

**Minutes of the Regular Meeting of the
JEFFERSON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
February 15, 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 February 15, 2024. Library Board of Trustees Chair, Kim Johnson, called the meeting to order at 5:31 p.m.

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

Trustees not present: Stanley Harsha.

Staff present: Donna Walker, Executive Director; Julianne Rist, Director of Public Services; Bernadette Berger, Director of Technology and Innovation; Matt Griffin, Director of Business Strategy and Finance; Lisa Smith, Director of People and Culture; Elise Penington, Director of Communications and Engagement; Jessica Paulsen, Assistant Director of Public Services for Customer Experience; Lizzie Gall, Assistant Director of Public Services for Resources and Programs; 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 Emelda Walker the motion passed by unanimous vote of all Trustees present.

PUBLIC COMMENT

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

There were two online form public comments regarding the South County Library and the Staff Safety Petition. Those online form public comments will be sent to the Board.

Christine Catramados and Sharon Sherman addressed the Board and provided public comment regarding the staff safety petition. The Chair expressed appreciation for the comments.

There were no further public comments, and the Chair closed the public comment portion of the meeting at 5:41 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 Minutes of January 11, 2024 Study Session
- B. Approve Minutes of January 18, 2024 Board Meeting
- C. Authorize EBSCO Serial Subscription Contract

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

FOUNDATION UPDATE

Jo Schantz, Foundation Executive Director, provided an update on the activities of the Foundation. The Books on Film event, a fundraiser for the Foundation is March 1, at the Harkins Arvada theater. A list of meetings Jo Schantz attended was included in the report. The Foundation has been nominated for nonprofit year by the Applewood Business Association and the winner will be announced on February 22. The Foundation is working to bring in more volunteers to staff the bookstores and considering extending the Belmar bookstore's lease for the next nine months. The Foundation hired three new employees and an intern. The Friends Annual meeting is April 19, at the Wheat Ridge Recreation Center. The online campaign, Library Giving Day, is on April 3. The Foundation is giving a special tour of its offices on February 22, and the invitation was extended to all Trustees.

In response to a question, the Board was advised that the three Foundation employees are new positions and not replacement positions.

EXECUTIVE DIRECTOR REPORT

A. Executive Director Report

In response to a question, the Executive Director advised the Board that SB24-049 went dead in committee and a press release on its status is expected but has not yet been released. Julianne Rist, Director of Public Services, has been working on that and Senator Cutter is committed to the bill and making it work for school and public libraries.

The Executive Director introduced Elise Penington, JCPL's new Director of Communications and Engagement. Elise addressed the Board and noted that she is excited to join JCPL and that everyone has been kind and helpful in getting her acclimated. Elise comes to JCPL with experience working for a private government tech company and having worked for the town of Parker for 25 years. Elise noted that she is happy to be a part of JCPL's service to the community and her heart is in public service. The Board welcomed Elise to the Library.

The Executive Director advised the Board that Amber Fisher will be sending them an email with a survey link requesting feedback on the County's 2025 budget.

Jefferson County Representation Election ballots are due back and per the Official Notice of Election, ballots must be received and/or postmarked by February 23, 2024. Ballot counting is tentatively scheduled for March 7.

Nick Taylor, Teen Services Manager, and Arra Katona, Teen Services Coordinator, will be facilitating a positive youth development training for the Communities that Care Board. Padma Polepeddi, Assistant Director of Public Services for Community Outreach, is one of six nominees for the Public Library Association Board of Directors. The organization reached out to Padma and asked her to throw her hat in the ring. There was a recent article in the *Denver Post* and two of JCPL's frontline staff were interviewed. The article was also picked up in the *Urban Libraries Council Monthly Newsletter*. The digital literacy classes that our staff shared about with the Board in December kicked off. Bernadette Berger, Director of Technology and Innovation and Cheryl Murphy, Technology and Innovation Services Manager, reported that 43 people attended the first set of classes. 42 are new cardholders. Some participants shared why they are in the classes, including wanting to learn digital literacy to better themselves and help their children with schoolwork. Many participants have a goal to learn English. Participants include Spanish speaking immigrants from Mexico, Guatemala, Venezuela, and range from new arrivals to those living in the United States for 20 years. One of the participants, an immigrant mother of four children, is learning to read and write through Jeffco Adult Education classes and has no experience with computers. She is learning through our digital literacy classes.

The Executive Director informed the Board that the Library has reached agreement with a vendor for fundraising counsel to the Library. Bridget Beatty started this week with informing herself by reviewing the work performed so far, and another meeting is scheduled next week.

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

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 February 12, 2024 South County Advisory Council meeting.

Lizzie Gall advised the Board that the South County Advisory Council meeting went very well with the amazing group of individuals. The group was introduced to the Express Library concept and Library Service Areas (LSA). The Executive Director joined the meeting to share the lessons learned from the first South County Library effort. The group transitioned to providing valuable feedback on draft talking points during an equitable and respectful discussion and she looks forward to continuing to work with the Advisory Council.

In response to a question, the Board was advised that the Council was also informed of the Library's alternative services including holds lockers and JCPL's work to bring the next full level of service to that area.

C. Northwest Jeffco Library Update

The Executive Director advised the Board that Bryan Kratish, Northwest Jeffco manager, is involved with ongoing community engagement activities. JCPL is preparing for the neighborhood meeting which is a part of the City of Arvada's rezoning requirements. Invitations to a very specific group of people were sent out by Clara Ouko, Community and Engagement Manager. Part of that process included a signed affidavit that the invitations went out and met the indicated deadline. Trustee Jill Fellman will attend the neighborhood meeting. The meeting has a specific agenda and requirements the Library has to meet.

EXECUTIVE TEAM OPERATIONAL UPDATES

Business Strategy & Finance

Finance and Budget – Monthly Financials

A. Financial Report (January)

Matt Griffin, Director of Business Strategy and Finance, addressed the Board and provided information on the new table format for the January 2024 monthly financials. The intent of the new format is to be as clear and transparent as possible in reporting the Library's financials and truly understand the financial position month to month. The tables have been designed to offer a simplified view of the current year's spending versus budget, with a focus on enhancing transparency and ease of understanding for public consumption. The Library is seeking input from the Board on the new format and will continue to seek input over the coming months. The new format is open to change if there are items the Board wants to see in the financial tables. Tonight, the Library will review the new tables and key changes.

Table 1 is the highest level look at revenues and expenditures. Historical information has been removed and the focus is purely on the 2024 budget versus year-to-date actuals. Those two key figures, revenues and expenditures, are not blurred by historical information. The historical information will be reviewed during the budget process. Another key change is that percentage variance has been reversed and will now report 0% to 100%. Actuals are as expected for January as well as the small amount of revenue.

The percentage variance sliding scale is a visualization of where we are year-to-date. The biggest driver behind this visualization is that other than halfway through the year, it is hard to understand what the percentage variance meant. With this scale, the variance will represent throughout the year and will slide over to 100%. Operating expenditures will slide consistently, and revenues will jump close to 100% in October, when most of the revenues are received. While there are still some anomalies, this visual scale will show how the Library is trending on its budget.

On Table 2, Operating Expenditures, the biggest change is consolidation to have as few numbers as possible but still have visibility into where the Library's operating money is being spent. In the bottom half of the table, the Treasurer's fees used to be included in direct charges. Because those fees track directly against revenue, that line item was skewed as most of the revenues are received in October. Breaking out the Treasurer's fees line item helps clarify the information. That one line item will trend against revenue while direct charges are consistent throughout the year.

In response to a question, the Board was advised that the salaries line under Benefits and Salaries includes salaries, benefits, vacancy savings, temporary staff salaries and overtime pay.

Table 3 is the Library's Capital Improvement Projects. The two columns on the right, Total Project Actual Plus Encumbrances and Total Project Budget are two major additions. The project actual plus encumbrances column includes historical data; all money spent on that project. The other change the Library would like Board feedback on is that the only items included on the table are the ones that have activity in the budget or have reported actuals. The table currently excludes the Conifer opportunity and South County Express Library because they are part of the carryforward request and will show when that request is approved. In response to the question of whether or not to include those projects, the Board indicated that they would like those projects included in the table. Matt Griffin noted that request and advised the Board that they will be included on the next set of tables with zero amounts until the carryforward is approved and actuals will be reported when they occur.

Table 4, Grants, Funds and Donations is a new table and a great addition to the financial reporting. This table includes all monies coming into the Library that are not property

tax. This table represents private donations directly to the Library, grants that Library staff pursue and collect like E-rate reimbursements, ARPA funding, and laptop lending. Funds received from the Foundation is a separate line item in the table. The table does include historical information. The Library is still looking into whether or not the names of individuals making donations can or should be included. This table showcases the funds received due to Library staff efforts and private donations.

In response to a question of why the \$829,000 in Table 4 does not tie into the amount in Table 1, the Board was advised that the difference is that the \$463,500 digital equity American Rescue Plan funds do not flow into the Library fund. Those funds go into the County's fund and the Library is able to spend that money for our communities. In response to a request to see if that can be included somewhere so it ties into Table 1, Matt Griffin indicated that he will look into how that might be reflected.

The Chair expressed appreciation for all of the work Matt Griffin did on the new financial reporting tables.

B. Carryforward Request for Fiscal Year 2024 Budget Amendment

Matt Griffin addressed the Board and provided information on the new approach to carryforward requests. In the past, the approach involved carrying forward all funds from previous years, with the intention of ensuring comprehensive project coverage. However, this led to inflated and unrealistic budgets and would skew the Library's total capital expense in terms of the budget and what amount the Library expected to spend. This new approach refines the fiscal strategy and better aligns with the actual spending needs. The financial needs assessment and understanding of the money the Library needs in 2024 is included in the carryforward request and the rest will flow into the Library's fund balance for reallocation in coming years. For example, in the carryforward chart the South County Library has been excluded as the Library does not expect to spend \$25 million for that project in 2024.

The Chair noted that she has advised the Executive Director to include in the submittal to the County for the carryforward request, identification of those funds that the Library and the Board believe are still in the Library's fund balance. The Chair noted that this request is being made because written confirmation of that understanding from the County has not been received. The Library is a unique entity within the County and the Board wants to make sure to call out that understanding that those funds that are not included in the carryforward request will remain in the Library's fund balance.

MOTION: Pam Anderson moved that the Library Board of Trustees authorize the Executive Director to submit the carryforward budget amendment in the amount of \$4,693,821. Seconded by Jill Fellman the motion passed by unanimous vote of all Trustees present.

C. Supplemental Budget Request – South County Express Library

Matt Griffin advised the Board that information on the South County Express Library was presented to the Board last month. The Board was advised that items and processes would be coming to the Board including the supplemental budget request as the best way forward to fund the project.

Trustee Anderson noted that while she was not present for the discussion, she did read the minutes and the evaluation report on the Express Library in Arvada. JCPL’s unique and pioneering services to the community are being accessed by the residents of Jefferson County as well as the full service libraries. The community in South County will be well served by this project.

MOTION: Jeanne Lomba moved that the Library Board of Trustees authorize the Executive Director to submit a Supplemental budget request of \$650,000. Seconded by Emelda Walker the motion passed by unanimous vote of all Trustees present.

D. 2023 End of Year Report

Matt Griffin addressed the Board and presented the 2023 End of Year report. The report is a combination of everyone’s work at JCPL. The review will be high level and more detail and full level breakdown is included in the written report. All the information is based on 2023 accomplishments. Tonight’s high level review will begin with annual plan deliverables on a few of the strategic and critical projects and move on to the data used to identify trends and patterns and community use of the Library and its services including patron feedback.

Strategic and Critical Project Accomplishments

Design a New Library in Northwest Jefferson County

| Major Deliverables | Other Completed Accomplishments |
|---|---|
| <ul style="list-style-type: none"> • Site Proposed (Complete) • Site Acquired (In Progress) • Community Engagement Report (Not Started) • Program of Service Report (Not Started) • Library Design Initiated (Not Started) | <ul style="list-style-type: none"> • Purchase and Sale Agreement • Due Diligence Site Assessment • Submitted Pre-Application for Re-Zoning • Initiated Site Design for the Rezoning Application |

Evergreen Library Redesign

| Major Deliverables | Other Completed Accomplishments |
|---|---|
| <ul style="list-style-type: none"> • Finalize Library Design (Complete) • Complete Construction (In Progress) | <ul style="list-style-type: none"> • Opened Alternative Service Location |

Expand Offsite Services

| Major Deliverables |
|---|
| <ul style="list-style-type: none">• Install Holds Lockers at 4th Location (In Progress)• Create and Executive a Sustainability Plan for Offsite Services (Complete) |

Conifer Opportunity

| Major Deliverables | Other Completed Accomplishments |
|--|---|
| <ul style="list-style-type: none">• Market Analysis Report (Complete)• Evaluation Plan (Complete)• Community Engagement Report (Complete)• Program of Service Report (Complete)• Recommendation for Library Services (In Progress)• Design for Library Services (Not Started) | <ul style="list-style-type: none">• Engaged Realtor |

2023 Success Measures

JCPL measures how strategic priorities and initiatives meet the high-level, organizational goals set by the Board of Trustees. The data team evaluates the data and checks it against historical data to identify growth patterns and changes in how our services are being utilized by the community. Tonight the Library will review some of the data that is in the written report.

Circulation

For the first time since the COVID-19 closures, total collection use in 2023 surpassed total collection use in 2019. In 2023, total collection use reached 9.98 million compared to 9.70 million in 2019. This materials-use indicator includes physical and digital materials being checked out and renewed, as well as information accessed through our databases.

Program Attendance

JCPL had over 200,000 program attendees in 2023, a 42% increase in program attendance compared to 2022. We organized over 7,800 events in 2023 which is an 18% increase in the number of programs from 2022. The average attendance of each event is up 20% to approximately 26 attendees per live event, which indicates that our additional programs are meeting a rising demand for in-person community events and trending in the right direction.

In-Person Visits

Visits rose 6.7% in 2023 compared to 2022. This use of physical library locations continues a pattern of consistent growth in visits we have seen since re-opening our library

locations after the closures due to COVID-19, though visits are still lower than what they were in 2019. Our community has shared its interest in the library as a 'third place' and the increase in visits demonstrates that JCPL is meeting that need.

E-materials and Databases

As reflected in total collection use, 2023 saw a 12% increase in circulation of e-materials compared to 2022 and a 17% increase in the use of databases. We continue to see a trend of growing demand for digital materials and resources. In addition, the use of physical materials was stable from 2022 to 2023. Physical materials remain the dominant way our patrons access our collection, constituting 66% of total collection use. This is a trend to accommodate and one that is rapidly changing.

Project Outcome

Project Outcome is a survey instrument used to help us understand the impact of services and programs for key outcomes; knowledge, confidence, application/new skills, and awareness of resources. These outcomes are measured across areas of engagement with the community; Early Childhood Literacy, Civic/Community Engagement, and Education/Lifelong Learning. Patrons were surveyed following Signature Events.

Overview of Kate Quinn Author Event

The author event with Kate Quinn enjoyed a successful return to presenting the popular spring event in person. The strongest outcomes reported by those taking the survey showed that 94% learned something new and 87% felt more confident in what they had learned.

1000 Books Before Kindergarten

This ongoing program supports families with children ages 0-5 to introduce reading. The program is measured at the midpoint and conclusion for those who choose to participate in the survey. Participants in the 2023 Project Outcome survey reported spending more time engaging with their children and gaining a better understanding of the value of reading with their children. Over 96% of program finishers reported positive outcome.

Patron Feedback

Matt Griffin shared some patron feedback from across the library as a whole.

- "...It's been a game-changer for my career and I'm really grateful for that!"
- "...the scanner has helped me tremendously with getting housing..."
- "The Librarians are always there to help and won't stop until you get what you came for..."
- "...Thank you for CARING. Awesome and creative and wonderfully on point with the recommendations. I loved this."

The Executive Director advised the Board that this reporting of the 2023 Annual Plan is part of the governance process. It was an ambitious plan of 10 projects with 33 deliverables – 28 of those were completed or in progress and 5 were not started. A highlight is being so close to 10 million in circulation; 6.5 million are physical items that require interaction with our staff, that's a lot of touches. The Book a Librarian services are 1:1 appointments to receive specialized help. There were 2,300 appointments in 2023. The holds lockers shared 31,000 items and there were 360,000 wireless sessions in 2023. There is so much going on behind the scenes including thousands of story times. Part of this reporting is to check in with the Board and get feedback on how JCPL met the 2023 plan.

The Chair noted that it is truly remarkable when you think about the number of people in the community that are touched by the library. Continue to tell JCPL's story so everyone understands what we have to offer. The 2023 plan is an incredible accomplishment and the Executive Director, and her team are to be commended for a fantastic year. You continue to demonstrate how important libraries are.

Trustee Anderson noted that she loves the report, and the annual as well as mid-year reports are the documents she references when someone asks her about JCPL. Telling the story has been challenging and how you position yourselves to the challenges on the horizon, your ambitious and collaborative goal setting have been remarkable. Congratulations on a great year.

Facilities & Construction Projects

A. Evergreen Redesign Project Update

Jessica Paulsen, Assistant Director of Public Services for Customer Experience, addressed the Board and provided an update on the Evergreen Redesign Project. There has been lots of fun progress made on the redesign. The big news is that the Library is working on inspections and wrapping up. The punch walk will happen soon, and the Library anticipates starting the move-in process before the next Board meeting. The fireplace is finished now, and bathroom accessories and tile is complete. Cabinets and flooring have been installed in the community room. Installation of the glass and carpet for the study rooms is complete. The project is on time and on budget.

In response to a question, the Board was advised that the front doors will be installed tomorrow.

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

A. Nominating Committee report to the Board: Proposed Slate of Officers

The nominating committee, Jill Fellman and Charles Jones, presented the following slate of officers for election at the March 21, 2024 Board Meeting:

The Vice-Chair and Secretary positions are up for election in 2024.

- Vice-Chair: Emelda (Bing) Walker, for the 1-year term (April 2024 to March 2025).
- Secretary: Stanley Harsha, for the 1-year term (April 2024 to March 2025)

B. Bylaws Committee status update (Emelda Walker, Stanley Harsha)

There was no update from the Bylaws committee. The Chair asked for this item to be placed on the March Board meeting agenda to check in with the committee.

C. Library Board of Trustees Review Policy Governance Monitoring Reports 2.0 to 2.4. Adoption will be on the consent agenda for the March 21, 2024 Board meeting unless otherwise instructed by the Board.

The Chair advised the Board to reach out if they have any comments or questions about the policies or the recommended adjustments. The Chair noted that unless otherwise instructed by the Board, the policies will be included on the consent agenda for the March 21, 2024 Library Board meeting.

BOARD SCHEDULE – NEXT MEETINGS

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

2024 Board Meeting Schedule

- 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
- April 11, 2024 – Study Session – 5:30 pm Hybrid: Virtual via ZOOM. In-Person
Location: Lakewood Library Meeting Room
- April 18, 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 6:43 pm, the Chair called for a motion to adjourn the regular meeting, reconvene in Executive Session regarding the possible collective bargaining unit and adjourn the regular Board meeting at the conclusion of the Executive Session.

MOTION: Pam Anderson moved to adjourn the regular meeting of the Library Board of Trustees, reconvene in Executive Session regarding the Possible Collective Bargaining Unit, AND adjourn the regular Board meeting at the conclusion of the Executive Session. Statutory citations authorizing an executive session for this topic 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.

Seconded by Jeanne Lomba the motion passed by unanimous vote of all Trustees present.

Guests: Eric Butler, County Attorney's Office and Tami Culkar, Fisher & Phillips LLP.

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 6:55 pm.

The Chair called the Executive Session to order at 6:54 pm with the following Trustees present, Charles Jones, Jill Fellman, Jeanne Lomba, Pam Anderson and Emelda Walker. Also present were Donna Walker, Executive Director; Julianne Rist, Director of Public Services; Bernadette Berger, Director of Technology and Innovation; Eric Butler, County Attorney's Office; Tami Culkar, Fisher & Phillips LLP; Matt Griffin, Director of Business Strategy and Finance; Lisa Smith, Director of People and Culture; Elise Penington, Director of Communications and Engagement; 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 7:56 pm Jeanne Lomba moved to adjourn the Executive Session and regular meeting of the Library Board. Seconded by Emelda Walker the motion passed by unanimous vote of all Trustees present.

It is noted that the Library Board of Trustees met in Executive Session for conferences with attorneys for the local public body for the purposes of receiving legal advice on

specific legal questions and discussion of strategy and instructions to negotiators with respect to the Possible Collective Bargaining Unit. 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