reader prepares little ones for lifelong learning! All the fun culminates on Saturday, September 30, at the Colorado Railroad Museum for JCPL's Raise A Reader Festival!

[Launch of 500 Books Before Middle School](#), a first-in-Colorado service for school-aged patrons with prizes and supports as they meet each reading milestone.

[Career Navigator Appointments](#) is a new service of one-on-one career coaching to our patrons. This new service is a pilot, which we hope to expand and extend into 2024. We are partnering with the Jefferson County Workforce Center for services in English and with Mi Casa for appointments in Spanish.






PROFESSIONAL ENGAGEMENT:

Colorado Libraries for Early Literacy Conference (CLEL) JCPL has 6 staff members attending this virtual conference in September. **Sebastian DeTemple**, Lakewood Library Patron Experience Associate, will be presenting, *Creating Gender and Sexuality Inclusive Storytimes*.

Robyn Lupa, Manager of Kids & Families Services, will be presenting with the members of the Healthy Jeffco Alliance Culture of Connection Action Team at the Public Health of the Rockies conference.

HIGHLIGHTS OF EXECUTIVE DIRECTOR COMMUNITY ACTIVITIES, SEPTEMBER 2023

- Meeting with Joe Kerby, **Jefferson County Manager**
 - Meetings with additional **City of Arvada elected officials**
 - Monthly meeting with **Jefferson County Library Foundation (JCLF)** executive director
 - Monthly meeting of the **Personnel Board** of the **Jefferson County Elected/Appointed Officials**
 - Attending **Jefferson County** staff briefing re: Library Board trustee appointments
 - Attending **Urban Libraries Council Directors** monthly meeting
 - Meeting with Kelly Dunkin, **Colorado Gives Foundation**
 - Meeting and tour with **City of Westminster** new director of Parks, Recreation and Libraries
 - Lunch meeting with **Jo Schantz** (JCLF) and **Allison Brigham**
- 

Operational Updates

Business Strategy and Finance

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



Jefferson County
PUBLIC LIBRARY

jeffcolibrary.org

To: Donna Walker, Executive Director
From: Matthew Griffin, Director of Business Strategy & Finance
Re: Finance Monthly Report
Date: September 21st, 2023

Budget to Actual Tables

Please see the enclosed Budget to Actual Tables for August 2023.

August saw no Real Property Tax revenue. Year-to-date, we've collected 94.2% of our budgeted target.

JCPL is meeting its budget without any concerns. Our financial performance aligns with expectations.

In August, the Library Foundation gave JCPL a \$23,231 check to catch up on delayed June and July funds. The Library contributed \$6,969 in-kind support in August. Year-to-date, the Library received \$68,687 in funding and provided \$58,916 in-kind support to the Foundation at a ratio of 1.17.

**TABLE 1
JEFFERSON COUNTY PUBLIC LIBRARY
TOTAL FUND SUMMARY
2023 BUDGET TO ACTUAL**

Sources and Uses of Funds	2022 Amended Budget	2022 Actual	2023 Amended Budget	YTD Actual 08/31/2023	\$ Variance 2023 Budget	% Variance 2023 Budget
Revenues						
Taxes						
Property Tax - Operating	\$ 49,964,941	\$ 49,378,983	\$ 48,299,454	\$ 47,761,715	\$ (537,739)	-1%
Property Tax - Capital	2,442,681	2,420,303	2,383,862	2,246,277	(137,585)	-6%
Total Taxes	\$ 52,407,622	\$ 51,799,286	\$ 50,683,316	\$ 50,007,992	\$ (675,324)	-1%
Federal & State Grants	\$ 125,000	\$ 377,554	\$ 144,996	\$ -	\$ (144,996)	-100%
Fines & Fees	115,000	121,799	85,000	102,200	17,200	20%
Other Revenue	298,640	(586,719)	675,650	823,759	148,109	22%
Total Other Revenues	\$ 538,640	\$ (87,366)	\$ 905,646	\$ 925,959	\$ 20,313	2%
Sub Total Revenues	\$ 52,946,262	\$ 51,711,920	\$ 51,588,962	\$ 50,933,952	\$ (655,010)	-1%
Fund Balance Activity						
Transfer from FB - Capital Projects	12,441,736		40,288,738	-		
Transfer to/(from) Fund Balance	-	12,239,097	-	23,825,780		
Total Sources of Funds	\$ 65,387,998	\$ 39,472,824	\$ 91,877,701	\$ 27,108,172		
Uses of Funds						
Operating Expenditures						
Salaries & Employee Benefits						
Salaries	\$ 16,601,010	\$ 15,540,825	\$ 17,638,242	\$ 10,657,265	\$ (6,980,977)	-40%
Benefits	5,719,962	4,993,686	5,810,820	3,631,108	(2,179,712)	-38%
Total Salaries & Benefits	\$ 22,320,972	\$ 20,534,511	\$ 23,449,062	\$ 14,288,373	\$ (9,160,689)	-39%
Library Books & Materials	\$ 7,937,400	\$ 7,763,037	\$ 9,409,434	\$ 5,178,164	\$ (4,231,270)	-45%
Supplies	1,559,475	1,412,124	1,375,098	956,042	(419,056)	-30%
Vehicles	-	-	-	-	-	
Services & Charges	5,704,984	4,383,657	5,996,673	3,121,938	(2,874,735)	-48%
Internal Transactions /Cost Allocation	2,734,736	2,761,455	2,987,181	2,221,475	(765,706)	-26%
Total Operating Expenditures	\$ 40,257,567	\$ 36,854,783	\$ 43,217,448	\$ 25,765,993	\$ (17,451,455)	-40%
Financing & Debt Service	\$ 621,945	\$ 621,945	\$ 621,745	\$ -	\$ (621,745)	-100%
Capital Projects	\$ 24,508,487	\$ 1,996,095	\$ 48,038,508	\$ 1,342,179	\$ (46,696,329)	-97%
Total Uses of Funds	\$ 65,387,998	\$ 39,472,824	\$ 91,877,701	\$ 27,108,172	\$ (64,769,529)	-70%

TABLE 2A
JEFFERSON COUNTY PUBLIC LIBRARY
FUND BALANCE SUMMARY
2023 BUDGET TO ACTUAL

	2022 Amended Budget	2022 Actual	2023 Amended Budget	YTD Actual 08/31/2023
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	\$ 48,687,675
Capital Funding	2,442,681	2,420,303	2,383,862	2,246,277
Total Revenues	\$ 52,946,262	\$ 51,711,920	\$ 51,588,962	\$ 50,933,952
Expenditures				
Operating Expenditures	\$ 40,257,567	36,854,783	\$ 43,217,448	\$ 25,765,993
Debt Service	621,945	621,945	621,745	-
Capital Projects	24,508,487	1,996,095	48,038,508	1,342,179
Total Expenditures	\$ 65,387,998	\$ 39,472,824	\$ 91,877,701	\$ 27,108,172
Increase/(Decrease) in Fund Balance	\$ (12,441,736)	12,239,097	\$ (40,288,738)	\$ 23,825,780
Ending Fund Balance	\$ 20,878,253	\$ 55,525,015	\$ 15,236,276	\$ 79,350,795
Committed to Capital Projects - Carryforward				
Committed to Capital Projects - Sinking Fund				
Reserve Fund Balance	\$ 20,878,253	\$ 55,525,015	\$ 15,236,276	\$ 79,350,795

Reserve Fund Balance Policy Calculation

	2021 Amended Budget	2022 Actual	2023 Amended Budget	YTD Actual 08/31/2023
Year-End Reserve Fund Balance		\$ 55,525,015		
16% - Current Year Budgeted Revenues	\$ 8,471,402	\$ 8,273,907	\$ 8,254,234	\$ 8,149,432
9% - Current Year Budgeted Revenues - Uncertainty	4,765,164	4,654,073	4,643,007	4,584,056
Total Minimum F/B Reserve Requirements (FLOOR)	\$ 13,236,566	\$ 12,927,980	\$ 12,897,241	\$ 12,733,488
50% of Current Year Budgeted Revenues	\$ 26,473,131	\$ 25,855,960	\$ 25,794,481	\$ 25,466,976
Total Maximum F/B Reserve Requirements (CEILING)	\$ 26,473,131	\$ 25,855,960	\$ 25,794,481	\$ 25,466,976
Above/(Below) Minimum (FLOOR)	\$ 7,641,687	\$ 42,597,035	\$ 2,339,036	\$ 66,617,307
Above/(Below) Maximum (CEILING)	\$ (5,594,878)	\$ 29,669,055	\$ (10,558,205)	\$ 53,883,819

**TABLE 3
JEFFERSON COUNTY PUBLIC LIBRARY
OPERATING EXPENDITURES
2023 BUDGET TO ACTUAL**

Sources and Uses of Funds	2022 Amended Budget	2022 Actual	2023 Amended Budget	YTD Actual 08/31/2023	\$ Variance 2023 Budget	% Variance 2023 Budget
Sources of Funds						
Revenues						
Taxes						
Property Taxes	\$ 51,839,123	\$ 51,364,212	\$ 50,590,855	\$ 47,670,992	\$ (2,919,863)	-6%
Delinquent Taxes	48,032	59,949	121,267	82,167	(39,100)	-32%
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	8,556	(13,222)	-61%
Total Taxes	\$ 49,964,941	\$ 49,378,983	\$ 48,299,454	\$ 47,761,715	\$ (537,739)	-1%
Federal & State Grants	\$ 125,000	\$ 377,554	\$ 144,996	\$ -	\$ (144,996)	-100%
Library Fines	10,000	25,877	-	12,193	12,193	
Charges for Services	105,000	95,922	85,000	90,008	5,008	6%
Investment Income	108,000	(931,499)	187,500	550,137	362,637	193%
Library Foundation	100,000	190,276	100,000	68,688	(31,312)	-31%
E Rate Revenue	90,640	2,602	388,150	-	(388,150)	-100%
Other Revenue	-	151,355	-	204,934	204,934	
Transfer	-	547	-	-	-	
Total Revenues	\$ 50,503,581	\$ 49,291,617	\$ 49,205,100	\$ 48,687,675	\$ (517,425)	-1%
Uses of Funds						
Operating Expenditures						
Salaries & Employee Benefits						
Salaries	\$ 15,829,037	\$ 14,178,852	\$ 16,750,057	\$ 10,129,870	\$ (6,620,187)	-40%
Awards & Bonuses	140,000	140,212	160,000	44,620	(115,380)	-72%
Termination Pay	110,000	137,451	250,000	63,395	(186,605)	-75%
Temporary Salaries	1,687,043	1,307,709	1,638,367	904,279	(734,088)	-45%
CARES/ARPA Reimburse Salaries	-	(230,986)	-	(488,334)	(488,334)	
Overtime	-	7,587	8,000	3,434	(4,566)	
Vacancy Savings	(1,165,071)	-	(1,168,182)	-	1,168,182	-100%
Benefits	5,719,962	4,993,686	5,810,820	3,631,108	(2,179,712)	-38%
Total Salaries & Benefits	\$ 22,320,972	\$ 20,534,511	\$ 23,449,062	\$ 14,288,373	\$ (9,160,689)	-39%
Library Books & Materials	\$ 7,737,400	\$ 7,585,844	\$ 9,170,434	\$ 5,051,992	\$ (4,118,442)	-45%
Library Periodicals	200,000	177,193	239,000	126,172	(112,828)	-47%
Sub-Total Library Collections	7,937,400	7,763,037	9,409,434	5,178,164	(4,231,270)	-45%
Supplies	\$ 1,559,475	\$ 1,412,124	\$ 1,375,098	\$ 956,042	\$ (419,056)	-30%
Services & Charges	5,704,984	4,383,657	5,996,673	3,121,938	(2,874,735)	-48%
Vehicles	-	-	-	-	-	
Interdepartmental Direct Charges	1,264,323	1,291,042	1,295,745	1,093,851	(201,894)	-16%
Interdepartmental Indirect Charges	1,470,413	1,470,413	1,691,436	1,127,624	(563,812)	-33%
Total Supplies and Other	\$ 9,999,195	\$ 8,557,236	\$ 10,358,952	\$ 6,299,455	\$ (4,059,497)	-39%
Total Operating	\$ 40,257,567	\$ 36,854,783	\$ 43,217,448	\$ 25,765,993	\$ (17,451,455)	-40%

**TABLE 4
JEFFERSON COUNTY PUBLIC LIBRARY
DEBT SERVICE DETAIL
2023 BUDGET TO ACTUAL**

Sources and Uses of Funds	2022 Amended Budget	2022 Actual	2023 Amended Budget	YTD Actual 08/31/2023	\$ 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
2023 BUDGET TO ACTUAL**

Sources and Uses of Funds	2022 Amended Budget	2022 Actual	2023 Budget	2023 Amended Budget	YTD Actual 08/31/2023	\$ 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	\$ 2,246,277	\$ (137,585)	-6%
Transfer from FB - Capital Expenses						-	
Total Sources of Funds	\$ 2,442,681	\$ 2,420,303	\$ 2,383,862	\$ 2,383,862	\$ 2,246,277	\$ (137,585)	-6%
Uses of Funds							
Annual Replacement & Maintenance Program (ARM) and Recurring Projects							
ARM-01 Capital Maintenance	\$ 250,000	\$ 196,169	\$ 250,000	\$ 250,000	\$ 127,961	\$ (122,039)	-49%
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	186,471	(63,529)	-25%
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	208,231	(141,769)	-41%
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	-	(2,500,400)	-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	279,895	(3,824,692)	-93%
Northwest County Library	4,700,000	9,127	9,989,475	14,680,347	55,909	(14,624,438)	-100%
Total Capital Projects	\$ 24,508,487	\$ 1,996,095	\$ 26,004,701	\$ 48,038,508	\$ 1,342,179	\$ (46,696,329)	-97%

TABLE 6
JEFFERSON COUNTY PUBLIC LIBRARY
CAPITAL IMPROVEMENT PROJECTS
2023 BUDGET TO ACTUAL

Project	2023 Amended Budget	YTD Actual 08/31/2023	YTD Encumbrances 08/31/23	YTD Total Actual + Enc	Remaining Budget
ARM-01 Capital Maintenance	\$ 250,000	\$ 127,961	\$ 1,555	129,516	\$ 120,484
ARM-02 Furniture & Equipment	36,000	-	-	-	36,000
ARM-03 Computer Replacement Plan	250,000	186,471	-	186,471	63,529
ARM-04 Book Sorter Replacement	350,000	302,216	-	302,216	47,784
ARM-05 IT Infrastructure Replacement	350,000	208,231	-	208,231	141,769
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	-	-	-	2,500,400
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	279,895	107,139	387,034	3,717,553
Northwest County Library	14,680,347	55,909	3,000	58,909	14,621,438
Total Capital Projects	\$ 48,038,508	\$ 1,342,179	\$ 111,694	\$ 1,453,873	\$ 46,584,635

Operational Updates

Facilities & Construction Projects

jeffcolibrary.org

TO: Donna Walker, Executive Director

FROM: Steve Chestnut, Director of Facilities & Construction

DATE: September 15, 2023

RE: Evergreen Library Redesign, Construction Progress Report

I. PROJECT TEAM:

Jefferson County Public Library	Owner
Eppstein Uhen Architects, Inc (EUA)	Architect/Design Team
Fransen Pittman	General Contractor

II. PROJECT PROGRESS:

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- A. Interior Move-Out Began on 8/21. Completion of JCPL Items:
- Shelving: Existing Shelving has been removed.
 - Furniture: Furniture slated for reuse has been stored in lower level.
 - Sorter: Sorter has been removed and stored in the lower level by RFID.
 - Collections: Books have been removed, taken to other locations or stored in lower level.
 - IT: Computers, phones, misc. IT items have been scanned and stored in lower level.
- B. Permitting:
- Contractor received Final building permit approvals from Governmental Authorities
- C. Building Turnover on 9/11
- Contractor mobilization on site
 - Demo walls, flooring and ceilings
 - MEP safe off

III. CURRENT PROJECT OPPORTUNITIES &/OR RISKS:

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- A. Analyzing Owner move in tasks & timelines after Contractor completion. Minimalizing Move In duration.
- B. Verifying vendor estimated timelines for deliveries & installations.
- C. Finalize Patron and Staff Furniture decisions and placing orders

IV. MEETINGS:

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- A. Regularly scheduled Owner/Architect/Contractor weekly meetings
- B. Will be scheduling Dusty Boots tour once walls are in place.

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V. MILESTONES PROJECTED FOR NEXT PERIOD:

- A. Sawcut exterior walls for windows & temporary framing of openings
- B. New wall Layout
- C. Rough wall & hard lid ceiling framing
- D. HVAC, Plumbing, Electrical rough in & inspections
- E. Owner Low Volt rough in

VI. CONSTRUCTION BUDGET STATUS:

General Contractor Guaranteed Maximum Amount	\$ 3,412,355.00
Approved Changes	\$ 0.00
Current Cost	\$ 3,412,355.00
Total Draw to Date	<u>\$ 0.00</u>
Balance to Finish	\$ 3,412,355.00
Percent Complete	0%

VII. CONSTRUCTION SCHEDULE STATUS:

Estimated Construction Close Out - March 2024

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VIII. PROGRESS PHOTOS:



Exterior Closure



View of Children's Area after move out

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View of Adult Collection Area after move out



Secured Collection in lower level