

**BOARD MEETING**  
**JEFFERSON COUNTY PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
May 16, 2024



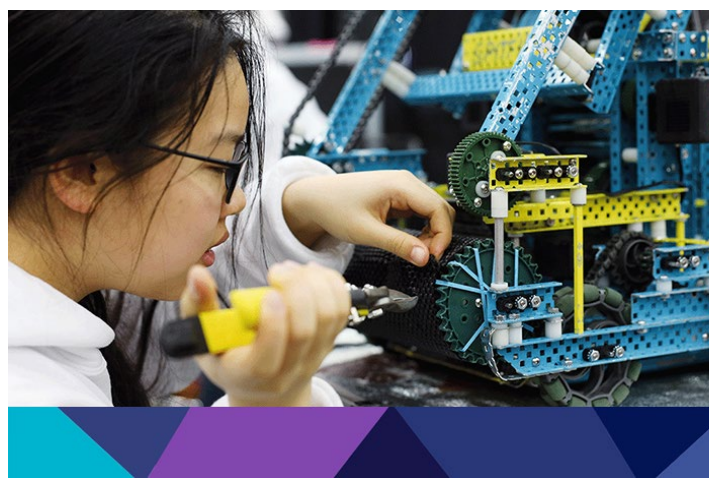
**Spice of the Month / Especia del Mes**



**Colorado Water Adventures**



**Make Your Own Mother's Day Card**



**Teens - Vex Robotics**



Jefferson County  
**PUBLIC LIBRARY**

## **APPROVAL OF AGENDA**

# BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

ITEM# / ACTION	<b>Thursday, May 16, 2024 – 5:30 pm – HYBRID MEETING</b> <ul style="list-style-type: none"> <li><u><b>ONLINE MEETING VIA ZOOM</b></u></li> <li><u><b>IN-PERSON MEETING AT LAKEWOOD LIBRARY MEETING ROOM</b></u></li> </ul>
1.	<b>Call to order &amp; attendance (4.5.8)</b> <u>Call to order &amp; Attendance</u> <ul style="list-style-type: none"> <li>Verbal roll call – Each Trustee announces their presence by stating their name.</li> </ul>
2.	<b>Pledge of Allegiance</b>
3. Agenda <b>Action</b>	<b>Approve Agenda</b> <b>Chair: Call for motion and second</b>
4. Public Comment	<p>Public Comment</p> <p>The Board values public participation. Those who would like to address the Library Board can do so virtually, in-person, or online. The opportunity to address the Library Board does not include a question-and-answer session or response. Additionally, the Library Board does not respond to anonymous questions or comments. Comments will be acknowledged in the minutes of the meeting.</p> <p>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.</p> <p>To address the Library Board of Trustees during Public Comment:</p> <ol style="list-style-type: none"> <li><u>In-person</u>: Must sign in on the form provided at the door.</li> <li><u>Virtually during the public comment portion of the meeting</u>: Send a chat message to the meeting host with name and the comment topic</li> <li><u>Online public comment form</u>: 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.</li> <li>People who dial in will not be able to provide public comment during the meeting.</li> <li>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.</li> <li>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.</li> </ol> <p>For more information on public comment policy please refer to Board Governance Policy 4.3.7: <a href="http://jeffcolibrary.org">Board Governance Policy Manual (jeffcolibrary.org)</a></p>
5. CONSENT AGENDA <b>Action</b>	<b>Approval of Consent Agenda</b> <b>Chair: Call for motion and second</b> <ol style="list-style-type: none"> <li>Approve April 18, 2024 Board Meeting Minutes</li> <li>Third Amendment to the Inter-agency Memorandum of Understanding with the Jefferson County Business and Workforce Center</li> </ol>
6. Foundation	Foundation Update

# BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

<p>7. Operational Updates <b>Action</b> as Needed</p>	<p><b><u>Executive Director</u></b>  A. Executive Director Report  B. South County Library Update  C. Northwest Jeffco Library Update</p> <p><b><u>Business Strategy &amp; Finance</u></b>  <b><u>Finance and Budget</u></b>  A. Financial Report (April 2024)  B. Long Term Financial Forecast  C. 5-year Capital Improvement Projects (CIP)</p> <p><b><u>Public Services</u></b>  A. Community Resource Coordination</p> <p><b><u>Facilities &amp; Construction Projects</u></b>  A. Columbine Roof Replacement</p> <p><b><u>Technology &amp; Innovation</u></b>  A. Tier 1 and Tier 2 E-Rate reimbursable services <ul style="list-style-type: none"> <li>• Sentinel Technologies Contract</li> <li>• Malm Electrical Contractors LLC Contract</li> </ul> <b>Chair: Call for motion and second</b></p>
<p>8. <b>Action</b> 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 <b>Action</b> as Needed</p>	
<p>10. Ends <b>Action</b> as Needed</p>	<p><b>Ends:</b> No items.</p>
<p>11. Board Governance <b>Action</b> as Needed</p>	<p><b>Board Governance:</b></p> <ul style="list-style-type: none"> <li>• Review 2025 Board Governance Budget (Approval at June Board Meeting Consent Agenda)</li> <li>• Review 2025 Board Meeting Schedule (Approval at June Board Meeting Consent Agenda)</li> </ul>
<p>12. Suggest Agenda Items <b>Action</b> 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></p> <ul style="list-style-type: none"> <li>• June 13, 2024 – Study Session – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room. (Note: Shavuot ends nightfall no work permitted)</li> <li>• June 20, 2024 – Board Meeting – 5:30 pm Hybrid: Virtual via ZOOM. In-Person</li> </ul>



# BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

	<p>Location: Lakewood Library Meeting Room</p> <ul style="list-style-type: none"><li>• July 11, 2024 – Study Session – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room</li><li>• July 18, 2024 – Board Meeting – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room</li></ul> <p><b>Note:</b> The joint meeting of the Library Board and Board of County Commissioners has been scheduled for <b>September 12, 2024 – 4:30-5:30pm</b>. Hybrid: Virtual via Webex. In-Person Location: BCC Board Room</p>
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"><li>• Report of the Chair – Correspondence, Other</li><li>• Other Announcements</li></ul>
16. ADJOURNMENT	Chair adjourns meeting.

## **CONSENT AGENDA**

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

[jeffcolibrary.org](http://jeffcolibrary.org)



TO: Library Board of Trustees

FROM: Kim Johnson, Chair and Donna Walker, Executive Director

DATE: May 9, 2024

RE: Consent Agenda for the May 16, 2024 Board Meeting

- A. Library Board of Trustees Approve April 18, 2024 Board Meeting Minutes
- B. Library Board of Trustees Authorize the Third Amendment to the Inter-agency Memorandum of Understanding with the Jefferson County Business and Workforce Center.

**Minutes of the Regular Meeting of the  
JEFFERSON COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
April 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 April 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), Charles Jones and Stanley Harsha.

Trustees not present: Pam Anderson and Jeanne Lomba.

**Staff present:** Donna Walker, Executive Director; Julianne Rist, Director of Public Services; Matt Griffin, Director of Business Strategy and Finance; Lisa Smith, Director of People and Culture; Bernadette Berger, Director of Technology and Innovation; Elise Penington, Director of Communications and Engagement; Steve Chestnut, Director of Facilities and Construction Projects; Jessica Paulsen, Assistant Director of Public Services for Customer Experience; Lizzie Gall, Assistant Director of Public Services for Resources and Programs; Robyn Lupa, Manager of Kids and Families Services; Amber Fisher, Executive Assistant, Office of the Executive Director; Katie O'Loughlin, Administrative Coordinator Supervisor; Ryan Turch, Technology and Innovation Operations Supervisor; and Aaron Cameron, 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. The Chair provided public comment instructions.

There were no online form public comments submitted. Todd Norman addressed the Board and provided public comment regarding the denial of his application for the Library to purchase his book. 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 5:38 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. Library Board of Trustees Approve March 14, 2024 Special Board Meeting Minutes
- B. Library Board of Trustees Approve March 21, 2024 Board Meeting Minutes
- C. Library Board of Trustees Adopt Bylaws of the Jefferson County Public Library Board of Trustees
- D. Library Board of Trustees Authorize the Kleen-Tech Carpet Cleaning and Upholstery Contract Renewal

**MOTION:** Emelda Walker 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**

Jill Fellman, Library Board liaison to the Foundation provided an update on the activities of the Foundation. The Friends Annual Meeting is April 19 at the Wheat Ridge Recreation Center. Dine and Donate at 240 Union will be on September 18. The Barnes and Noble Bookfair is scheduled for September 28.

## **EXECUTIVE DIRECTOR REPORT**

### A. Executive Director Report

The Executive Director provided highlights on some items in her Board Report and additional activities. Padma Polepeddi, Assistant Director of Public Services for Community Outreach was elected to the Public Library Association (PLA) Board of Directors at large for a three year term, it is a great honor to be selected for this national board. Robyn Lupa, Manager of Kids and Families Services has been selected as Vice-Chair of the Healthy Jeffco Alliance. Three JCPL staff members, Janell Kerski, Sandi Erickson and Terri Faulkner are nominated for the Triad Children's Champion Awards. At the Good News Breakfast on April 16, JCPL was nominated and won an award for JCPL's cold weather supplies program and received a \$200 check. This program is run by Clarice Ambler, Community Resource Coordinator. The Board of County Commissioners



declared April 7-13, 2024 as National Library Week in Jefferson County and presented JCPL with a proclamation at their hearing on April 9.

The Evergreen Library held its Grand Opening last week. The Executive Director expressed appreciation to the Board for funding of that project. JCPL staff did a great job with all the reopening events and helped create beautiful experiences for the community. Staff is putting together a photo montage of the events that will be shared with the Board.

The Executive Director advised the Board that the joint meeting with the Foundation was held on April 15. Kim Johnson, Emelda Walker and JCPL's fundraising counsel, Bridget Beatty attended the meeting with the Foundation's executive committee. The vision for JCPL becoming its own fundraiser was shared at the meeting and the Foundation was advised that the Library has started that work focusing on grants and major gifts over \$25,000. Bridget Beatty is working on the target for 2025 and will work on a reasonable target for 2024 with this brand new fundraising program.

#### B. South County Library Update

The Executive Director noted that the South County site search continues. Lizzie Gall, Assistant Director of Public Services for Resources and Programs will give an update on the South County Advisory Council. Lizzie Gall addressed the Board and noted that the last meeting had 14 committee members attending in person with 3 attending online. The group talked about new concepts for spaces, open land, storefront pros and cons, and messaging to key audience areas like families with young children and non-users. The group talked about the need for community meeting spaces in the southern region of Jefferson County. Members brainstormed about events and groups to make connections. The members shared that they feel the work of the Council is meaningful and talked about how best to bring back information to the Board and staff. The next meeting is May 13.

#### C. Northwest Jeffco Library Update

The Executive Director advised the Board that the Library has received rezoning comments and Steve Chestnut, Director of Facilities and Construction Projects is responding. The planning commission meeting is currently scheduled for August 6. The Library is hoping for an earlier date as it is further out than we expected, and Steve Chestnut is working on that.

In response to a question the Board was advised that the only comment of consequence was regarding sewage output. The Library hired Martin and Martin to do an analysis of the previous studies and that report shows the Library is under the original analysis and should be fine.

D. Naming Agreement Evergreen Library

The Executive Director advised the Board that the naming agreement being presented is from Jimmy Haver, a former employee who worked at the Evergreen Library.

**MOTION:** Emelda Walker moved that the Library Board of Trustees approve the naming agreement between Jimmy Haver, the Jefferson County Library Foundation and Jefferson County Public Library for \$1,000 in support of the self-serve kiosk in the Children's area at the Evergreen Library. Seconded by Stanley Harsha the motion passed by unanimous vote of all Trustees present.

**EXECUTIVE TEAM OPERATIONAL UPDATES**

**Business Strategy & Finance**

**Finance and Budget – Monthly Financials**

A. Financial Report (March)

Matt Griffin, Director of Business Strategy and Finance, addressed the Board and presented information on the March financial tables. He noted that closing quarter one is on track as expected. Revenue shows it is trending above and we will see high months and low months in that trending. Revenue is exactly where expected at this point in the year. The end of quarter review of expenditures shows spending slightly below and the Library expects some fluctuations. Overall, the Library is in a great place and comfortable with spending and revenue at this point. In Table 2, interdepartmental indirect charges show a zero amount. The Library would usually see monthly charges and staff followed up with the County. That charge should be \$406,000 which is exactly at budget and when it flows in, will be indicated in next month's financials. Table 3 shows Evergreen as being over budget due to the carryforward not being received. The Library's carryforward request was brought to the Board of County Commissioners (BCC) on April 16, and there were no questions or concerns. The carryforward request will be brought back to the BCC on April 30 for approval and the process will start to get those funds into our budget tables. The Library expects to report that to the Board in June when the May financials are presented.

There were no questions from the Board regarding the March financials.

B. Resolution Regarding Purchase of Candelas Point Property

Matt Griffin provided information on the resolution that is before the Board regarding the purchase of the Candelas Point property. At the March Board meeting the Board approved the amendment to the Purchase and Sale Agreement. This resolution is essentially a requirement from the closing company regarding the group of documents required to close on the property. The resolution states that Kim Johnson, Chair of the Library Board, can execute those closing documents on behalf of the Board. This is a procedural requirement of the closing company.

**ADOPT RESOLUTION LB-04-18-24 Regarding the Purchase of  
Candelas Point Property**

**MOTION:** Jill Fellman moved that the Library Board of Trustees adopt Resolution LB-04-18-24 authorizing Kim Johnson, Chair of the Board of Trustees, to execute all Closing documents on behalf of the Jefferson County Public Library Board of Trustees regarding the purchase of the Candelas Point Property. Seconded by Charles Jones the motion passed by unanimous vote of all Trustees present.

**Public Services**

**A. Signature Author Event Presentation**

The Executive Director advised the Board that every year the Library holds a signature author event and the Board had asked to hear more about this important event. The Executive Director introduced Robyn Lupa, Manager of Kids and Families Services, who presented information and highlights on the event, An Evening with Jacqueline Woodson.

The Library chose Jacqueline Woodson as someone who is diverse enough, relatable enough and inspiring enough for a wide range of ages. JCPL embarked on a first-ever collaboration with Jeffco Schools on a signature author event. During a year of conversation and planning:

- Jefferson Jr/Sr High was identified as the perfect site for both a daytime and evening program.
- The Schools convened Community of Practice groups to integrate Ms. Woodson's books into the curriculum to support literacy units.
- The Jeffco Schools Foundation contributed \$7000 to support school library and classroom collections of Ms. Woodson's books.
- Teens from Jefferson Jr/Sr High were recruited to act as on-site volunteers, evening ambassadors, and serve on a Q&A panel on stage with Ms. Woodson.

JCPL put forward a funding proposal and the Board of County Commissioners awarded JCPL \$42,000 for this signature event and \$50,000 for the Imagination Library. The book giveaway was made possible by the Stadium Funds. \$12,000 was allocated to give just under 1,000 third graders in all 20 Jeffco Title I schools a book. The first of the days' events took place in the afternoon with a talk from Ms. Woodson for the K-12<sup>th</sup> grade audience and questions from a student panel of Jefferson High students. Jeffco Schools' Tech Department livestreamed the presentation - a significant budget, resource, and time saver for JCPL.

The program commenced with a warm welcome from Donna Walker, Executive Director. Ms. Woodson shared about growing up in the South and New York City, her journey to

becoming an author, her writing process, and read excerpts from her books. The event was attended by multi-generational families, community members county-wide, and some very special guests including Trustee Jill Fellman and Commissioner Lesley Dahlkemper. Following Ms. Woodson's talk, students had the opportunity to ask pre-written questions.

With 500 seats available at the Jefferson Jr/Sr High auditorium, it was near capacity at both events with only a handful of empty seats. The Library is still gathering data on the livestream student event. So far, 1/3 of the schools responded that 9,560 students participated in the livestream, and we fully expect that number to rise.

In addition to the wonderful collaboration with Jeffco Schools' leadership and the Jefferson Jr/Sr High team, the behind-the-scenes work of JCPL staff is commendable. Staff from the following areas of JCPL all contributed to the success of the event:

- Collections
- Communication & Engagement
- Graphics
- Digital Experience
- Kids & Families: Terri Faulkner
- Programming: Marcy James
- Teen Services: Arra Katona

The Board expressed appreciation and noted that it was an incredible use of those funds and a wonderful partnership with the Jeffco Schools.

The Executive director noted that Robyn Lupa also wrote the successful funding request.

#### **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**

There were no items.

#### **BOARD SCHEDULE – NEXT MEETINGS**

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

#### 2024 Board Meeting Schedule

- May 9, 2024 – Study Session – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room
- May 16, 2024 – Board Meeting – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room
- June 13, 2024 – Study Session – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room. (Note: Shavuot ends nightfall no work permitted)
- June 20, 2024 – Board Meeting – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room

**Note:** The joint meeting of the Library Board and Board of County Commissioners has been scheduled for **September 12, 2024 – 4:30-5:30pm**. Hybrid: Virtual via Webex. In-Person Location: BCC Board Room

#### **ANNOUNCEMENTS/GENERAL INFORMATION SHARING**

There were no announcements.

#### **EXECUTIVE SESSION:**

At 6:11 pm, the Chair called for a motion to adjourn the regular meeting, reconvene in Executive Session AND adjourn the regular 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 **(1)** Collective Bargaining and **(2)** Correspondence to the Board regarding safety AND adjourn the regular Board meeting at the conclusion of the Executive Session. Statutory citations authorizing an executive session for these topics are:

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

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

The Chair announced a 9 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 6:20 pm.



The Chair called the Executive Session to order at 6:19 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; Steve Chestnut, Director of Facilities and Construction Projects; Julianne Rist, Director of Public Services; Lisa Smith, Director of People and Culture; and Amber Fisher, Executive Assistant, Office of the Executive Director.

In addition to the Trustees and staff noted above Eric Butler from the County Attorney's office was in attendance.

The Chair 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 7:00 pm Emelda Walker moved to adjourn the Executive Session and regular meeting of the Library Board. Seconded by Jill Fellman the motion passed by unanimous vote of all Trustees present.

It is noted that the Library Board of Trustees met in Executive Session regarding **(1)** Collective Bargaining and **(2)** Correspondence to the Board regarding safety. The Trustees held those discussions, and this summary is provided as required by Colorado Statute.

Stanley Harsha, Secretary

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

[jeffcolibrary.org](http://jeffcolibrary.org)



TO: Donna Walker, Executive Director

FROM: Bernadette Berger, Director of Technology and Innovation

DATE: May 9, 2024

RE: Third Amendment Inter-Agency Memorandum of Understanding between JCPL and Business and Workforce Center

**Background:**

Jefferson County Business and Workforce Center (BWC) and JCPL would like to continue their partnership to meet the community need to support job seekers by addressing the digital divide. This partnership with the BWC began in 2021 and it leverages CARES Act funding that the BWC has already obtained with the existing JCPL laptop lending process. Federal funding is used to purchase tablets or laptops with built-in internet access that are available for patrons to check out. The goal of this partnership between JCPL and BWC is to remove the digital barrier by providing access to technology to Jefferson County residents who are currently unemployed and referred to JCPL by BWC. This program is targeted to meet the needs of job-seeking individuals throughout the county and helps highlight other available library and county resources.

The two organizations have drafted a Memorandum of Understanding (MOU), which clarifies expectations, roles, and responsibilities of both Jefferson County entities. Under the proposed amended agreement and utilizing BWC funding, JCPL will direct the acquisition of additional equipment and software, continue to manage the lending process, and continue providing technical support for the patrons utilizing the equipment. BWC agrees to finance the purchase of the equipment and software, fund required staff support for this program and to refer citizens to the program. Both parties agree to market, monitor, and provide reports as necessary. Additional equipment will be purchased in June 2024.

JCPL will maintain one contract position to assist with the development and oversight of the program. The term of this position will match the term of this agreement and funding for this position will be provided by BWC.

**Budget:**

Under terms of the inter-agency MOU, BWC will provide funding for this program, which includes the costs of equipment, software, and internet fees. The cost of the new equipment and maintenance fees for 2024 is \$36,000. The Workforce Center will also absorb the cost of a contract position who will continue to manage the Chromebooks for an additional year.

**Action Requested:**

We believe that this partnership increases equity of access to resources and helps maximize our value in the community. We are asking the Board of Trustees to authorize the Library Executive Director to sign an inter-agency Memorandum of Understanding with the Jefferson County Business and Workforce Center to continue this program for an additional year. This item will be placed on the consent agenda for the May 16, 2024 Board meeting unless otherwise instructed by the Board.

## **Foundation Update**

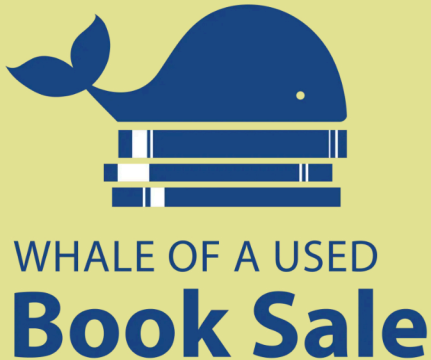


■ **MAY 2024**

# **JCLF Executive Director Report**

**By Jo Schantz, MNM, CFRE, GPC**

## **Whale of a Used Book Sale -- May 30 - June 2**



The Foundation will host its spring 2024 Whale of a Used Book Sale from Thursday evening, May 30, through Sunday, June 2, at the Jeffco Fairgrounds, 15200 W. 6th Avenue in Golden. More than 30 pallets of books are ready to unload in all three exhibit halls and lower level meeting rooms, and we're expecting the sale to be one of our biggest events yet!

New this spring, JCLF is partnering with our Fairgrounds "neighbor," Colorado State University Extension (CSUE), on Sunday June 2, for a family-oriented event (from 9 a.m. to 12:30 p.m.) that includes children's painting activities and information on CSUE programs such as the Master Gardener training.



**JEFFERSON COUNTY**  
COLORADO STATE UNIVERSITY  
EXTENSION

## **Fundraising Update**

### **REQUESTS APPROVED/RECEIVED**

- City of Lakewood -- \$9,000 for Create Space in Belmar Library
- Ent Credit Union -- \$300 for 1000 Books Before Kindergarten
- Applewood Community Foundation -- \$1,000 for Library Summer Challenge

### **REQUESTS PENDING**

- Sam S. Bloom Foundation -- \$5,000 for 1000 Books Before Kindergarten
- BOK Foundation -- \$5,000 for 1000 Books Before Kindergarten
- Gardener Family Foundation -- \$50,000 for EV Outdoor Reading Deck

## **Volunteer Appreciation Luncheon Slated for July 19**

Guten tag! This year, JCLF volunteers will be feted at a special celebration luncheon held at the Wheat Ridge Rec Center in Wheat Ridge on Friday, July 19, from 11:30 a.m. to 1:30 p.m.. This year, we are going with a German theme featuring German dancers and German food. So...break out your lederhosen and dirndls! We're going to have a fun celebration and awards ceremony honoring our many fantastic volunteer helpers!







■ MAY 2024

# JCLF Executive Director Report

## Community Connections & Outreach

- April 19 – Friends Annual Meeting at Wheat Ridge Rec Center
- April 23 – Finance Committee meeting
- April 27 – PEO's Books & Brunch fundraiser
- April 30 – JCPL/JCLF Operational meeting with Donna Walker and Bridget Beatty
- May 1 – Lunch meeting with potential JCLF Board member Maj. Gen. (ret) Steven P. Best
- May 3 – Celebration luncheon with former JCLF Board President Ana Rojas-Artica and Exec. Committee members
- May 7 – New JCLF Board member orientation
- May 7 – Meeting with Applewood Bus. Assn. (ABA) Board President Janice Holmes
- May 9 – Applewood Business Assn. luncheon at Rolling Hills Country Club
- May 10 – Planning meeting for spring Whale of a Used Book Sale at Jeffco Fairgrounds
- May 11 – Food drive for the CAG (Christian Action Guild)
- May 14 – Lakewood Foothills Rotary Club meeting
- May 16 – CAG Board meeting
- May 16 – PEO (Philanthropic Education Organization) monthly meeting
- May 16/17 – Annual JCLF audit by JDS Professional Group

## Friends Annual Meeting

Nearly 40 guests, Board members, JCPL representatives, sponsors, and Foundation volunteers joined JCLF for our 2024 Friends Annual Meeting held on Friday, April 19, at the Wheat Ridge Rec Center in Wheat Ridge. Lunch was catered by Bono's Italian restaurant in Golden.

Our author presenter was the award winning writer Erika Krouse whose books were available for sale and signing.



Krouse penned the award-winning book *Tell Me Everything: The Story of a Private Investigation*, which was the Winner of the 2023 Edgar Award for Best Fact Crime. The book also captured the Colorado Book Award for Creative Nonfiction, Housatonic Book Award for Nonfiction, Book of the Month Club, New York Times Editors' Choice, People Magazine People Pick, BookPage Best Nonfiction of 2022, Kirkus Reviews Best Nonfiction of 2022, Slate 10 Best Books of 2022 (Laura Miller), Jezebel 10 Best Books of 2022.

## WE NEED YOUR DONATIONS!



JCLF runs on donations! And we need YOURS! Please donate your gently used books, CDs, DVDs, audio books and vinyl records each Monday and Tuesday, from 9 a.m. to 4 p.m. at our warehouse in Wheat Ridge, 10790 W. 50th Ave., #200. We accept up to six boxes of donations at a time. If you have larger contributions or would like to donate on a different day, please contact our Warehouse Coordinator Neil Thoreson to schedule an appointment. He can be reached at 303-403-5079 or send a message to [neil@jeffcf.org](mailto:neil@jeffcf.org).

## **Operational Updates**

### **Executive Director Report**



# MAY 2024 EXECUTIVE DIRECTOR REPORT

## 2024 Annual Plan Progress in May

### Portfolio: Service Point Development & Expansion

#### **Program: New Construction**

##### **Project: South County Library**

- Investigate site opportunities
- Continue community support development

##### **Project: Northwest Jeffco Library**

- Post RFP for architect design services
- Continue community support development

#### **Program: Building Redesign**

##### **Project: Arvada Library**

- Contract for design and community engagement facilitation services
- Continue community support development

##### **Project: Evergreen Library**

- Hold “lessons learned” meetings

#### **Program: Building Opportunities**

##### **Project: Conifer Opportunity**

- Negotiate lease terms
- Inform community of progress

### Portfolio: Lifelong Learning & Literacy

#### **Program: Advance Digital Equity & Inclusion**

##### **Project: Digital Literacy Collaboration (ARPA)**

- Continue Phase 2 tasks
- Continue community partnership tasks

### Portfolio: Building Inclusive Community

#### **Program: Create a Radically Welcoming JCPL - Staff**

##### **Project: All Staff Compensation Strategy**

- Review and test draft recommendations
- 

## Portfolio: Embracing Innovation & Change

### Program: Artificial Intelligence Strategy

- Continue program development

### Program: Fundraising Development

- Confirm operational roles differentiation between Library Foundation & JCPL
- Set 2024 and 2025 JCPL fundraising targets
- Finalize 2024-2025 Fundraising Plan

## Portfolio: Continuous Process Improvement

### Program: Accelerate our Building Program

**Project:** Design Standard

- Test FF&E internal processes
- Assign design palettes to each location

## SERVICE HIGHLIGHTS:



[Summer Challenge:](#) Discover a new adventure with Jefferson County Public Library's Summer Challenge, where learning is for everyone! Delve into an exciting journey to earn points and win prizes, including a free book just for registering. Register to take new quests through daring reads, discover sensational interests, write inspiring stories and find new ways to keep adventure alive through the entire summer. Registration is now open, and the Challenge begins June 1. Learning doesn't have to happen inside!



## Advocacy and Engagement Opportunity for Trustees

**Sexual Harassment Training:** Trustees are required to complete their annual sexual harassment training. Links to the training have been sent. Report completion to Amber by the end of June, please.

**A joint meeting with Board of County Commissioners** is being scheduled as a hybrid meeting on September 12 at 4:30 p.m. Please set aside this date. More information will be shared as it becomes available.

**CALCON 2024** September 4-6, 2024, Beaver Run, Breckenridge. Registration starts in May.

**ULC ANNUAL FORUM**, October 23 - 25, 2024, Philadelphia, Pennsylvania


## PROFESSIONAL ENGAGEMENT:

**Jennifer French**, Kids & Families Coordinator, attending the *Inter Activity Conference*.

**Jessica Paulsen**, Assistant Director of Public Services for Customer Experience attending the *Library Journal Design Institute*.

**Jayna Ramsay**, Teen Services Librarian, and **Tori Sandoval**, Teen Outreach Librarian, attending the *YallWest Youth Author Book Festival*.

## HIGHLIGHTS OF EXECUTIVE DIRECTOR COMMUNITY ACTIVITIES, MAY 2024

- Meeting with Sara O'Keefe, **Public Alignment**
  - Attend **CASA** Champions for Children annual event
  - Attend fundraising operational meeting with Jo Schantz, **Jefferson County Library Foundation (JCLF)** executive director and Bridget Beatty, JCPL fundraising counsel
  - Meeting with Joe Kerby, **Jefferson County Manager**
  - Organize and attend **JCPL/Jefferson County administrators** collective bargaining "lunch and learn"
  - Attend individual meetings with **county commissioners** and **Kim Johnson**
  - Attend monthly meeting of the **Personnel Board** of the **Jefferson County Elected/Appointed Officials**
  - Meeting with Joel Newton, **Edgewater Collective**
  - Attend **JCLF Board of Directors** meeting
- 



**Operational Updates**

**Business Strategy and Finance**

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

[jeffcolibrary.org](http://jeffcolibrary.org)



To: Donna Walker, Executive Director  
From: Matt Griffin, Director of Business Strategy & Finance  
Re: Finance Monthly Report  
Date: May 16th, 2024

### **A. Long-Term Financial Planning**

A 5 Year Capital Improvement Plan (CIP) and a 10 Year Financial Forecast will be presented to the Board for discussion to provide background and inform 2025 budget decisions in June. These documents will outline proposed investments in capital improvements over the next five years and project financial performance for the next decade. Our forecast indicates an increase of 1% in Property Tax Revenue compared to the amended 2024 figures.

The long-term property tax revenue forecast incorporates various factors, notably the recent passage of Senate Bill (SB) 233 by Colorado lawmakers. SB-233 aims to reduce property taxes for both residential and commercial properties. This fiscal impact won't affect property tax revenue until FY2026.

It's also important to recognize the potential consequences of two upcoming ballot initiatives: Initiative 50 and Initiative 108. While Initiative 50 has already qualified for the ballot, Initiative 108 is still in the process of gathering signatures. Both initiatives propose different strategies for reducing property taxes. This fiscal impact won't affect property tax revenue until FY2026.

If either Initiative 50 or Initiative 108 passes in the November ballot, SB 233 will be repealed. Considering these uncertainties, our long-term property tax revenue forecast accommodates the potential impacts of SB-233, Initiative 50, or Initiative 108.

### **B. Budget to Actual Tables**

Please see the enclosed Budget to Actual Tables for April 2024.

In April, JCPL recorded \$11.7M in Real Property Tax revenue. Year-to-date, 61.1% of the budgeted collection has been received.

In April, the Library Foundation did not provide funds to JCPL. The Library contributed \$7,307 in-kind support in April. Year-to-date, the Library has received \$7,732 in funding and provided \$29,352 in-kind support to the Foundation at a ratio of 0.26



Jefferson County  
**PUBLIC LIBRARY**

# JCPL 2025 Draft Budget

May 16, 2024 | Matt Griffin

# Purpose & Outcome

SHARE PROGRESS

REVIEW ASSUMPTIONS

DISCUSSION & INPUT

# AGENDA

1

REVENUE

2

EXPENDITURES

3

5- & 10-YEAR FORECAST

4

FUND BALANCE IMPACT

# Revenue

REVENUE FORECAST

# Revenue

## REVENUE FORECAST

Property Tax (net adj.)

\$57.6M



### Assumptions

1% increase in Property Tax based on amended figure

4.5 Mills collected in 2025 and beyond

# Revenue

## REVENUE FORECAST

Property Tax (net adj.)	\$57.6M
Intergovernmental	\$145k



State Grant  
Offsets Taxpayer dollars



# Revenue

## REVENUE FORECAST

Property Tax (net adj.)	\$57.6M
Intergovernmental	\$145k
Charges for Services	\$35k



Library Fees: \$5k  
Printing & Duplicating: \$30k

# Revenue

## REVENUE FORECAST

Property Tax (net adj.)	\$57.6M
Intergovernmental	\$145k
Charges for Services	\$35k
Investment Income	\$193k



Bearish investment income based on  
historically variable trends

# Revenue

## REVENUE FORECAST

Property Tax (net adj.)	\$57.6M
Intergovernmental	\$145k
Charges for Services	\$35k
Investment Income	\$193k
Contributions & Donations	\$250k



Library Foundation: \$100k  
JCPL Fundraising Target: \$150k

# Revenue

## REVENUE FORECAST

Property Tax (net adj.)	\$57.6M
Intergovernmental	\$145k
Charges for Services	\$35k
Investment Income	\$193k
Contributions & Donations	\$250k
E-Rate Reimbursement	\$165k



Government program subsidizing internet  
access for specific projects

# Revenue

## REVENUE FORECAST

Property Tax (net adj.)	\$57.6M
Intergovernmental	\$145k
Charges for Services	\$35k
Investment Income	\$193k
Contributions & Donations	\$250k
E-Rate Reimbursement	\$165k
<b>Total</b>	<b>\$58.4 M</b>

# Expenditures



OPERATING

DEBT

CAPITAL

# Expenditures

## OPERATING

Salaries & Benefits

\$26.5M

- 3.5% increase for 2025
- \$1.2M Vacancy Savings
- New FTE's:
  - Outreach Librarian
  - Technical Support Tech Sr

Total JCPL FTE's = 293.5

# Expenditures

## OPERATING

Salaries & Benefits	\$26.5M
Supplies	\$1.9M

Tangible goods and materials essential for day-to-day operations, including utilities (heat, power), plumbing & janitorial supplies, special event materials, and general supplies



# Expenditures

## OPERATING

Salaries & Benefits	\$26.5M
Supplies	\$1.9M
Books & Materials	\$7.8M



Reduced budget for 2025

No longer in a 'growth' phase

Assumption: evaluation of processes will  
produce cost savings

# Expenditures

## OPERATING

Salaries & Benefits	\$26.5M
Supplies	\$1.9M
Books & Materials	\$7.8M
Services & Charges	\$8.1M



Expenditures associated with external services and fees critical for JCPL's operations, such as building rent, third-party vendors, software maintenance agreements and SaaS subscriptions

# Expenditures

## OPERATING

Salaries & Benefits	\$26.5M
Supplies	\$1.9M
Books & Materials	\$7.8M
Services & Charges	\$8.1M
Interdepartmental	\$3.2M



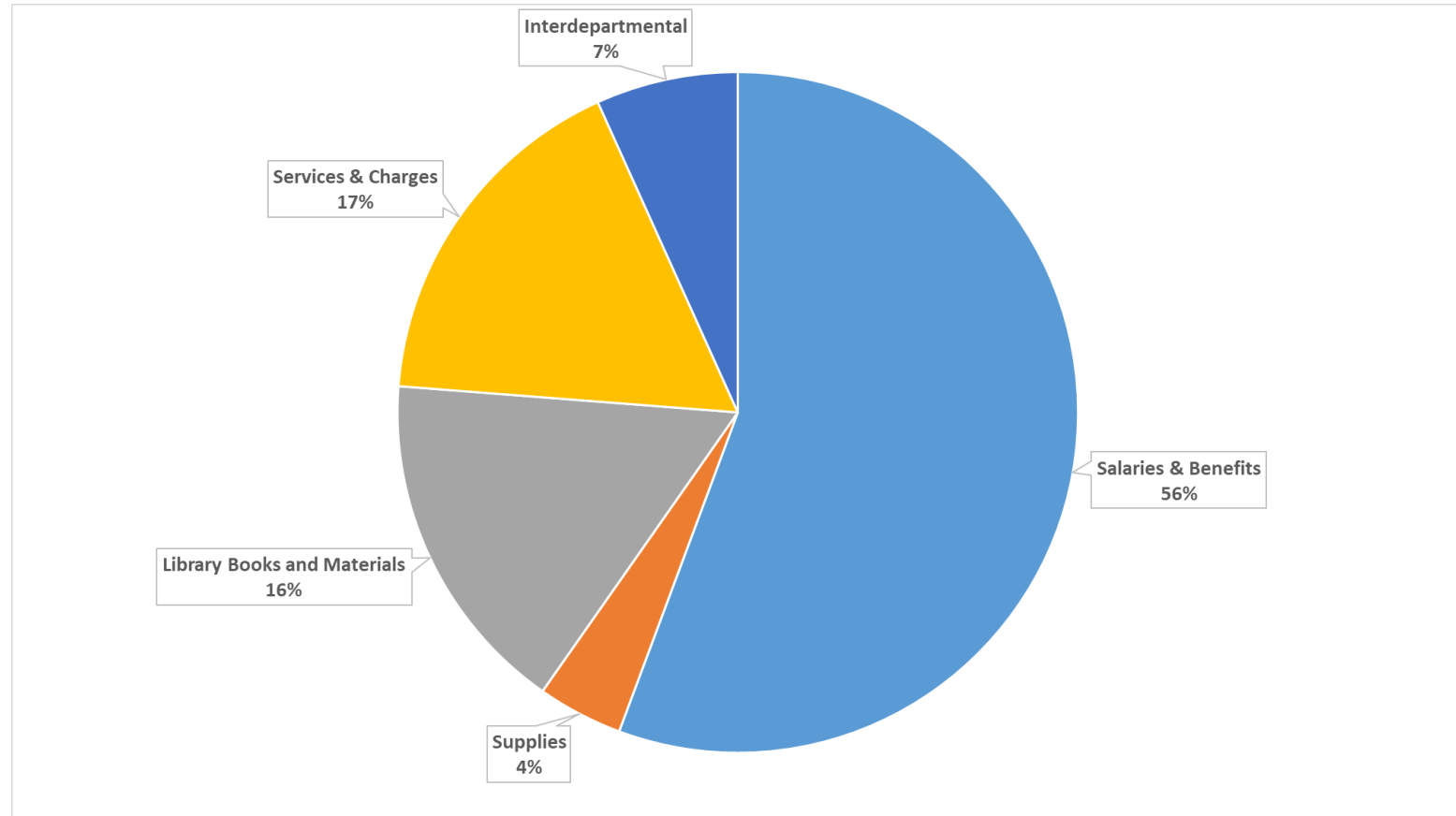
**Direct:** Expenses incurred directly from transactions between departments, reflecting usage-based charges

**Indirect:** Shared costs providing general support across different divisions

# Expenditures

## OPERATING

Salaries & Benefits	\$26.5M
Supplies	\$1.9M
Books & Materials	\$7.8M
Services & Charges	\$8.1M
Interdepartmental	\$3.2M
<b>Total Operating</b>	<b>\$47.6M</b>



# Expenditures

## OPERATING

## DEBT

## CAPITAL

Salaries & Benefits

\$26.5M

Supplies

\$1.9M

Books & Materials

\$7.8M

Services & Charges

\$8.1M

Interdepartmental

\$3.2M

**Total Operating**

**\$47.6M**

# Expenditures



## OPERATING

## DEBT

## CAPITAL

Salaries & Benefits

\$26.5M

Debt Service

\$-

Supplies

\$1.9M

Books & Materials

\$7.8M

Services & Charges

\$8.1M

Interdepartmental

\$3.2M

**Total Operating**

**\$47.6M**

**Total Debt**

**\$-**

# Expenditures

CAPITAL

ARMs

\$1.4M

Costs to preserve and repair JCPL facilities  
and equipment

# Expenditures

## CAPITAL

ARMs	\$1.4M
South County	\$6.1M



Funding available in 2025 to secure location and begin design process.

Remaining funding available in 2026



# Expenditures

## CAPITAL

ARMs	\$1.4M
South County	\$6.1M
Northwest Jeffco	\$14.5M



All funding for Northwest Jeffco becomes  
available in 2025

# Expenditures

## CAPITAL

ARMs	\$1.4M
South County	\$6.1M
Northwest Jeffco	\$14.5M
Arvada Redesign	\$14.0M



All funding for Arvada Redesign becomes available in 2025

2025 Changes:	Increase Requested	
Alternative Services	\$	34,000
Community Room	\$	45,000
Add to the Architect Scope for FF&E	\$	30,000
<b>Total Increase to ROM</b>	<b>\$</b>	<b>109,000</b>

# Expenditures

## CAPITAL

ARMs	\$1.4M
South County	\$6.1M
Northwest Jeffco	\$14.5M
Arvada Redesign	\$14.0M
Library Refreshes	\$750k



Pilot project to refresh specific library elements between major renovations

Details are not yet determined

# Expenditures

## CAPITAL

ARMs	\$1.4M
South County	\$6.1M
Northwest Jeffco	\$14.5M
Arvada Redesign	\$14.0M
Library Refreshes	\$750k
Admin Reconfiguration	\$250k



Improve administrative space to enhance workspace usability, functionality and accommodate staffing needs

# Expenditures

## CAPITAL

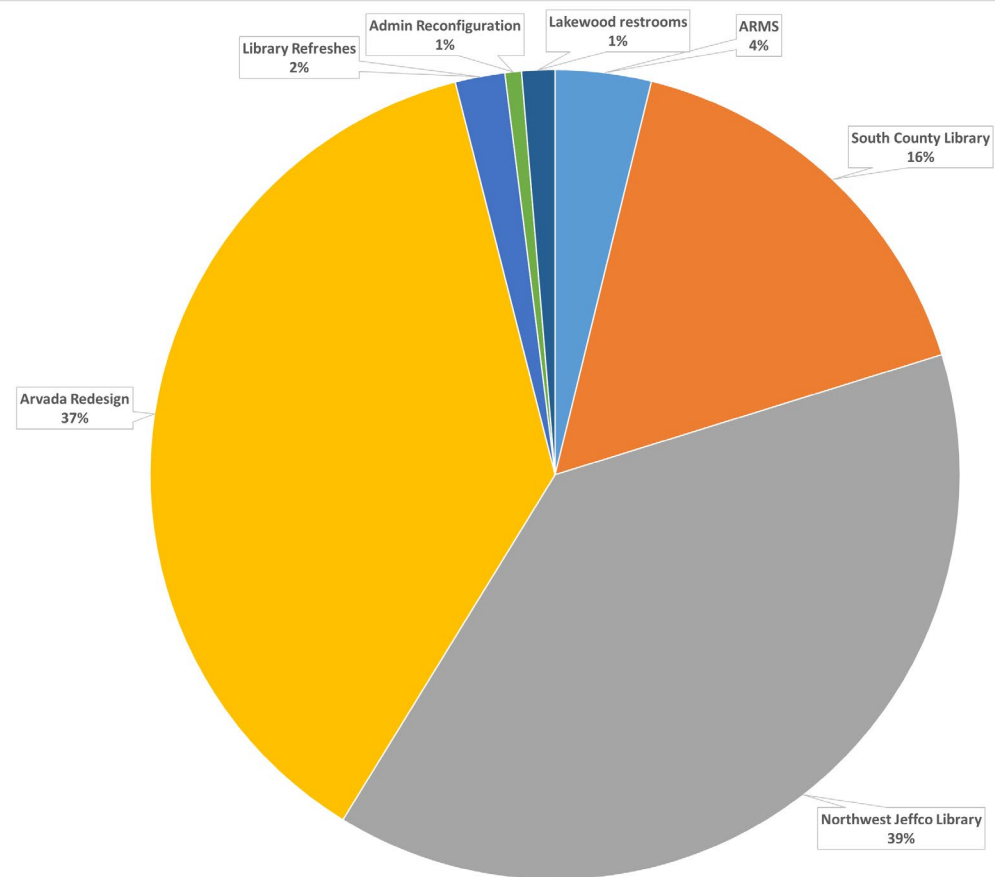
ARMs	\$1.4M
South County	\$6.1M
Northwest Jeffco	\$14.5M
Arvada Redesign	\$14.0M
Library Refreshes	\$750k
Admin Reconfiguration	\$250k
Lakewood Restrooms	\$500k

Renovating restroom facilities at the Lakewood library location to bring them up to current accessibility standards and promote inclusivity for staff and patrons.

# Expenditures

## CAPITAL

ARMS	\$1.4M
South County	\$6.1M
Northwest Jeffco	\$14.5M
Arvada Redesign	\$14.0M
Library Refreshes	\$750k
Admin Reconfiguration	\$250k
Lakewood Restrooms	\$500k
<b>Total</b>	<b>\$37.8M</b>



# Expenditures



## OPERATING

Salaries & Benefits	\$26.5M
Supplies	\$1.9M
Books & Materials	\$7.8M
Services & Charges	\$8.1M
Interdepartmental	\$3.2M

<b>Total Operating</b>	<b>\$47.6M</b>
------------------------	----------------

## DEBT

Debt Service	\$-
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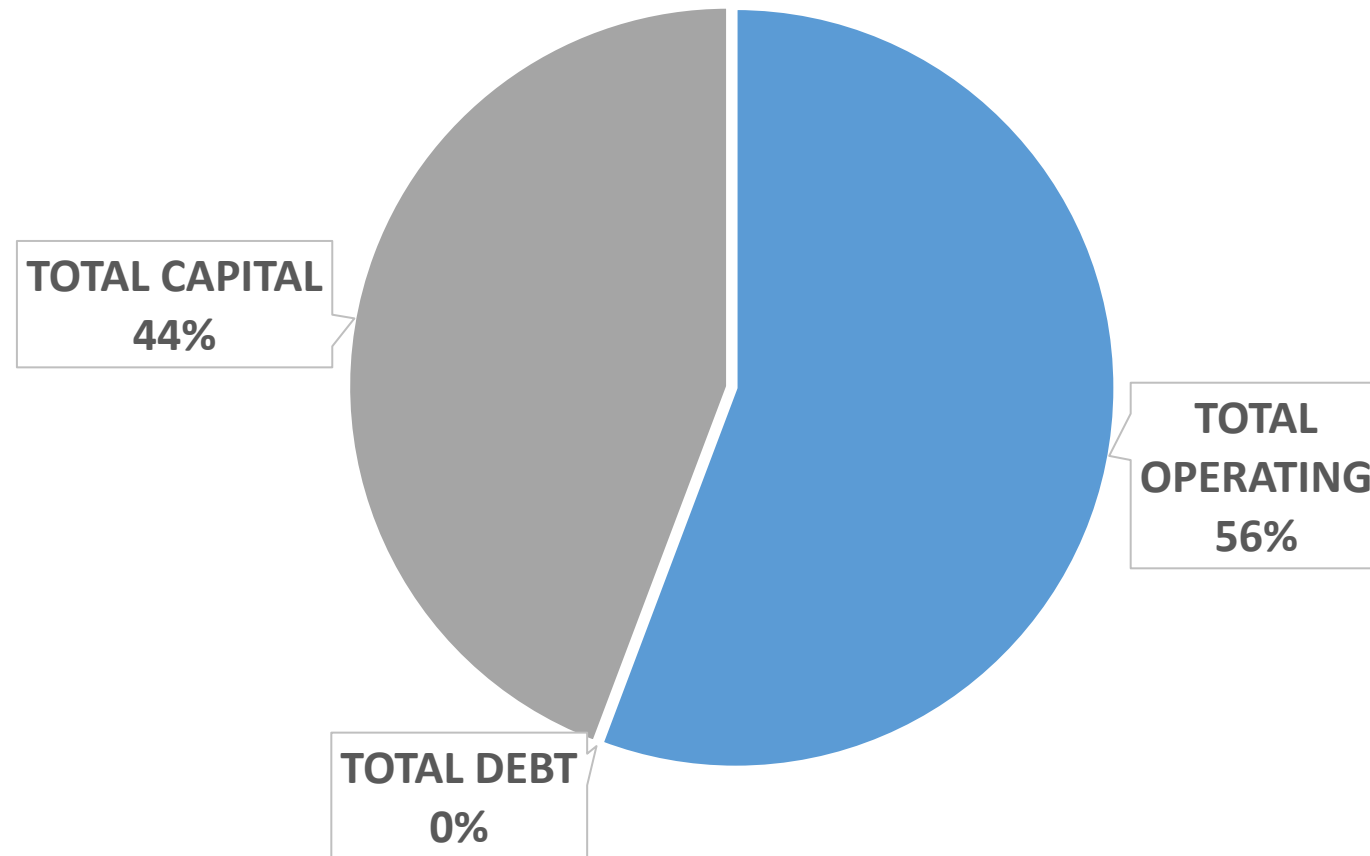
<b>Total Debt</b>	<b>\$-</b>
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## CAPITAL

ARMs	\$1.4M
South County	\$6.1M
Northwest Jeffco	\$14.5M
Arvada Redesign	\$14.0M
Library Refreshes	\$750k
Admin Reconfiguration	\$250k
Lakewood Restrooms	\$500k

<b>Total Capital</b>	<b>\$37.8M</b>
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# 2025 Expenditures = \$85,473,646





# Long Term Plan

5- & 10- Year CIP

Fund Balance Impact

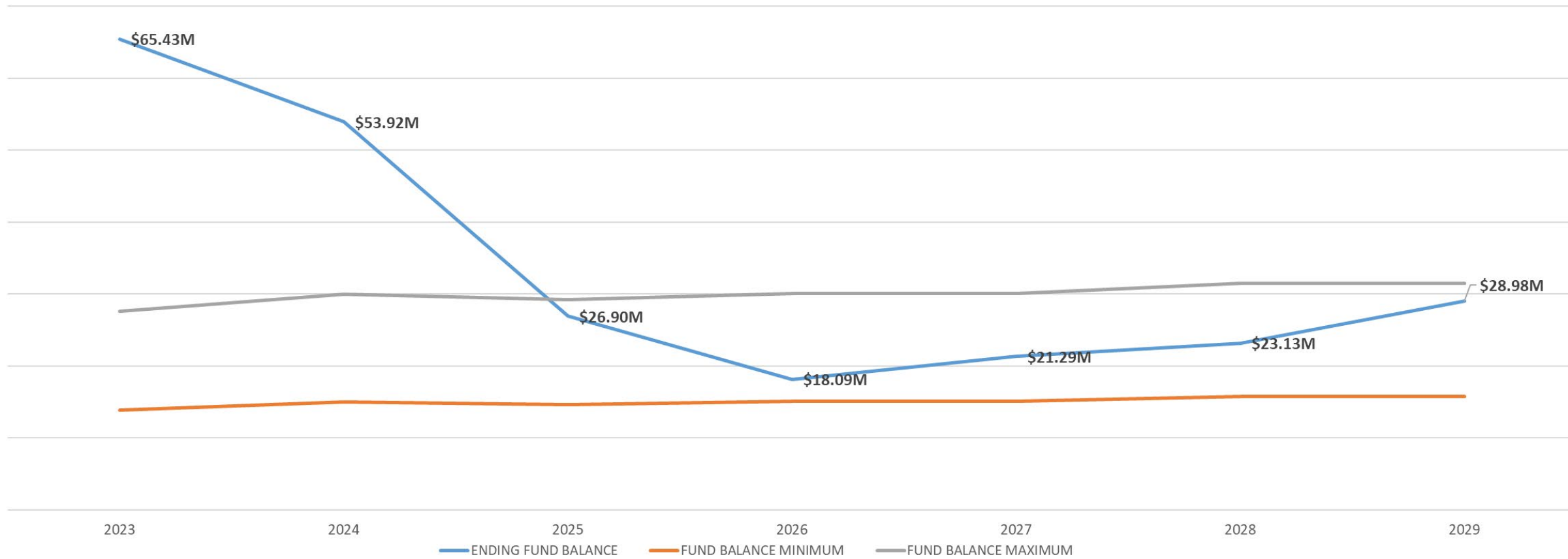
# Short Term Capital Improvement Plan



Jefferson County  
**PUBLIC LIBRARY**

Project	2023	2024	2025	2026	2027	2028	2029
South County Library		30,849,540					
South County Express Library		650,000					
Evergreen Library Remodel	5,200,048						
Northwest Jeffco Library		25,970,270					
Arvada Redesign		14,895,781					
Conifer Opportunity		2,500,400					
Golden Opportunity					6,468,000		
Library Refreshes			750,000				
Bookmobile Replacement							
Document Management System	160,000						
Unspecified Opportunity							4,950,000
Offsite Services					175,000		
Library Location Holds Lockers	205,000						
Data Warehouse		125,000					
Admin Reconfiguration			250,000				
Lakewood Restrooms			500,000				

# Fund Balance vs Boundaries



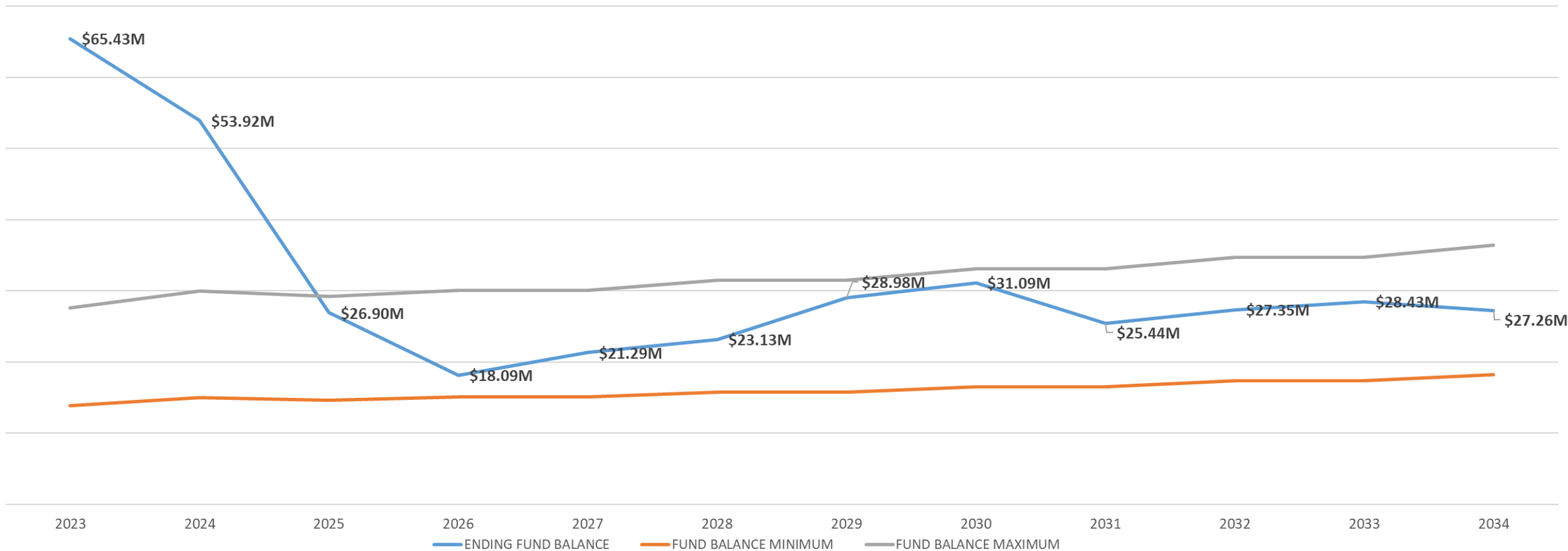
# Long Term Capital Improvement Plan



Jefferson County  
**PUBLIC LIBRARY**

[illegible]

# Fund Balance vs Boundaries



# Next Steps



- **June:** Board authorizes JCPL to submit 2025 recommended budget
- **August:** Preliminary certification of values; revenue projections will be refined
- **November:** BCC Adoption of 2025 Budget for Jefferson County
- **December:** Board authorizes JCPL's Executive Director to implement the 2025 spending plan

# RECAP





# Questions



**TABLE 1**  
**JEFFERSON COUNTY PUBLIC LIBRARY**  
**REVENUE AND EXPENDITURE SUMMARY**  
**BUDGET TO ACTUAL**

Revenue and Expenditure	2024 Budget	YTD Actual 04/30/2024	\$ Variance 2024 Budget	% Variance 2024 Budget
<b>Revenues</b>				
Property Taxes (net adjustments)	56,936,719	36,530,521	20,406,198	64%
Grants, Funds & Donations	366,124	7,732	358,392	2%
Investment Income	2,458,619	790,418	1,668,201	32%
Other Revenue	85,000	52,411	32,589	62%
<b>Total Revenues</b>	<b>\$ 59,846,462</b>	<b>\$ 37,381,082</b>	<b>\$ 22,465,380</b>	<b>62.5%</b>
<b>Expenditures</b>				
Operating	45,325,835	13,044,912	32,280,923	29%
Financing & Debt Service	623,700	-	623,700	0%
Capital Projects	19,995,273	2,351,856	17,643,417	12%
<b>Total Expenditures</b>	<b>\$ 65,944,808</b>	<b>\$ 15,396,768</b>	<b>\$ 50,548,040</b>	<b>23.3%</b>

**% Variance 2024 Budget**

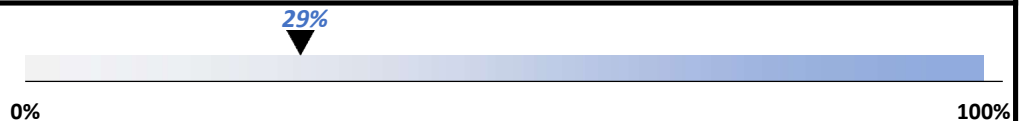
**Revenues**



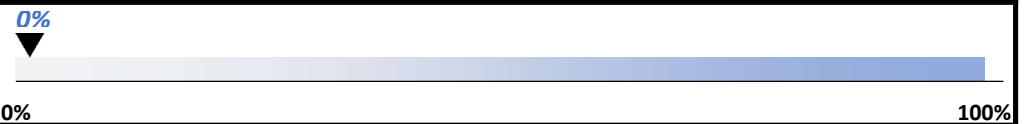
**Total Expenditures**



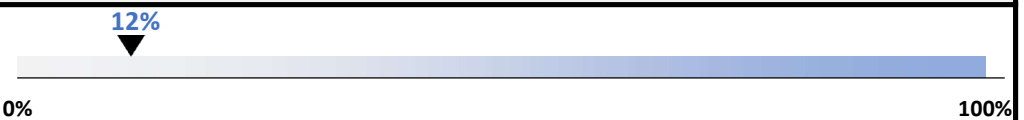
**Operating**



**Debt**



**Capital**



**TABLE 2**  
**JEFFERSON COUNTY PUBLIC LIBRARY**  
**OPERATING EXPENDITURES**  
**BUDGET TO ACTUAL**

	2024 Budget	YTD Actual 04/30/2024	\$ Variance 2024 Budget	% Variance 2024 Budget
<b>Operating Expenditures</b>				
<b>Salaries &amp; Employee Benefits</b>				
Salaries	18,016,834	5,009,005	13,007,829	28%
Awards & Bonuses	180,000	20,613	159,387	11%
Other	6,817,727	2,338,524	4,479,203	34%
<b>Total Salaries &amp; Benefits</b>	<b>\$ 25,014,561</b>	<b>\$ 7,368,142</b>	<b>\$ 17,646,419</b>	<b>29.5%</b>
<b>Library Collections</b>				
Library Books & Materials	8,994,817	2,117,080	6,877,737	24%
Library Periodicals	215,000	66,684	148,316	31%
<b>Total Library Collections</b>	<b>\$ 9,209,817</b>	<b>\$ 2,183,764</b>	<b>\$ 7,026,053</b>	<b>23.7%</b>
<b>Supplies and Other</b>				
Supplies	1,680,455	388,178	1,292,277	23%
Services & Charges	6,340,729	1,830,895	4,509,834	29%
Interdepartmental Direct Charges	594,052	183,758	410,294	31%
Treasurers Fees	859,569	547,958	311,611	63.7%
Interdepartmental Indirect Charges	1,626,652	542,217	1,084,435	33%
<b>Total Supplies and Other</b>	<b>\$ 11,101,457</b>	<b>\$ 3,493,006</b>	<b>\$ 7,608,451</b>	<b>31.5%</b>
<b>Total Operating Expenditures</b>	<b>\$ 45,325,835</b>	<b>\$ 13,044,912</b>	<b>\$ 32,280,923</b>	<b>28.8%</b>

**TABLE 3**  
**JEFFERSON COUNTY PUBLIC LIBRARY**  
**CAPITAL IMPROVEMENT PROJECTS**  
**BUDGET TO ACTUAL**

	2024 Budget	YTD Actual 04/30/2024	YTD Encumbrances	YTD Total Actual + Enc	Remaining 2024 Budget	Total Project Actual + Encumbrances	Total Project Budget
<b>Capital Expenditures</b>							
<b>Annual Replacement &amp; Maintenance</b>							
ARM-01 Capital Maintenance	250,000	65,365	-	65,365	184,635	n/a	n/a
ARM-02 Furniture & Equipment	42,000	270	-	270	41,730	n/a	n/a
ARM-03 Computer Replacement Plan	479,200	178,360	-	178,360	300,840	n/a	n/a
ARM-04 Book Sorter Replacement	40,000	5,161	-	5,161	34,839	n/a	n/a
ARM-05 IT Infrastructure Replacement	295,000	28,644	-	28,644	266,356	n/a	n/a
<b>Capital Projects</b>							
Document Management System	-	1,050	14,000	15,050	(15,050)	129,251	160,000
Location Holds Lockers	52,600	7,532	-	7,532	45,068	190,027	205,000
Halo Vape Sensors	-	-	-	-	-	8,059	74,250
South County Library	5,772,052	-	-	-	5,772,052	74,412	30,849,540
Evergreen Library Redesign	983,626	2,044,026	77,030	2,121,056	(1,137,430)	4,413,602	5,200,048
Evergreen Library Roof Repair			56,646	56,646	(56,646)	56,646	
Northwest County Library	11,280,795	21,448	-	21,448	11,259,347	121,324	25,970,270
Arvada Library Redesign	800,000	-	-	-	800,000	-	14,786,781
Conifer Library Opportunity	-	-	-	-	-	-	2,500,400
Data Warehouse	-	-	-	-	-	-	125,000
South County Express Library	-	-	-	-	-	-	650,000
<b>Total Capital Expenditures</b>	<b>\$ 19,995,273</b>	<b>\$ 2,351,856</b>	<b>\$ 147,676</b>	<b>\$ 2,499,532</b>	<b>\$ 17,495,741</b>		

<p align="center"><b>TABLE 4</b>  <b>JEFFERSON COUNTY PUBLIC LIBRARY</b>  <b>GRANTS, FUNDS &amp; DONATIONS</b>  <b>BUDGET TO ACTUAL</b></p>
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	2021 Actual	2022 Actual	2023 Actual	2024 Budget	YTD Actual 04/30/2024	\$ Variance 2023 Budget	% Variance 2023 Budget
<b>JCPL Grants</b>							
Books & Materials - American Rescue Plan	-	181,757	-	-	-	-	
Books & Materials - State	226,169	195,797	140,462	144,996	-	144,996	0%
Car Charging Station - Evergreen	-	-	16,500	-	-	-	
Car Charging Station - Columbine	-	-	-	-	-	-	
Car Charging Station - Lakewood	-	-	-	-	-	-	
<b>Total JCPL Grants</b>	<b>\$ 226,169</b>	<b>\$ 377,554</b>	<b>\$ 156,962</b>	<b>\$ 144,996</b>	<b>-</b>	<b>\$ 144,996</b>	<b>0%</b>
<b>JCPL Private Donations</b>							
Private Donations up to \$200	-	340	-	-	-	-	
Private Donations \$201 - \$999	600	-	-	-	-	-	
Colorado Gives - Naumer Family Fund EV Remodel	-	-	5,000	-	-	-	
Anonymous Donor	-	-	2,000	-	-	-	
Anonymous Donor	-	58,042	-	-	-	-	
Anonymous Donor	1,000	-	-	-	-	-	
Anonymous Donor	5,000	-	-	-	-	-	
<b>Total Private Donations</b>	<b>\$ 6,600</b>	<b>\$ 58,382</b>	<b>\$ 7,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Other Funds Received</b>							
Payroll Funding - American Rescue Plan	-	263,556	856,591	-	-	-	
E-Rate Reimbursement	283,030	2,602	149,901	121,128	-	121,128	0%
Laptop Lending	87,598	100,145	183,427	-	-	-	
Stadium Funds - Imagination Library							
Stadium Funds - Young Authors	-	-	-	-	-	-	
<b>Total Other Funds Received</b>	<b>\$ 370,628</b>	<b>\$ 366,303</b>	<b>\$ 1,189,919</b>	<b>\$ 121,128</b>	<b>\$ -</b>	<b>\$ 121,128</b>	<b>0%</b>
<b>Jefferson County Library Foundation</b>							
	199,566	131,894	127,180	100,000	7,732	92,268	8%
<b>Total Jefferson County Library Foundation</b>	<b>\$ 199,566</b>	<b>\$ 131,894</b>	<b>\$ 127,180</b>	<b>\$ 100,000</b>	<b>\$ 7,732</b>	<b>\$ 92,268</b>	<b>8%</b>
<b>Total Grants, Funds &amp; Donations</b>	<b>\$ 802,963</b>	<b>\$ 934,133</b>	<b>\$ 1,481,061</b>	<b>\$ 366,124</b>	<b>\$ 7,732</b>	<b>\$ 358,392</b>	<b>2%</b>
<b>Other Funds Received Outside of Library Fund</b>							
Digital Equity - American Rescue Plan	-	-	3,482	463,500	69,148	394,352	15%

## **Operational Updates**

### **Public Services**



Jefferson County  
**PUBLIC LIBRARY**

# Community Resource Coordinator

Paola Vilaxa, DEI and Arvada Manager

Clarice Ambler, Community Resources Coordinator

May 2024

# DEI Master Plan

- Welcoming spaces and information services to ALL
- Five focus communities
- Respectful and meaningful community engagement
- Support healthy communities and lifelong learning
- Remove barriers to access, programming, outreach, services.



# Community Resources Model



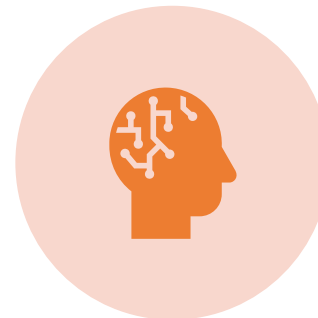
We provide resource information: food, housing, benefits.



Navigation and referrals are provided through partnerships with local organizations.



Resource providers come to the library to meet people where they are.



Trauma-informed training in collaboration with customer service and safety and security.



# Benefits



Staff and patrons get expert guidance regarding community resources.



Added capacity to DEI in areas requiring a trauma-informed approach.



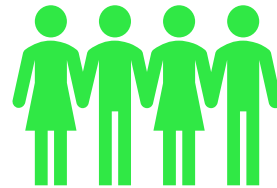
Sustainable growth via partnerships



# Who Am I?



Degree in Social Work  
(MSW)



Experience with diverse  
populations



Background in public  
resources



# Current Partnerships



Hunger Free  
Colorado

Jeffco Eats

Benefits in  
Action

CrossPurpose

Jewish Family  
Services

RecoveryWorks

Homeless  
Navigators

# Patron Supplies



What?



Why?



Impact

# Resource Connect



1:1 Appointments



Half-hour blocks



Staff Referrals



Curate Personalized  
Resource Plan



# 2023 Report



## Coffee and Conversations

30 Attendees across three dates

“I didn’t know everything the library offered!”



## Lunch Box Express and Jeffco Eats

5 locations

Over 500 Members of the Community Served



## Patron Supplies

Available at every location



## Resource Connect

102 Patrons Served, 2 locations

“It’s nice to talk to someone who actually cares.”



## Hunger Free Colorado

At 3 locations

English and Spanish



## Benefits in Action

At 2 locations

“I didn’t know where to start.”

Questions?



## **Operational Updates**

### **Facilities & Construction Projects**



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



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TO: Donna Walker, Executive Director

FROM: Steve Chestnut, Director of Facilities and Construction

DATE: May 16, 2024

RE: Columbine Roof Repair- CRW, Inc.

**Background:**

On June 22, 2023, a major hailstorm passed through portions of the Denver metro area causing severe damage to facilities and equipment. The library encountered damage to our Columbine Library, Evergreen Library, and library vehicles parked at those locations. The damage included tears in the roof membrane, small leaks in flashing materials, and damage to windows and seals. Emergency repairs were necessary to preclude further damage and water infiltration and we completed temporary repairs at a cost of \$18k.

The roof systems were evaluated by our roofing consultant, Building Envelope Consultants, and they recommended new roofs and structural repairs. The damage at both locations was also assessed by an insurance adjuster on July 19, 2023, and the estimate from the adjuster for claim #5630097845 was as follows:

Columbine	<b>Actual Cash Value</b> \$914,955	<b>Deductible</b> \$789,153
Evergreen	<b>Actual Cash Value</b> \$770,220	<b>Deductible</b> \$567,075

Our deductible is 5% of the cost over \$250k on a claim. It should be noted that these costs are the initial adjuster's estimates and as such, are not final. The cost for repairs could be more or less than those estimates.

**Current Status:**

The storm was declared a disaster by the Federal Emergency Management Agency (FEMA), so in addition to insurance claims, we became eligible to seek funding from them to offset the cost of replacement. There are also State of Colorado funds available to help with financial recovery from the disaster. In addition to the insurance reimbursements shown as Actual Cash Values we've submitted applications for funding request as follows:

- FEMA - applied for the maximum of 75% of the deductible.
- State of Colorado - applied for 5% of the deductible.

The library joined the County in making application to FEMA for those grants. They have been approved so we should be aligned to receive 80% reimbursement at the completion of the project.

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The County also carries an insurance fund that may cover the last 5% of the deductible that we would incur through the county's self-insurance pool. The Board of County Commissioners will make the decision about this reimbursement.

As it stands today, the library may be able to complete the repairs with the entire cost being reimbursed back to us. That said, it could be some time before the funds are disbursed after the project is completed. The library has been informed that we will be required to pay the up-front costs with reimbursements to follow. The timeline for the reimbursements is not known.

**Next Steps:**

Now that the projects have been approved for reimbursement by FEMA, we've created separate RFPs for each location. We received proposals from six vendors on the Columbine RFP and the proposals ranged in cost from \$526,420 to \$741,000. In our evaluation of the vendors, the Facilities team recommends that we award the contract to CRW, Inc. at a base cost of \$526,420. We would like to obtain Board approval for the Executive Director to enter into a contract with CRW, Inc. for the repairs of the Columbine Library roof at the May 16, 2024 board meeting.

**Operational Updates**

**Technology & Innovation**

[jeffcolibrary.org](http://jeffcolibrary.org)

TO: Donna Walker, Executive Director

FROM: Bernadette Berger, Director of Technology & Innovation

DATE: May 16, 2024

RE: E-Rate Contracts for Sentinel Technologies and Malm Electrical Contractors, LLC

**Background:**

E-Rate is a detailed and administratively complex system that is funded, coordinated, regulated, and monitored by the Universal Service Administrative Company (USAC) under the direction of the Federal Communication Commission. Its purpose is to “bridge the digital divide” by funding telecommunications infrastructure improvements for schools and libraries. This program saves the Library approximately \$280,000 per year in telecommunication costs. The Library’s T&I team has applied to the E-Rate program to include:

- Tier 1- Low voltage wiring
- Tier 2- Network Equipment

The network equipment and low voltage wiring will be used to remodel and build new libraries. The T&I department received several bids for the equipment with differing levels of support and services. We recommend Sentinel Technologies and Malm Electrical as the vendors that provide the best price and value. The E-Rate guidelines require that these contracts be presented to the Library Board for approval.

The table below contains a breakdown of the projects and vendor selected for each construction project.

Vendor	Project	Contract for	Cost
Malm	Arvada Redesign	Low voltage	\$147,721.17
Sentinel	South County Express Library	Network equipment	\$14,633.12
Malm	South County Express Library	Low voltage	\$20,415.27
Sentinel	NW Jefferson County Library	Network equipment	\$78,867.48
Malm	NW Jefferson County Library	Low voltage	\$156,455.47

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**Budget:**

We anticipate that the Library will receive 50% of the cost back from the E-Rate program for the equipment. These purchases will use the construction budget for the individual projects. The total cost of the contracts with Sentinel Technologies and Malm Electrical is \$418,092.51.

**Action Requested:**

We will be asking the Board of Trustees to authorize the Library Executive Director to sign the contracts with Sentinel Technologies and Malm Electrical for E-Rate eligible network equipment and low voltage wiring services in the amount of \$418,092.51 at the May 16, 2024 meeting.

## **Board Governance**

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TO: LIBRARY BOARD OF TRUSTEES  
FROM: KIM JOHNSON, CHAIR  
DATE: May 9, 2024  
RE: **PROPOSED 2025** GOVERNANCE BUDGET - POLICY 4.8.2

The Library Board will consciously invest in its ability to govern competently and wisely. Accordingly, costs will be prudently incurred, but sufficient to ensure the development and maintenance of superior governance, including funds sufficient for:

- A. Library Board training, including publications and dues.
- B. Library Board member travel/reimbursements to annually attend the Colorado Association of Libraries (CAL) annual conference, national conferences, and non-conference travel, as appropriate.
- C. Auditing and other third-party monitoring of organizational performance.
- D. Surveys focus groups and opinion analysis (included in Communications budget).
- E. Library Board-hosted ownership linkage/outreach events.
- F. Library Board meeting and retreat costs.

Spend Category	Account Description	<b>2025</b> Proposed 05-16-24	<b>2024</b> Budget
SC526137	Office Supplies	100	100
SC526183	Recognition/Appreciation	300	300
SC526200	General Supplies	100	100
SC526390	Food Supplies	100	100
SC526440	Professional Publications	200	200
SC533090	Professional & Technical Services (Other) Pine Library Contribution	2,000	1,500
SC535625	Food/Beverages	8,000	6,500
SC535630	Professional Dues & Memberships	750	750
SC535635	Business Meals	750	750
SC535640	Training and Education	2,000	2,000
SC535660	Conferences and Trade Shows	13,200	15,200
SC535850	Mileage	1,000	1,000
	<b>TOTAL</b>	<b>\$28,500</b>	<b>\$28,500</b>

State Conference (CAL): 5 @\$382 = \$1,910; National Conference(s): 2 @\$2,620 = \$5,240 (ALA Annual Conference), Philadelphia, PA, June 26 - July 1, 2025; 2@\$2,620 = \$5,240 Urban Libraries Council (ULC). Membership Dues: ALA Trustee Annual Membership \$73 each; CAL Trustee Membership Complimentary as part of JCPL Institutional Membership.

Notes:

- Budget increase for SC535625 Food & Beverages is due to increased vendor costs, more meetings and more people attending meetings.
- Budget increase for SC533090 (Pine Library Contribution) is due to increased insurance costs which is what this contribution pays for.
- Budget decrease for SC535660 (Conferences & Trade Shows) is due to underspend for multiple years in this line item.

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## JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

### PROPOSED (5-16-24) 2025 BOARD MEETING SCHEDULE

Schedule and format are subject to change. Information on virtual participation as well as in-person meeting location will be posted at least one week prior to the scheduled meeting date.

<b><u>LIBRARY BOARD STUDY SESSIONS</u></b>	
<b><u>5:30 PM</u></b>	
<u>Date</u>	<u>Location</u>
January 9	Lakewood Library Meeting Room
February 13	Lakewood Library Meeting Room
<b>March 13(a)</b>	Lakewood Library Meeting Room
April 10	Lakewood Library Meeting Room
May 8	Lakewood Library Meeting Room
June 12	Lakewood Library Meeting Room
July 10	Lakewood Library Meeting Room
August 14	Lakewood Library Meeting Room
September 11	Lakewood Library Meeting Room
October 9	Lakewood Library Meeting Room
November 13	Lakewood Library Meeting Room

<b><u>LIBRARY BOARD MEETINGS</u></b>	
<b><u>5:30 PM</u></b>	
<u>Date</u>	<u>Location</u>
January 16	Lakewood Library Meeting Room
February 20	Lakewood Library Meeting Room
March 20	Lakewood Library Meeting Room
April 17	Lakewood Library Meeting Room
May 15	Lakewood Library Meeting Room
<b>June 19 (b)</b>	Lakewood Library Meeting Room
July 17	Lakewood Library Meeting Room
August 21	Lakewood Library Meeting Room
September 18	Lakewood Library Meeting Room
October 16	Lakewood Library Meeting Room
November 20	Lakewood Library Meeting Room
December 11	Board Meeting Lakewood Library Meeting Room

<sup>(a)</sup>**Purim (work should be avoided)**

<sup>(b)</sup>**Juneteenth Holiday**

<b>Arvada</b> Library - 7525 West 57 <sup>th</sup> Avenue, Arvada	<b>Belmar</b> Library - 555 S. Allison Parkway, Lakewood
<b>Columbine</b> Library - 7706 West Bowles Avenue, Littleton	<b>Edgewater</b> Library - 1800 Harlan Street, Edgewater (Note: Edgewater Library does not have a meeting room. A meeting may be scheduled in the Edgewater Civic Center if a room is available for a Board meeting).
<b>Evergreen</b> Library - 5000 Highway 73, Evergreen	<b>Golden</b> Library - 1019 10 <sup>th</sup> Street, Golden
<b>Lakewood</b> Library - 10200 W. 20 <sup>th</sup> Avenue, Lakewood	<b>Standley Lake</b> - 8485 Kipling Street, Arvada