

BOARD MEETING

JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

November 16, 2023



Seven Falls Indian Dancers



Cybersecurity Awareness



Chair Yoga



Craft and Chat



Jefferson County
PUBLIC LIBRARY

APPROVAL OF AGENDA

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

ITEM# / ACTION	Thursday, November 16, 2023 – 5:30 pm – HYBRID MEETING <ul style="list-style-type: none">• <u>ONLINE MEETING VIA ZOOM</u>• <u>IN-PERSON MEETING AT LAKEWOOD LIBRARY MEETING ROOM</u>
1.	Call to order & attendance (4.5.8) Verbal roll call – Each Trustee announces their presence by stating their name.
2.	Pledge of Allegiance
3. Agenda Action	Approve Agenda Chair: Call for motion and second
4. Trustee Service Acknowledgement	Trustee Service Acknowledgement <ul style="list-style-type: none">• Service Acknowledgement for Trustee Charles Naumer Chair: Call for motion and second
5. Public Comment	Public Comment <p>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/46/2023/08/2nd_Half_2023_FINAL_Board_Governance_Policy_Manual.pdf
6. CONSENT AGENDA Action	Approval of Consent Agenda Chair: Call for motion and second <ul style="list-style-type: none">A. Approve October 19, 2023 Board Meeting Minutes.B. Approve the Bibliotheca LLC- Support and Maintenance Contract Renewal.C. Approve the RFID Library Solutions, Inc. AMH Service and Maintenance Agreement.

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

	D. Approve the one-year agreement with IQ Business Group Inc. for M-Files Licensing.
7.Foundation	Foundation Update
8.Operational Updates Action as Needed	<p><u>Executive Director</u></p> <p>A. Executive Director Report</p> <p>B. South County Library Update</p> <ul style="list-style-type: none"> o South County Advisory Council Presentation <p>C. Northwest Jeffco Library Update</p> <p>Facilities & Construction Projects</p> <p>A. Evergreen Redesign Project Update</p> <p>Business Strategy & Finance</p> <p><u>Finance and Budget – Monthly Financials</u></p> <p>A. Financial Report (October)</p> <p>B. 2024 Recommended Budget</p>
9. Action as Needed	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
10. Emerging Issues Action as Needed	
11. Action as Needed	Ends: No items
12. Action as Needed	<p>Board Governance:</p> <ul style="list-style-type: none"> • Trustees review 2024 Board Governance Process Calendar for adoption at the December 14, 2023 Board meeting.
13. Suggest Agenda Items Action as Needed	<p>BOARD SCHEDULE – NEXT MEETINGS</p> <p>Location of meetings of the Library Board of Trustees are being determined in cooperation with guidelines from Jefferson County. Information on meeting location will be posted at least one week prior to the scheduled meeting date.</p> <p><u>2023 Board Meeting Schedule</u></p> <ul style="list-style-type: none"> • December 14, 2023 – Board Meeting – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room <p><u>2024 Board Meeting Schedule</u></p> <ul style="list-style-type: none"> • January 11, 2024 – Study Session – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room • January 18, 2024 – Board Meeting – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room
14. Discussion	Board Questions or Comments Related to Items on the Meeting Agenda

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

15. Discussion	Evaluate Board Meeting (4.1.9)
16. Information	Announcements/General Information Sharing <ul style="list-style-type: none">• Report of the Chair – Correspondence, Other• Other Announcements

Trustee Acknowledgement



MEMORANDUM

TO: Jefferson County Library Board of Trustees

FROM: Kim Johnson, Board Chair

RE: Proclamation and Naming Honoring Trustee Naumer

DATE: November 16, 2023

The Board of County Commissioners appointed Charles (Chic) Naumer to the Jefferson County Public Library Board in April 2014. Trustee Naumer helped govern the library through both difficult and exciting times. Over these last nine years, he helped improve relationships and secure a responsible level of funding for services which led to a rebuilding of services, collection, facilities, and staffing. Some notable projects during his tenure include:

- automated materials handling,
- a successful mill levy campaign,
- the restoring of library hours,
- Facility Master Planning,
- Trustee leadership in strategic planning,
- rebuilding staffing levels,
- construction of the Edgewater Library in partnership with the City of Edgewater,
- the remodel of the Golden, Columbine, and Belmar Libraries,
- selecting and onboarding a new executive director,
- setting high expectations for philanthropy development,
- governing through a global pandemic,
- reducing barriers to library service by going fine free,
- being a champion for alternative and offsite services,
- planning for new library in both South and Northwest Jeffco,
- supporting new services in Conifer, and
- supporting the redesign of the Evergreen Library.

Trustee Naumer took on the additional responsibilities of Chair and Vice Chair, serving on the Bylaws and Nominating Committees, leading the JCLF working groups, and as a JCPL representative at National Library Legislative Day in Washington, DC. We would like to acknowledge the progress of the Library during his tenure and thank Trustee Naumer for his volunteer service to the Library and community. We will miss his leadership, experience, and persistent pursuit of increased fundraising to reduce the burden on Jeffco taxpayers.

In addition, JCPL's Naming Rights Guidelines allow for naming rights and name recognition opportunities when the Library Board desires to honor an individual, foundation or corporation for outstanding service contributions that are consistent with the nature and mission of the Library.

We recommend that JCPL demonstrate our utmost respect, deepest gratitude and heartfelt wishes for Trustee Naumer with an offset of \$5000 to be combined with his own generous donation towards the naming of the Quiet Reading Room of the Evergreen Library.

**JEFFERSON COUNTY PUBLIC LIBRARY
DONATION AND NAME RECOGNITION AGREEMENT**

This Donation and Name Recognition Agreement (“Agreement”), dated for reference purposes only this 16th day of November, is between Charles and Marlo Naumer (the “Donor”), and the **Jefferson County Public Library** (the “Library”). The Donor, and Library are collectively referred to herein as the “parties”, and hereby agree as follows:

RECITALS

- A. The Donor desires to make a donation in the amount of \$5000.00 (the “Donation”) in support of the Quiet Reading Room of the Evergreen Library Redesign (the “Project”); and
- B. The Library is proud to recognize the Donation by providing name recognition rights to the Donor at the Project, as more fully set forth herein.

AGREEMENT

NOW, THEREFORE, the parties hereto agree as follows:

- 1. The Donor makes a non-binding pledge to make a Donation to the Library of \$ 5000, payable in one lump sum on or before December 1st, to aid funding of the Project.
- 2. Donation payments are to be payable to the Jefferson County Public Library and mailed or hand delivered to the following address:

Jefferson County Public Library
10200 W. 20th Avenue
Lakewood, CO 80215.
- 3. The Donor and Library agree that the Donation will be used for the Project, and as an expression of appreciation the name Naumer Family Quiet Reading Room (“Donor Name”) shall be displayed at the Project site.
- 4. This Agreement is governed by Jefferson County Library’s Guidelines for Naming and Name Recognition, which are incorporated herein. By entering into this Agreement, the Donor agrees to all of the terms and conditions contained therein, including the following:
 - a. Signage. The sign recognizing the donation will be placed in an appropriate location, and its design shall be consistent with the Library’s image and building design requirements. The wording of the sign shall be mutually agreed upon by the Donor and the Executive Director of the Library.

- b. Duration. These name recognition rights will last through April 2029. Donor shall have a right of renewal at the end of the naming period to extend the naming rights for an additional donation and an additional period to be mutually determined by the parties.
 - c. Approvals.
 - (i) All naming acknowledgements will be approved by the Library Board of Trustees.
 - (ii) A re-approval process with input by the Donor shall be necessary in the following situations:
 - (a) Major renovation of the space;
 - (b) Sale, destruction, removal or abandonment of the facility; or
 - (c) A change in the name, business focus or viability of the Donor entity.
 - d. Standards of Conduct. Should the Donor violate acceptable standards of integrity and civic leadership, the Library, in its sole discretion, may elect to remove the Donor's name from the Library.
5. No items recognizing the Donation will be ordered until the full amount of the Donation has been received by the Library.
6. The Donation shall be nonrefundable unless the Library Board of Trustees does not approve the acknowledgement or the Library is unable to fulfill its obligations due to some unforeseen circumstances.
7. If, in the opinion of the Library Board of Trustees or the Executive Director of the Library, all or part of the Donation cannot, in the future, be applied usefully to the purposes provided in this Agreement, it may be used for any related purpose which, in the opinion of the Executive Director of the Library will most nearly accomplish the wishes of the Donor as expressed herein.
8. No donations will be refunded for any reason unless the Library is unable to fulfill its obligations due to unforeseen circumstances.
9. Miscellaneous Provisions.
- a. Tax Consequences. Donor, and not the Library, is solely responsible for determining the tax consequences to Donor of the within transaction including, without limitation, any monetary value assigned to the naming right. No tax receipt will be provided for the Donation.
 - b. Venue and Governing Law. Venue for any and all legal actions regarding this Agreement shall lie in the District Court in and for the County of Jefferson, State of Colorado, and this transaction shall be governed by the laws of the State of Colorado.
 - c. Invalid Provisions. If any provision of this Agreement is held to be illegal, invalid or unenforceable under present or future laws, such provisions shall be fully severable; this Agreement shall be construed and enforced as if such illegal, invalid or unenforceable

provision had never comprised a part of this Agreement; and the remaining provisions of this Agreement shall remain in full force and effect and shall not be affected by the illegal, invalid or unenforceable provision or by its severance from this Agreement. Furthermore, in lieu of such illegal, invalid or unenforceable provision, there shall be added automatically as a part of this Agreement a legal, valid, and enforceable provision as similar in terms to such illegal, invalid or unenforceable provision as may be possible.

- d. Amendments to Agreement. This written Agreement constitutes the entire Agreement of the parties. No representations, promises, terms, conditions or obligations regarding the subject matter of this Agreement, other than those expressly set forth herein, shall be of any force and effect. No modification, change or alteration of this Agreement shall be of any force or effect, unless in writing, signed by both parties.
- e. Further Acts. The parties agree to perform or cause to be performed such further acts as may be reasonably necessary to consummate the transaction contemplated hereby.
- f. Counterparts. This Agreement may be executed in two or more counterparts, each of which shall be deemed to be an original, and all of which counterparts together shall constitute but one and the same instrument.
- g. No Presumption Regarding Drafter. The parties acknowledge that they have each been advised by counsel in the drafting of this Agreement, and accordingly hereby agree neither party shall be deemed to be the drafter of this Agreement, and therefore no presumption for or against the drafter shall be applicable in interpreting or enforcing this Agreement.

[SIGNATURES FOLLOW ON NEXT PAGE]

IN WITNESS WHEREOF, the parties have executed this agreement this _____ day of _____, 20____.

Donor:

By: _____
Charles and Marlo Naumer
Date: _____

APPROVED AS TO FORM:

Assistant County Attorney

Jefferson County Public Library

By: Donna Walker, Executive Director
Date: _____

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: November 7, 2023

RE: Consent Agenda for the November 16, 2023 Board Meeting

- A. Library Board of Trustees approve the October 19, 2023 Board Meeting Minutes.
- B. Library Board of Trustees authorize the Executive Director to sign the Bibliotheca LLC- Support and Maintenance Contract Renewal.
- C. Library Board of Trustees authorize the Executive Director to sign the RFID Library Solutions, Inc. AMH Service and Maintenance Agreement.
- D. Library Board of Trustees authorize the Executive Director to sign a one-year Agreement with IQ Business Group Inc. for M-Files Licensing.

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

October 19, 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 October 19, 2023. Library Board of Trustees Chair, Kim Johnson, called the meeting to order at 5:30 p.m.

- Welcome and Introductions New Trustee Stanley Harsha
- Congratulations on Reappointment of Pam Anderson

Other Trustees present: Emelda Walker (Vice-Chair), Stanley Harsha, Charles Jones and Jeanne Lomba.

Trustees not present: Pam Anderson and Jill Fellman

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; Padma Polepeddi, Assistant Director of Public Services for Community Outreach; Jessica Paulsen, Assistant Director of Public Services for Customer Experience; Lizzie Gall, Assistant Director of Public Services for Resources and Programs; Perri Gardner, Construction Project Manager; Brad Green, Technology and Innovation Systems 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: Emelda Walker moved that the Library Board of Trustees approve the agenda as presented. Seconded by Jeanne Lomba the motion passed by unanimous vote of all Trustees present.

PUBLIC COMMENT

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

There were no public comments, and the Chair closed the public comment portion of the meeting at 5:34 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 September 14, 2023 Board Study Session Minutes
- B. Approve September 21, 2023 Board Meeting Minutes
- C. Kleen Tech Janitorial Contract Renewal

MOTION: Jeanne Lomba moved that the Library Board of Trustees approve the items on the consent agenda as presented. Seconded by Emelda Walker the motion passed by unanimous vote of all Trustees present.

FOUNDATION UPDATE

There was no verbal update.

EXECUTIVE DIRECTOR REPORT

Executive Director Report

The Executive Director shared the write bright mats that were created in house by the graphics team for the 500 Books Before Middle School program. The mats come in English and Spanish and are designed for kindergarteners to hone their early literacy skill development at home. The mats will be shared with Title 1 Jeffco schools and come with two markers and parent instructions.

In response to questions, the Board was advised that:

- The mats are a pilot project provided to the Title 1 Jeffco schools. Once the Library knows the success of the project, we will look at the sustainability of bringing the program to library locations for wider distribution.
- Regarding a usage matrix between Title 1 and non-Title 1 schools, if the project is expanded beyond Title 1 schools and the Board wants the Library to look into what outcomes can be captured from the schools since it's a take home item, the Executive Director will work with the team.

The Executive Director advised the Board that she is finalizing the fundraising consultant engagement this week.

The Executive Director advised the Board that they will soon see several invitations from Amber Fisher for the 2024 Board meetings.

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

Executive Director Evaluation Process Review

The Executive Director advised the Board that as part of the process, there is a check-in with the Board to see if there is anything about the process the Board would like to do differently. There were no comments from the Board about the evaluation process.

The Chair advised the Board to reach out to her with feedback if they should think of anything and noted that she is working on getting the evaluation to the Executive Director by the end of this week.

South County Library Update

The Executive Director advised the Board that Matt Griffin, Director of Business Strategy and Finance, joined her in a meeting with an Evergreen real estate group that specializes in attainable housing projects. They are working on a project with Denver Public Library. The Library is looking at what other creative ideas are out there. The Library is receiving tips from interested parties regarding potential sites. Julianne Rist, Director of Public Services and Steve Chestnut, Director of Facilities and Construction Projects, joined the Executive Director on a drive through of the South County region based on those tips and are keeping tabs on development news in that region. Next month, the Library will bring forward a plan for the South County advisory council as an operational activity. The new communications manager will share about that plan.

Northwest Jeffco Library Update

The Executive Director advised the Board that Steve Chestnut will give an update on the Northwest Jeffco project.

Steve Chestnut, Director of Facilities and Construction Projects advised the Board that the Library continues to be engaged in the due diligence process for the purchase of property for the Northwest Jeffco Library. The preapplication was submitted to the City of Arvada. Part of the process includes rezoning the property and meeting with the City of Arvada Planners. The Library met with Planners for the City of Arvada last Tuesday and the Library was assigned a planner to help us understand the requirements and to guide us on moving forward. The meeting went well, and the Library does not have any concerns at this point. Steve noted that he joined the Executive Director in a meeting with the Arvada City Manager and Deputy City Manager regarding water allocation and the Library expects to receive a confirmation letter. The Library is working on conceptual development and working with the City of Arvada on the required community meeting for residents within a 1500 foot radius of the property.

In response to a question the Board was advised that the timeline for the project is going as expected and maybe a little faster. The City of Arvada has been very responsive to the Library in answering questions.

EXECUTIVE TEAM OPERATIONAL UPDATES

Business Strategy & Finance

Finance and Budget – Monthly Financials

A. Financial Report (September)

There were no questions from the Board about the September financials.

B. 9+3 Forecast

Matt Griffin, Director of Business Strategy and Finance addressed the Board and provided information on the Library's 9+3 forecast model. This is the first time JCPL is utilizing this forecasting model. The outcome is to predict or forecast where JCPL will be financially at year end. The forecast utilizes 9 months of actual numbers and 3 months of forecasted numbers. He noted that the forecasted numbers are not expected to land exactly. The forecast is where the Library believes they will land at the end of the year. Utilizing this model will help the Library be proactive in the last quarter of the year and plan for the first quarter of next year. This 9+3 forecasting model was brought to the leadership team last month and the team is still processing the model. The Library is presenting this model to bring the Board along with us on this journey. There are no recommendations for the Board and it is presented as purely informative as to where JCPL is now financially and where JCPL will be financially at the end of December.

The high level topics for tonight's 9+3 presentation are:

- Forecasting approach
- Revenue
- Total Use of Funds
- Capital Projects
- Operations
- Summary and Next Steps

Forecasting Approach: Methodology & Assumptions

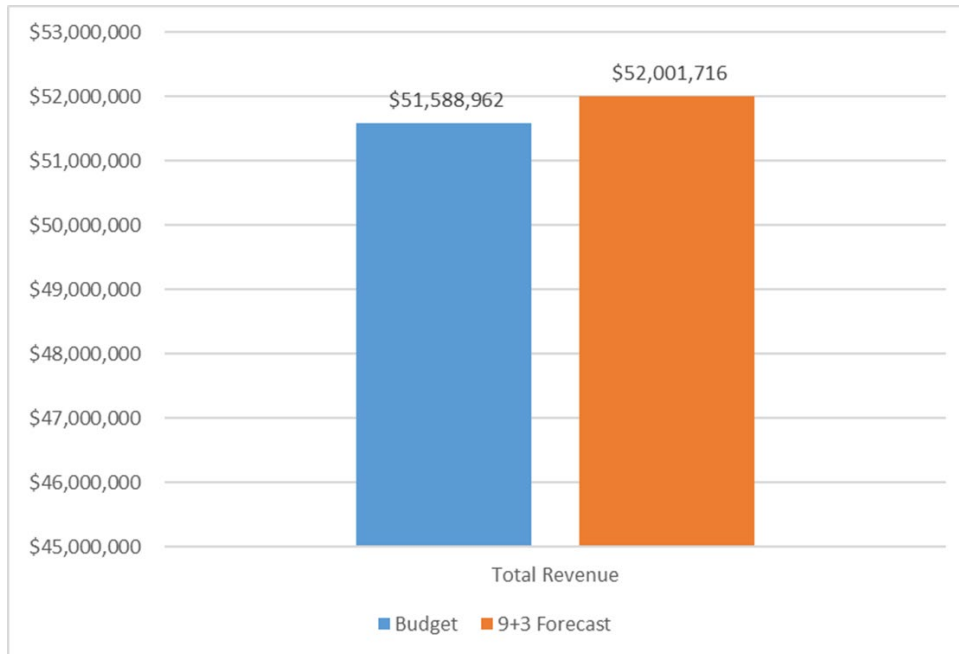
- Methodology: This forecasting model used a combination of historical data, expert input and current trends.
- Annualization vs. Forecast: Utilized historical annualization and cost center manager projections on hundreds of line items. The intent is to help the Library improve resource allocation in the annual budget process by consulting with the experts of those line items.
- Assumption: The Executive Director has a contingency budget of \$500,000 for emergencies. This contingency budget is left outside of the model.
- Assumption: Investment income. Last March, the Board was advised of an adjustment made to the Library's investment income. This item is approached with some caution

and has a wide bracket of forecast. The year-to-date August figure has been left as is to allow for that fluctuation.

- Assumption: Property Tax Revenue will reach 100%. In 2022 property tax revenue yielded 99.5%.

2023 Total Revenue: Budget vs 9+3 Forecast

The following total revenue chart projects finishing year end \$420,000 above our budget due to investment income.



2023 Total Use of Funds: Budget vs 9+3 Forecast

2023 total use of funds includes a number familiar in the financial tables of \$91 million. That number encompasses 4 categories that JCPL was scheduled to spend in 2023:

- Operating Budget: \$43 million
- Debt: \$620,000
- Capital Budget: \$26 million
- Carryforward: \$22 million

The Library is anticipating finishing the year with a spend of \$44 million and remaining budget of \$47 million. The remaining \$47 million is not an underspend. It is the nature of how the Library is set up in the budgeting process and the multiple year aspect of capital projects. This is very much anticipated. The largest chunk is capital. The remaining budget will carryforward and be reassigned to the project it was originally assigned to.

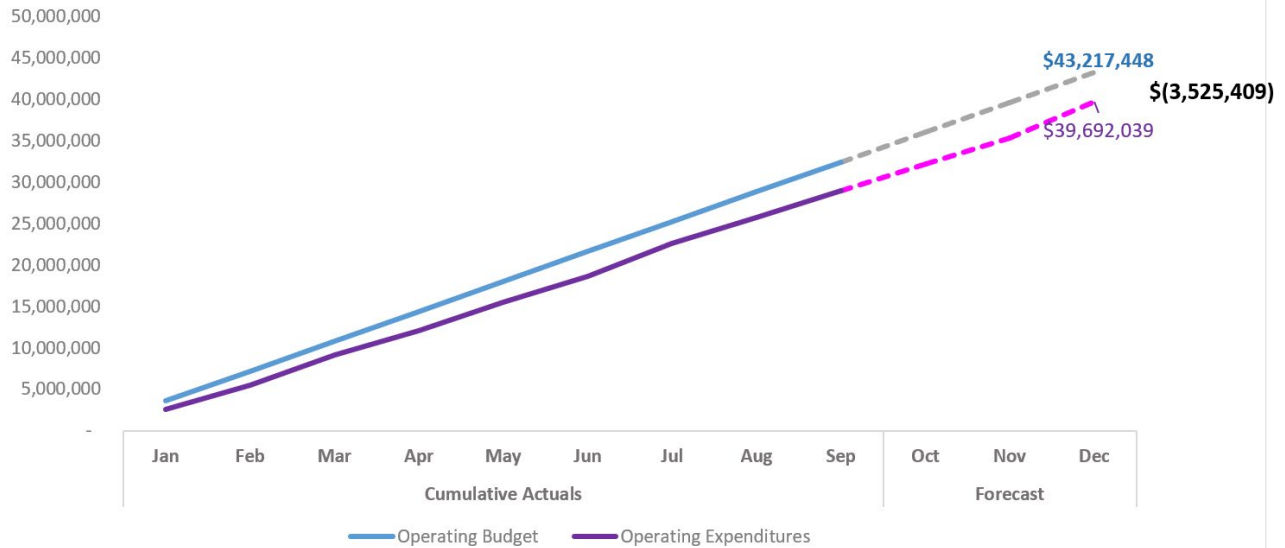
2023 Operating Budget vs Operating Expenditure

The total scheduled spending for 2023 is \$48 million and we are forecasting the year end at just under \$4 million remaining in the budget. The Library's operating budget is made up of three distinct areas:

- 54% Salaries and Benefits

- 25% Supplies
- 21% Library Books and Materials

As demonstrated in the chart below, as the budget develops, the blue line represents the budget, and the purple line represents the actuals. The Library anticipates that the 2023 spend at 10% below the operating budget will continue through the end of the year with an anticipated remaining budget of \$3.5 million.



The Library anticipates spending at 92% of the operating budget by year end. Where that \$3.5 million remaining comes from in the operating budget is:

- Salaries \$1.4 million
- Collection \$1.6
- Supplies \$400,000

\$1.5 million in the collections budget was allocated to the South County Library opening day collection.

Summary and Next Steps

As noted, this is the first time JCPL is utilizing the 9+3 forecasting model. The next steps include:

- Internal Data Digestion
- Team Debriefing
- Potential Resource Allocation
 - Roadmap Review
 - Impact Analysis

In response to questions, the Board was advised that:

- The \$1.5 million allocated to the South County Library opening day collection meets the carryforward requirements and will be included in the carryforward request.

- The Library acknowledged the Chair's suggestion to be proactive in having conversations with the County Commissioners and the County Budget Office about the anticipated amount of the Library's carryforward request.

The Chair expressed appreciation for the 9+3 model presentation and noted that it was very well explained.

There were no further questions from the Board on 9+3 forecast model.

Facilities & Construction Projects

A. Evergreen Redesign Project Update

Perri Gardner, Construction Project Manager, addressed the Board and provided an update on the Evergreen Redesign Project. A lot of things have happened since the update provided to the Board last month. Everything is out of the building and all interior demolition is complete to open up the space. Wall layout, rough wall framing, and inspections are completed. The exterior meeting room window openings have been removed and masonry completed to let in more natural light. Electrical and plumbing are going in and the entryway is being widened. Upcoming milestones include door frames on site, narrowing down the move in schedule and FF&E, sprinkler repairs, cabinet mill work and the wood ceiling. The fireplace renovation approval has been received for the new firebox. The project is on schedule and on budget with no anticipated delays at this point. The alternative space is open and wayfinding signage is going up.

In response to a question, the Board was advised that there have not been any significant surprises at this stage of the project.

The Executive Director asked the Board to think about when they would like to schedule a dusty boots tour. The Board indicated that when the interior walls are up would be a good time for the tour.

Public Services

A. Conifer High School Intergovernmental Agreement (IGA)

Jessica Paulsen, Assistant Director of Public Services for Customer Experience, addressed the Board and provided information on the Conifer High School Intergovernmental Agreement (IGA). The IGA will continue our partnership with the school. A lot of the processes and operations have changed since the last agreement was signed in 2014. The operational aspects in the agreement help with the short term to address improvements at the current location, such as improving signage and visibility for Library parking.

In response to questions, the Board was advised that:

- In the agreement there are ways to dissolve the IGA. The Library has already informed the school that JCPL does plan to change things and the Library is working closely with the school.

- The Library assumes there will be some impact to the school's budget with respect to having a school library collection. School leadership is working with the school district and has let them know this is a likely budget impact in the coming months or longer term depending upon what we are able to do with the existing materials. This IGA does not address the collection but does help with maintaining the relationship with the school.

The Chair noted that the agreement is for five years, however, the Library does not believe it will be five years before the Conifer branch is open. The length of the agreement is to give ourselves some leeway in case it takes longer to find a suitable location. The community would expect us to move more quickly and the six month notification to dissolve the agreement is a good amount of time. The Library would need more time than that to move out of the school. The Board wants the relationship with the school to be a priority and to keep the promises made with respect to the current location.

The Executive Director noted that she reports on the Conifer Opportunity project every month in her report. The Library is looking for a realtor and the project is moving forward.

MOTION: Jeanne Lomba moved that the Library Board of Trustees authorize the Executive Director to sign the new Intergovernmental Agreement (IGA) with Jefferson County Public Schools for the continued co-location and operation of the Conifer Library at the Conifer High School. Seconded by Stanley Harsha the motion passed by unanimous vote of all Trustees present.

ITEMS REMOVED FROM THE CONSENT AGENDA

No items were removed from the consent agenda.

EMERGING ISSUES

The Chair noted that two public comments were received via the online form and will be forwarded to the Board with context.

ENDS

There were no items.

BOARD GOVERNANCE

There were no items.

BOARD SCHEDULE – NEXT MEETINGS

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

2023 Board Meeting Schedule

- 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
- December 14, 2023 – Board Meeting – 5:30 pm Hybrid: Virtual via ZOOM. In-Person
Location: Lakewood Library Meeting Room

The Chair advised the Board that there is typically a holiday party for the Trustees in December and asked the Trustees to reach out with any suggestions on where to hold the party in terms of restaurants or hosted by a Trustee at their home. The Chair noted that she will work with the Vice-Chair and keep the Board informed.

ANNOUNCEMENTS/GENERAL INFORMATION SHARING

There were no announcements.

ADJOURNMENT

The meeting was adjourned at 6:18 pm.

Jill Fellman, Secretary

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



jeffcolibrary.org

TO: Donna Walker, Executive Director

FROM: Bernadette Berger, Director of Technology & Innovation

DATE: November 9, 2023

RE: Contract Renewal- Bibliotheca LLC, Self Check Kiosk Support and Maintenance Agreement, 1st Renewal

History of Contract:

Jefferson County Public Library provides self-service checkout kiosks that enable patrons to borrow and renew library materials as well as pay fees or fines. These devices support our goal to meet patrons where they are and provide quick and convenient access to materials. The library is currently under contract with Bibliotheca LLC through December 31, 2023, to support and maintain our self-check kiosks and software. Our current contract allows JCPL to renew the support and maintenance agreement for four additional 1-year terms. We have been satisfied with the machines and service we have received from this vendor. We recommend that we renew our contract to allow for an additional year of support and maintenance.

Total Cost:

The base cost to renew the support and maintenance agreement for 24 kiosks from January 1, 2024, to December 31, 2024, is \$74,235.90. This is within the submitted budgeted amount for these services.

Next Actions:

I would like to ask the Board of Trustees to authorize the Library Executive Director to enter into a one-year renewal with Bibliotheca LLC for support and maintenance for our self-check kiosks, in the base amount of \$74,235.90. **This item will be placed on the consent agenda for the November 2023 Library Board meeting unless otherwise instructed by the Board.**

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



jeffcolibrary.org

6

TO: Donna Walker, Executive Director

FROM: Bernadette Berger, Director of Technology & Innovation

DATE: November 9, 2023

RE: Maintenance Agreement for Automated Materials Handling System-RFID Library Solutions Inc

History of Contract: Automated Materials Handling System

Jefferson County Public Library (JCPL) operates seven RFID Automated Materials Handling (AMH) sorters at the Lakewood, Belmar, Standley Lake, Golden, Evergreen, Columbine, and Arvada libraries. These sorters are functioning well and meeting JCPL's established requirements. The Library would like to enter a one-year agreement with RFID to support and maintain these sorters via telephone assistance, support via remote access to AMH PC, software support, and on-site emergency service as requested by the Library.

Total Cost:

The agreement shall commence on January 1, 2024, and end on December 31, 2024. The total fee for the one-year RFID AMH Service & Maintenance Agreement not including parts to be paid to the Vendor shall not exceed \$50,625.00.

Requested Action:

We would like to ask the Board of Trustees to authorize the Library Executive Director to sign a one-year agreement with RFID Library Solutions, Inc. The total fee for the one-year AMH Service & Maintenance Agreement to be paid to the Vendor shall not exceed \$50,625.00. **This item will be placed on the consent agenda for the November 2023 Library Board meeting unless otherwise instructed by the Board.**

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



jeffcolibrary.org

TO: Donna Walker, Executive Director

FROM: Bernadette Berger, Director of Technology & Innovation

DATE: November 9, 2023

RE: M-Files Licensing through IQ Business Group, Inc.

History:

Jefferson County Public Library (JCPL) utilizes a document storage system called M-Files to manage organizational documents. M-Files is a permission-based central data repository that allows for collaboration, version control, retention management, and easy searching. We will be deploying M-Files to the entire organization in 2024, and all JCPL staff will need a software license to access documents. These funds will cover the cost of the M-Files software licenses. Staff review and verify software licensing needs for purchase annually.

Total Cost:

The software license agreement shall commence on January 1, 2024, and end on December 31, 2024. The base cost for licensing is \$65,000.00.

Requested Action:

We would like to ask the Board of Trustees to authorize the Library Executive Director to sign a one-year agreement with IQ Business Group Inc in the base cost of \$65,000.00. **This item will be placed on the consent agenda for the November 2023 Library Board meeting unless otherwise instructed by the Board.**

Foundation Update

NOVEMBER 2023

JCLF Executive Director Report
by Jo Schantz, MNM, CFRE, GPC

FALL WHALE OF A USED BOOK SALE!

JCLF recently completed one of the highlight events of the year -- our fall Whale of a Used Book Sale! I'm pleased to tell you that we raised more than \$65,000 at the sale, which included monies from the sale of gently used books, CDs, DVDs, vinyl records and themed gift basket, along with admission ticket sales, Friends memberships and general contributions.

This year, we were pleased to partner up with Colorado State University Extension (CSUE, our nextdoor neighbors at the Jeffco Fairgrounds) during the last day of the sale on Sunday, Oct. 22. On that day, CSUE hosted a Trunk or Treat event in their parking lot plus they offered a 4-H Open House that same afternoon.

Meanwhile, at the exhibit halls, JCLF played host to a Halloween costume contest.



WHALE'S TALE TWO MAKES ITS DEBUT!

We were very pleased to open up our new bookstore -- Whale's Tale Two Books & Gifts -- in Belmar Shopping Center on Wednesday, October 25.

This new storefront has debuted nearly three years after we opened our original operation -- Whale's Tale Books & Gifts -- launched on Black Friday, Nov. 27, 2020.

Whale's Tale Two is located at 7273 W. Alaska Drive in Lakewood. Hours are 11 a.m. to 6 p.m. Wednesday through Sunday.

The store is mainly run by our dedicated volunteers. If you would like to volunteer at either of our used bookstores, please contact Store Manager Kirstin Kraig at 303-403-5072 or kirstin@jeffclf.org.



We enjoyed lots of colorful costumes at our Halloween costume contest!



We were glad to partner with CSU Extension for a pre-Halloween celebration!.

NOVEMBER 2023

JCLF Executive Director Report PAGE TWO

OCTOBER/NOVEMBER COMMUNITY OUTREACH

- Fall Whale of a Used Book Sale – Oct. 19-22
- October Finance Committee meeting – Oct. 24
- Goldilocks Goes Fishing fundraiser -- Oct. 24
- Interviews for Volunteer & Events Coordinator – Oct. 27-30
- Whale Sale Wrap-up meeting – Oct. 31
- Lakewood Foothills Rotary Club meeting – Nov. 7
- PEO meeting at JCLF – Nov. 9
- Book Drive at Solterra subdivision in Lakewood – Nov. 10
- Office closure due to Veterans Day – Nov. 10
- Teams meeting with Nicole Marquez, Huntington Bank – Nov. 14
- Wheat Ridge Business Assn. breakfast – Nov. 14
- Lakewood Foothills Rotary Club meeting – Nov. 14
- Rotary Club Thanksgiving dinner supply giveaway at Metro West Housing – Nov. 15

THANKS TO OUR IN-KIND SUPPORTERS

We extend our thanks to the in-kind donors who contributed food and refreshments for our volunteers at JCLF's recent Whale of a Used Book Sale -- Biscuits & Berries Catering Co., Einstein's Bagels and Bono's Italian Ristorante. We are very grateful for your support!



GRANTS & SPONSORSHIPS

REQUESTS PENDING

Clarence Laguardia Foundation -- \$5,000 for Raise a Reader, \$5,000 for 1000 Books Before Kindergarten

Virginia Hill Foundation -- \$5,000 general support

Book Drive at Solterra in Lakewood

If you live in Solterra, I hope you remembered to gather up your gently used books, DVDs, vinyl records and CDs for a book drive that was held on Friday, Nov. 10, 6-8 p.m., at the Retreat clubhouse.

We are delighted that this Lakewood community chose to support JCLF with this book drive, which also gives us an opportunity to tell residents more about our nonprofit and the ways in which we help to fund many free events, services and activities held at our Jefferson County Public Library.

We appreciate this show of support for JCLF!



Colorado Gives Day 2023

It's that time again! Colorado Gives Day is coming up on Tuesday, December 5th!

This is an annual fundraising campaign that helps to raise tens of thousands of dollars for Colorado nonprofits. Please be sure to schedule your donation to the Jefferson County Library Foundation by visiting coloradogives.org.

Operational Updates

Executive Director Report



NOVEMBER 2023 EXECUTIVE DIRECTOR REPORT

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

Design a New Library in South County:

- Initiating plan for South County Library Advisory Council
 - Continuing community support development
 - Finalizing Realtor selection

Initiate a New Library in Northwest Jefferson County

- Continuing community support development
- Taking next steps with property acquisition due diligence
 - Taking next steps with rezoning application

Critical Projects: In **Q4**, the Library is focusing on,

Redesign Evergreen Library

- Providing alternative services in leased space
- Ordering furniture and fixtures
- Informing community of construction progress


Conifer Opportunity

- Selecting a realtor
- Creating detail budget
- Informing community of progress
- Beginning design for services

New Concept in Philanthropy Strategy

- Selecting fundraising consultant
- Developing fundraising recommendations
- Finalizing written recommendation and report
- Collaborating with JCLF on naming opportunities for Evergreen Library redesign
- Pursuing honorary naming for outgoing trustee

Accelerate our Building Program

- Finalizing design standard
 - Training staff on use of design standard
 - Initiating full integration of design standard into library operations
- 

Advocacy and Engagement Opportunity for Trustees – 2023-2024

[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 is open. See Amber for registration support.

[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:




JCPL was recognized by the Colorado Breastfeeding Coalition as a Lactation Friendly Workplace and is in compliance with the Colorado Workplace Accommodations for Nursing Mothers Act (C.R.S. § 8-13.5-104).



Celebrate Native American Heritage Month! Celebrate indigenous voices during Native American Heritage Month. Experience the **Seven Falls Indian Dancers** at Columbine Library to immerse yourself in traditional dance and community. Engage with wisdom and humor from the First Nations with **Journey from the Heart** at Conifer Library.

PROFESSIONAL ENGAGEMENT:



Steve Chestnut, Director of Facilities & Construction Projects, **Perri Gardner**, Construction Project Manager, **Orlando Gallegos**, Supervisor Library Facilities, and **Kurt Jungwirth**, Facilities Operations Manager, attending the International Facility Management Association (IFMA) World Workplace Conference in Denver.


Bernadette Berger and **Julianne Rist** attending the Colorado Government Association of Information Technology (CGAIT) Fall Conference in Colorado Springs.

Michelle McConnell, Diversity Equity and Inclusion Coordinator, and **Paola Vilaxa**, Manager of Diversity Equity and Inclusion, attending Feria del Libro Guadalajara to purchase Spanish materials for JCPL.

Tori Sandoval, Wheat Ridge Teen Librarian, and **Emily Due**, Golden Teen Librarian, attending the Young Adult Library Services Association (YALSA) Conference.

Lizzie Gall, Assistant Director of Public Services, and **Tyler Shankel**, Data Analyst, attending the 2023 State Demography Summit.

HIGHLIGHTS OF EXECUTIVE DIRECTOR COMMUNITY ACTIVITIES, NOVEMBER 2023

- Meeting with Pam Brier, executive director of **The Action Center**
 - Attending The Gateways Event of the **Jefferson County Economic Development Council**
 - Meeting with Joe Kerby, **Jefferson County Manager**
 - Meeting with Jo Shantz, **Jefferson County Library Foundation** executive director
 - Attending the **Jefferson County Library Foundation** Board meeting
 - Chairing monthly meeting of the **Personnel Board** of the **Jefferson County Elected/Appointed Officials**
 - Attending **Urban Libraries Council Directors** monthly meeting
 - Welcome meeting with new trustee **Stanley Harsha**
 - Attending the **JCPL Youth Internship Program** graduation
 - Attending the **Front Range Public Library Directors** quarterly meeting
- 



Jefferson County
PUBLIC LIBRARY

South County Library Advisory Council

NOVEMBER 2023

Objective:



- JCPL is establishing an Advisory Council to assist our efforts to build public advocacy for a new library in South County
- Council to advise Executive Director on site selection, message development, service needs, and additional areas as needed

Logistics:



- Seeking community leaders, representatives
- 13-15 Council Members, 1 alternate
- Monthly meetings, 1-year minimum commitment
- First meeting to be held at Ridge Recreation Center, Foothills (Dec. 5)
- Application form to gather information on interested candidates
- External facilitator to help lead early meetings of Council

Target Membership:



- **Membership to be representative of the demography**
- Option for 1-2 teen members (minimum age is 15);
- Priority to include:
 - Older age groups
 - Families with children
 - Parents with homeschooled children

Target Membership:



- Mixture of active, inactive, and non-library users
- About 1/3 members along C470 Corridor
- Population is 90% white, 10% Hispanic. Will make effort to include non-white perspectives as well

Outreach Methods:



1. Email to project list; includes local group leaders, patrons who participated in past engagement in the area, and those who have signed up for updates on the website
2. Email to South County and Columbine area volunteers with JCPL
3. Flyer distributed to schools in Southern Jeffco via Teen Services Staff

Outreach Methods:



- Messaging encouraged residents to forward application to interested friends, family and colleagues
- Social media ad targeted to south county zip code and 25-35 years olds

Selection Process:



- Review of Applications by South County Library Project community engagement team using a scorecard
- Team comprises:
 - Lizzie Gall, Assistant Director Public Services
 - Rene Yaws, Public Services Manager -South County Library
 - Clara Ouko, Communication Manager
 - Belle Hillenburg, Community Engagement Coordinator

Timeline:

Oct.

- South County Advisory Plan
- Development of key messages, communications materials

Nov.

- Application form opens (11/6)
- Internal selection of council (11/26)
- Inform selected membership (11/28)

Dec.

- Selection of facilitator for meetings
- First meeting of council (12/5)

The background features a large, solid purple rectangle on the right side. To its left, there are several overlapping, semi-transparent geometric shapes in various shades of purple, orange, and red, creating a dynamic, abstract composition.

Thank you.
Questions?

Operational Updates

Facilities & Construction Projects

Evergreen Library ReDesign – Construction Progress Reporting

DATE: November 2023

I. PROJECT TEAM:

Jefferson County Public Library	Owner
EUA	Architect/Design Team
Fransen Pittman	General Contractor

II. PROJECT PROGRESS:

-
- A. Wall framing completed
 - B. HM Door frames installed
 - C. Electrical & Plumbing wall rough ins and inspections
 - D. Brick repairs, framing & Insulation at new Community room windows
 - E. Low Voltage in wall rough in
 - F. Rough wall framing & Inspections completed
 - G. Wood ceiling framing installed
 - H. Fireplace insert and finishes removed
 - I. Structural inspections
 - J. One side drywall in progress
 - K. Install of Operable Partition tracks completed
 - L. New Boiler install in progress
 - M. Existing Vapor Pit & Vents on site removed
 - N. Front Canopy steel painted & Limestone columns tuckpointed

III. CURRENT PROJECT OPPORTUNITIES &/OR RISKS:

-
- 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 & Appliances decisions and placing orders

IV. MEETINGS:

-
- A. Regularly scheduled Owner/Architect/Contractor weekly meetings
 - B. Dusty Boot Board & Directors Tour December 7th at 4:00p.m. + Beam signing

V. MILESTONES PROJECTED FOR NEXT PERIOD:

-
- A. Framing and Hard lid inspections
 - B. Sprinkler rough in inspections
 - C. Hook up of Heating units to Boiler
 - D. Pour front entry Concrete
 - E. Drywall on walls both sides
 - F. Install new windows
 - G. Install ceiling grid
 - H. Light fixture rough ins
 - I. Continual inspections

VI. CONSTRUCTION BUDGET STATUS:

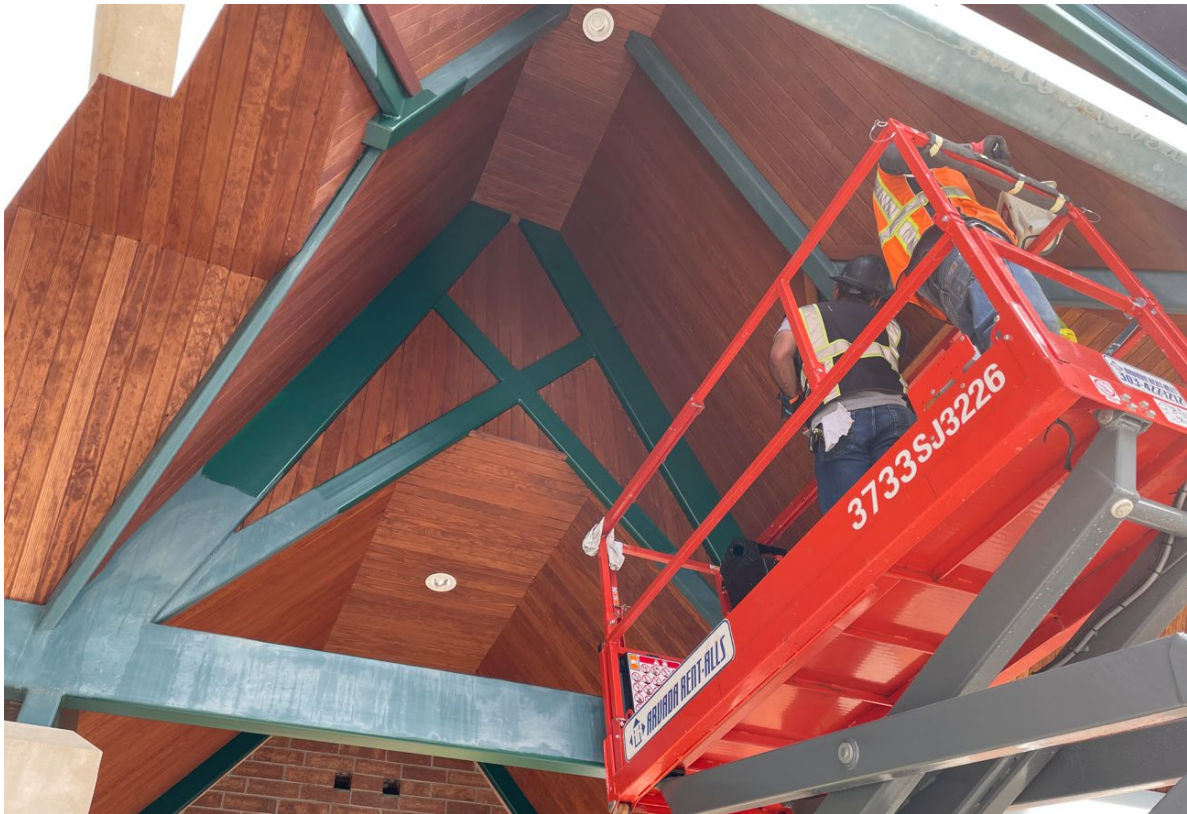
General Contractor Guaranteed Maximum Amount	\$ 3,412,355.00
Approved Changes	\$ -87,474.01
Current Cost	\$ 3,324,891.99
Total Draw to Date	<u>\$ 530,501.59</u>
Balance to Finish	\$ 2,820,915.49
Percent Complete	16%

VII. CONSTRUCTION SCHEDULE STATUS:

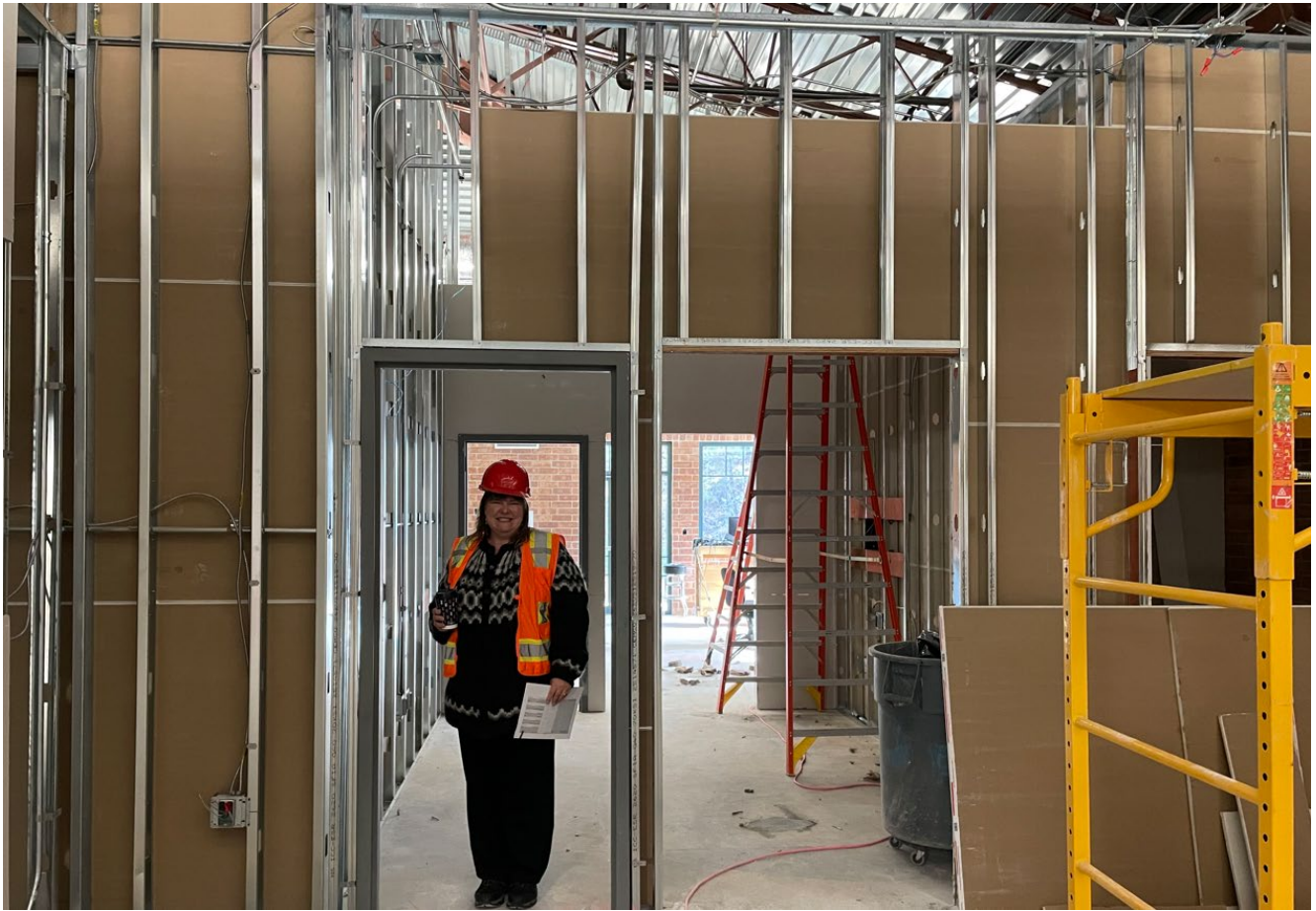
Estimated Construction Close Out date March, 2024

VIII. PROGRESS PHOTOS:

Front Canopy Steel Painting



Manager's Office



Fireplace Insert & Finishes removed



Plumbing & Electrical Wall Rough ins



Future Art Wall



Widen Front Entry Vestibule and Lobby



New Boiler Install



Operational Updates

Business Strategy and Finance

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



jeffcolibrary.org

To: Donna Walker, Executive Director
From: Matt Griffin, Director of Business Strategy & Finance
Re: Finance Monthly Report
Date: November 16th, 2023

Budget to Actual Tables

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

In October, JCPL recorded \$90,000 in Real Property Tax revenue. Year-to-date, 95.1% of the budgeted collection has been received.

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

In October, the Library Foundation did not provide JCP with funds. The Library contributed \$7,835 in-kind support in October. Year-to-date, the Library has received \$88,487 in funding and provided \$74,085 in-kind support to the Foundation at a ratio of 1.19.

2024 Budget Review

As of the latest available information, the voters of Colorado rejected the Proposition HH initiative. On November 14th, 2023, the Board of County Commissioners officially adopted the County's and Library's 2024 budget. In June, the Board of Trustees authorized the Library to submit its 2024 budget, which included estimates for property taxes, salaries, benefits, and county charges. These estimates were based on information from the County budget office.

New revenue data has been obtained, totaling \$66,344,939. This amount reflects an upward adjustment of \$11.5 million from the previous figure presented to the Board of Trustees in June 2023. Two main factors contribute to this modification:

- Changes in property tax valuations and the rejection of Proposition HH.
- An adjustment in investment income reported by the treasurer's office.

At the upcoming board meeting, we will address an accounting intricacy that has influenced the anticipated ending fund balance for 2024. I will provide a revised representation illustrating the realistic evolution of our fund balance, aligning it with the 5 Year Capital Improvement Plan.

After the 2024 Budget received approval from the Board in June 2023, two additional items have been incorporated. The initial addition pertains to the Halo Vape Sensors, amounting to \$74,250, and the subsequent one involves the Golden Holds Lockers, totaling \$52,600. Both sums were integrated into the budget that was submitted to the BCC.

Furthermore, the Operating Budget has been adjusted to include the latest charges from the County, resulting in an extra \$281,817 in Operating Expenses.

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



jeffcolibrary.org

As a result, the overall expenditure for 2024 now stands at \$66,042,285. This allocation of expenses is outlined as follows:

- Operating: \$45,423,312
- Debt Service: \$623,700
- Capital Projects: \$19,995,273

An additional 14 full-time equivalent (FTE) positions have been funded to support the growth of JCPL, with hiring planned to align with updated project timelines. The total authorized and funded positions for 2024 stands at 295.5.

The primary objective in sharing this information and presenting the 2024 Budget during the November meeting is to adequately equip the Trustees with the necessary insights and understanding, ensuring the Board is well-prepared for a vote at the December meeting.

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 10/31/2023	\$ Variance 2023 Budget	% Variance 2023 Budget
Revenues						
Taxes						
Property Tax - Operating	\$ 49,964,941	\$ 49,378,983	\$ 48,299,454	\$ 48,216,849	\$ (82,605)	0%
Property Tax - Capital	2,442,681	2,420,303	2,383,862	2,266,922	(116,940)	-5%
Total Taxes	\$ 52,407,622	\$ 51,799,286	\$ 50,683,316	\$ 50,483,771	\$ (199,545)	0%
Federal & State Grants	\$ 125,000	\$ 377,554	\$ 144,996	\$ -	\$ (144,996)	-100%
Fines & Fees	115,000	121,799	85,000	125,048	40,048	47%
Other Revenue	298,640	(922,274)	675,650	1,915,106	1,239,456	183%
Total Other Revenues	\$ 538,640	\$ (422,921)	\$ 905,646	\$ 2,040,154	\$ 1,134,508	125%
Sub Total Revenues	\$ 52,946,262	\$ 51,376,365	\$ 51,588,962	\$ 52,523,925	\$ 934,963	2%
Fund Balance Activity						
Transfer from FB - Capital Projects	12,441,736		40,288,738	-		
Transfer to/(from) Fund Balance	-	11,891,058	-	18,446,986		
Total Sources of Funds	\$ 65,387,998	\$ 39,485,307	\$ 91,877,701	\$ 34,076,938		
Uses of Funds						
Operating Expenditures						
Salaries & Employee Benefits						
Salaries	\$ 16,601,010	\$ 15,540,825	\$ 17,638,242	\$ 13,333,508	\$ (4,304,734)	-24%
Benefits	5,719,962	4,993,686	5,810,820	4,546,593	(1,264,227)	-22%
Total Salaries & Benefits	\$ 22,320,972	\$ 20,534,511	\$ 23,449,062	\$ 17,880,101	\$ (5,568,961)	-24%
Library Books & Materials	\$ 7,937,400	\$ 7,763,037	\$ 9,409,434	\$ 6,606,681	\$ (2,802,753)	-30%
Supplies	1,559,475	1,412,124	1,375,098	1,152,185	(222,913)	-16%
Vehicles	-	-	-	-	-	
Services & Charges	5,704,984	4,396,140	5,996,673	3,884,350	(2,112,323)	-35%
Internal Transactions /Cost Allocation	2,734,736	2,761,455	2,987,181	2,631,430	(355,751)	-12%
Total Operating Expenditures	\$ 40,257,567	\$ 36,867,267	\$ 43,217,448	\$ 32,154,748	\$ (11,062,700)	-26%
Financing & Debt Service	\$ 621,945	\$ 621,945	\$ 621,745	\$ 14,366	\$ (607,379)	-98%
Capital Projects	\$ 24,508,487	\$ 1,996,095	\$ 48,038,508	\$ 1,907,825	\$ (46,130,683)	-96%
Total Uses of Funds	\$ 65,387,998	\$ 39,485,307	\$ 91,877,701	\$ 34,076,938	\$ (57,800,762)	-63%

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

	2022 Amended Budget	2022 Actual	2023 Amended Budget	YTD Actual 10/31/2023
Beginning Fund Balance	\$ 33,319,989	\$ 43,285,918	\$ 55,176,976	\$ 55,176,976
Revenues	\$ 50,503,581	\$ 48,956,062	\$ 49,205,100	\$ 50,257,003
Capital Funding	2,442,681	2,420,303	2,383,862	2,266,922
Total Revenues	\$ 52,946,262	\$ 51,376,365	\$ 51,588,962	\$ 52,523,925
Expenditures				
Operating Expenditures	\$ 40,257,567	36,867,267	\$ 43,217,448	\$ 32,154,748
Debt Service	621,945	621,945	621,745	14,366
Capital Projects	24,508,487	1,996,095	48,038,508	1,907,825
Total Expenditures	\$ 65,387,998	\$ 39,485,307	\$ 91,877,701	\$ 34,076,938
Increase/(Decrease) in Fund Balance	\$ (12,441,736)	11,891,058	\$ (40,288,738)	\$ 18,446,986
Ending Fund Balance	\$ 20,878,253	\$ 55,176,976	\$ 14,888,238	\$ 73,623,963
Committed to Capital Projects - Carryforward				
Committed to Capital Projects - Sinking Fund				
Reserve Fund Balance	\$ 20,878,253	\$ 55,176,976	\$ 14,888,238	\$ 73,623,963

Reserve Fund Balance Policy Calculation

	2021 Amended Budget	2022 Actual	2023 Amended Budget	YTD Actual 10/31/2023
Year-End Reserve Fund Balance		\$ 55,176,976		
16% - Current Year Budgeted Revenues	\$ 8,471,402	\$ 8,220,218	\$ 8,254,234	\$ 8,403,828
9% - Current Year Budgeted Revenues - Uncertainty	4,765,164	4,623,873	4,643,007	4,727,153
Total Minimum F/B Reserve Requirements (FLOOR)	\$ 13,236,566	\$ 12,844,091	\$ 12,897,241	\$ 13,130,981
50% of Current Year Budgeted Revenues	\$ 26,473,131	\$ 25,688,183	\$ 25,794,481	\$ 26,261,962
Total Maximum F/B Reserve Requirements (CEILING)	\$ 26,473,131	\$ 25,688,183	\$ 25,794,481	\$ 26,261,962
Above/(Below) Minimum (FLOOR)	\$ 7,641,687	\$ 42,332,885	\$ 1,990,997	\$ 60,492,982
Above/(Below) Maximum (CEILING)	\$ (5,594,878)	\$ 29,488,794	\$ (10,906,243)	\$ 47,362,000

**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 10/31/2023	\$ Variance 2023 Budget	% Variance 2023 Budget
Sources of Funds						
Revenues						
Taxes						
Property Taxes	\$ 51,839,123	\$ 51,364,212	\$ 50,590,855	\$ 48,109,131	\$ (2,481,724)	-5%
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	25,550	3,772	17%
Total Taxes	\$ 49,964,941	\$ 49,378,983	\$ 48,299,454	\$ 48,216,849	\$ (82,605)	0%
Federal & State Grants	\$ 125,000	\$ 377,554	\$ 144,996	\$ -	\$ (144,996)	-100%
Library Fines	10,000	25,877	-	15,364	15,364	
Charges for Services	105,000	95,922	85,000	109,685	24,685	29%
Investment Income	108,000	(1,267,054)	187,500	1,621,684	1,434,184	765%
Library Foundation	100,000	190,276	100,000	88,488	(11,512)	-12%
E Rate Revenue	90,640	2,602	388,150	-	(388,150)	-100%
Other Revenue	-	51,210	-	204,934	204,934	
Transfer	-	100,692	-	-	-	
Total Revenues	\$ 50,503,581	\$ 48,956,062	\$ 49,205,100	\$ 50,257,003	\$ 1,051,903	2%
Uses of Funds						
Operating Expenditures						
Salaries & Employee Benefits						
Salaries	\$ 15,829,037	\$ 14,178,852	\$ 16,750,057	\$ 12,594,626	\$ (4,155,431)	-25%
Awards & Bonuses	140,000	140,212	160,000	54,020	(105,980)	-66%
Termination Pay	110,000	137,451	250,000	110,261	(139,739)	-56%
Temporary Salaries	1,687,043	1,307,709	1,638,367	1,116,650	(521,717)	-32%
CARES/ARPA Reimburse Salaries	-	(230,986)	-	(545,905)	(545,905)	
Overtime	-	7,587	8,000	3,856	(4,144)	
Vacancy Savings	(1,165,071)	-	(1,168,182)	-	1,168,182	-100%
Benefits	5,719,962	4,993,686	5,810,820	4,546,593	(1,264,227)	-22%
Total Salaries & Benefits	\$ 22,320,972	\$ 20,534,511	\$ 23,449,062	\$ 17,880,101	\$ (5,568,961)	-24%
Library Books & Materials	\$ 7,737,400	\$ 7,585,844	\$ 9,170,434	\$ 6,446,912	\$ (2,723,522)	-30%
Library Periodicals	200,000	177,193	239,000	159,769	(79,231)	-33%
Sub-Total Library Collections	7,937,400	7,763,037	9,409,434	6,606,681	(2,802,753)	-30%
Supplies	\$ 1,559,475	\$ 1,412,124	\$ 1,375,098	\$ 1,152,185	\$ (222,913)	-16%
Services & Charges	5,704,984	4,396,140	5,996,673	3,884,350	(2,112,323)	-35%
Vehicles	-	-	-	-	-	
Interdepartmental Direct Charges	1,264,323	1,291,042	1,295,745	1,221,900	(73,845)	-6%
Interdepartmental Indirect Charges	1,470,413	1,470,413	1,691,436	1,409,530	(281,906)	-17%
Total Supplies and Other	\$ 9,999,195	\$ 8,569,719	\$ 10,358,952	\$ 7,667,966	\$ (2,690,986)	-26%
Total Operating	\$ 40,257,567	\$ 36,867,267	\$ 43,217,448	\$ 32,154,748	\$ (11,062,700)	-26%

**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 10/31/2023	\$ 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	14,366	(14,366)	-50%
Total Debt Service	\$ 621,945	\$ 621,945	\$ 621,745	\$ 14,366	\$ (607,379)	-98%

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 10/31/2023	\$ 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	\$ 2,266,922	\$ (116,940)	-5%
Transfer from FB - Capital Expenses						-	
Total Sources of Funds	\$ 2,442,681	\$ 2,420,303	\$ 2,383,862	\$ 2,383,862	\$ 2,266,922	\$ (116,940)	-5%
Uses of Funds							
Annual Replacement & Maintenance Program (ARM) and Recurring Projects							
ARM-01 Capital Maintenance	\$ 250,000	\$ 196,169	\$ 250,000	\$ 250,000	\$ 188,783	\$ (61,217)	-24%
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	192,114	(57,886)	-23%
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	362,733	12,733	4%
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%
2023 Projects							
Halo Vape Sensors	-	-	-	-	8,059	8,059	
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	599,294	(3,505,293)	-85%
Northwest County Library	4,700,000	9,127	9,989,475	14,680,347	73,131	(14,607,216)	-100%
Total Capital Projects	\$ 24,508,487	\$ 1,996,095	\$ 26,004,701	\$ 48,038,508	\$ 1,907,825	\$ (46,130,683)	-96%

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

Project	2023 Amended Budget	YTD Actual 10/31/2023	YTD Encumbrances 10/31/23	YTD Total Actual + Enc	Remaining Budget
ARM-01 Capital Maintenance	\$ 250,000	\$ 188,783	\$ 1,555	190,338	\$ 59,662
ARM-02 Furniture & Equipment	36,000	-	-	-	36,000
ARM-03 Computer Replacement Plan	250,000	192,114	-	192,114	57,886
ARM-04 Book Sorter Replacement	350,000	302,216	-	302,216	47,784
ARM-05 IT Infrastructure Replacement	350,000	362,733	-	362,733	(12,733)
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	-	-	-	-	-
Halo Vape Sensors	-	8,059	-	8,059	(8,059)
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	599,294	489,435	1,088,729	3,015,858
Northwest County Library	14,680,347	73,131	3,000	76,131	14,604,216
Total Capital Projects	\$ 48,038,508	\$ 1,907,825	\$ 493,990	\$ 2,401,815	\$ 45,636,693

**JEFFERSON COUNTY PUBLIC LIBRARY
TOTAL FUND SUMMARY
2024 Proposed Budget**

Sources and Uses of Funds	2022 Actual	2023 Adopted Budget	2024 Proposed Budget	\$ Incr (Decr) 2023 to 2024 Budget	% Incr (Decr) 2023 to 2024 Budget
Sources of Funds					
Revenues					
Property Tax (net of adjustments)	\$ 51,799,286	\$ 50,683,316	\$ 63,435,196	\$ 12,751,880	25%
Total Taxes	\$ 51,799,286	\$ 50,683,316	\$ 63,435,196	\$ 12,751,880	25%
Federal & State Grants	\$ 377,554	\$ 144,996	\$ 144,996	\$ -	0%
Library Fees	121,799	85,000	85,000	-	0%
Other Revenue	(922,274)	675,650	2,679,747	2,004,097	297%
Total Other Revenues	\$ (422,921)	\$ 905,646	\$ 2,909,743	\$ 2,004,097	221%
Sub Total Revenues	\$ 51,376,365	\$ 51,588,962	\$ 66,344,939	\$ 14,755,977	29%
Transfer from Fund Balance	\$ -	\$ 40,288,738	\$ (302,654)		
Transfer to Fund Balance	11,891,058				
Total Sources of Funds	\$ 39,485,307	\$ 91,877,701	\$ 66,042,285	\$ (25,835,416)	-28%
Uses of Funds					
Operating Expenditures					
Salaries & Employee Benefits					
Salaries	\$ 15,540,825	\$ 17,638,242	\$ 18,559,083	\$ 920,841	5%
Benefits	4,993,686	5,810,820	6,455,478	644,658	11%
Total Salaries & Benefits	\$ 20,534,511	\$ 23,449,062	\$ 25,014,561	\$ 1,565,499	7%
Library Books & Materials	\$ 7,763,037	\$ 9,409,434	\$ 9,211,817	\$ (197,617)	-2%
Supplies	1,412,124	1,375,098	1,678,455	303,357	22%
Vehicles	-	-	-	-	
Services & Charges	4,396,140	5,996,673	6,340,729	344,056	6%
Internal Transactions /Cost Allocation	2,761,455	2,987,181	3,177,750	190,569	6%
Total Operating Expenditures	\$ 36,867,267	\$ 43,217,448	\$ 45,423,312	\$ 2,205,864	5%
Financing & Debt Service	\$ 621,945	\$ 621,745	\$ 623,700	\$ 1,955	0%
Capital Projects	\$ 1,996,095	\$ 48,038,508	\$ 19,995,273	\$ (28,043,235)	-58%
Total Uses of Funds	\$ 39,485,307	\$ 91,877,701	\$ 66,042,285	\$ (25,835,416)	-28%



**JEFFERSON COUNTY PUBLIC LIBRARY
OPERATING EXPENDITURES
2024 Proposed Budget**

Sources and Uses of Funds	2022 Actual	2023 Adopted Budget	2024 Proposed Budget	\$ Incr (Decr) 2023 to 2024 Budget	% Incr (Decr) 2023 to 2024 Budget
Sources of Funds					
Revenues					
Taxes					
Property Taxes (95.5% of total)	\$ 51,364,212	\$ 50,590,855	\$ 63,334,133	\$ 12,743,278	25%
Delinquent Taxes	59,949	121,267	127,408	6,141	5%
Prior Year Cancellations	(405,064)	(498,187)	(500,515)	(2,328)	0%
Urban Renewal	(1,677,960)	(1,936,259)	(2,515,408)	(579,149)	30%
Penalties & Interest	37,846	21,778	5,247	(16,531)	-76%
Total Taxes	\$ 49,378,983	\$ 48,299,454	\$ 60,450,865	\$ 12,151,411	25%
Federal & State Grants	\$ 377,554	\$ 144,996	\$ 144,996	\$ -	0%
Library Fines	25,877	-	-	-	-
Charges for Services	95,922	85,000	85,000	-	0%
Investment Income	(1,267,054)	187,500	2,458,619	2,271,119	1211%
Library Foundation	190,276	100,000	100,000	-	0%
E-Rate Revenue	2,602	388,150	121,128	(267,022)	-69%
Other Misc Revenue	51,210	-	-	-	-
Transfer	100,692	-	-	-	-
Total Revenues	\$ 48,956,062	\$ 49,205,100	\$ 63,360,608	\$ 14,155,508	29%
Uses of Funds					
Operating Expenditures					
Salaries & Employee Benefits					
Salaries	\$ 14,178,852	\$ 16,750,057	\$ 18,016,834	\$ 1,266,777	8%
Awards & Bonuses	140,212	160,000	180,000	20,000	13%
Termination Pay	137,451	250,000	175,000	(75,000)	-30%
Temporary Salaries	1,307,709	1,638,367	1,379,249	(259,118)	-16%
CARES Reimbursed Salaries	(230,986)	-	-	-	-
Overtime	7,587	8,000	8,000	-	0%
Vacancy Savings	-	(1,168,182)	(1,200,000)	(31,818)	3%
Benefits	4,993,686	5,810,820	6,455,478	644,658	11%
Total Salaries & Benefits	\$ 20,534,511	\$ 23,449,062	\$ 25,014,561	\$ 1,565,499	7%
Library Books & Materials	\$ 7,585,844	\$ 9,170,434	\$ 8,996,817	\$ (173,617)	-2%
Library Periodicals	177,193	239,000	215,000	(24,000)	-10%
Sub-Total Library Collections	\$ 7,763,037	\$ 9,409,434	\$ 9,211,817	\$ (197,617)	-2%
Supplies	\$ 1,412,124	\$ 1,375,098	\$ 1,678,455	\$ 303,357	22%
Services & Charges	4,396,140	5,996,673	6,340,729	344,056	6%
Vehicles	-	-	-	-	-
Interdepartmental Direct Charges	1,291,042	1,295,745	1,551,098	255,353	20%
Interdepartmental Indirect Charges	1,470,413	1,691,436	1,626,652	(64,784)	-4%
Total Supplies and Other	\$ 8,569,719	\$ 10,358,952	\$ 11,196,934	\$ 837,982	8%
Total Operating	\$ 36,867,267	\$ 43,217,448	\$ 45,423,312	\$ 2,205,864	5%
Authorized Positions	2022 Amended Budget	2023 Adopted Budget	2024 Proposed Budget	Incr (Decr) 2023 to 2024 Budget	
FTE Positions - Active	279.5	298.0	295.5	(2.5)	
FTE Positions - Reserved	-	-	-	-	
Total Authorized Positions	279.5	298.0	295.5	(2.5)	



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

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

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

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

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



**JEFFERSON COUNTY PUBLIC LIBRARY
CAPITAL IMPROVEMENT PROJECTS
2024 Proposed Budget**

Sources and Uses of Funds	2022 Actual	2023 Adopted Budget	2024 Proposed Budget	\$ Incr (Decr) 2023 to 2024 Budget
Sources of Funds	4.67%	4.70%	4.70%	
Property Tax - Capital - 4.5%	\$ 2,420,303	\$ 2,383,862	\$ 2,984,331	\$ 600,468
Transfer from FB - Capital Expenses				(0)
Total Sources of Funds	\$ 2,420,303	\$ 2,383,862	\$ 2,984,331	\$ 600,468
Uses of Funds				
Annual Replacement & Maintenance Program (ARM) & Ongoing Projects				
ARM-01 Capital Maintenance	\$ 196,169	\$ 250,000	\$ 250,000	\$ -
ARM-02 Equipment Replacement	31,704	36,000	42,000	6,000
ARM-03 Computer 5-year Replacement Plan	333,399	250,000	479,200	229,200
ARM-04 Book Sorter Replacement	525,598	350,000	40,000	(310,000)
ARM-05 IT Infrastructure Replacement	259,904	350,000	295,000	(55,000)
Offsite Services	129,102	60,000	-	(60,000)
2018 Projects				
18-08 Bookmobile Replacement	111,644	-	-	-
2019 Projects				
19-02 Document Management System	17,500	59,763	-	(59,763)
2021 Projects				
Standley Lake Clerestory Roof	-	-	-	-
2022 Projects				
Golden Opportunity	-	-	-	-
Arvada Redesign	-	-	800,000	800,000
Library Conifer Opportunity	-	2,500,400	-	(2,500,400)
Library Belmar Outdoor Space	256,541	-	-	-
Library Location Holds Lockers	-	205,000	52,600	-
Library Data Warehouse	-	125,000	-	(125,000)
Multi-Year Construction Projects				
South County Library	10,077	25,067,411	5,772,052	(19,295,359)
Evergreen Remodel	115,329	4,104,587	983,626	(3,120,961)
NW Arvada Library	9,127	14,680,347	11,280,795	(3,399,552)
Total Capital Projects	\$ 1,996,095	\$ 48,038,508	\$ 19,995,273	\$ (27,890,835)



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

Project	2023 Adopted Budget	2024 Proposed Budget	2025 Projected	2026 Projected	2027 Projected	2028 Projected	Total 2028 - 2028
Annual Replacement Plan							
ARM-01 Capital Maintenance	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 1,250,000
ARM-02 Equipment Replacement	36,000	42,000	40,000	40,000	40,000	40,000	202,000
ARM-03 Computer 5-year Replacement Plan	250,000	479,200	450,000	450,000	400,000	400,000	2,179,200
ARM-04 Book Sorter Replacement	350,000	40,000	60,000	80,000	100,000	250,000	530,000
ARM-05 IT Infrastructure Replacement	350,000	295,000	300,000	300,000	300,000	300,000	1,495,000
Total ARM & Ongoing Projects	\$ 1,236,000	\$ 1,106,200	\$ 1,100,000	\$ 1,120,000	\$ 1,090,000	\$ 1,240,000	\$ 5,656,200
5-Year Capital Improvement Plan							
South County Library	\$ 25,067,411	\$ 5,772,052	\$ -	\$ -	\$ -	\$ -	\$ 5,772,052
Evergreen Library Remodel	4,104,587	983,626	-	-	-	-	983,626
Northwest Arvada New Build	14,680,347	11,280,795	-	-	-	-	11,280,795
Operations Center	-	-	-	-	-	800,000	800,000
Lakewood Redesign	-	-	-	-	-	-	-
Standley Lake Redesign	-	-	-	-	-	-	-
Arvada Redesign	-	800,000	13,986,781	-	-	-	14,786,781
Conifer Opportunity	2,500,400	-	-	-	-	-	-
Golden Opportunity	-	-	350,000	6,118,000	-	-	6,468,000
Bookmobile Replacement	-	-	-	-	-	-	-
Document Management System	59,763	-	-	-	-	-	-
Belmar Outdoor Space	-	-	-	-	-	-	-
Unspecified Capital Project	-	-	-	-	-	-	-
Offsite Services	60,000	-	50,000	-	175,000	-	225,000
Library Location Holds Lockers	205,000	52,600	-	-	-	-	52,600
Data Warehouse	125,000	-	-	-	-	-	-
New ILS	-	-	200,000	150,000	-	-	350,000
Total CIP	\$ 46,802,508	\$ 18,889,073	\$ 14,586,781	\$ 6,268,000	\$ 175,000	\$ 800,000	\$ 40,718,854
Total 5-Year Capital Plan	\$ 48,038,508	\$ 19,995,273	\$ 15,686,781	\$ 7,388,000	\$ 1,265,000	\$ 2,040,000	\$ 46,375,054





Jefferson County
PUBLIC LIBRARY

JCPL 2024 Final Budget

Library Board of Trustees | November 16, 2023
Matt Griffin, Director of Business Strategy and Finance



AGENDA

1

2024 Budget Highlights

2

Changes from Proposed Budget

3

2024 Projected Revenue

4

2024 Projected Expenses

5

Fund Balance over Time

6

Budgeted Position over Time

2024 BUDGET HIGHLIGHTS



Improve Services for Underserved Areas:
Northwest Jeffco
South County

Continued Investment in Library Infrastructure:
Evergreen Remodel
Arvada Redesign

Supporting Growth:
Addition of 14 FTE



2024 BUDGET HIGHLIGHTS



Improve Services for Underserved Areas:
Northwest Jeffco
South County

Continued Investment in Library Infrastructure:
Evergreen Remodel
Arvada Redesign

Supporting Growth:
Addition of 14 FTE



2024 BUDGET HIGHLIGHTS



Improve Services for Underserved Areas:
Northwest Jeffco
South County

Continued Investment in Library Infrastructure:
Evergreen Remodel
Arvada Redesign

Supporting Growth:
Addition of 14 FTE



CHANGES FROM PROPOSED BUDGET TO FINAL BUDGET



- **Revenue**

- Investment Income
- Carryforward Revision
- Charges from County
- Halo Vape Sensors
- Golden Holds Lockers



CHANGES FROM PROPOSED BUDGET TO FINAL BUDGET



- Revenue
- **Investment Income**
- Carryforward Revision
- Charges from County
- Halo Vape Sensors
- Golden Holds Lockers



CHANGES FROM PROPOSED BUDGET TO FINAL BUDGET



- Revenue
- Investment Income
- **Carryforward Revision**
- Charges from County
- Halo Vape Sensors
- Golden Holds Lockers



CHANGES FROM PROPOSED BUDGET TO FINAL BUDGET



- Revenue
- Investment Income
- Carryforward Revision
- **Charges from County**
- Halo Vape Sensors
- Golden Holds Lockers



CHANGES FROM PROPOSED BUDGET TO FINAL BUDGET



- Revenue
- Investment Income
- Carryforward Revision
- Charges from County
- **Halo Vape Sensors**
- Golden Holds Lockers



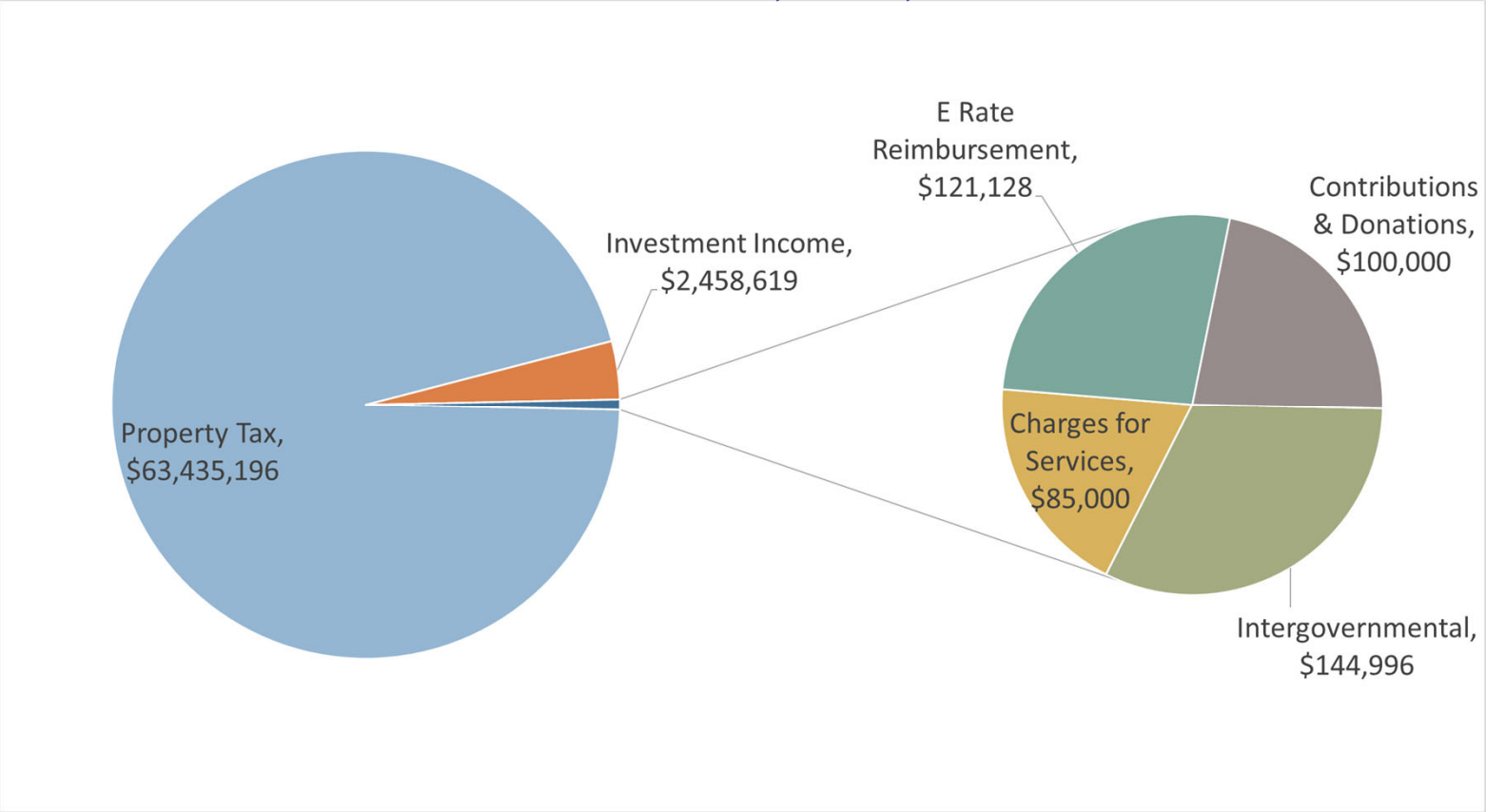
CHANGES FROM PROPOSED BUDGET TO FINAL BUDGET



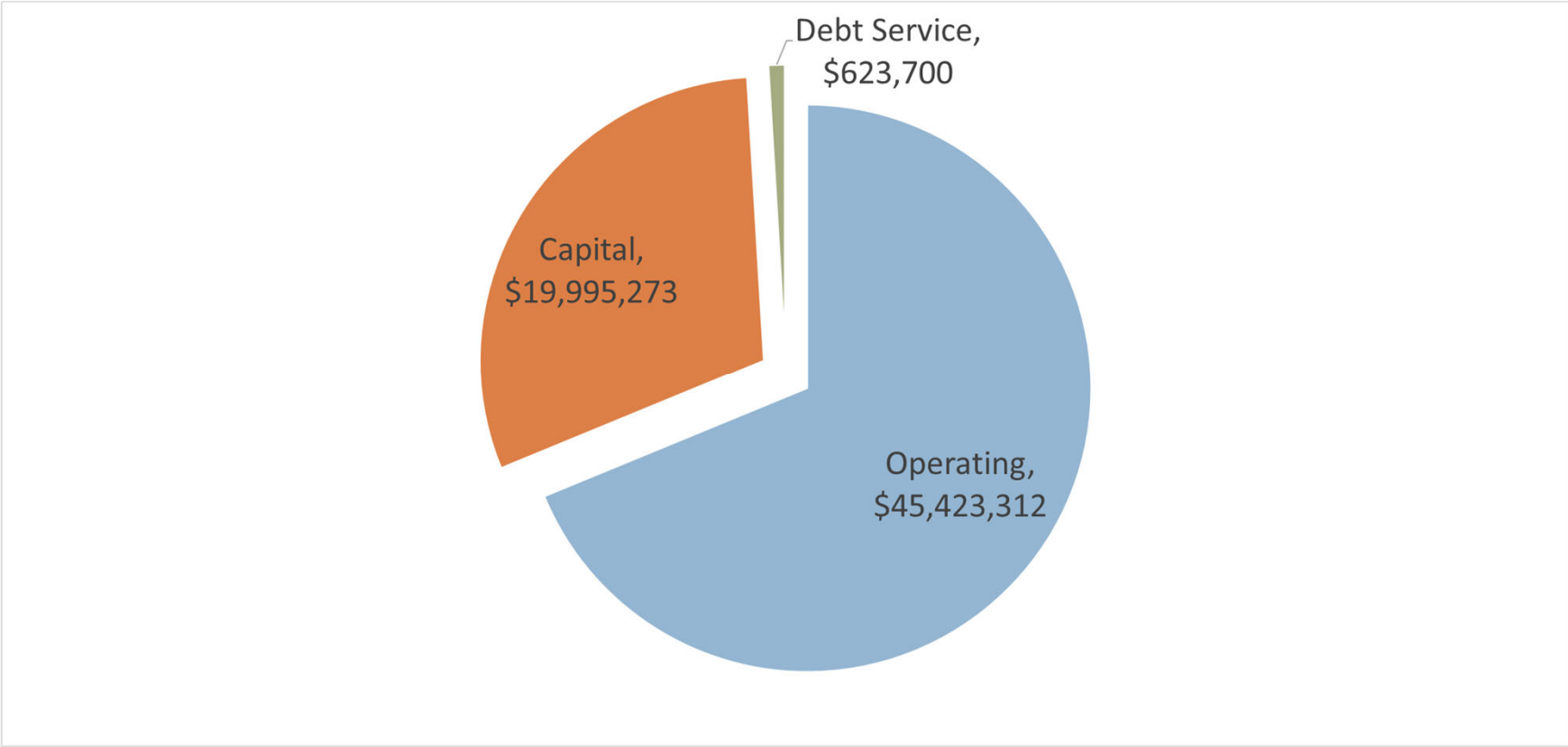
- Revenue
- Investment Income
- Carryforward Revision
- Charges from County
- Halo Vape Sensors
- **Golden Holds Lockers**



2024 BUDGET TOTAL PROJECTED REVENUE: \$66,344,939



2024 BUDGET TOTAL PROJECTED EXPENSES: \$66,042,285

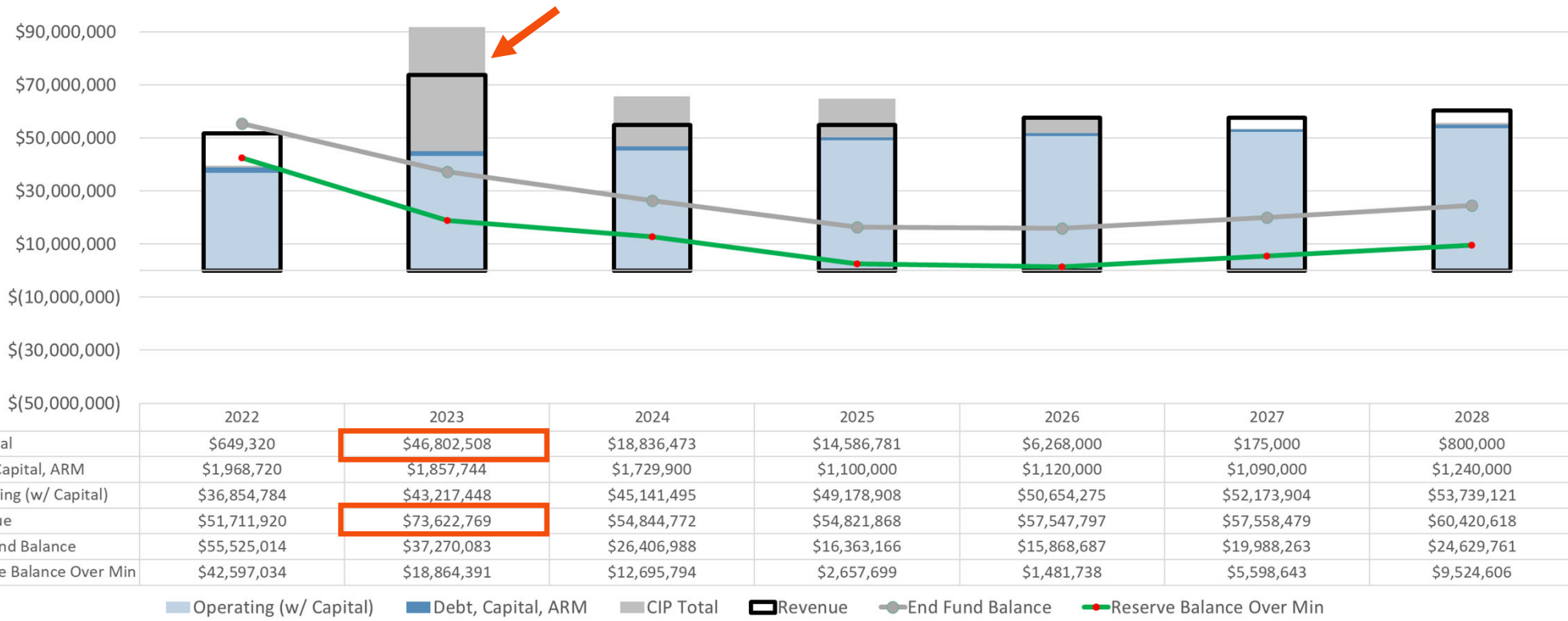


2024 CAPITAL INVESTMENTS

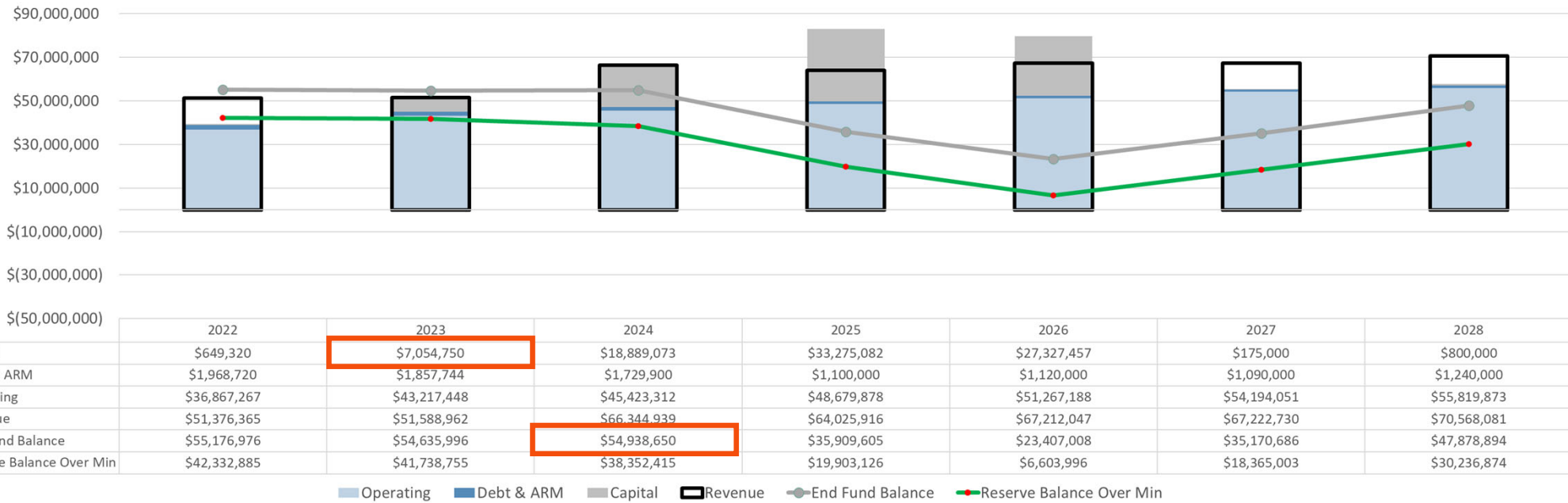


Project	2024 Budget (Proposed)
Annual Replacement Plan	
ARM-01 Capital Maintenance	\$ 250,000
ARM-02 Equipment Replacement	42,000
ARM-03 Computer 5-year Replacement Plan	479,200
ARM-04 Book Sorter Replacement	40,000
ARM-05 IT Infrastructure Replacement	295,000
Total ARM & Ongoing Projects	\$ 1,106,200
5-Year Capital Improvement Plan	
South County Library	\$ 5,772,052
Evergreen Library Remodel	983,626
Northwest Jeffco New Build	11,280,795
Arvada Redesign	800,000
Library Location Holds Lockers	52,600
Total CIP	\$ 18,889,073
Total 5-Year Capital Plan	\$ 19,995,273

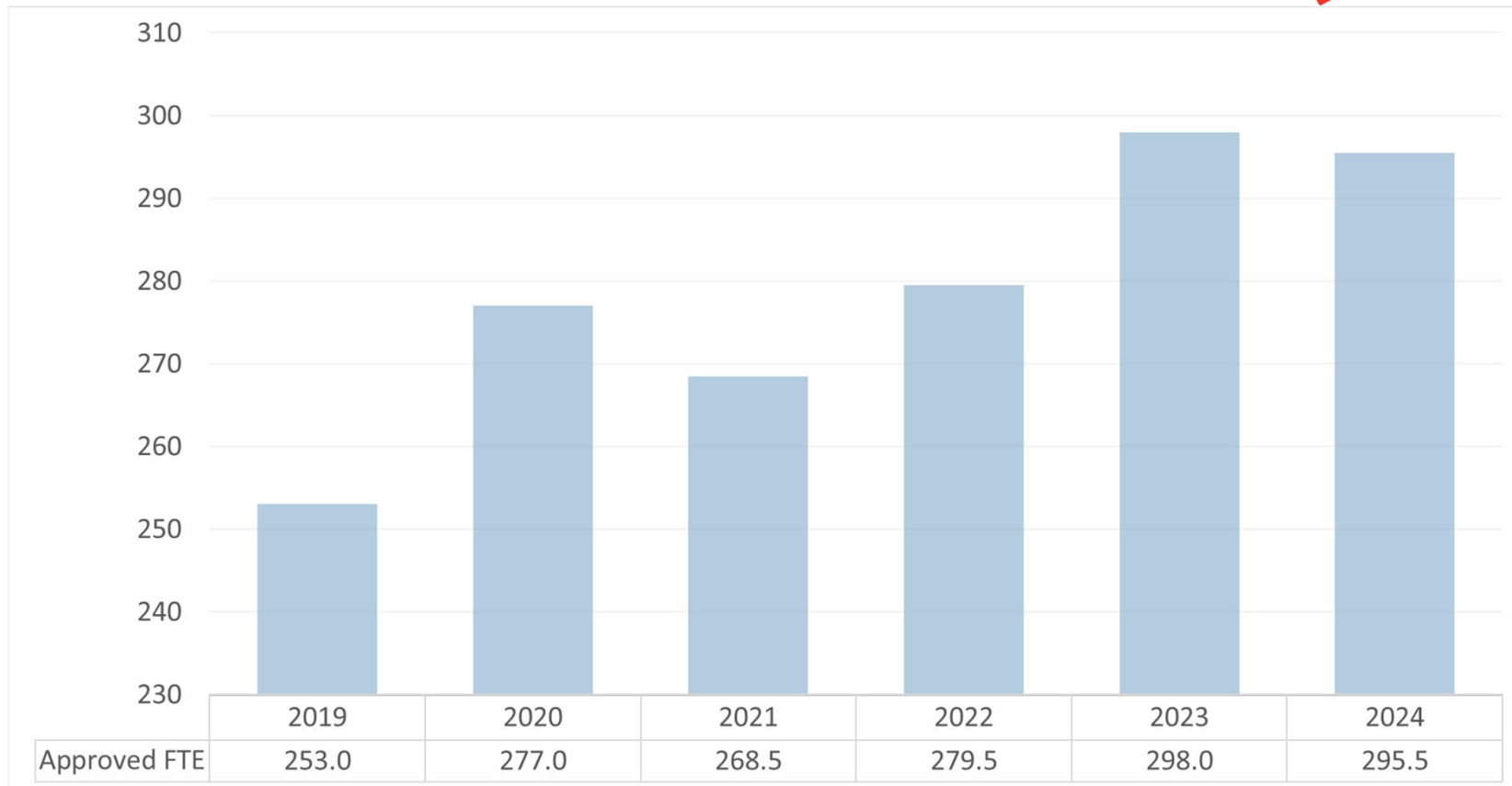
ORIGINAL: LONG TERM PLAN - FUND BALANCE



REVISED: LONG TERM PLAN - FUND BALANCE



BUDGETED POSITIONS OVER TIME



NEXT STEPS

- ✓ BCC adopted the 2024 County budget on November 14th, 2023
- Library Board of Trustees to authorize the 2024 spending plan at the December 14 Board Meeting



Photo by milehightraveler



Questions and Conversation

Board Governance

2024 GOVERNANCE PROCESS CALENDAR

JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

Month	Governance Process	Monitoring & Ends	Board Action
January	Begin Trustees planning cycle (4.3.2) Chair presents tentative agenda plan (4.3.2.B) Chair appoints committee to review Board Bylaws (4.4.2D) Chair appoints nominating committee for Board officers (4.4.2D)	<ul style="list-style-type: none"> Trustees review Global Ends Statements 1.0 - 1.4 Review of 2024 Strategic Priorities 	Trustees approve the “Sunshine Resolution” Trustees approve budget transfer, requests from the previous calendar year. May be rescheduled based on the process/schedule provided by the County. Chair appoints Trustee representative to Foundation Board
February	Governance Policy 3.4.6 (All policies instructing the Executive Director will be monitored – 2.0 – 2.4 annually in February) <ul style="list-style-type: none"> Trustees complete mandated County training (4.1 and 4.8.1A) Executive Director Evaluation Process: Chair solicits informal feedback from trustees after review of current year strategic priorities (Jan), year-end strategic priority results (Feb), and monitoring reports compliance (Feb). 	2.0 General Management Constraints 2.1 Treatment of Patrons 2.2 Treatment of Staff 2.3 Financial Condition and Activities 2.4 Asset Protection <ul style="list-style-type: none"> Review of Final 2023 Strategic Plan Achievements 	Trustees review, amend as needed and approve Board Bylaws. Nominating Committee Reports to Board Trustees adopt Governance Policies 2.0 through 2.4 <ul style="list-style-type: none"> Supplemental Budget Amendment for Carryforward Budget Supplemental Information
March	Executive Director Evaluation Process: Chair and Vice Chair give informal feedback to Executive Director.		Trustees elect Board officers
April			
May	Trustees enlist external audit, as needed Trustees set Governance Budget for next year (4.8.2)		
June	Executive Director presents the annual budget to the Trustees (4.2.5.A). May be rescheduled based on the budget development schedule provided by the County.		Trustees authorize the Executive Director to submit the annual budget request to the BCC (4.2.5.C). May be rescheduled based on the budget development schedule provided by the County.
July	Executive Director Evaluation Process: Chair and EXD initiate packet for feedback		
August	Governance Policy 3.4.6 (All policies instructing the Executive Director will be monitored – 2.5 – 2.9 annually in August) Executive Director Evaluation Process: Chair and EXD initiate packet for feedback	2.5 Financial Planning, Budgeting 2.6 Compensation and Benefits 2.7 Emergency Executive Director Succession 2.8 Board Awareness and Support 2.9 Materials Selection <ul style="list-style-type: none"> 2024 Strategic Plan Mid-year Update 	Trustees adopt Governance Policies 2.5 through 2.9
September	Trustees review Executive Director’s performance and compensation (4.3.6) – Executive Session		
October	Executive Director Evaluation Process: Evaluate process with Board and Executive Director.		
November	Trustees review 2025 governance process calendar		
December	Trustees adopt 2025 governance process calendar (4.3.2 and 4.3.2.B)		Trustees adopt the 2025 budget and authorize the Executive Director to implement the spending plan
	Trustees adopt the annual budget (4.2.5.A)		
	End Trustees planning cycle (4.3.1)		

Ongoing Board Decisions

Adopt and amend the Board Governance policies
 Adopt and amend Ends policies
 Approve all supplemental appropriations
 Approve fund transfers above the policy limitation
 Approve all property changes

Directs the Executive Director to sign certain contracts and agreements
 Make determinations regarding naming and recognition requests
 Adopt resolutions of support for local election issues
 Approve mill levy proposals
 Approve annual request from the Pine Library