

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

November 16, 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 November 16, 2023. Library Board of Trustees Chair, Kim Johnson, called the meeting to order at 5:30 p.m.

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

Trustees not present: All Trustees were present.

Staff present: Donna Walker, Executive Director; Julianne Rist, Director of Public Services; Steve Chestnut, Director of Facilities and Construction Projects; Bernadette Berger, Director of Technology and Innovation; Matt Griffin, Director of Business Strategy and Finance; Lisa Smith, Director of People and Culture; 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; Amber Fisher, Executive Assistant, Office of the Executive Director; Katie O'Loughlin, Administrative Coordinator; and Joseph Grover, Technical Support Technician Senior.

There were additional Library staff members attending the meeting.

Guest: Charles Naumer

APPROVAL OF AGENDA

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

Trustee Service Acknowledgement

The Chair introduced the topic and expressed appreciation to Charles Naumer for his service on the Library Board. On behalf of the Board and JCPL, the Chair read the following proclamation into the record.

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 \$5,000 to be combined with his own generous donation towards the naming of the Quiet Reading Room of the Evergreen Library.

MOTION: Jill Fellman moved that the Library Board of Trustees authorize the Executive Director to sign the donation and naming agreement with an offset of \$5,000 for the Quiet Reading Room of the Evergreen Library between the Jefferson County Public Library and Charles and Marlo Naumer. Seconded by Jeanne Lomba the motion passed by unanimous vote of all Trustees present.

Charles Naumer addressed the Board and noted that it has been an incredible pleasure to serve on the Board and he is proud of the Board and the organization. He shared that over the nine years he served on the Board he is most proud of staying true to what we promised with the mil levy ballot issue. That promise remained front and center and focused on the residents and taxpayers of the County. The Board and the Library provided valuable services to the community with integrity, and it has been a pleasure to work with everyone for nine years.

The Chair noted that without the stewardship of Charles Naumer the Board and Library would not have been as successful and it has been a phenomenal pleasure working with him. The Chair expressed appreciation for his time and commitment.

The Executive Director expressed appreciation to Charles Naumer for the vision, energy, commitment, advocacy and the lasting impact he brought to his service on the Board. She noted that she is grateful for his mentorship during the time he served as the Chair and the encouragement to do better and be better. He will be missed on the Board, and she looks forward to seeing him in the community.

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 advised the Board that two sets of public comments received via the online form were forwarded to the Board.

There were no further public comments, and the Chair closed the public comment portion of the meeting at 5:40 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 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.
- D. Approve the one-year agreement with IQ Business Group Inc. for M-Files Licensing.

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

FOUNDATION UPDATE

Jo Schantz, Foundation Executive Director provided an update on the activities of the Foundation. The fall whale used book sale raised \$65,000. The Foundation partnered with CSU extension. Whale's Tale Two opened on October 25. There will be a grand opening celebration on Friday, December 1, and invitations will be sent to the Library Board. Community outreach, grants and sponsorship information is included in the written report. The Foundation held a book drive at Solterra in Lakewood on November 10. Colorado Gives Day is December 5.

Trustee Fellman noted that for Colorado Gives Day you can schedule donations now.

EXECUTIVE DIRECTOR REPORT

A. Executive Director Report

The Executive Director advised the Board that the Library has been working for some time with the County on stadium district funds. The Library presented two programs, one is for a young author program that would include an author/speaker and distribution of books. The second program is for the Dolly Parton imagination library initiative for \$50,000 total (\$10,000 over 5 years). The Library is working with our community partners on that program. One of our librarians, Sean Eads, is also an author and his interview was featured in the Colorado Sun. Steve Chestnut, Director of Facilities and Construction Projects and Perri Gardner, Construction Project Manager, applied for grants to Xcel for electric vehicle charging stations. Those grants were awarded, and we will have electric vehicle charging stations at the Evergreen, Standley Lake, Lakewood and Columbine locations. The Teen Internship Graduation was an awesome and heartwarming event with a Commissioner and the head of Jeffco EDC attending. The Executive Director advised the Board that she will be taking next week off.

The Chair asked the Executive Director to continue to send invitations like the one for the Teen Internship Graduation.

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

B. South County Library Update

The manager for the South County location, Rene Yaws and Lizzie Gall, Assistant Director of Public Services for Resources and Programs, are doing local outreach and connecting with people in that community. The Library is in conversation with a developer regarding a public/private partnership. The conversations are in the very early stages. Matt Griffin, Director of Business Strategy and Finance and Julianne Rist, Director of Public Services, are working on realtor interviews.

South County Advisory Council Presentation

The Executive Director introduced Clara Ouko, Community and Engagement Manager, who will present information on the South County Advisory Council.

Clara Ouko addressed the Board and noted that her team has been working on the idea for the South County Advisory Council and she will present information on how it looks and how it is progressing.

Objective

The objective for the committee is to establish an advisory council to assist our efforts to build public advocacy for a new library in South County and to advise the Executive Director on site selection, message development, service needs and additional areas as needed. The Executive director will be informed of key points through meeting minutes and memos on a monthly basis.

Logistics

The Library is looking for people to speak to community needs and anticipates a one-year minimum commitment to utilize the council beyond site selection to advocacy efforts during the development of the service plan. The application form to gather information is available. The facilitator will help guide the council formation and set the meeting cadence and norms. There will be 13-15 members to account for no shows or drop offs. Location of the meetings will be hyper local.

- 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 the council

Target Membership

The Library wants the council to be representative of the area demographics which were obtained through the South County market analysis. The Library is also looking for active library users, inactive library users and non-library users. An active member is someone who visits regularly, inactive members have not used the library in the past 12 months, and non-library users do not have a library card. The Library will make an effort to include non-white perspectives as well.

- Option for 1-2 teen members (minimum age is 15);
- Priority to include:
 - Older age groups
 - Families with children
 - Parents with homeschooled children
- Mixture of active, inactive, and non-library users

- About 1/3 members along C470 Corridor
- Population is 90% white, 10% Hispanic.

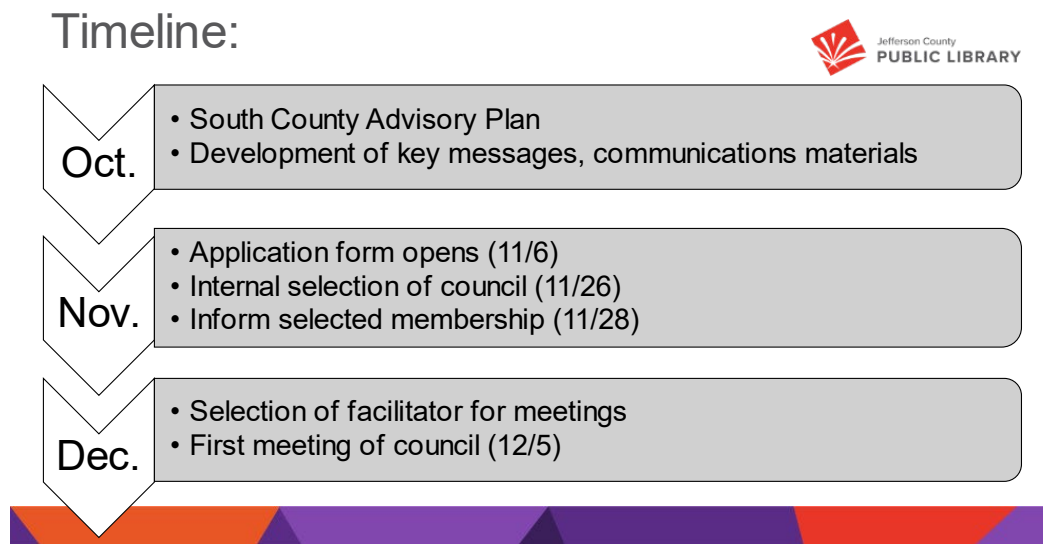
Outreach Methods

Emails were sent to the project list which includes local group leaders, patrons in past engagements in the area, those who signed up for South County updates and JCPL staff and volunteers in the area. A flyer was distributed to schools in southern Jefferson County via the teen services group. The email message encouraged forwarding the application to interested friends, family and colleagues. There was also a social media ad targeted to South County zip codes and individuals 25-35 years old.

Selection Process

The review of applications will be provided by the South County library community engagement project team using a scorecard. The team is comprised of Lizzie Gall, Assistant Director of Public Services for Resources and Programs; Rene Yaws, South County Library Manager; Clara Ouko, Community and Engagement Manager; and Belle Hillenburg, Community Engagement Coordinator. The application is used to inquire about age, family size, racial and ethnic background, occupation status and availability.

Timeline



A total of 44 applications have been received up to now and the team is actively working to reach out to teens.

- The primary respondents are between 65 – 74 – which is on track with our goal to reach the older population of the service area
- The Library has received responses from primarily white candidates, but have 1 Native American, 2 Hispanic and 1 Asian American applicants thus far – (reflective of the 90% white LSA.)
- Majority of applications are from females, but there are several males as well

- There is a broad array of library usage in the applicants, from less than once a month to 10+ times a month
- There are also a few applications from people who have been highly involved in the mill levy council from years past
- Application closes Sunday 11/19 at midnight

In response to questions, the Board was advised that:

- The time of the first council meeting on December 5 is 6:00 pm.
- Selected members will be informed by November 28.
- There is a South County project page on the Library's public website where people can sign up to receive updates.
- There are approximately 400 people on the list to receive updates.
- The team does have plans for translation for our Spanish-speaking population. The team is actively working to see how they can reach that demographic, including looking for organizations in South County to help us.
- The team did discuss what steps to take if we did not reach the desired representation. Thankfully the applications received so far do reflect representation.

The Chair expressed appreciation to Clara Ouko and her team and noted that the social media outreach to that demographic was a great idea and she is glad to hear it was successful.

The Executive Director noted that both Clara Ouko and Belle Hillenburg started with the Library in August. Their efforts putting this together and getting to this point were exceptional. In response to a question, the Board was advised that the Executive Director will give periodic updates to the Board on the activities of the advisory council.

C. Northwest Jeffco Library Update

The Executive Director advised the Board that our new Northwest Jeffco manager Bryan Kratish is doing local outreach with Padma Polepeddi, Assistant Director of Public Services for Community Outreach and Belle Hillenberg, Community Engagement Coordinator to enhance our local connections. The Library has issued a request for an architect to help us with the conceptual drawing for the rezoning application and responses should be back tomorrow. Steve Chestnut, Director of Facilities and Construction Projects is working on mineral rights. Everything is moving forward.

EXECUTIVE TEAM OPERATIONAL UPDATES

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. There is a long list of accomplishments since the last update to the Board. The wall framing is up so the Board will have a great feel for the space during the dusty boots tour in a couple weeks. The door frame is installed and

there is lots of activity with rough in for electrical and plumbing. Inspections are taking place as required including for concrete pour. There are several milestones with pouring the front concrete and the vendor is taking advantage of the perfect weather conditions. The fireplace insert has been installed and we continue to analyze our move-in tasks to nail down and reduce that schedule. Amy Bentz, Assistant Director of Library Design Projects and Planning is working hard on the vendor timelines for furniture delivery. The team is holding regular meetings on site. For the dusty boots tour on December 7 at 4:00 we will have a beam signing if the Board is interested. It's a fun activity where we will put you up on a lift to sign a beam. Milestones coming up include concentrating on the ceilings, getting the boiler up and running and light fixtures installed. The project is well within budget and still on target for construction completion by the end of February-first of March 2024.

The Chair expressed appreciation and noted that she is excited to see the space in a couple of weeks.

Business Strategy & Finance

Finance and Budget – Monthly Financials

A. Financial Report (October)

Matt Griffin, Director of Business Strategy and Finance, addressed the Board and provided information on the October 2023 monthly financials. Revenue is on track as expected. On Table 3, investment revenue is trending above budget. It was budgeted at \$187,000 and currently stands at \$1.6 million. That is a number that can fluctuate. On Table 4, the Library paid the first installment of annual debt and will finish the year on budget. There is one more year, then the debt will be finalized. On Table 6, a project was added to the list, the halo vape sensors. This project was unbudgeted in 2023 and we do have it budgeted in 2024. The project is ahead of schedule, so we are seeing numbers rolling in.

There were no questions from the board on the October financials.

B. 2024 Recommended Budget

The Chair introduced the topic and noted that the Board's process is to approve the 2024 budget for submittal in July. In November, the Board takes another look at the budget and approves the spending plan in December. Matt Griffin will make some notes about the 2024 budget. The Chair advised the Board that if they have questions that come up after the meeting, please reach out to her or Donna Walker and we'll be sure to come prepared at the December Board meeting.

Matt Griffin advised the Board that he will make note and review each change to the 2024 budget to prepare the Board for the vote in December.

Agenda

Tonight, the Library will dive into changes from the proposed budget the Board approved for submittal in June, look at the final projected revenue and 2024 projected expenses, look at the fund balance over time and the budgeted positions over time.

- 2024 Budget Highlights
- Changes from Proposed Budget
- 2024 Projected Revenue
- 2024 Projected Expenses
- Fund Balance over Time
- Budgeted Positions over Time

2024 Highlights

- Improve services for underserved areas: Continue the Northwest Jeffco and South County projects.
- Continue investing in library infrastructure: Evergreen Library remodel and Arvada Library redesign. The Conifer project is proceeding and the 2023 budget for that project will carry forward to 2024.
- Supporting Growth: Addition of 14 FTE

Changes From Proposed Budget to Final Budget

- Revenue: Property tax revenue was budgeted at \$54 million in June. The final figure from the County increased by \$9 million, for a 2024 revenue of \$63 million.
- Investment income was forecast at \$160,000. The final figure from the County Treasurer's office is \$2.5 million expected next year.
- Carryforward revision: This relates to the 5-year capital improvement projects reviewed in June. There was an accounting issue of \$22 million in adjustment. The paper adjustment does not affect the 2024 capital projects or operating expenditures. The Library will walk through what the Board saw in June, what it looks like now and how that correction affects the fund balance. There is not a difference in what the Board of County Commissioners (BCC) have seen, the Library is informing the Board how it affects our fund balance. There are always questions about the carryforward process and the Library may alter that process for the 2025 budget early next year.
- Expenditures: Charges from County. As revenue goes up the charges from the Treasurer go up. Two projects not included in June were included in the BCC approval: the halo vape sensors project at \$74,000 and the Golden holds lockers at just over \$50,000, were added to our project list.

2024 Projected Revenue

- Total projected 2024 revenue is \$66,344,939; the vast majority is property tax. The next large revenue portion is investment income.
- Total projected 2024 expenses is \$66,042,285; operating expenses make up $\frac{3}{4}$ of that at \$45 million and around \$20 million continuing toward our capital projects and final year of debt service.

2024 Capital Investments

It was noted that the numbers in the following chart are not the total budgets for those projects, it is what is allocated to be spent in 2024.

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

Long Term Plan – Fund Balance

There are two areas which don't paint an accurate picture of how our spending will truly happen. The accounting issue of \$22 million allocated to revenue and the capital improvement plan budget; a mechanism of carryforward funds. For example, The long term plan depicts ending this year having spent \$46 million when year-to-date the Library spent \$2.5 million. The revised chart in the information packet is a more accurate depiction of what will happen. In terms of the 2024 budget and what the Library is looking at implementing will leave the fund balance at \$54 million at the end of next year.

FTE – Budgeted Positions Over Time

The chart in the information packet shows the budgeted positions over time. For 2024 that number is 295.5 benefited employees.

Next Steps

The BCC adopted the budget on November 14. The Library Board is scheduled to vote at the December meeting to implement the 2024 spending plan.

The Chair advised the Board that she has spent time with the Executive Director and Matt Griffin and if there are any questions, please reach out. She noted that the property tax revenue could change again before December. There are changes from the proposed budget every year which is why the Library Board reviews the budget again in November.

The Chair reminded the Board that in regard to the correction in the 5-year capital improvement projects, the Board approved the projects, not the fund balance chart.

In response to a question, the Executive Director advised the Board that with regard to the fund balance policy and tables, for 2024 the Library may put the line back in that shows the funds already committed to projects.

In response to a question, the Chair advised the Board that the library may need to get legal guidance in reference to the impact of any adjustments to property tax revenue as a result of legislative action and the library not being subject to Tabor. The Chair noted that having that line added back to the fund balance tables that shows the funds already committed to projects would be helpful.

The Chair expressed appreciation to Matt Griffin for the amazingly concise and well-presented information on the 2024 budget.

The Chair asked the Board to reach out if they had any questions about the 2024 budget so the Library can be prepared before the December Board meeting.

ITEMS REMOVED FROM THE CONSENT AGENDA

No items were removed from the consent agenda.

EMERGING ISSUES

No issues.

ENDS

There were no items.

BOARD GOVERNANCE

- Trustees review 2024 Board Governance Process Calendar for adoption at the December 14, 2023 Board meeting.

The Chair noted for the Board that the Governance Process Calendar outlines the governance responsibilities of the Board and a vote to adopt the 2024 calendar will be held at the December Board meeting.

BOARD SCHEDULE – NEXT MEETINGS

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

The Chair noted that there is no Study Session in December.

2023 Board Meeting Schedule

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

2024 Board Meeting Schedule


- 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

ANNOUNCEMENTS/GENERAL INFORMATION SHARING

The Chair advised the Board that she sent an email with a poll to find a date that will work for the holiday party and that she will host the party and dinner at her house. She asked the Trustees to please reply in the next couple of days and she will have Amber Fisher send an invitation out to everyone. She noted that spouses and significant others are included in the invitation.

ADJOURNMENT

The meeting was adjourned at 6:43 pm.



Jill Fellman, Secretary