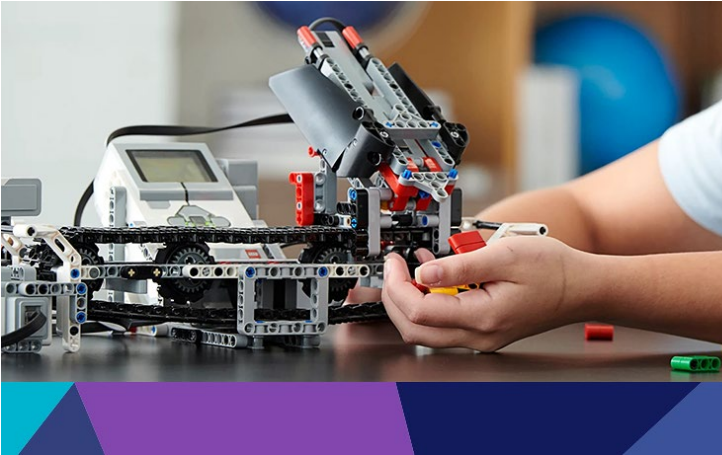


BOARD MEETING

JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

January 18, 2024



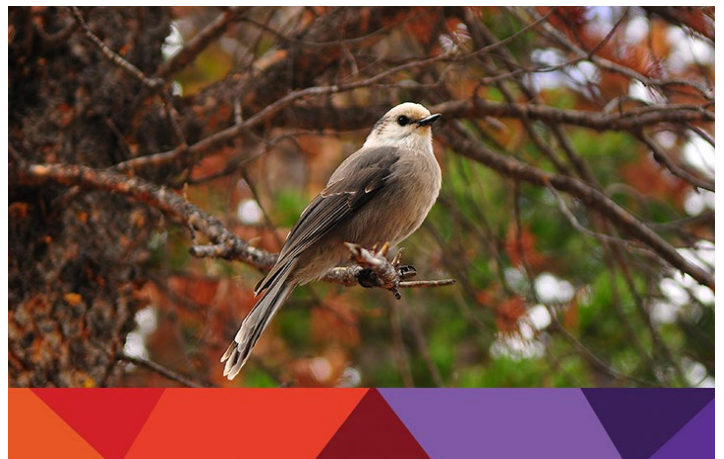
Tween Robotics



**Rooting for Growth
Crafting Your Own Herbal Tea**



**Tech Tips for Staying Organized in a
Busy World**



Why Birds Matter



Jefferson County
PUBLIC LIBRARY

APPROVAL OF AGENDA

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

ITEM# / ACTION	<p>Thursday, January 18, 2024 – 5:30 pm – HYBRID MEETING</p> <ul style="list-style-type: none"> • <u>ONLINE MEETING VIA ZOOM</u> • <u>IN-PERSON MEETING AT LAKEWOOD LIBRARY MEETING ROOM</u>
1.	<p>Call to order & attendance (4.5.8) <u>Call to order & Attendance</u></p> <ul style="list-style-type: none"> • Verbal roll call – Each Trustee announces their presence by stating their name.
2.	<p>Pledge of Allegiance</p>
3. Agenda Action	<p>Approve Agenda Chair: Call for motion and second</p>
4. Public Comment	<p>Public Comment The Board values public participation. Those who would like to address the Library Board can do so virtually, in-person, or online. The opportunity to address the Library Board does not include a question-and-answer session or response. Additionally, the Library Board does not respond to anonymous questions or comments. Comments will be acknowledged in the minutes of the meeting.</p> <p>To address the Board of Trustees during Public Comment:</p> <ul style="list-style-type: none"> • <u>Virtually</u>: Send a chat message to the meeting host at JCPL Events with your name and the topic of your comment. • <u>In-Person</u>: Sign up on the form provided. • <u>Online</u>: Submit through the online public comment form at https://jeffcolibrary.org/board-of-trustees/. • People who dial in will not be able to provide Public Comment during the meeting. • If you choose to make a Public Comment virtually or in-person during a Board Meeting, your name will be called in the order it was received, first for virtual guests then for in-person guests.) • For more information on public comment policy please refer to Board Governance Policy 4.3.7: 2023 Final Board Governance Policy Manual (jeffcolibrary.org)
5. CONSENT AGENDA Action	<p>Approval of Consent Agenda Chair: Call for motion and second</p> <ol style="list-style-type: none"> A. Approve December 14, 2023 Board Meeting Minutes B. Adopt the Sunshine Resolution LB-01-18-24 C. Approve Midwest Tape Hoopla Subscription Renewal D. Approve Baker & Taylor Boundless Contract Renewal E. Approve annual contribution to the North Fork Library Association to support the Pine Library’s operating expenses.
6. Foundation	<p>Foundation Update</p>

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

<p>7. Operational Updates Action as Needed</p>	<p><u>Executive Director</u> A. Executive Director Report B. South County Library Update C. Northwest Jeffco Library Update</p> <p><u>Business Strategy & Finance</u> <u>Finance and Budget</u> A. Financial Report (December) B. 2024 Revenue Special Session Legislation Impact C. 2024 Annual Plan: Strategic Priorities, Initiatives, Programs & Projects <ul style="list-style-type: none"> • Global Ends 1.0-1.4 – Board Consensus • 2024 Annual Strategic Plan – Board Consensus <u>Facilities & Construction Projects</u> A. Evergreen Redesign Project Update</p>
<p>8. Action as Needed</p>	<p>Items Removed From Consent Agenda (4.3.4): The Board may address and/or vote on any items that were removed from the Consent Agenda</p>
<p>9. Emerging Issues Action as Needed</p>	
<p>10. Ends Action as Needed</p>	<p>Ends: No items.</p>
<p>11. Board Governance Action as Needed</p>	<p><u>Board Governance:</u> <u>Chair Appointments:</u> <ul style="list-style-type: none"> • Action Item: Chair appoints committee to review Board Bylaws (4.4.2D) • Action Item: Chair appoints nominating committee for Board officers (4.4.2D) • Action Item: Chair appoints Trustee representative to Foundation Board <u>Governance Policy</u> <ul style="list-style-type: none"> • Governing Policy 4.3.7 Public Participation/Public Comment Chair: Call for motion and second <u>Adopted 2024 Governance Process Calendar</u> Informational: 2024 Governance Process Calendar as adopted at the December 14, 2023 Library Board meeting.</p>
<p>12. Suggest Agenda Items Action as Needed</p>	<p>BOARD SCHEDULE – NEXT MEETINGS – Location of meetings of the Library Board of Trustees are being determined in cooperation with guidelines from Jefferson County. Information on meeting location will be posted at least one week prior to the scheduled meeting date. <u>2024 Board Meeting Schedule</u> <ul style="list-style-type: none"> • February 8, 2024 – Study Session – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room • February 15, 2024 – Board Meeting – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room • March 14, 2024 – Study Session – 5:30 pm Hybrid: Virtual via ZOOM. In- </p>

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

	<p>Person Location: Lakewood Library Meeting Room</p> <ul style="list-style-type: none">• March 21, 2024 – Board Meeting – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room
13. Discussion	Board Questions or Comments Related to Items on the Meeting Agenda
14. Discussion	Evaluate Board Meeting (4.1.9)
15. Information	<p>Announcements/General Information Sharing</p> <ul style="list-style-type: none">• Report of the Chair – Correspondence, Other• Other Announcements
16. EXECUTIVE SESSION WITH ADJOURNMENT OF REGULAR MEETING Action	<p>EXECUTIVE SESSION</p> <p>Call for Motion and Second: To adjourn the special meeting of the Library Board of Trustees and reconvene in executive session <u>AND</u> adjourn the regular Board meeting at the conclusion of the Executive Session.</p> <p>EXECUTIVE SESSION:</p> <p>Fundraising Development Strategy. Statutory citation authorizing an executive session for this topic is:</p> <ul style="list-style-type: none">• Pursuant to 24-6-402(4)(e)(I) for discussion of strategy and instructions to negotiators.

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: January 11, 2024

RE: Consent Agenda for the January 18, 2024 Board Meeting

- A. Library Board of Trustees approve the December 14, 2023 Board Meeting Minutes.
- B. Library Board of Trustees adopt the Sunshine Resolution LB-01-18-24.
- C. Library Board of Trustees authorize the Executive Director to proceed with the Midwest Tape Hoopla Subscription Contract Renewal.
- D. Library Board of Trustees authorize the Executive Director to proceed with the Baker & Taylor Boundless Contract Renewal.
- E. Library Board of Trustees approve annual contribution to the North Fork Library Association to support the Pine Library's operating expenses.

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

December 14, 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 December 14, 2023. Library Board of Trustees Chair, Kim Johnson, called the meeting to order at 5:33 p.m.

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

Trustees not present: Jeanne Lomba.

Staff present: Donna Walker, Executive Director; Julianne Rist, Director of Public Services; Steve Chestnut, Director of Facilities and Construction Projects; Bernadette Berger, Director of Technology and Innovation; Matt Griffin, Director of Business Strategy and Finance; Lisa Smith, Director of People and Culture; Amy Bentz, Assistant Director of Library Design Projects and Planning; 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; Paola Vilaxa, Public Services Manager Patron Experience; Cheryl Murphy, Technology and Innovation Services 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.

APPROVAL OF AGENDA

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

PUBLIC COMMENT

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

The Chair advised the Board that there were no public comments received via the online form. There were no other public comments, and the Chair closed the public comment portion of the meeting at 5:36 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 November 16, 2023 Board Meeting Minutes
- B. Trustees Adopt 2024 Governance Process Calendar (4.3.2 and 4.3.2B)

MOTION: Pam Anderson moved that the Library Board of Trustees approve the items on the consent agenda as presented. Seconded by Stanley Harsha 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. Colorado Gives Day raised more than \$31,000. The end of year appeal will be going out next week. Grants received include \$3,000 from the Sam S. Bloom Foundation for the 1000 Books before kindergarten program; and \$5,000 from the Virginia Hill Foundation for general support to the Foundation. The Foundation offices will be closed for the holidays from December 23 through January 1. The Whales Tale Two bookstore in the Belmar shopping center held a grand opening on December 1. The new bookstore is open Wednesday through Sunday, and the Foundation is working to get volunteers to increase open hours to seven days a week. The annual Friends meeting is scheduled for April 19, 2023. Jo Schantz expressed appreciation for the invitation to the dusty boots tour at Evergreen and noted it was wonderful to see the progress on that library.

Trustee Fellman expressed appreciation to the Foundation and extended best wishes for a happy holiday.

EXECUTIVE DIRECTOR REPORT

A. Executive Director Report

The Executive Director advised the Board that last week was the completion of JCPL's first leadership academy. The yearlong professional development program was developed by Lisa Smith, Director of People and Culture and her team. Holiday Open Houses are being held in all library locations. Last Friday, Lakewood Library's Open House had 138 people attending the make your own holiday tree competition. The winner's trees are displayed out front in the Lakewood Library.

There were no questions about the Executive Director's report.

B. South County Library Update

The Executive Director introduced Lizzie Gall, Assistant Director of Public Services for Resources and Programs, who provided an update on the South County Advisory Council. The first meeting of the council was held on December 5, at the Ridge Recreation Center. The recreation center is in the library service area where JCPL currently has several offsite services. 18 members were selected for the council out of 42 applications. Council members are representative of the demographics the Library hoped to capture including people with disabilities, representatives from the Hispanic community, different age groups, super users of the Library as well as infrequent users. 14 members attended the first meeting. During the first meeting, the members defined group norms, reviewed the purpose of the council, noting that decision making lives with the Library Board of Trustees. The members reviewed the history of the project and received a brief overview of the market analysis that was presented to the Board. During the group activity, council members shared their thoughts on a South County library location, size, sustainability, and technical requirements. The council members are an incredibly engaged group of volunteers, and the Library will be digging into their responses. The next meeting is scheduled for January and there will be monthly meetings moving forward.

The Chair expressed her appreciation and noted that it is very exciting to see that the South County Advisory Council has started their engagement.

C. Northwest Jeffco Library Update

The Executive Director advised the Board that the Library held a staff design charrette meeting with the architects to get JCPL ready for next week's community stakeholder design charrette meeting. Ten stakeholders in that community accepted invitations to the meeting including developers and individuals with construction experience. The architects will take JCPL staff's initial thoughts from the staff design charrette meeting and bring those to the stakeholder meeting next week to help design something for the neighborhood meeting. The neighborhood meeting is a requirement for the zoning application.

D. Philanthropy Project Update

The Executive Director advised the Board that the consultant's recommendations were presented to her last week, and she then shared them with the executive team. The Library has more questions about those recommendations and will be meeting with the consultant next week.

EXECUTIVE TEAM OPERATIONAL UPDATES

Business Strategy & Finance

Finance and Budget – Monthly Financials

A. Financial Report (November)

Matt Griffin, Director of Business Strategy and Finance, addressed the Board and provided information on the November 2023 monthly financials. The Board was advised that the Library's financials are on track.

In response to a question, the Board was advised that the salaries and benefits line item reflects vacancy savings.

There were no further questions from the Board on the November financials.

B. 2024 Budget Adoption. Library Board adoption of Final recommended 2024 budget and authorize the Executive Director to implement the spending plan.

The Executive Director advised the Board that nothing has changed in the budget from what was presented in November. The Library had built minimum wage into the budget following the State minimum wage. The Library has been investigating minimum wage and the 2024 budget can carry a higher amount. Starting December 31, 2023, our staff currently earning minimum wage will be moving to \$15.02 per hour. The Denver area market is showing a salary increase around 3%. Jefferson County decided to do a 5% increase. The Library has decided to move toward that 5% in a different way to allow flexibility and will do a compensation study for library employees. That project will be led by Lisa Smith, Director of People and Culture if the Board authorizes that project next month, it will take place in the first quarter of 2024. Our standard employees will receive a 3% increase starting January 14, 2024 and an additional one-time payment of 2% of their annual salary at the end of this year. This expenditure will come from salary savings.

Matt Griffin advised the Board that the information presented tonight is a revisit of last month's 2024 budget presentation.

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

2024 Projected Revenue

Total projected 2024 revenue is \$66,344,939; the vast majority is property tax. During a recent Special Session, the Colorado Legislature passed bill SB23B-001 that will have an impact on Colorado property tax. The Library does not currently have those numbers and expects to receive that information in mid-to-late January 2024. It is anticipated that the Library's property tax revenue will be reduced.

The Library is recommending that the Board move forward and authorize the 2024 budget and spending plan to continue operations in January. This follows the County’s approach. The Board of County Commissioners have already adopted their budget. A budget amendment is expected in the first quarter of 2024. The Library does not expect an amendment to affect operations, but there will likely be a change downward in the Library’s revenue.

In response to a question about a ballpark figure for revenue and what the Library may do differently, the Board was advised that the Library will rely on the County Treasurer’s Office for revenue numbers, and the County does not have that information at this time. It is expected around mid-January 2024. In terms of what the Library might do differently, the recommendation is that because there are so many capital projects coming up in the next 5 years, revenue will be important as the cost of construction and materials continues to increase and that is a field where the cost changes rapidly.

Trustee Anderson noted that there is a 25% expected increase, which is a lot, and she is interested in seeing what the impact to property owners will be and if any other interventions need to be made. She noted that JCPL has moved up capital projects and she does have concerns with that big of a jump given that the Library is currently funded in its capital projects. From a historical perspective that’s a lot.

2024 Projected Expenses

Total projected 2024 expenses is \$66,042,285; operating expenses make up ¾ of that at \$45 million and around \$20 million continuing toward capital projects and final year of debt service.

2024 Capital Investments – Annual Replacement Plan and 5-Year Capital Improvements

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

The 2023 numbers are more than where JCPL will end the year. The Library has currently spent \$2.5 million and was projecting \$7 million. The trend the Library’s plan will follow continues to show a very healthy and sustainable long term plan.

FTE – Budgeted Positions Over Time

Budgeted positions over time shows that in 2024 the Library will have 295.5 approved FTE.

Next Steps

As noted before, the Board of County Commissioners adopted the budget on November 14, 2023. The Library recommends that the Board adopt the Library’s 2024 budget and authorize the spending plan.

In response to questions, the Board was advised that:

- The Library is not aware of any plans for the County to go through another budget process in consideration of a downward change in revenue.
- The Library does not anticipate any effect to our current capital projects. The County does have a TABOR limit and the Library has questions about the impact on Library revenue. The Library’s process will be to get the revenue numbers from the County and determine if the budget needs to be amended.
- In terms of a process to change the mil levy, the Library’s understanding is that the mil levy is set once a year and the Library’s mil levy has been set. The Library will check into this further and bring information back to the Board.
- When the Library receives the revenue information, a full budget analysis will be done, and that information will be mapped out to understand what that looks like for the Library so the Board can have a conversation.

MOTION: Pam Anderson moved that the Library Board of Trustees adopt the 2024 budget and authorize the Executive Director to implement the spending plan contained therein. Seconded by Jill Fellman the motion passed by unanimous vote of all Trustees present.

Technology & Innovation and Public Services

A. Digital Literacy Collaboration Project Presentation (ARPA grant funded)

The Executive Director introduced the topic and noted that she is excited for the Board to hear more about this project that was added to the Library’s 2023 plan.

Bernadette Berger, Director of Technology and Innovation introduced Paola Vilaxa, Arvada Library and Diversity Equity and Inclusion Manager and Cheryl Murphy, Technology and Innovation Services Manager, who will also present information on the Digital Literacy Collaboration Project.

Background

- Statewide digital equity initiative to build digital literacy
- County proposed a partnership in January 2023
- Approved Board of County Commissioners Briefing May 2023
- Awarded \$854,000 in American Rescue Plan Act (ARPA) funding to create a project to engage underserved community members and promote digital literacy to Jeffco communities

The nationwide gap in digital literacy is prevalent in Colorado, and Jefferson County is a perfect example of the lack of digital equity with its blend of rural, city, mountain, and plains. Bernadette Berger noted that she serves on the State's digital equity board and the program that she, Paola and Cheryl are here to talk about helps to bring the Library one step closer to bridging the digital divide. In January 2023 the Library was approached by the County Equity Diversity and Inclusion team regarding a proposed collaboration to utilize ARPA funding to expand on JCPL's Digital Literacy program for first time users and Spanish speakers. Over the following months the Library worked with County to develop a project proposal which was ultimately presented to the Board of County Commissioners (BCC) in May 2023. The project proposal was a success, and JCPL was awarded \$854,000 in ARPA funding to implement a digital literacy collaboration.

Strategic Value

The Digital Literacy Collaboration Project fulfills two major JCPL strategic initiatives and is part of the Library's 2023 Critical Projects to Advance Digital Equity & Inclusion. The two initiatives are:

- Lifelong Learning & Literacy: where Literacy programs and services address specific learning and literacy development needs. JCPL provides opportunities for all ages, backgrounds, and abilities and patrons are met with effective and inclusive technologies and approaches.
- The second initiative is Building Inclusive Community: where Equitable and inclusive practices are embedded in policy, decision-making and partnership development.

Program Details

Cheryl Murphy addressed the Board and provided program details. As part of the program, JCPL will provide six-week basic digital literacy classes for adults in English or Spanish at Title I schools and community partner sites. The course will provide patrons with basic digital literacy training such as sending/receiving emails, navigating the internet and how to create online accounts. If participants don't have a library card, JCPL will enroll them and set them up with a library account. Upon completion of each course, the program will facilitate a Computer Ownership Program that will provide qualifying low-income individuals a free device with one year of internet service included using the funding from Jefferson County through the American Rescue Plan Act (ARPA).

- Six-week basic digital literacy training in Spanish or English for adults

- Enroll participants for a library card and account
- Low-income participants eligible to receive a device through the Jefferson County Computer Ownership Program
- Devices will have one-year of data

As part of the program, JCPL will also be providing personalized one-on-one digital navigation sessions for people who need additional help getting online, using the devices, and acquiring additional digital skills. The goal is to provide patrons with long-term solutions for connectivity and to foster education in digital literacy.

This program is building from two previous JCPL programs. The first program is the Laptop Lending Program, JCPL's partnership with the Jefferson County Workforce Center to make Chromebooks available for checkout. The second is a pilot program where JCPL taught basic digital literacy skills to Spanish speakers. These programs have laid the groundwork for this program and JCPL will be using these as the framework for rolling out this effort.

- One-on-one digital navigation sessions
- Sustainable long-term solutions for connectivity and introduction to resources for technology and digital content
- Building on two previous JCPL programs

Current Activities

Over the last quarter, JCPL has been working on posting and hiring four positions to help roll out this program. The Library has also been working on a rigorous bid process to acquire the laptops, data and peripherals. Other activities include:

- Exploring and developing community partnership opportunities
- Working with Jeffco Public Schools to develop an operating agreement
- Develop a registration process for program participants
- Determining data collection processes
- Selecting a vendor through a rigorous bid process to acquire the laptops, data and peripherals necessary for this grant
- Forming foundational processes for staff and program
- Finalizing the communication plan
- Determining reporting processes

Work Completed To Date

Paola Vilaxa addressed the Board and provided information on the work completed to date. So far, JCPL has been able to hire three ARPA grant funded positions and one AmeriCorps service partner for the team that will implement this project. The Library will have a Digital Literacy Trainer and an Outreach Librarian to deliver instruction and support patrons and partners with resources, plus a Technical Support Technician and a Digital Navigator, who will support the technology and guide patrons towards a sustainable path. These positions end when the grant year or funding period ends.

JCPL is developing agreements with Jeffco Public Schools, who the Library worked with for the pilot program, and the Jeffco Food Council to reach individuals outside of the school system. JCPL has identified other potential partners such as the Developmental Disabilities Resource Center (DDRC), Family Tree and The Action Center. JCPL has selected 10 locations for classes throughout the County.

Program Goals

With the \$854,000 ARPA grant JCPL's goal is to reach over 600 low-income adults in our community in a year. The Library will provide a series of one-hour classes at multiple community sites where the adult attends once per week for six weeks and there are 10 participants per class. There will be two data collection points for the ARPA funded part of this project. Additional goals include:

- Measuring digital literacy outcomes by utilizing pre and post surveys
- The Laptop Ownership Program will give away 600 devices
- JCPL will connect people with life-long technology connectivity and resources through the AmeriCorps digital navigation and existing library programs and resources.

Next Steps

JCPL expects this program to launch in early 2024 and have classes throughout the year in the schools and at community sites. The Library will be onboarding and training the four ARPA and AmeriCorps grant staff members in the coming weeks. JCPL is finalizing the criteria for the Jefferson County Computer Ownership Program, to be compliant with the terms of the grant and is completing the program processes to meet grant and ARPA deliverables.

Summary

Bernadette Berger advised the Board that from start to finish, the Digital Literacy Collaboration Project has been an excellent example of JCPL staff's innovation, and their commitment to building digital literacy within our community. Jefferson County Public Library, Jefferson County, and our community partners want to transform lives through excellent programs and build upon the impact that JCPL staff have already had. JCPL helped a mother connect to PowerSchool to better support her children and be able to access the information the school sends out digitally, connected immigrants and migrants with families in countries of origin and letting them know they are safe, and helped a family save money on food by accessing digital coupons. Additionally, JCPL has connected people to existing Library and County job seeking resources like Book A Librarian, resume writing, and the Jeffco Workforce Center. In an increasingly digital world, where many people are being left behind; not only does this program help the underserved members of our community, it helps connect with the unserved and provide equal access to information and opportunities creating a path forward.

Bernadette noted that working on the program has been an amazing experience and expressed deep appreciation to Paola Vilaxa and Cheryl Murphy for all their hard work. Bernadette advised the Board that the Digital Literacy Collaboration Project has been selected for presentation at the Public Library Association conference in April of 2024. As a final note, the following patron success stories from the previous pilot programs were shared with the Board.

I learned that using computers is safe and not as scary as I imagined it would be. I especially liked learning computer terms. It makes sense to me now. When my kids did online learn I had no idea what my kids or teachers were talking about, it was like a different language to me.

I had lots of fear. I now know functions I wasn't aware of. I feel more confident!

I never had experience using anything digital, I always relied on my daughter. I am still anxious to use it, but glad I am not scared anymore. It's like a muscle, I just have to keep using it to build it.

I didn't know how many resources the library has. I learned so much about the functions of the library website. I started using it to reserve books for my kids. It's fun to pick up their books that I put on hold

The Board expressed appreciation to staff for their work on this amazing project and noted that they are looking forward to hearing updates on the project.

The Executive Director advised the Board that this project was not on anyone's plate in 2023. These three leaders, Bernadette Berger, Paola Vilaxa and Cheryl Murphy stepped forward and brought this project to JCPL.

B. Operating Agreement with Jeffco Public Schools

The Executive Director introduced the topic and advised the Board that the Library is still working on the agreement. It would be helpful to the Library in meeting the timing and other ARPA requirements associated with the Digital Literacy Collaboration Project if the Board would authorize the Executive Director to sign an agreement that is not quite in stone yet.

MOTION: Charles Jones moved that the Library Board of Trustees authorize the Executive Director to sign the Operating Agreement with Jefferson County Public Schools to act as a community partner site for the digital literacy training program.

Seconded by Stanley Harsha the motion passed by unanimous vote of all Trustees present.

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. Perri expressed appreciation to the Board for coming to the walk through last week and noted it was great to have the Board there to see the progress. Work is done on the front entry including the concrete refresh, painting, installing limestone columns and the drywall is installed on both sides of the framing. At this point in the project the space begins to come to life. Milestones for the next phase includes flooring and the wall tile for the bathrooms which are on site. The drywall and taping is finished, and painting is the next step. The project is on schedule for a spring opening and on budget. Weekly owner/architect meetings continue, and the team is zoning in on the tasks required to move everything up from basement and into the space. The team is working to get that condensed to be as efficient as possible when the building is handed back over to the Library.

The Chair expressed appreciation for the tour noting that it was amazing to truly see in person how much has changed with the entry area.

In response to a question, the Board was advised that the temporary space is seeing regular use, and the patrons are enjoying that temporary service point.

B. STAT Courier Contract

Steve Chestnut, Director of Facilities and Construction Projects advised the Board that JCPL came to the last renewal of the STAT Courier Contract and issued an RFP for courier services in October 2023. JCPL received 3 responses and determined that STAT Courier was most able to meet the Library's needs. There is a 16% increase primarily due to JCPL's increased offsite services, STAT Courier staff wages and increases in equipment costs.

There were no questions from the Board about the STAT Courier contract.

MOTION: Jill Fellman moved that the Library Board of Trustees authorize the Executive Director to sign the one-year contract with STAT Courier Service, Inc. in the base amount of \$438,056.36. Seconded by Charles Jones 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

No issues.

ENDS

There were no items.

Trustee Fellman left meeting at 6:29 pm.

BOARD GOVERNANCE

Contract Policy Recommendations

Matt Griffin introduced the topic and provided information on the recommendations to change contract policies. The proposal is based around two main objectives; (1) improving operational efficiencies and (2) instituting an authorized signatory system to allow a certain group of employees to sign contracts valued at less than \$50,000. Currently the Board approves any contract \$50,000 and above. This proposal would move that amount to \$100,000. This adjustment would align the Library with Jefferson County standards. As the Library enters a high growth phase these adjustments will contribute to streamlining the decision making process. Historically, the Board has authorized 87 contracts of \$50,000. If that amount was \$100,000 the Board would have seen 14 contracts. Additional historical details and statistics are included in the Board's information packet. The recommended adjustments do not impact the Library's procurement process or RFPs. Right now, only the Executive Director can sign and execute a contract of any value. In conclusion, JCPL is going through a high growth period with more contracts and there is a benefit in operational efficiencies to be more agile with the decision process and reduce the risk of delays to projects. The Library has a thorough vetting system for contracts including going through the County Attorney's office for review and these changes will complement our existing internal controls and accountability measures.

In response to questions, the Board was advised that:

- Currently, if the Executive Director is not available, the Director of Public Services and the Director of Business Strategy and Finance can sign contracts. This proposal would allow others to sign lower level contracts.
- The Executive Director expects that Division Directors would have signature authority for contracts valued at less than \$50,000. As direct reports, the Executive Director would hold Division Directors accountable.

MOTION: Stanley Harsha moved that the Library Board of Trustees adopt the policy governance recommendations as outlined in the Policy Governance Change Request memorandum dated December 5, 2023. Seconded by Pam Anderson the motion passed by unanimous vote of all Trustees present.

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.

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
- February 8, 2024 – Study Session – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room
- February 15, 2024 – Board Meeting – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room

ANNOUNCEMENTS/GENERAL INFORMATION SHARING

There were no announcements.

EXECUTIVE SESSION:

At 6:34 pm, the Chair called for a motion to adjourn the regular meeting and reconvene in Executive Session. The Chair noted that Kurt Behn and Eric Butler, with the County Attorney's Office will attend the Executive Session.

MOTION: Pam Anderson moved to adjourn the regular meeting of the Library Board of Trustees and reconvene in Executive Session regarding:

- A. (1) Correspondence to the Board Regarding Safety and Petition for Election regarding Unionization (2) Public Comment Policy. Statutory citations authorizing an executive session for these topics are:
 - Pursuant to 24-6-402(4)(b) Conferences with an attorney for the local public body for the purposes of receiving legal advice on specific legal questions.
 - Pursuant to 24-6-402(4)(e)(I) for discussion of strategy and instructions to negotiators.
- B. South County Library. Statutory citations authorizing an executive session for this topic are:
 - Pursuant to 24-6-402(4)(e)(I) for discussion of strategy and instructions to negotiators.
 - Pursuant to 24-6-402(4)(a) Concerning the purchase, acquisition, lease, transfer or sale of Property.

Seconded by Stanley Harsha the motion passed by unanimous vote of all Trustees present.

The Chair announced a 10 minute break to allow the Board and staff time to clear the room, leave the existing ZOOM meeting and then join the Executive Session at 6:45 pm.

The Chair called the Executive Session to order at 6:45 pm with the following Trustees present, Charles Jones, Stanley Harsha, Pam Anderson, and Emelda Walker. Also present were Donna Walker, Executive Director; Julianne Rist, Director of Public Services; Steve Chestnut, Director of Facilities and Construction Projects; Matt Griffin, Director of Business Strategy and Finance; Bernadette Berger, Director of Technology and Innovation; Lisa Smith, Director of People and Culture; Kurt Behn, County Attorney's Office; Eric Butler, County Attorney's Office; and Amber Fisher, Executive Assistant, Office of the Executive Director.

The Chair noted that the session would be recorded and that the recording would be retained for the required 90 days.

CALL FOR ADJOURNMENT OF EXECUTIVE SESSION AND TO RECONVENE THE REGULAR MEETING

MOTION: At 7:44 pm Pam Anderson moved to adjourn the Executive Session and reconvene the regular meeting. Seconded by Charles Jones the motion passed by unanimous vote of all Trustees present.

At 7:48 p.m. the Chair reconvened the regular meeting with the following Trustees present, Charles Jones, Stanley Harsha, Pam Anderson, and Emelda Walker. Also present were Donna Walker, Executive Director; Julianne Rist, Director of Public Services; Steve Chestnut, Director of Facilities and Construction Projects; Matt Griffin, Director of Business Strategy and Finance; Bernadette Berger, Director of Technology and Innovation; Lisa Smith, Director of People and Culture; Amber Fisher, Executive Assistant, Office of the Executive Director; and Katie O'Loughlin, Administrative Coordinator.

The Chair provided the following Executive Session Summary:

The Library Board of Trustees met in Executive Session concerning (1) Correspondence to the Board Regarding Safety and Petition for Election regarding Unionization (2) Public Comment Policy and (3) South County Library. The Trustees held those discussions, and this summary is provided as required by Colorado Statute.

ADJOURNMENT

The Board meeting was adjourned at 7:49 pm.

Jill Fellman, Secretary

ADOPTED: 01-18-24

BEFORE THE BOARD OF TRUSTEES
OF THE JEFFERSON COUNTY PUBLIC LIBRARY
RESOLUTION NO.: **LB 01-18-24**

WHEREAS, effective June 1, 1991, the Board of Trustees of the Jefferson County Public Library is subject to the provisions of Senate Bill 91-33 (the "Colorado Sunshine Act");
and

WHEREAS, HB19-1087 was approved by the Governor on April 25, 2019 with an effective date of August 2, 2019. A local public body shall be deemed to have given full and timely notice of a public meeting if the local public body posts the notice, with specific agenda information if available no less than twenty-four hours prior to the holding of the meeting on a public website of the local public body.
and

WHEREAS, the public place in which such notice will be posted must be designated annually.

WHEREAS, the notice must include specific agenda information where possible.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Jefferson County Public Library hereby designates the public website jeffcolibrary.org as the location where notice and agenda information for public meetings of the Board of Trustees of the Jefferson County Public Library will be posted.

Date: January 18, 2024

This item will be placed on the consent agenda for the January 18, 2024 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: Lizzie Gall, Assistant Director of Public Services for Resources and Programs
Franca C. Rosen, Collections Manager

DATE: January 11, 2024

RE: Midwest Tape Hoopla Annual Renewal

History of Agreement:

Since 2015 Jefferson County Public Library has subscribed to Midwest Tape's Hoopla product, which is a streaming platform for e-books, audiobooks, music, TV series, movies and comics. The platform is very popular with JCPL patrons with over one million titles available. Our Hoopla subscription is an annual subscription that runs from January to December. We will continue with Hoopla as a sole source product due to its extensive and varied catalog of available materials for which there is no close competitor in the market. Hoopla was last brought to the Board in January, 2023. The contract is a 2-year agreement with subsequent 12-month renewals upon payment of the renewal invoice.

Total Cost:

The not to exceed amount for the upcoming 12 months \$504,000.

Budget:

This expenditure is within the approved 2024 budget.

Next Actions:

We recommend that the Library Board of Trustees grant authorization for the Executive Director to proceed with the renewal of the agreement with Midwest Tape for the Hoopla streaming platform. Please note, the agreement specifies that the term will be renewed upon payment of a renewal invoice by the library. No additional signature is required for this renewal. **This item will be placed on the consent agenda for the January 18, 2024 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: Lizzie Gall, Assistant Director of Public Services for Resources & Programs
Franca C. Rosen, Collections Manager

DATE: January 11, 2024

RE: Baker & Taylor, Boundless Contract, 2nd Renewal

History of Contract:

In 2023, the Board of Trustees approved an amendment to the 2017 Baker & Taylor Axis 360 contract allowing JCPL to continue contracting with Baker & Taylor for the Axis 360 e-book/audiobook platform for four additional one-year terms. In September 2023 the Axis 360 platform was rebranded as Boundless, but the contract remains the same. Boundless allows us to integrate with Jeffco Schools through their unique Community Shares software to increase access to our JCPL digital materials. Due to this unique integration, we would like to continue with Boundless as a sole source vendor. The renewed contract period would be March 1, 2024 through February 28, 2025. This will be the second of four potential renewals.

Total Cost:

The not-to-exceed amount for this twelve-month contract is \$1,700,000 which is for both platform fees and materials.

Budget:

This expenditure is within the approved 2024 budget.

Next Actions:

We recommend that the Library Board of Trustees grant authorization for the Executive Director to proceed with the renewal of the agreement with Baker & Taylor for Boundless as an e-book and audiobooks materials vendor. Please note, the term will be renewed upon written notice to the Contractor. **This item will be placed on the consent agenda for the January 18, 2024 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: Jessica Paulsen, Assistant Director of Public Services for Customer Service

DATE: January 11, 2024

RE: Annual Pine Library Contribution

History:

Jefferson County Public Library provides an annual gift to the North Fork Library Association to support the Pine Library's operating expenses. This funding helps pay for Pine Library's insurance, as that cost alone would consume almost the entire Pine Library income each year. Since 2020 the Jefferson County Library Board has annually granted Pine Library \$1,500.

In addition to the annual gift for operating expenses, JCPL also pays for Pine Library's internet and Wi-Fi costs throughout the year. The two organizations regularly interact each month as a member of JCPL's Evergreen and Conifer leadership team attends the Pine Library board meeting. JCPL also provides some weeded materials as donations. JCPL staff will also attend some of Pine Library's community events.

Total Cost:

JCPL's 2024 budget includes \$1,500 for this support to Pine Library's operating expenses.

Next Actions:

We request the Board of Trustees approve the annual gift to the North Fork Library Association to support the Pine Library's operating expenses in the amount of \$1,500. **This item will be placed on the consent agenda for the January 18, 2024 Library Board meeting unless otherwise instructed by the Board.**

Foundation Update

JANUARY 2024

Executive Director Report

by Jo Schantz, MNM, CFRE, GPC



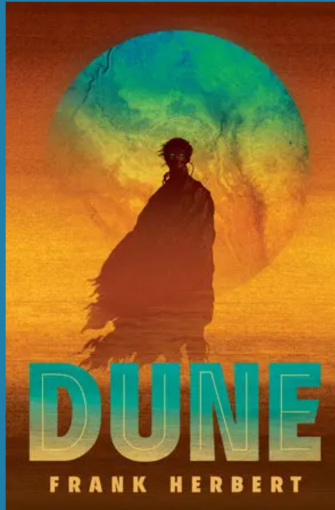
Books On Film Benefit Slated for March 1

This year's Books On Film fundraiser is coming a little early in 2024. Following on the heels of two previous film screenings that were held in summer -- Where the Crawdads Sing in 2022 and Oppenheimer in 2023 -- this year's pick is Dune: Part 2 based on the popular sci-fi novels by Frank Herbert.

The event will be held at Harkins Theatres in Arvada on Friday, March 1, with times yet to be determined.

Right now, JCLF is looking for new event sponsors who will help make this year's benefit a success! Sponsorships range from \$250 to \$1,000 with various perks available.

For more information, call me at 303.403.5077 or email me at jo@jeffclf.org.



JCLF Nominated for Nonprofit of the Year Award

JCLF was recently notified that our organization has been nominated for the Nonprofit of the Year Award presented by the Applewood Business Association and the Applewood Community Foundation. The winner of the honor will be lauded at the Association's evening celebration to be held at the Denver Marriott West on Thursday, February 22, from 5 to 8 p.m.



This will be the second time that our nonprofit has been nominated to receive this honor. Other 2024 nominees include: Friends of Dinosaur Ridge, the Golden Visitors Center, Seniors' Resource Center, Spay Today Healthy Pet Center and The Action Center.

Other award categories include Business of the Year, Business After Hours of the Year, and Recruiter of the Year.

Event tickets are \$97 per person and sponsorships range from \$250 to \$2,000. For more information, visit www.applewoodbusiness.com.

News from Two Whale's Tales

Both of our Whale's Tale Books & Gifts storefronts, including our newest bookstore Whale's Tale Two, chalked up tremendous winter holiday sales in December. Our original store in Colorado Mills tallied up nearly \$20,000 in net sales and our second store in Belmar Shopping Center brought in \$10,982 in net sales. Total net sales for 2023 at Colorado Mills generated \$142,436 while the annual sales at Belmar (which opened on October 25) tallied in at \$17,139.

COMMUNITY CONNECTIONS

- Dec. 14 -- Applewood Business Association's Holiday Luncheon at Rolling Hills Country Club
- Dec. 15 -- JCLF staff and Board holiday party at Westrail Tap House
- Dec. 19 -- Finance Committee meeting
- Dec. 20 -- Presentation to Lakewood Kiwanis Club
- Dec. 23 -- Jan. 1 -- JCLF offices closed
- Jan. 9 -- Presentation at Wheat Ridge Business Assn. breakfast, The Vista at Applewood
- Jan. 11 -- Applewood Business Assn. luncheon at Rolling Hills Country Club
- Jan. 15 -- CAG (Christian Action Guild) volunteer appreciation celebration at Golden's Capitol Grill
- Jan. 16 -- Finance Committee meeting
- Jan. 17 -- lunch meeting with major donor Allison Brigham
- Jan. 18 -- CSU Extension Advisory Board meeting
- Jan. 18 -- P.E.O. luncheon at Boy Scout Headquarters in Lakewood

Fundraising Update

Monies Recently Received

- Clarence V. Laguardia Foundation -- \$5,000 for 1000 Books Before Kindergarten and \$5,000 for Raise A Reader Festival
- Virginia Hill Foundation -- \$5,000 general donation
- Sam S. Bloom Foundation -- \$3,000 for 1000 Books Before Kindergarten
- Roderick D. Carroll Trust -- \$15,438.05

Operational Updates

Executive Director Report



JANUARY 2024 EXECUTIVE DIRECTOR REPORT

2024 Annual Plan Progress in January

Portfolio: Service Point Development & Expansion

Program: New Construction

Project: Design a New Library in South County

- Initiate site search with realtor
- Continue community support development

Project: Initiate a New Library in Northwest Jefferson County

- Continue rezoning application site design development
- Continue community support development

Program: Expand Offsite Services

Project: 4th Hold Pickup Location – Offsite

- Complete installation of offsite holds lockers

Program: Building Redesign

Project: Redesign Evergreen Library

- Provide alternative services in leased space
- Inform community of construction progress
- Continue construction

Project: Arvada Library

- Initiate stakeholder engagement
- Schedule facilitated community engagement

Program: Building Opportunities


Project: Conifer Opportunity

- Review potential sites with realtor
- Inform community of progress

Portfolio: Lifelong Learning & Literacy

Program: Advance Digital Equity & Inclusion

Project: Digital Literacy Collaboration (ARPA)

- Finalize agreement with Jeffco Public Schools
 - Contract with laptop vendor
 - Implement first phase of communication plan
- 

Portfolio: Building Inclusive Community

Program: Create a Radically Welcoming JCPL - Staff

Project: All Staff Compensation Strategy

- Select vendor

Portfolio: Embracing Innovation & Change

Program: Fundraising Development

- Select outsourced fundraising counsel

Advocacy and Engagement Opportunity for Trustees – 2024

[Public Library Association \(PLA\) 2024 Conference](#), April 3–5, at the Greater Columbus Convention Center in Columbus, Ohio. Conference registration is open. See Amber for registration support.

SERVICE HIGHLIGHTS:



Our team finished construction on the new **The Create Space** at Belmar Library. The team repurposed the former Foundation area for a workspace where community members can reserve access to creative technology equipment with one-on-one assistance from specialized staff. This service will foster innovation and creativity by integrating creative services into the library and providing access to cutting-edge technology. Soft launch is planned for February.




PROFESSIONAL ENGAGEMENT:

Terri Faulkner, coordinator for services to Kids & Families, will attend the ALA Library Learning Experience Conference.

The article I co-authored with two colleagues on the Colorado Association of Libraries Mentorship Interest Group, *Mentorship for All Librarians: Collaborating to Create a Statewide Mentorship Program*, was published in the **Journal of Library Administration**. [Here's the link](#). It is behind a paywall.

HIGHLIGHTS OF EXECUTIVE DIRECTOR COMMUNITY ACTIVITIES, JANUARY 2024

- Meeting with Jansen Tidmore, **JeffcoEDC**
 - Meeting with Jo Schantz, **Jefferson County Library Foundation (JCLF)** executive director
 - Teleconference with Jo Schantz (**JCLF**) and **EI Pomar Foundation**
 - Meeting with Cassie Pearce, **County Public Affairs Director**
 - Meeting with Kat Douglas, **County Housing, Economic & Employment Services Director** and Emily Sander, **County Community Development Manager**
 - Meeting with Joe Kerby, **Jefferson County Manager**
 - Attending monthly meeting of the **Personnel Board** of the **Jefferson County Elected/Appointed Officials**
 - Meeting with **County staff** on the Jeffco Comprehensive Capital Plan
 - Attending the **JeffcoEDC Board of Governors** Meet and Greet with Rep. Petterson
 - Meeting with Mary Berg, **County Human Services Director**
 - Attending **Urban Libraries Council Directors** monthly meeting
 - Attending meeting of the **Front Range Public Library Directors**
 - Attending **Jefferson County Library Foundation** Board meeting
 - Meeting with Kim Johnson and **RTD Board member**
 - Meeting with Dr. Sarah Story, **Jefferson County Public Health Executive Director**
 - Attend **Jefferson County Open Space** Conservation Awards
- 

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: January 18th, 2023

Budget to Actual Tables

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

In December, JCPL did not record Real Property Tax revenue. Year-to-date, 95.5% of the budgeted collection has been received.

JCPL concluded 2023 in accordance with the 9+3 Forecast presented to the Board in October 2023. In summary, Revenue exceeded the budget by \$1.3M, primarily driven by Investment Income surpassing budget. Operating expenditure finished \$3.5M below budget, largely attributed to the non-utilization of South County Opening Day Collection (\$1.5M) and Services & Charges ending \$1.3M below budget. As anticipated, Capital expenses amounted to \$3.7M, resulting in a \$44M under-budget figure, in line with expectations associated with multi-year projects and the annual budget process.

In December, the Library Foundation provided JCPL with \$26,641. The Library contributed \$7,221 in-kind support in December. Year-to-date, the Library has received \$131,180 in funding and provided \$88,194 in-kind support to the Foundation at a ratio of 1.49.

Updated 2024 Property Tax Revenue

Senate Bill 23B-001, enacted on December 5th, 2023, lowered property tax valuations for 2023, directly affecting the Library's 2024 property tax revenue. The 2024 Budget's initial projection of \$66,318,464 underwent a revision. This bill resulted in a decrease of \$6,498,477, leading to a revised property tax revenue of \$59,819,987.

This reduction does not impact the 2024 Spending Plan in either the Operating or Capital Budgets. I recommend a comprehensive assessment of longer-term impacts during the discussion of the 2025 Budget, leveraging the availability of 2023 Actuals. This will enable the Board to gain an informed perspective on future years, addressing any impacts that may need consideration or discussion.

**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 12/31/2023	\$ Variance 2023 Budget	% Variance 2023 Budget
Revenues						
Taxes						
Property Tax - Operating	\$ 49,964,941	\$ 49,378,983	\$ 48,299,454	\$ 48,454,285	\$ 154,831	0%
Property Tax - Capital	2,442,681	2,420,303	2,383,862	2,277,309	(106,553)	-4%
Total Taxes	\$ 52,407,622	\$ 51,799,286	\$ 50,683,316	\$ 50,731,594	\$ 48,278	0%
Federal & State Grants	\$ 125,000	\$ 377,554	\$ 144,996	\$ -	\$ (144,996)	-100%
Fines & Fees	115,000	121,799	85,000	145,745	60,745	71%
Other Revenue	298,640	(922,274)	675,650	2,033,948	1,358,298	201%
Total Other Revenues	\$ 538,640	\$ (422,921)	\$ 905,646	\$ 2,179,693	\$ 1,274,047	141%
Sub Total Revenues	\$ 52,946,262	\$ 51,376,365	\$ 51,588,962	\$ 52,911,287	\$ 1,322,325	3%
Fund Balance Activity						
Transfer from FB - Capital Projects	12,441,736		40,381,088	-		
Transfer to/(from) Fund Balance	-	11,891,058	-	8,817,547		
Total Sources of Funds	\$ 65,387,998	\$ 39,485,307	\$ 91,970,051	\$ 44,093,741		
Uses of Funds						
Operating Expenditures						
Salaries & Employee Benefits						
Salaries	\$ 16,601,010	\$ 15,540,825	\$ 17,638,242	\$ 17,025,084	\$ (613,158)	-3%
Benefits	5,719,962	4,993,686	5,810,820	5,565,134	(245,686)	-4%
Total Salaries & Benefits	\$ 22,320,972	\$ 20,534,511	\$ 23,449,062	\$ 22,590,218	\$ (858,844)	-4%
Library Books & Materials	\$ 7,937,400	\$ 7,763,037	\$ 9,409,434	\$ 7,945,697	\$ (1,463,737)	-16%
Supplies	1,559,475	1,412,124	1,375,098	1,407,654	32,556	2%
Vehicles	-	-	-	-	-	
Services & Charges	5,704,984	4,396,140	6,089,023	4,774,545	(1,314,478)	-22%
Internal Transactions /Cost Allocation	2,734,736	2,761,455	2,987,181	3,002,566	15,385	1%
Total Operating Expenditures	\$ 40,257,567	\$ 36,867,267	\$ 43,309,798	\$ 39,720,678	\$ (3,589,120)	-8%
Financing & Debt Service	\$ 621,945	\$ 621,945	\$ 621,745	\$ 621,745	\$ (0)	0%
Capital Projects	\$ 24,508,487	\$ 1,996,095	\$ 48,038,508	\$ 3,751,318	\$ (44,287,190)	-92%
Total Uses of Funds	\$ 65,387,998	\$ 39,485,307	\$ 91,970,051	\$ 44,093,741	\$ (47,876,310)	-52%

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

	2022 Amended Budget	2022 Actual	2023 Amended Budget	YTD Actual 12/31/2023
Beginning Fund Balance	\$ 33,319,989	\$ 43,285,918	\$ 55,176,976	\$ 55,176,976
Revenues	\$ 50,503,581	\$ 48,956,062	\$ 49,297,450	\$ 50,633,978
Capital Funding	2,442,681	2,420,303	2,383,862	2,277,309
Total Revenues	\$ 52,946,262	\$ 51,376,365	\$ 51,681,312	\$ 52,911,287
Expenditures				
Operating Expenditures	\$ 40,257,567	36,867,267	\$ 43,309,798	\$ 39,720,678
Debt Service	621,945	621,945	621,745	621,745
Capital Projects	24,508,487	1,996,095	48,038,508	3,751,318
Total Expenditures	\$ 65,387,998	\$ 39,485,307	\$ 91,970,051	\$ 44,093,741
Increase/(Decrease) in Fund Balance	\$ (12,441,736)	11,891,058	\$ (40,288,738)	\$ 8,817,547
Ending Fund Balance	\$ 20,878,253	\$ 55,176,976	\$ 14,888,238	\$ 63,994,523
Committed to Capital Projects - Carryforward				
Committed to Capital Projects - Sinking Fund				
Reserve Fund Balance	\$ 20,878,253	\$ 55,176,976	\$ 14,888,238	\$ 63,994,523

Reserve Fund Balance Policy Calculation

	2021 Amended Budget	2022 Actual	2023 Amended Budget	YTD Actual 12/31/2023
Year-End Reserve Fund Balance		\$ 55,176,976		
16% - Current Year Budgeted Revenues	\$ 8,471,402	\$ 8,220,218	\$ 8,269,010	\$ 8,465,806
9% - Current Year Budgeted Revenues - Uncertainty	4,765,164	4,623,873	4,651,318	4,762,016
Total Minimum F/B Reserve Requirements (FLOOR)	\$ 13,236,566	\$ 12,844,091	\$ 12,920,328	\$ 13,227,822
50% of Current Year Budgeted Revenues	\$ 26,473,131	\$ 25,688,183	\$ 25,840,656	\$ 26,455,644
Total Maximum F/B Reserve Requirements (CEILING)	\$ 26,473,131	\$ 25,688,183	\$ 25,840,656	\$ 26,455,644
Above/(Below) Minimum (FLOOR)	\$ 7,641,687	\$ 42,332,885	\$ 1,967,910	\$ 50,766,701
Above/(Below) Maximum (CEILING)	\$ (5,594,878)	\$ 29,488,794	\$ (10,952,418)	\$ 37,538,879

**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 12/31/2023	\$ Variance 2023 Budget	% Variance 2023 Budget
Sources of Funds						
Revenues						
Taxes						
Property Taxes	\$ 51,839,123	\$ 51,364,212	\$ 50,590,855	\$ 48,329,567	\$ (2,261,288)	-4%
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	42,551	20,773	95%
Total Taxes	\$ 49,964,941	\$ 49,378,983	\$ 48,299,454	\$ 48,454,285	\$ 154,831	0%
Federal & State Grants	\$ 125,000	\$ 377,554	\$ 144,996	\$ -	\$ (144,996)	-100%
Library Fines	10,000	25,877	-	18,407	18,407	
Charges for Services	105,000	95,922	85,000	127,338	42,338	50%
Investment Income	108,000	(1,267,054)	187,500	1,622,289	1,434,789	765%
Library Foundation	100,000	190,276	100,000	134,180	34,180	34%
E Rate Revenue	90,640	2,602	388,150	68,374	(319,776)	-82%
Other Revenue	-	51,210	-	209,105	209,105	
Transfer	-	100,692	92,350	-	(92,350)	-100%
Total Revenues	\$ 50,503,581	\$ 48,956,062	\$ 49,297,450	\$ 50,633,978	\$ 1,336,528	3%
Uses of Funds						
Operating Expenditures						
Salaries & Employee Benefits						
Salaries	\$ 15,829,037	\$ 14,178,852	\$ 16,750,057	\$ 15,689,796	\$ (1,060,261)	-6%
Awards & Bonuses	140,000	140,212	160,000	588,780	428,780	268%
Termination Pay	110,000	137,451	250,000	122,165	(127,835)	-51%
Temporary Salaries	1,687,043	1,307,709	1,638,367	1,364,979	(273,388)	-17%
CARES/ARPA Reimburse Salaries	-	(230,986)	-	(746,544)	(746,544)	
Overtime	-	7,587	8,000	5,908	(2,092)	
Vacancy Savings	(1,165,071)	-	(1,168,182)	-	1,168,182	-100%
Benefits	5,719,962	4,993,686	5,810,820	5,565,134	(245,686)	-4%
Total Salaries & Benefits	\$ 22,320,972	\$ 20,534,511	\$ 23,449,062	\$ 22,590,218	\$ (858,844)	-4%
Library Books & Materials	\$ 7,737,400	\$ 7,585,844	\$ 9,170,434	\$ 7,750,826	\$ (1,419,608)	-15%
Library Periodicals	200,000	177,193	239,000	194,870	(44,130)	-18%
Sub-Total Library Collections	7,937,400	7,763,037	9,409,434	7,945,697	(1,463,737)	-16%
Supplies	\$ 1,559,475	\$ 1,412,124	\$ 1,375,098	\$ 1,407,654	\$ 32,556	2%
Services & Charges	5,704,984	4,396,140	6,089,023	4,774,545	(1,314,478)	-22%
Vehicles	-	-	-	-	-	
Interdepartmental Direct Charges	1,264,323	1,291,042	1,295,745	1,311,130	15,385	1%
Interdepartmental Indirect Charges	1,470,413	1,470,413	1,691,436	1,691,436	-	0%
Total Supplies and Other	\$ 9,999,195	\$ 8,569,719	\$ 10,451,302	\$ 9,184,764	\$ (1,266,538)	-12%
Total Operating	\$ 40,257,567	\$ 36,867,267	\$ 43,309,798	\$ 39,720,678	\$ (3,589,120)	-8%

**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 12/31/2023	\$ Variance 2023 Budget	% Variance 2023 Budget
Debt Service						
Principal - Arvada (2005-2024)	\$ 579,366	\$ 579,366	\$ 593,013	\$ 593,013	\$ (0)	0%
Interest - Arvada (2005-2024)	42,578	42,578	28,731	28,731	-	0%
Total Debt Service	\$ 621,945	\$ 621,945	\$ 621,745	\$ 621,745	\$ (0)	0%

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 12/31/2023	\$ 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	\$ 2,277,309	\$ (106,553)	-4%
Transfer from FB - Capital Expenses						-	
Total Sources of Funds	\$ 2,442,681	\$ 2,420,303	\$ 2,383,862	\$ 2,383,862	\$ 2,277,309	\$ (106,553)	-4%
Uses of Funds							
Annual Replacement & Maintenance Program (ARM) and Recurring Projects							
ARM-01 Capital Maintenance	\$ 250,000	\$ 196,169	\$ 250,000	\$ 250,000	\$ 261,065	\$ 11,065	4%
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	201,032	(48,968)	-20%
ARM-04 Book Sorter Replacement	500,000	525,598	350,000	350,000	306,474	(43,526)	-12%
ARM-05 IT Infrastructure Replacement	250,000	259,904	350,000	350,000	519,388	169,388	48%
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	\$ 13,350	\$ (46,413)	-78%
2021 Projects							
Standley Lake Clerestory Roof	\$ -	-	\$ -	\$ -	\$ -	\$ -	n / a
2022 Projects							
Location Holds Lockers	\$ 205,000	\$ -	\$ -	\$ 205,000	\$ 190,173	\$ (14,827)	-7%
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	2,172,446	(1,932,141)	-47%
Northwest County Library	4,700,000	9,127	9,989,475	14,680,347	79,331	(14,601,016)	-99%
Total Capital Projects	\$ 24,508,487	\$ 1,996,095	\$ 26,004,701	\$ 48,038,508	\$ 3,751,318	\$ (44,287,190)	-92%

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

Project	2023 Amended Budget	YTD Actual 12/31/2023	YTD Encumbrances 12/31/23	YTD Total Actual + Enc	Remaining Budget
ARM-01 Capital Maintenance	\$ 250,000	\$ 261,065	\$ -	261,065	\$ (11,065)
ARM-02 Furniture & Equipment	36,000	-	-	-	36,000
ARM-03 Computer Replacement Plan	250,000	201,032	-	201,032	48,968
ARM-04 Book Sorter Replacement	350,000	306,474	-	306,474	43,526
ARM-05 IT Infrastructure Replacement	350,000	519,388	-	519,388	(169,388)
Bookmobile Replacement	-	-	-	-	-
Document Management System	59,763	13,350	-	13,350	46,413
Offsite Services	60,000	-	-	-	60,000
Location Holds Lockers	205,000	190,173	-	190,173	14,827
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	2,172,446	-	2,172,446	1,932,141
Northwest County Library	14,680,347	79,331	-	79,331	14,601,016
Total Capital Projects	\$ 48,038,508	\$ 3,751,318	\$ -	\$ 3,751,318	\$ 44,287,190

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



jeffcolibrary.org

TO: Library Board of Trustees

FROM: Donna Walker, executive director

RE: Review Global Ends Statements 1.0-1.4

DATE: January 11, 2024

At the beginning of each calendar year the Board reviews their Global Ends Statements - the long-term, broad organizational goals that set direction for the Library - per their governance calendar. This review is a critical step in the strategic planning process.

The Library recommends that the current Board Ends stand as is. These Ends are the foundation of our 2020-2025 Strategic Plan and continue to provide vision and guidance for our priorities, initiatives and projects.

These Ends are:

POLICY TYPE: ENDS

POLICY 1.0

POLICY TITLE: *ENDS POLICIES*

Global Ends Statements:

The Jefferson County Public Library helps to build an educated and vibrant community by providing equal access to information and opportunities.

1. All Jefferson County residents have equal opportunity to access information, resources, ideas and technology, and they are supported in using these resources.
2. All Jefferson County residents have safe, convenient, and radically welcoming places to go to access information and resources and participate in community life.
3. Jefferson County Public Library adds value to the community by providing leading-edge services that advance our common goals.
4. JCPL maximizes return on shared investment by delivering services of the greatest possible value to Jefferson County residents through effective and efficient use of our resources.



TO: Library Board of Trustees

FROM: Matt Griffin, Director of Business Strategy & Finance

RE: 2024 Annual Plan: Strategic Priorities, Initiatives, Programs & Projects

DATE: January 11, 2024

Heading into 2024, the Library believes that the five strategic priorities set in the 2020-2025 Strategic Plan continue to hold true.

These **priorities** are to:

CREATE LIBRARIES FOR THE FUTURE

Jefferson County Public Library will create libraries for the future throughout the county via expansion, redesign and construction.

REACH MORE PEOPLE

Jefferson County Public Library will reach more people through strategic partnerships, alternative services, customer experience, inclusion efforts, and community engagement and outreach.

FOCUS ON BUILDING LITERACIES

Jefferson County Public Library will focus on building literacies through patron-interest-focused materials selection, creative technologies, digital literacy services, school and workforce readiness, adulting programs, small business support and financial literacy initiatives.

BE THE THIRD PLACE

Jefferson County Public Library will facilitate civil civic conversation, develop collaborative community discovery spaces, and serve as the place to be for out-of-school time and not-to-miss events.

GROW SUSTAINABLY

Jefferson County Public Library will manage financial resources to meet our planned capital and service build-out within our current mill levy rate of 4.5 and account for a variety of economic conditions.

Similarly, library leadership reviewed and validated our strategic initiatives, high-level actions that set the direction for JCPL’s strategic projects, and further the strategic priorities to reach the ends statements.

These **initiatives** are:

INITIATIVE	OBJECTIVE
Service Point Development & Expansion	JCPL has more convenient and accessible service points throughout our community. Service points are designed to meet the social, technological, economic and sustainability challenges and opportunities of the future.
Excellence in Customer Service	JCPL demonstrates a deep understanding of individual, community, and organizational needs in the way we serve each other and our residents.
Lifelong Learning & Literacy	Literacy programs and services address specific learning and literacy development needs. Opportunities for all ages, backgrounds, and abilities are met with effective and inclusive technologies and approaches.
Building Inclusive Community	Equitable and inclusive practices are embedded in policy, decision-making and partnership development.
Embracing Innovation & Change	Modernization of JCPL is achieved through proactive pursuit of positive change by exploring new technologies, structures, approaches, and systems.
Continuous Process Improvement	Systems are improved in order to maximize organizational effectiveness, advance services, and increase efficiency.

To enhance our project management approach at JCPL, a revised framework has been introduced. This new structure organizes projects into programs, essentially grouping related projects together. These programs, in turn, contribute to portfolios named after respective initiatives. This alignment allows us to directly link each endeavor to its impact on an initiative, providing a targeted focus for our efforts throughout JCPL.

The projects outlined below are intended to constitute the JCPL Annual Plan for 2024 and detail the expected deliverables that will be achieved in 2024:

Portfolio: Service Point Development & Expansion
 Program: New Construction
 Project: **South County Library**
 Deliverables:

- Engage realtor to identify suitable sites
- Identify short list sites
- Recommend site to Board of trustees



Portfolio: Service Point Development & Expansion
Program: New Construction
Project: **Northwest Jeffco Library**
Deliverables:

- Submit rezoning application
 - Select architect
 - Facilitated community engagement
 - Acquire site
 - Program of Service
 - Start design development
-

Portfolio: Service Point Development & Expansion
Program: Expand Offsite Services
Project: **4th Hold Pickup Location – Offsite**
Deliverables:

- Complete installation of offsite holds lockers
-

Portfolio: Service Point Development & Expansion
Program: Expand Offsite Services
Project: **South County – Express Library**
Deliverables:

- Secure funding for project
 - Identify site location
 - Tenant finish
-

Portfolio: Service Point Development & Expansion
Program: Building Redesign
Project: **Arvada Library**
Deliverables:

- Facilitated Community Engagement
 - Program of Service
 - Design development
 - Identify alternative services location
-



Portfolio: Service Point Development & Expansion
Program: Building Redesign
Project: **Evergreen Library**
Deliverables:

- Complete construction
 - Move in
 - Reopen to public
-

Portfolio: Service Point Development & Expansion
Program: Building Opportunities
Project: **Conifer Library**
Deliverables:


- Acquire or lease location
 - Program of Service
 - Design development
-

Portfolio: Excellence in Customer Service
Program: Create a Radically Welcoming JCPL - Public
Project: **New Collection Development Policy**
Deliverables:

- Research Report - Library Policy Comparative Study
 - Revise Collection Development Policy
 - Revise Material Reconsideration Request
-

Portfolio: Lifelong Learning & Literacy
Program: Advance Digital Equity & Inclusion
Project: **Digital Literacy Collaboration (ARPA)**
Deliverables:

- Complete all phases (I,II,III)
 - Order equipment
 - Conduct school and community group trainings
 - Produce reporting
 - Evaluation plan
 - Conduct and present a Think/Make/Check evaluation
 - Fulfill final accounting and reporting requirements
-



Portfolio: Lifelong Learning & Literacy
Program: Advance Community Literacy
Project: **Imagination Library**
Deliverables:

- Determine fiscal agent
 - Identify zip codes and supportive organizations
 - Strategy for long-term organizations
 - Recommend JCPL involvement and resources
 - Initiate the pilot program.
-

Portfolio: Building Inclusive Community
Program: Create a Radically Welcoming JCPL - Staff
Project: **Talent Pipeline Development**
Deliverables:

- DEI training to JCPL leadership teams
 - Deliver JCPL Leadership Academy
 - Create a Leadership Book Club
 - Leadership Lunch and Learn
 - Conduct a talent pipeline assessment with the Directors Team
-

Portfolio: Building Inclusive Community
Program: Create a Radically Welcoming JCPL - Staff
Project: **All Staff Compensation Strategy**
Deliverables:

- Compensation philosophy and policy for JCPL
 - Complete the compensation analysis
 - Apply findings to the 2025 salary budget
-

Portfolio: Embracing Innovation & Change
Program: Artificial Intelligence Strategy
Deliverables:

- Develop AI staff and patron policies and guidelines
 - Feasibility study for implementing AI solutions
 - AI pilot program
-

Portfolio: Embracing Innovation & Change
 Program: Fundraising Development
 Deliverables:

- Outsource fundraising counsel
- 2-year fundraising plan
- Codify separate fundraising portfolios for JCPL and JCLF
- Pilot foundation relations and grants program
- Fundraising evaluation

Portfolio: Continuous Process Improvement
 Program: Accelerate our Building Program
 Project: **Design Standard**
 Deliverables:

- Finalize design standard
- Revise Program of Service
- Integrate Design Standard and Program of Service
- Operationalize design standard

BUDGET AND STRATEGIC PLANNING CALENDAR	
Month	Output
January	Review Ends Statements Consensus on 2024 Strategic Priorities, Initiatives, Projects
February	Review of Final 2023 Strategic Plan Achievements
March	Direction on 2020-2025 Strategic Plan, year six
May	Direction on 2025 Budget Direction on 5 Year CIP and 10 Year Financial Forecast
June	Authorize submission of 2025 Budget
August – September	Review 2025 Budget Highlights with Board of County Commissioners
November	Review 2025 Budget
December	Authorize 2025 Spending Plan

Operational Updates

Facilities & Construction Projects

Evergreen Library ReDesign – Construction Progress Reporting

DATE: January 2024

I. PROJECT TEAM:

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

II. PROJECT PROGRESS:

-
- A. Community Room windows installed
 - B. Fireplace box & mantle installed
 - C. FRP wall protection being installed
 - D. Drywall finished
 - E. Painting has begun
 - F. Restroom Floor & wall tile installed
 - G. Fire Sprinkler system flushed
 - H. Electrical rough in for can lights/sconces
 - I. Carpet delivered to site
 - J. Study room/Office glass on site
 - K. Cabinets on site

III. CURRENT PROJECT OPPORTUNITIES &/OR RISKS:

-
- A. Zoning in on Owner Move In tasks & timelines after Contractor completion with JCPL Project Team. Minimalizing Move In duration.

IV. MEETINGS:

-
- A. Regularly scheduled Owner/Architect/Contractor weekly meetings

V. MILESTONES PROJECTED FOR NEXT PERIOD:

-
- A. Tile finishes on Fireplace
 - B. Boiler start up
 - C. Start Electrical trim out
 - D. Install Ceiling grid
 - E. Sprinkler head install in ceiling grid
 - F. HVAC drop into grid
 - G. Front entrance install
 - H. Grab bars/toilet accessories install
 - I. Wood ceiling prep
 - J. Stucco install at front entrance
 - K. Begin Prime & Paint
 - L. Floor Prep/Leveling
 - M. Boiler Start up

VI. CONSTRUCTION BUDGET STATUS:

General Contractor Guaranteed Maximum Amount	\$ 3,412,366.00
<u>Approved Changes</u>	<u>\$ -87,474.01</u>
Current Cost	\$ 3,324,891.99
Total Completed & Stored per Pay App2	\$ 1,826,912.13
Less 5% Retainage	\$ 91,345.60
<u>Total Earned Less Retainage</u>	<u>\$ 1,735,566.53</u>
Balance to Finish	\$ 1,589,325.46
Percent Complete	55%

VII. CONSTRUCTION SCHEDULE STATUS:

Estimated Construction Close Out date March, 2024

VIII. PROGRESS PHOTOS:

Fireplace Enclosure



Floor & Wall Tile in Restrooms



View to Community Room Openings



Study room ready for glass & finishes



Cabinets on site, ready for install



Painting has begun



Board Governance

MEMORANDUM

TO: Kim Johnson, Chair

FROM: Donna Walker, Executive Director

RE: Recommendations for Adjustments to Governing Policy 4.3.7 Public Participation/Public Comment

DATE: January 11, 2023

The Library Board of Trustees is authorized and empowered to govern the Library under the provisions of the Colorado Library Law.

TITLE 24 ARTICLE 90 LIBRARY LAW CRS 24-90-109 Powers and duties of board of trustees

(1) The board of trustees shall: (a) Adopt such bylaws, rules, and regulations for its own guidance and policies for the governance of the library as it deems expedient. The bylaws shall include, but not be limited to, provisions for the definition of good cause to be applied in the removal of a trustee pursuant to section 24-90-108 (5); designation of those officers to be appointed or elected and the manner of such appointment or election; **rules and regulations for the conducting of meetings; rules for public participation in meetings;** and procedures for amending the bylaws.

Interest has been expressed in reviewing the Library Board's Governing Policy 4.3.7 Public Participation/Comment relative to:

- (1) The total amount of time for public comment
- (2) A residency requirement
- (3) Code of conduct for public comment
- (4) Window of time for submitting a comment via the online form

To determine best practices, a review was conducted of the public comment governing practices of the Lakewood City Council, Denver Public Library, Arapahoe Library District and Jefferson County Public Schools. The Library's legal counsel reviewed and provided guidance on this memorandum.

Findings:

- (1) **Total amount of time for public comment:** The Library Board may include the total amount of time allowed for public comment.
- (2) **Residency requirement – Advice of Counsel:** A residency requirement is reasonable with the following caveats: 1) It would be unwise to require proof of residency, and 2) The Board should permit some flexibility where a non-resident may have a legitimate concern for the Board. Generally, the best approach to public comment rules is to give the Chair discretion to be flexible during a meeting.
- (3) **Code of conduct for public comment – Advice of Counsel:** The Board has clear authority to create and enforce rules designed to maintain decorum and prevent disruption of the meeting. Counsel has some First Amendment concerns and recommended a more general



MEMORANDUM

prohibition on conduct or comments that are disruptive to the meeting or its participants. The Chair, again, has some discretion to determine what is disruptive and authority to maintain the decorum of the meeting.

- (4) Window of time for submitting a comment: The Library Board may set a window of time for submitting a comment via the online form.

RECOMMENDED ADJUSTMENTS TO PUBLIC COMMENT GOVERNING POLICY

POLICY 4.3 - POLICY TYPE: GOVERNANCE PROCESS - POLICY TITLE: AGENDA PLANNING

- A. The Board recognizes the value of Public Participation/Public Comment. Rules of order and procedure for public comment at Board meetings.
- A. There will be an agenda item at each Regular board meeting for the public to address the Library Board. Public comment is not included at Library Board Study Sessions.
- ~~B. Those who would like to address the Library Board must sign on the form provided at the door or submit the online public comment form. Those who failed to sign up or submit the online form, or arrived late, may, at the discretion of the Chair, be allowed to address the Library Board. The online public comment form is available 24/7 on the public website.~~
- B. All comments are expected to be directed to the Board as a whole. Those who would like to address the Library Board:
1. In-person: Must sign in on the form provided at the door.
 2. Virtually during the public comment portion of the meeting: Send a chat message to the meeting host with name and the comment topic
 3. Online public comment form: The online form is available at 5:30 pm the Thursday prior to the scheduled Library Board meeting and closes at 1:00 pm the day prior to the scheduled Library Board meeting.
 4. People who dial in will not be able to provide public comment during the meeting.
 5. Those who failed to sign up or submit the online form, or arrived late, may, at the discretion of the Chair, be allowed to address the Library Board.
 6. The Chair has authority to maintain the decorum of the meeting. Conduct or comments that are disruptive to the meeting or its participants are prohibited.
- C. ~~Speaking time is limited to three minutes per person to ensure the most effective conduct of the meeting.~~ Public comment occurs early in the meeting (see the agenda at <https://jeffcolibrary.org/board-of-trustees/>) and is limited to three minutes per participant and may be shortened depending on the number of participants. The full time allotted for the public comment period will generally be 30 minutes. Additional time may be allowed at the discretion of the Chair.
- D. Groups may use pooling of time to add to the length of their comment period. To pool time to be granted up to ten minutes, a speaker must present the names of at least three individuals who are present in person or online in the audience and who wish to yield their three minutes.
- E. Presentation and/or handout materials must be submitted to the Library Executive Director's Office (ExecutiveDirector@jeffcolibrary.org) or delivered to Library



MEMORANDUM

Administration, 10200 W. 20th Avenue, Lakewood, CO in advance of the meeting in order to allow time for pre-screening. Those who failed to submit presentation and/or handout materials in advance may, at the discretion of the Chair, be allowed to provide those materials to the Library Board.

- F. The opportunity to address the Library Board does not include a question and answer session or response. If questions are submitted in writing a response may be provided, in writing, at the Board’s discretion. **The Library Board does not respond to anonymous questions or comments.**
- G. Public participation/comment will be governed by relevant statutes, the Library Board Bylaws and Governing Policies.

Recommended Notation on Board Webpage

The Library and Library Board of Trustees are subject to public records laws. Be aware that information submitted via email or through our website may be subject to a public records request pursuant to the public records statutes.

Recommended Adjustments to In-Person Signup Form

PUBLIC COMMENT ROSTER
JEFFERSON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
Date: _____

YOU **MUST** SIGN UP IF YOU WISH TO SPEAK. YOUR ~~ADDRESS AND~~ PHONE NUMBER ~~ARE IS~~ OPTIONAL. THE NAME AND **EMAIL** ADDRESS WILL ENABLE US TO SUPPLY YOU WITH ADDITIONAL INFORMATION THAT YOU MAY REQUIRE. PLEASE BE ADVISED THAT THIS INFORMATION BECOMES PUBLIC RECORD AND **MAY BE** AVAILABLE TO ANYONE REQUESTING IT.

NAME (Please Print)	ADDRESS (Include City/Zip)	PHONE	TOPIC
NAME (Please Print)	EMAIL	CITY	TOPIC

CURRENT ONLINE PUBLIC COMMENT FORM INFORMATION

Name, Email, City and Comment – Only Name and Comment are required fields.

ADDITIONAL IMPACT REVIEW AND FINDINGS:

The following Board governance documents and information were reviewed for any impact that may result if the Board approves the recommended adjustments to Policy 4.3.7.

- A. Library Board Bylaws Article VII: Meetings; Section 6. Public Participation. **Findings: No impact.** Section 6. Public Participation. In addition, there will be an agenda item at each Regular Library Board meeting for the public to address the Library Board. 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. For Special meetings, an agenda

MEMORANDUM

item for the public to address the Library Board may be included when appropriate or required. Participation/Public Comment at Regular or Special meetings will be governed by relevant statutes, these Bylaws and the Library Board's Governing Policies.

- B. Library Board Governing Policies. Findings: **No impact outside of policy 4.3.7.**
- C. Library Board Web Pages:
- Impact (1): Governance Policy Manual will need to be updated.
 - Impact (2): Online Public Comment Form will need to be updated to reflect any related adjustments in policy 4.3.7.
 - Impact (3): Online Public Comment Form Process will need to be developed and implemented according to the adjustments with the opening and closing dates/times the form will be available.
 - Impact (4): See recommended notation for Board Webpage regarding public record statutes.
- D. Library Board Meeting Agendas: Impact: The Public Comment agenda item would be updated to reflect any adjustments to Policy 4.3.7:
- E. Public Comment In-Person Sign Up Form: Updated to indicate Name, Email, City and Topic.

**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 annual budget (4.2.5.A) End Trustees planning cycle (4.3.1)		Trustees adopt the 2025 budget and authorize the Executive Director to implement the spending plan

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