

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

January 18, 2024

**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 January 18, 2024. Library Board of Trustees Chair, Kim Johnson, called the meeting to order at 5:30 p.m.

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

Trustees not present: Jeanne Lomba and Pam Anderson.

**Staff present:** Donna Walker, Executive Director; Julianne Rist, Director of Public Services; Steve Chestnut, Director of Facilities and Construction Projects; Bernadette Berger, Director of Technology and Innovation; Matt Griffin, Director of Business Strategy and Finance; Lisa Smith, Director of People and Culture; Amy Bentz, Assistant Director of Library Design Projects and Planning; Padma Polepeddi, Assistant Director of Public Services for Community Outreach; Jessica Paulsen, Assistant Director of Public Services for Customer Experience; Lizzie Gall, Assistant Director of Public Services for Resources and Programs; Perri Gardner, Construction Project Manager; Amber Fisher, Executive Assistant, Office of the Executive Director; Katie O'Loughlin, Administrative Coordinator; Ryan Turch, Technology and Innovation Operations Supervisor; and Joseph Grover, Technical Support Technician Senior.

There were additional Library staff members attending the meeting.

**APPROVAL OF AGENDA**

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

**PUBLIC COMMENT**

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

There were no public comments, and the Chair closed the public comment portion of the meeting at 5:33 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 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.

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

### **FOUNDATION UPDATE**

Jo Schantz, Foundation Executive Director, was not able to attend the meeting and Trustee Fellman provided an update on the activities of the Foundation. JCLF was nominated for non-profit of the year by the Applewood Business Association.

### **EXECUTIVE DIRECTOR REPORT**

#### **A. Executive Director Report**

The Executive Director advised the Board that she used a new structure in her report that aligns with the 2024 annual plan and requested feedback on that new format. The Chair noted that she likes the new format and that the Create Space at the Belmar Library is a great use of that space.

The Executive Director reminded the Board that in December there was an executive session topic around the petition for election regarding unionization. The Library has updated all Library staff and all Library staff have been provided official notice through all staff email and the notice was posted in all staff rooms as required. A second amendment was also posted, and we are expecting a 3<sup>rd</sup> amendment, but that has not yet been received. The amendments were mostly around who is included and excluded in the bargaining unit. The notice with dates and manner of election also will be coming to JCPL.

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

## **PUBLIC COMMENT - Reopened**

At 5:41 pm the Chair reopened public comment as she became aware of a technical issue with the online chat forum. The meeting was paused to allow time for public comment. Two online public comment forms were received. There were also two comments in the chat and the Chair noted that they will be handled the same way as the online public comment form and provided to the Board. There were no further public comments, and the Chair closed the public comment portion of the meeting at 5:43 pm.

## **B. South County Library Update**

The Executive Director noted that Lizzie Gall, Assistant Director of Public Services for Resources and Programs will give an update on the January 8, 2024 South County Advisory Council meeting.

Lizzie Gall advised the Board that the second Advisory Council meeting was attended in person by 14 members and 2 members attended online. There was a very lively, open conversation on group norms, revisiting work from the first meeting, sharing input and getting ready to work on providing guidance and support in that area of the County. The Council talked about messaging and questions they are hearing from the community and sharing nuances and characteristics of the community concerning development and access to resources. The Council members left the meeting thinking about networks and what message might be helpful in reaching out and gathering input and support.

## **C. Northwest Jeffco Library Update**

The Executive Director advised the Board that the Library is heading toward the neighborhood meeting. This neighborhood meeting is an official requirement for rezoning. The Library held the design charrette meetings as reported last month. The architect is now drawing the design taking the feedback received into account. The Library's Northwest Jeffco Library Manager, Bryan Kratish, did an environmental scan of the amenities in the broader community and what the Library may want to prioritize for outdoor library space. The Library is expecting to review the architect's drawing next week to prepare for the neighborhood meeting on February 28. The invitee list for that neighborhood meeting is in line with specific requirements and the meeting will run according to the City of Arvada's rezoning requirements.

## **EXECUTIVE TEAM OPERATIONAL UPDATES**

### **Business Strategy & Finance**

#### **Finance and Budget – Monthly Financials**

##### **A. Financial Report (December)**

Matt Griffin, Director of Business Strategy and Finance, addressed the Board and provided information on the December 2023 monthly financials. The January Board meeting is a good time to reflect and look back on 2023 financials. The review will be high level numbers and open to any questions the Board may have. Starting on Table 1, Total Fund

Summary and the revenue in 2023, total revenue ended with \$1.3 million more than budgeted. The primary driver of that number is investment income. Investment income was budgeted at \$180,000 and ended with \$1.6 million. As with last year, the Library expects to see market-to-market adjustments again, but not at the same level as in 2023. The Library will monitor that and bring forward any changes to the Board.

For total salaries and benefits, the 9+3 forecast presented a larger variance to budget and the Library made a decision around a 2% one-time payment to all employees that was allocated to 2023 actuals. The salaries and benefits line item ended 2023 in a healthy position of \$800,000 variance under budget.

Library books & materials ended the year underspending by \$1.5 million, all of that was the opening day collection for the South County Library. This budgeted amount did not align with the project timeline and those funds will be reallocated to a future year where it will be spent on the South County Library collection.

Services and charges ended the year underspending by \$1.3 million. This is a robust line item that covers a lot of categories including the Executive Director contingency budget of \$500,000 for emergencies that the Library hopes will never need to be spent. Conferences and trade shows and various consulting expenses for all Library divisions are included in this line item. Depending on project timelines, most of those funds will be re-budgeted for when they are needed in future years.

The Library saw a change in the 2023 amended budget for operating expenditures that was based on stadium district funding, a grant program through the County. Those funds of \$93,000 were allocated to the 2023 budget and will be a candidate for carryforward. The Library will need to do some processing to move those funds into the years they will be needed.

For total use of funds based on variance, the 9+3 forecast accuracy was within \$120,000 of where the Library expected to end the year. The 9+3 forecast helped set the Library up for success ending 2023 with a total spend of \$44 million and variance of \$47 million that is largely made up of capital projects. Considering the multiple year projects and the annual year budget, the Library ended exactly where expected.

In response to a question, the Board was advised that the Library will still see some property tax revenue added to the 2023 budget. There will be lots of minor adjustments, with the biggest one expected to be the market-to-market adjustment. The Library will see changes as 2023 closes out.

In Table 6 Capital Projects, for the South County Library budget versus spend of \$25 million budgeted and \$0 spend, the Library will bring this forward next month around the carryforward discussion. The Library does not expect to carry forward that full amount.

For the Evergreen Library Redesign project, in 2023 the budget was \$4 million with a spend of just over \$2 million. That spending is coming in fast as the Library closes out construction. Approximately \$1.9 million will be carried forward as that project closes out. For the discussion next month, the Library wants to be realistic on what the Library needs and will spend next year.

### **B. 2024 Revenue Special Session Legislation Impact**

Matt Griffin advised the Board that revenue for the 2024 budget was adjusted downward with a total impact of a \$6.9 million property tax decrease. The Library is entering 2024 with a revised \$59.8 million which is very close to the number brought forward in June 2023. There is no impact on 2024 operations or capital projects. There will be an impact in the 10 year financial view. The best place to have that conversation with the bigger picture and capital projects is during the 2025 budget process. There is no impact to the projects in the 2024 strategic plan or to the Library's 2024 operating budget.

In response to a question, the Board was advised that the Library has no reason to expect that 2023 property tax revenue will come in under budget.

### **C. 2024 Annual Plan: Strategic Priorities, Initiatives, Programs & Projects**

#### Global Ends 1.0-1.4

The Chair noted that she had not received any questions or comments from the Board on the Global Ends. The Chair asked for consensus from the Board in support of the current Global Ends Statements. The Board indicated consensus.

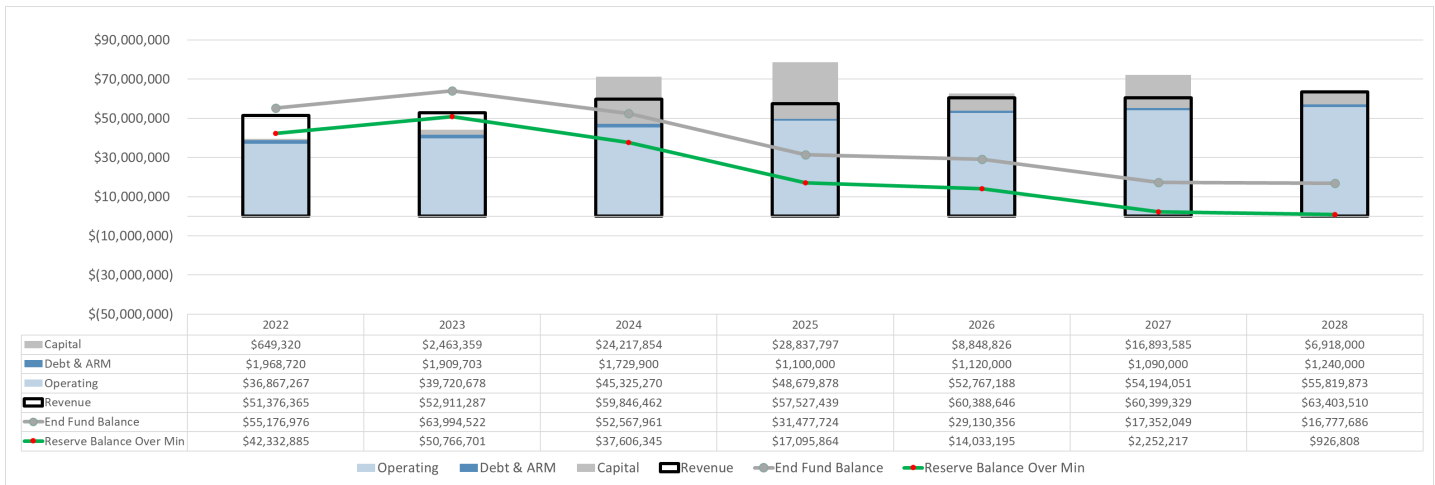
#### 2024 Annual Strategic Plan

The Executive Director introduced the topic and noted that the Board had asked for information on the fund balance and the impact of a South County Express Library.

Matt Griffin presented information on the fund balance and noted that the information looks at out years and considers all capital projects with input from the 2023 actuals on capital, operating and revenues. From there, the Library forecasts potential carryforwards into 2024 and input the South County Express Library with a ROM of \$650,000. Taking all this into consideration, the Library looked at what would happen to the fund balance between now and 2028. The lowest the fund balance would get is \$16.7 million, which is \$900,000 above the reserve. This forecast considers all capital projects between now and 2028, including the South County and Northwest Jeffco libraries through to completion.

The chart shows the flow of where that work takes place and the end period of the large construction projects.

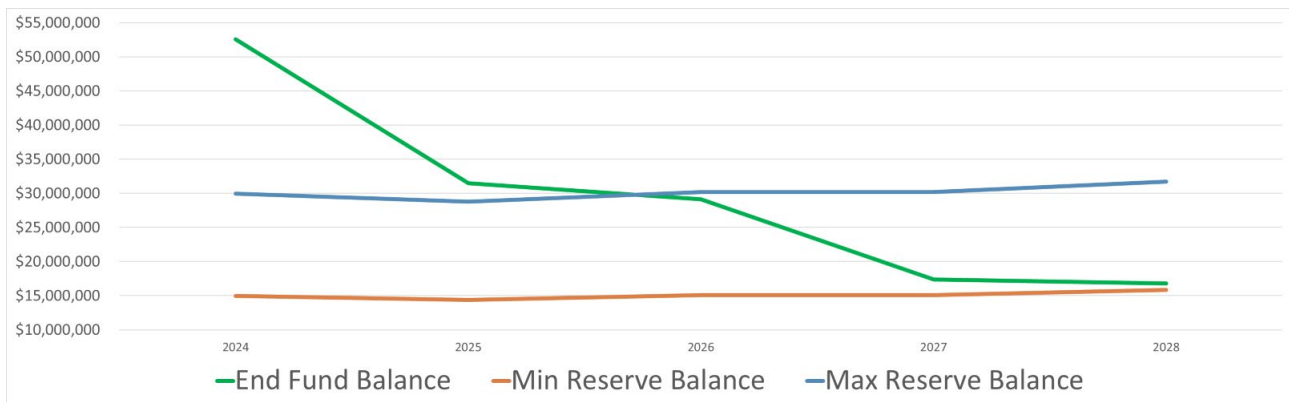
### **5 Year CIP**



In response to a question, the Board was advised that right now the 2024 capital budget is \$18 million. The \$24 million is accounting for carryforward and the unbudgeted South County Express project.

Matt Griffin presented information on the fund balance versus the floor and ceiling. The orange line is the minimum reserve, the blue line is the maximum, and the green line shows the fund balance flow between those two lines.

## Fund Balance vs Min & Max Balance



In response to questions, the Board was advised that:

- The revenue projection remains the same in 2024 and 2025, and a 5% increase every two years.
- The projects included in the information are South County Library, South County Express Library, Northwest Jeffco Library, Evergreen Library Redesign, Conifer

Library, Arvada Library and Golden Library. The Standley Lake Library and Operations Center projects were pushed out.

- The fund balance gets close to the minimum reserve in outlying years. There could be a change for the positive and if not, the Library would recommend adjusting the capital plan.

The Chair asked the Board if they had any questions or comments regarding the fund balance information or the 2024 Annual Plan. The Chair noted that the Board will look at the 10-year forecast in a couple of months during the 2025 budget development process. There were no questions or comments and the Chair asked for consensus from the Board in support of the 2024 Annual Plan. The Board indicated consensus.

The Chair noted that the South County Express Library will be a great stop gap while the Library works to build a new branch in that area.

The Executive Director noted that there will be South County Express Library items and processes coming to the Board including the supplemental and lease.

## **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. The fireplace is framed up and ready for tile. The mantle and firebox are installed. The restroom wet wall has the new tile, and tile is installed on all the other walls. The community room has new windows installed and makes a great impact with light flooding into the main space. The ceiling grid and lights are being hung and painting is underway. There are lots of materials on site ready for installation. The cabinet installation starts tomorrow. Countertops are being measured and will come in the next week after. Drywall is completed. The front doors will be installed in a couple of weeks. Next month includes finishes on the fireplace, boiler start up and electrical trim outs. With the ceiling grid started the final sprinkler and alarm inspection are expected by next month, which may get the project to some move in items. The wood ceiling preparation has started. The project is on budget, maybe slightly under budget and the schedule is on target. Construction is estimated to be complete by the end of February, definitely in March. The team is having discussion on the opening date and coordinating remaining items.

The Chair noted that she is excited to see the Evergreen Library in person again. The Executive Director noted that there was one dusty boots tour and asked the Board if they are okay with the VIP walk through as the next opportunity to see the Evergreen Library. The Board indicated the VIP tour would be fine.

## **ITEMS REMOVED FROM THE CONSENT AGENDA**

No items were removed from the consent agenda.

## **EMERGING ISSUES**

No issues.

## **ENDS**

There were no items.

## **BOARD GOVERNANCE**

### **Bylaws Committee Appointments**

The Chair announced the appointments of Emelda Walker and Stanley Harsha to serve on the committee to review the By-Laws.

### **Nominating Committee Appointments**

The Chair announced the appointments of Jill Fellman and Charles Jones to serve on the committee to nominate Board officers. The nominations will be brought to the Board in February and the election of officers will be held in March. The Vice Chair and Secretary positions are up for election.

The Chair advised the committees that Amber Fisher is a great resource to assist them in their work.

### **Foundation Board Trustee Representative Appointment**

The Chair announced the reappointment of Trustee Jill Fellman to continue to serve as the Trustee representative on the Foundation Board.

## **GOVERNING POLICY 4.3.7 PUBLIC PARTICIPATION/PUBLIC COMMENT**

The Chair asked the Board if there were any questions or comments about governing policy 4.3.7. There were no questions or comments.

**MOTION:** Stanley Harsha moved that the Library Board of Trustees adopt Governing Policy 4.3.7 Public Participation/Public Comment as recommended. Seconded by Charles Jones the motion passed by unanimous vote of all Trustees present.

The Chair noted that the 2024 Governance Process Calendar was adopted last month.

## **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**



- 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-Person  
Location: Lakewood Library Meeting Room
- March 21, 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 6:19 pm, the Chair called for a motion to adjourn the regular meeting, reconvene in Executive Session regarding the Fundraising Development Strategy and adjourn the regular Board meeting at the conclusion of the Executive Session.

**MOTION:** Jill Fellman moved to adjourn the regular meeting of the Library Board of Trustees, reconvene in Executive Session regarding the Fundraising Development Strategy, AND adjourn the regular Board meeting at the conclusion of the Executive Session. Statutory citation authorizing an executive session for this topic is:

- Pursuant to 24-6-402(4)(e)(I) for discussion of strategy and instructions to negotiators.

Seconded by Emelda Walker the motion passed by unanimous vote of all Trustees present.

The Chair announced a five 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 6:25 pm.

The Chair called the Executive Session to order at 6:25 pm with the following Trustees present, Charles Jones, Jill Fellman, Stanley Harsha and Emelda Walker. Also present were Donna Walker, Executive Director; Bernadette Berger, Director of Technology and Innovation; and Amber Fisher, Executive Assistant, Office of the Executive Director.

It is noted that the session was recorded and that the recording will be retained for the required 90 days.

## **CALL FOR ADJOURNMENT OF EXECUTIVE SESSION AND REGULAR MEETING**

**MOTION:** At 7:50pm Emelda Walker moved to adjourn the Executive Session and regular meeting of the Library Board. Seconded by Charles Jones the motion passed by unanimous vote of all Trustees present.

It is noted that the Library Board of Trustees met in Executive Session for discussion of strategy and instructions to negotiators with respect to the Fundraising Development Strategy. The Trustees held those discussions, and this summary is provided as required by Colorado Statute.

A handwritten signature in black ink that reads "Jill C. Fellman". The signature is written in a cursive, flowing style.

Jill Fellman, Secretary