

BOARD MEETING

JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

June 20, 2024



Mobile Earth & Space Observatory



Book a Librarian



Community Resources – Financial Wellness



Create Space at Belmar Library



Jefferson County
PUBLIC LIBRARY

APPROVAL OF AGENDA

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

ITEM# / ACTION	<p>Thursday, June 20, 2024 – 5:30 pm – HYBRID MEETING</p> <ul style="list-style-type: none"> • <u>ONLINE MEETING VIA ZOOM</u> • <u>IN-PERSON MEETING AT LAKEWOOD LIBRARY MEETING ROOM</u>
1.	<p>Call to order & attendance (4.5.8) Verbal roll call – Each Trustee announces their presence by stating their name.</p>
2.	<p>Pledge of Allegiance</p>
3. Agenda Action	<p>Approve Agenda Chair: Call for motion and second</p>
4. EXECUTIVE SESSION Action	<p>Guest: Kurt Behn, County Attorney’s Office Call for Motion and Second: To adjourn the regular meeting of the Library Board of Trustees and reconvene in Executive Session. EXECUTIVE SESSION: (1) Conifer Opportunity Lease (2) South County Library and (3) Facilities Warehouse Lease. Statutory citations authorizing an executive session for these topic are:</p> <ul style="list-style-type: none"> • Pursuant to 24-6-402(4)(a) Concerning the purchase, acquisition, lease, transfer or sale of Property. • 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.
5. RECONVENE REGULAR MEETING	<p>RECONVENE REGULAR MEETING</p>
6. Public Comment	<p>Public Comment The Board values public participation. Those who would like to address the Library Board can do so virtually, in-person, or online. The opportunity to address the Library Board does not include a question-and-answer session or response. Additionally, the Library Board does not respond to anonymous questions or comments. Comments will be acknowledged in the minutes of the meeting.</p> <p>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"> 1. In-person: Must sign in on the form provided at the door. 2. Virtually during the public comment portion of the meeting: Send a chat message to the meeting host with name and the comment topic 3. Online public comment form: The online form is available at 5:30 pm the

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

	<p>Thursday prior to the scheduled Library Board meeting and closes at 1:00 pm the day prior to the scheduled Library Board meeting.</p> <ol style="list-style-type: none"> 4. People who dial in will not be able to provide public comment during the meeting. 5. Those who failed to sign up or submit the online form, or arrived late, may, at the discretion of the Chair, be allowed to address the Library Board. 6. The Chair has authority to maintain the decorum of the meeting. Conduct or comments that are disruptive to the meeting or its participants are prohibited. <p>For more information on public comment policy please refer to Board Governance Policy 4.3.7: Board Governance Policy Manual (jeffcolibrary.org)</p>
<p>7. CONSENT AGENDA Action</p>	<p>Approval of Consent Agenda Chair: Call for motion and second</p> <ol style="list-style-type: none"> A. Approve May 16, 2024 Board Meeting Minutes B. Approve 2025 Governance Budget 4.8.2 C. Adopt 2025 Board Meeting Schedule
<p>8. Foundation Update</p>	<p>Foundation Update</p>
<p>9. Operational Updates Action as Needed</p>	<p><u>Executive Director</u></p> <ol style="list-style-type: none"> A. Executive Director Report B. Northwest Jeffco Update <p><u>Business Strategy & Finance</u> <u>Finance and Budget – 2025 Budget</u></p> <ol style="list-style-type: none"> A. Letter to the Board of County Commissioners certifying the mil levy necessary to maintain and operate the library – Call for motion and second B. 2025 5-Year Capital Plan – Call for motion and second C. 2025 Proposed Budget Plan – Call for motion and second <p><u>Monthly Financials</u></p> <ol style="list-style-type: none"> D. Financial Report (May 2024) <p><u>Facilities & Construction Projects</u></p> <ol style="list-style-type: none"> A. Facilities/Warehouse Lease Call for motion and second <p><u>Business Strategy</u></p> <ol style="list-style-type: none"> A. South County Library Call for motion and second
<p>10. Action as Needed</p>	<p>Items Removed From Consent Agenda (4.3.4) The Board may address and/or vote on any items that were removed from the Consent Agenda</p>

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

11. Emerging Issues Action as Needed	
12. Action as Needed	Ends. No items.
13. Action as Needed	Board Governance No items
14. Suggest Agenda Items Action as Needed	<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.</p> <p>2024 Board Meeting Schedule</p> <ul style="list-style-type: none"> • July 11, 2024 – Study Session – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room • July 18, 2024 – Board Meeting – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room • August 8, 2024 – Study Session – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location. Lakewood Library Meeting Room • August 15, 2024 – Board Meeting – 5:30pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room <p>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</p>
15 Discussion	Board Questions or Comments Related to Items on the Meeting Agenda
16. Discussion	Evaluate Board Meeting (4.1.9)
17. Information	Announcements/General Information Sharing <ul style="list-style-type: none"> • Report of the Chair – Correspondence, Other • Other Announcements
18. Adjournment	<u>ADJOURN REGULAR MEETING</u>

CONSENT AGENDA

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

jeffcolibrary.org



Jefferson County
PUBLIC LIBRARY

TO: Library Board of Trustees

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

DATE: June 14, 2024

RE: Consent Agenda for the June 20, 2024 Board Meeting

- A. Library Board of Trustees Approve the May 16, 2024 Board Meeting Minutes.
- B. Library Board of Trustees Approve the 2025 Governance Budget 4.8.2.
- C. Library Board of Trustees Adopt the 2025 Board Meeting Schedule.

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

May 16, 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 May 16, 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), Stanley Harsha (Secretary), Jill Fellman, Charles Jones, Jeanne Lomba and Stanley Harsha.

Trustees not present: Pam Anderson.

Staff present: Donna Walker, Executive Director; Julianne Rist, Director of Public Services; 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; Padma Polepeddi, Assistant Director of Public Services for Community Outreach; Amy Bentz, Assistant Director of Library Design Projects and Planning; Paola Vilaxa, Public Services Manager; Clarice Ambler, Public Service Coordinator; Brad Green, Systems Security Manager; 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.

Guests: Michael Dobbs, Safety and Compliance, Jefferson County.

There were additional Library staff members attending the meeting.

APPROVAL OF AGENDA

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

PUBLIC COMMENT

The Board values public participation. Those who would like to address the Library Board can do so virtually, in-person, or online. The opportunity to address the Library Board does not include a question and answer session or response. Additionally, the

Library Board does not respond to anonymous questions or comments. Comments will be acknowledged in the minutes of the meeting. The Chair provided public comment instructions.

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

APPROVAL OF CONSENT AGENDA

The Chair asked the Trustees if any of the items should be removed from the consent agenda. There were no requests for items to be removed.

Items on the Consent Agenda

- A. 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.

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

(Note: At 5:35pm Library staff were notified that the ZOOM link on the website only listed the join by telephone link. At 5:37pm the website was corrected to include the full meeting link.)

FOUNDATION UPDATE

Jo Schantz, Foundation Executive Director, provided an update on the activities of the Foundation. The Foundation is preparing for the Whale of a Used Book Sale, at the Jefferson County Fairgrounds, May 30 – June 2. The fundraising update included grants from the City of Lakewood, \$9,000 for the Create Space at Belmar Library; Ent Credit Union \$300 for 1000 Books Before Kindergarten; and Applewood Community Foundation, \$1,000 for the Library Summer Challenge. The Foundation needs donations of gently used books, CDs, and DVDs.

Jill Fellman, Library Board liaison to the Foundation attended the Friends annual meeting and noted it was a delightful experience.

EXECUTIVE DIRECTOR REPORT

A. Executive Director Report

The Executive Director advised the Board that the Library is participating in the Jeffco Gives Employee Food Drive Contest and shared the QR Code to donate and select the Library. The Executive Director is meeting with Joel Newton, Executive Director of the

Edgewater Collective. The Edgewater Collective is repurposing a local school and are interested in partnering with the Library in some way. The first Collective Bargaining meeting is scheduled for May 31. The Executive Director, Lisa Smith, Director of People and Culture, and Julianne Rist, Director of Public Services will attend to listen to representatives from staff and AFSCME.

B. South County Library Update

The Executive Director advised the Board that the site search continues, and the Library anticipates bringing an update to the Board in June.

C. Northwest Jeffco Library Update

The Executive Director advised the Board that the Library has comments back and have some dates for Arvada City Council and Planning Commission hearings. The Library is working on how to engage the board in these meetings. The Arvada City Council first reading is June 17, the Planning Commission Public Hearing is June 18, and the City Council Public Hearing is July 15. The Library will make sure the Trustees receive invitations. Steve Chestnut, Director of Facilities and Construction Projects worked to get the schedule moved up from the original August 7 date. An RFP for the architect is on the street.

In response to a question, the Board was advised that the Library anticipates Trustee involvement as advocates and will provide the dates and details of the meetings to the Trustees

EXECUTIVE TEAM OPERATIONAL UPDATES

Business Strategy & Finance

Finance and Budget – Monthly Financials

A. Financial Report (April)

Matt Griffin, Director of Business Strategy and Finance, addressed the Board and presented information on the April financial tables. The Library received an increase of \$1.2 million in investment income and that adjustment is expected in the May financials. It was noted that last year there was a decrease in investment income. This year the total for 2023 is just over \$3 million.

In Table 1, the Library is tracking in all areas where expected with revenue and expenditures on target. In Table 2, all areas are trending as they should be. Treasurer's fees track against revenue. In last month's financials indirect charges showed at zero. Those charges have posted and are tracking where they should be. In Table 3, there is a new project, the Evergreen Library roof repair. The Board will learn more about the project over the next couple of months and the amount will be offset through insurance that will show as it flows into the project.

The carryforward request processed this week, and the Board will see everything even out in next month's financial report.

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

B. Long Term Financial Forecast

Matt Griffin advised the Board that tonight the Library will bring forward the 2025 draft budget as an opportunity for discussion. The Library will guide the Board through the draft budget for feedback and set the stage for dialogue on the assumptions. The draft budget will be brought back to the Board at the June Study Session incorporating Board feedback for further discussion.

The Chair advised the Board that tonight is an opportunity to ask questions, review capital planning and gauge the Board's comfort level with the fund balance. Board questions and feedback are welcome throughout the draft budget review. The Library will take this information to finalize what they will present next month.

Purpose and Outcome

The purpose and outcome is to share progress on the draft 2025 budget using the strategic plan as guidance, review the assumptions, and provide the opportunity for discussion and input on long term implications. The topics on the agenda includes revenue, expenditures, 5 and 10 year forecast and the fund balance.

Revenue Forecast

Revenue from property tax is estimated at \$57.6 million, factoring in a 1% increase over 2024, a non-assessment year. Historically there has been a 4% increase in non-assessment years. The Library wants to remain bearish and build the budget on conservative figures. The revenue forecast includes 4.5 mils in 2025 and beyond.

In response to a question, the Board was advised that the legislation and ballot measures would impact 2025 assessed values that are paid the following year, 2026. In terms of long term projection for 2026, the Library built in a 3% increase. In terms of the potential impact of legislation and ballot measures, that will not take effect until 2026.

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

In response to questions, the Board was advised that:

- Library fees are charges for damaged and lost children's materials. The Library stopped fines and anticipates stopping those children's damaged and lost fees at approximately \$15,000 per year to stop that charge.
- The Library prefers a bearish approach on investment income based on how variable it can be. Toward the end of the year, the Library does receive an estimate from the Treasurer's office that gets built into the actual budget.
- The Library will look into the idea of a contingency mechanism for investment income and project scopes of work to trigger funding for certain items that may be removed from the project due to lack of funding. It was noted that sometimes investment income is a negative amount.
- The Library will have Bridget Beatty, fundraising consultant, present the fundraising plan to the Board in June. The contributions and donations amount combines the Library Foundation donation of \$100k and the Library's fundraising plan of \$150k. The \$150k for the Library's fundraising is based on what the consultant believes is possible. At mid-year 2025 the Library will review to see if there is a need to make an adjustment in other spending.

Expenditures

There are three types of expenditures, Operating, Debt and Capital.

Operating

- Salaries and Benefits \$26.5M
Assumptions:
 - 3.5% increase for 2025
 - \$1.2M Vacancy Savings
 - New FTE's:
 - Outreach Librarian
 - Technical Support Tech Sr
 - Total JCPL FTE's = 293.5

In response to questions, the Board was advised that:

- The Library is building the draft budget based on our known FTE and expected percentage increase in compensation. Conversations based on negotiations have not happened yet. There is a cut off in law when reaching a negotiated agreement and a timeframe of the Board of County Commissioners approval of the budget. What might impact 2025 vs. 2026 depending on how long any negotiations may take.
- The draft budget includes a 3.5% salary increase and a 6% increase overall for salaries and benefits. The Library does not yet have final benefits figures from County.
- The compensation study recommended that the Library build in a 3.5% salary increase to put us closer to midpoint for most employees which is market.

- 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.
- Books and Materials \$7.8M
 - There is a reduction in 2025 in the books and materials budget driven by having no opening day collections which are accounted for in other ways. Additionally, the Library is no longer in a growth phase of our collection and is maintaining the current level.

In response to a question the Board was advised that:

- The Library’s books and materials target was the 75th percentile in multiple areas and JCPL is now at those levels.
- Services and 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 and the Library’s contingency budget.
- Interdepartmental \$3.2M
 - Direct: Expenses incurred directly from transactions between departments, reflecting usage-based charges
 - Indirect: Shared costs providing general support across different divisions

Total operating expenditures \$47.6M.

- Salaries and Benefits at 56% of operating expenditures
- Books and Materials at 16% of operating expenditures

In response to a question, the Board was advised that at the June Study Session the Library will provide the chart that shows operating expenditures staying below revenue.

Debt

There is no debt in 2025

Capital Expenditures

- Annual Repair and Maintenance (ARM) \$1.4M
 - Costs to preserve and repair JCPL facilities and equipment
- South County \$6.1M
 - Funding available in 2025 to secure location and begin design process.
 - Remaining funding available in 2026
- Northwest Jeffco \$14.5M
 - All funding for Northwest Jeffco becomes available in 2025

- Arvada Redesign \$14.0M
 - All funding becomes available in 2025
 - Each year the Library revisits and refines ROMs. There are a few areas identified with more accurate pricing increasing the budget by \$109,000. The \$14.0M incorporates that increase.

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

- Library Refreshes \$750k
 - Pilot project to refresh specific library elements between major renovations
 - Details are not yet determined
- Administration Reconfiguration \$250k
 - Maximize the efficiency of the admin space
- 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.

Total Capital Expenditures \$37.8M

In response to questions the Board was advised that:

- The Lakewood and Library Service Center are the only locations that do not have gender neutral restrooms. Under the new law, the Library is grandfathered in, however, the Library feels that this is something we need to do to continue to be radically welcoming to all patrons and staff.

Total 2025 Operating and Capital Expenditures \$85,473,646

- Total Capital 44%
- Total Operating 56%
- Total Debt 0%

B. 5-year Capital Improvement Projects (CIP)

The short term capital improvement plan is a higher level plan showing projects over several years. The difference is that it shows budget allocation years not project completion years. The five year capital improvement plan (2025-2029) is what the Board authorizes to submit to County.

Short Term Capital Improvement Plan



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				

In response to requests and questions, the Board was advised that:

- The Library will look at repeating the library refresh with some repeat frequency.
- The Library is continuing to include the Golden opportunity and has a meeting scheduled in early June with the city manager about the Heart of Golden Project to have conversations about the Library’s participation. The timing on that project is currently unclear. It is the Library’s understanding that Golden will go out for COPs. If that happens, they will have a timeline. The information the Library has right now doesn’t warrant moving that project in the Library’s capital plan.
- The Lakewood restrooms project has been priced. The library refresh amount can be any number of things like what it would take to replace carpet, or if staff determines it would be better to replace shelving. The refresh can be any update to a more modern standard. The Lakewood restrooms are a separate project.
- Library staff are embarking on writing a master plan for alternative services this year that will help JCPL know where we need to bring offsite services. The team did a evaluation on holds lockers and achieved that objective. It is now time to assess, and the Library feels good about those services in 2025. If the assessment indicates the need for more holds lockers, that will be brought back to the Board. Whether or not the holds lockers in South County will still be needed after the new South County library is built is unknown, however the lockers are portable and can be moved to where there is a gap in service.

Fund Balance Boundaries

The impact of this plan on the fund balance shows that the lowest the fund balance would go is \$18 million in 2026. At that lowest point the fund balance is \$3.1 million above the minimum requirement.

In response to questions, the Board was advised that:

- The fund balance number listed for 2024 is based on the Library's budget. It is correct that number is probably higher because capital spending is not happening as fast as planned and the Library won't spend to budget in 2024.

The Chair advised the Board that there will be adjustments and there are revenue impacts that can't be seen at this time. There are opportunities for the Board to review large capital expenditures and slow down spending than with operating expenses, taking care of patrons and staff on a daily basis. If something happens with revenue, the Board will have the opportunity to slow something down if needed. The Chair asked the Board if generally speaking, they feel comfortable with the fund balance information. The Trustees present indicated that they were comfortable.

C. Long Term Capital Improvement Plan – 10 years

In the long term capital plan the Operations Center, Lakewood Library and Standley Lake Library come into the picture.

In response to questions, the Board was advised that:

- The library refresh is a concept that the Library would like to test. Part of that concept is to refresh libraries that are further out in the plan. There are also some new standards for shelving. The Library will take another look at the concept and what that concept looks like in terms of financial impact if it is included in the long term capital plan on a repeating, regular basis. The Library will also look at the concept description, so it is clear to the public.

Fund Balance vs. Boundaries

Based on the 10 year capital improvement plan, the impact on the fund balance shows the lowest point remains in 2026. This plan keeps the fund balance within those minimum and maximum guardrails.

Next Steps

- **June:** Board authorizes JCPL to submit the 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.

In response to a question, the Board was advised that:

- How the new fundraising efforts of \$150k will be incorporated into the financials will depend on the grant request. Some grants require that it isn't budgeted, and some require a match. The focus of the Library's fundraising is on Northwest Jeffco, South County and Conifer as opportunities. Fundraising will be reflected in the monthly financials.

The Chair expressed appreciation for the great presentation and advised the Board to let her or the Executive Director know if they think of more questions.

Public Services

A. Community Resource Coordination

The Executive Director introduced the topic and noted that she is excited for the Board to be introduced to this JCPL staff innovation. Paola Vilaxa, Public Services DEI and Arvada Library Manager and Clarice Ambler, Community Resources Coordinator provided information on the Community Resource service.

Paola Vilaxa expressed appreciation to the Board for the opportunity to present information on the Community Resources Coordinator role and the new model the library is implementing to connect people with basic needs.

DEI Master Plan

The Diversity and Inclusion Core Service ensures welcoming spaces and access to materials, information, and services for people of all backgrounds with a focus on marginalized and underserved populations. The focus is on five communities: people experiencing homelessness and hardship, the LGBTQIA+ community, immigrants and Spanish speakers, Black, Indigenous and People of Color (BIPOC), and people with disabilities.

The service fosters community engagement through respectful and meaningful relations with the people served, engages patrons in lifelong learning, and supports healthy communities across all demographics of Jefferson County. The Library does this by identifying and removing barriers, supporting diverse and inclusive programming, engaging with community members through outreach and creating a safe and welcoming environment for underserved communities.

Community Resources Model

In 2023 when the former Social Worker position became vacant, JCPL evaluated our community needs and decided to change this position to be more patron focused. DEI added the Community Resources Coordinator position to connect people to basic resources, within the scope of the library's mission of providing equitable access to information for patrons of all backgrounds. Through this model the Library is able to connect patrons to existing resources rather than be a provider of services. The Library

provides information about basic resources; partners with local organizations to provide services at the library and refers patrons so they can access navigation. This position also collaborates with other departments in order to provide trauma informed customer services across all JCPL locations.

Benefits

The Community Resources Coordinator comes with a background in social work, allowing for staff and patrons to get expert guidance regarding community resources, at the same time that creates capacity for Diversity, Equity and Inclusion to add a trauma informed approach about services to our diverse communities. More importantly, it is a sustainable model that can expand our reach through partnership and collaboration.

Community Resources Coordinator

Clarice Ambler introduced herself and provided information on her background and her role in the position. She noted that she holds an MSW in social work and her background includes experience working with many populations, including older adults, and people with disabilities, mental health challenges, substance use challenges and people experiencing homelessness. Additionally, she has experience in navigating complex systems, such as Medicare, Medicaid, LEAP, SNAP and OEP.

Current Partnerships

Some of the partnerships with community organizations include Hunger Free Colorado which is in our libraries three days per week providing navigation around food resources and food insecurity. Jeffco Eats donates bags with nonperishable foods that are given out to families and folks experiencing hardships. Benefits in Action has been in JCPL's libraries in the past and will be again soon offering benefit navigation and application assistance for things like SNAP, LEAP, Medicaid, Medicare, free phones, etc. Clarice noted that she recently met with Recovery Works, which is one of the largest newest navigation center in Jefferson County. Similarly, the Library formed a partnership with the Action Center.

These partnerships represent a network for warm referrals and information sharing. Some of these organization are present in JCPL's libraries on a usual basis and some on occasion for programming. Regardless of their presence in the libraries, there is a direct contact and a friendly relationship with each of these organization and more.

Patron Supplies

Each of JCPL's library locations have a store of basic necessities that can be given to patrons who ask for them. These items include things like snacks, hygiene supplies and hot/cold weather supplies. These supplies tell patrons that we are a truly welcoming space, and we are happy to provide a little extra support to ensure people can be as comfortable and successful in our space as possible. Our patron experience staff are

incredibly skilled at leveraging these supplies to build rapport and relationships with our patrons. What may be a granola bar one day offered to someone who was struggling, could become an opportunity down the line to connect that patron to life-changing supports. These supplies build trust and relationships while also preserving the basic dignity of our patrons.

Resource Connect

JCPL just wrapped up and evaluated the pilot of this program. Resource Connect was a series of 1:1 appointments offered to patrons in half hour blocks at two locations. Staff was given information on how to sign patrons up for one of these appointments when they encountered someone they believed would benefit. These half hour blocks were opportunities for patrons to center their needs with a community resource expert, who would then help them create a game plan, including a first step/first contact. For instance, if someone came in struggling with food insecurity, the first step might be introducing them to Brandon at Hunger Free Colorado to identify places that could meet immediate needs, connecting them with Benefits in Action for SNAP application assistance, then having them leave with a Jeffco Food bag. One example is a patron who needed glasses. The first step was to connect him with BIA (Benefits in Action), who was coming into the libraries at the time. Once he was set up with Medicaid, there was another meeting that identified options for finding an eye doctor who accepted Medicaid. Importantly, during that second meeting, the first call to a doctor was made together. He had never made a doctor's appointment before and didn't know how, so that first step was taken together, and he made note of the information he'd need to have in the future. The best part is that he now has glasses.

2023 Report

A brief snapshot of some of the programs in 2023, the first year with this position.

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."

The Executive Director advised the Board that several years ago JCPL was at the front edge of libraries that had social workers. Staff engaged in evidence based research to develop the current program. Padma Polepeddi, Assistant Director of Public Services for Community Outreach, noted that staff looked at different models that had social workers and the reach was limited as they had to take cases and create referrals which was time intensive. Staff looked at other models where JCPL could do what the Library is meant to do, provide information in a compassionate and trauma informed way. There are three major components sustainability, empowering our population, and having a subject matter expert on staff. Staff provide information patrons so they can go away feeling empowered and having subject matter expert who knows how to address their needs and reach those collaborations to remove access barriers. Leveraging trust with the community with a sustainable model of empowerment. JCPL's patron experience staff are the most knowledgeable about patrons who could benefit from this service.

The Board expressed appreciation to the staff for developing this incredible service to our communities. In response to a request, the Board was advised that they will be provided with the PowerPoint presentation.

Facilities & Construction Projects

A. Columbine Roof Replacement

Steve Chestnut, Director of Facilities and Construction Projects addressed the Board and noted that Michal Dobbs, from County Safety Compliance and Risk Management, is in attendance to answer questions. Steve provided a brief history on the roof replacement project and how JCPL will navigate the project. Michael Dobbs was instrumental in helping JCPL navigate FEMA (Federal Emergency Management Agency), state applications and insurance through the County.

In addition to insurance claims, the Library is eligible to seek funding from FEMA to offset the costs. The Library joined the County in applications to FEMA and the State of Colorado. The Library is covered by County insurance that may help cover costs and the Board of County Commissioners will make the decision about that reimbursement. The library joined the County in making application to FEMA for those grants. They have been approved so JCPL should be aligned to receive 80% reimbursement at the completion of the project. The remaining amounts should be covered by insurance and the State of Colorado to cover both the Columbine and Evergreen Library roofs.

The Library is asking now for authorization to proceed with the Columbine roof. JCPL does not have numbers back for the Evergreen Library. The Columbine roof is urgent as there are sandbags holding down that roof.

Matt Griffin advised the Board that in order to spend within the capital plan, an associated budget is needed before spending. The County recognizes the Library's

position and the urgency. JCPL will need to process two supplemental budget requests in the coming months to cover those funds and the Library will be bringing those requests to the Board for these projects.

In response to a question, the Board was advised that:

- The Library does anticipate reimbursement for the full cost. The Library is also covered by the County's property insurance coverage for the whole County for anything insurance doesn't cover, the difference between FEMA and the insurance company.

AUTHORIZE COLUMBINE ROOF REPLACEMENT CRW INC CONTRACT

MOTION: Charles Jones moved that the Library Board of Trustees authorize the Executive Director to enter into a contract with CRW, Inc. for the repairs of the Columbine Library roof. Seconded by Jill Fellman the motion passed by unanimous vote of all Trustees present.

Technology & Innovation

A. Tier 1 and Tier 2 E-Rate reimbursable services

- Sentinel Technologies Contract
- Malm Electrical Contractors LLC Contract

The Executive Director advised the Board that the E-Rate program is a reimbursement and can be confusing and introduced Brad Green, Systems Security Manager, who will present information.

Brad Green addressed the Board and provided a high level view of the program. E-Rate is a federal program to offset the cost of providing internet access to patrons. There are two reimbursable services, Tier 1: low voltage and access and Tier 2: connection. The program runs from July 1 to July 30, which is offset from our budget calendar and is the reason this is brought to the Board now. JCPL follows an RFP process, and these contracts are specifically for the Arvada Library Redesign, South County Express and Northwest Jeffco projects.

In response to a question the Board was advised that:

- E-Rate is a 5 year allocation of money to the Library and JCPL applies every year to spend. If JCPL doesn't start a project, that money stays in the Library's pool of money and JCPL reapplies. There is some estimating when planning that far out, but if needed the Library releases those funds and reapplies.

**AUTHORIZE THE SENTINEL TECHNOLOGIES & MALM
ELECTRICAL CONTRACTS**

MOTION: Jill Fellman moved that the Library Board of Trustees 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 within the approved budgeted amounts. Seconded by Jeanne Lomba the motion passed by unanimous vote of all Trustees present.

ITEMS REMOVED FROM THE CONSENT AGENDA

No items were removed from the consent agenda.

EMERGING ISSUES

No issues.

ENDS

There were no items.

BOARD GOVERNANCE

- Review 2025 Board Governance Budget (Approval at June Board Meeting Consent Agenda)
- Review 2025 Board Meeting Schedule (Approval at June Board Meeting Consent Agenda).

The Board discussed the proposed 2025 Board meeting schedule and asked staff to come back with a recommendation for what would work best for the June 19, 2025 conflict with the Juneteenth holiday. Some possibilities discussed were the day before (Wednesday, June 18, 2025) or the following week (Thursday, June 26, 2025). Staff will provide the recommendation at the June 13 Study Session for Board approval on the June 20 Consent Agenda.

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

- 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
- July 11, 2024 – Study Session – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room

- July 18, 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

The Chair advised the Board that she attended meetings with the Executive Director and each Jefferson County Commissioner to open dialogue regarding collective bargaining. Those conversations were positive and helpful.

ADJOURNMENT

The meeting was adjourned at 7:09pm.

Stanley Harsha, Secretary

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



jeffcolibrary.org

TO: LIBRARY BOARD OF TRUSTEES
 FROM: KIM JOHNSON, CHAIR
 DATE: June 13, 2024
 RE: **ADOPTED 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	2025 Adopted 06-20-24	2024 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
	TOTAL	\$28,500	\$28,500

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.

JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

ADOPTED (06-20-24) 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.

<u>LIBRARY BOARD STUDY SESSIONS</u>	
5:30 PM	
<u>Date</u>	<u>Location</u>
January 9	Lakewood Library Meeting Room
February 13	Lakewood Library Meeting Room
March 13(a)	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

<u>LIBRARY BOARD MEETINGS</u>	
5:30 PM	
<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
June 18 (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

^(a)**Purim (work should be avoided)**

^(b)**Due to the Juneteenth Holiday the meeting is scheduled for Wednesday, June 18**

Arvada Library - 7525 West 57 th Avenue, Arvada	Belmar Library - 555 S. Allison Parkway, Lakewood
Columbine Library - 7706 West Bowles Avenue, Littleton	Edgewater 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).
Evergreen Library - 5000 Highway 73, Evergreen	Golden Library - 1019 10 th Street, Golden
Lakewood Library - 10200 W. 20 th Avenue, Lakewood	Standley Lake - 8485 Kipling Street, Arvada

Operational Updates

Executive Director Report



JUNE 2024 EXECUTIVE DIRECTOR REPORT

2024 Annual Plan Progress in June

Portfolio: Service Point Development & Expansion

Program: New Construction

Project: South County Library

- Update public on site search
- Continue to investigate site opportunities
- Continue community support development
- Continue political will development

Project: Northwest Jeffco Library

- Planning Commission public hearing
- Architect interviews
- Continue community support development

Program: Building Redesign

Project: Arvada Library

- Schedule and plan community engagement
- Continue community support development

Project: Evergreen Library

- Hold “lessons learned” meetings
- Finalize design and get pricing for potential outdoor reading area

Program: Building Opportunities


Project: Conifer Opportunity

- Come to terms on lease
- Contract with architect for design
- Inform community of progress

Portfolio: Lifelong Learning & Literacy

Program: Advance Digital Equity & Inclusion

Project: Digital Literacy Collaboration (ARPA)

- Complete agreements with community partners
 - Continue Phase II tasks
- 



Portfolio: Building Inclusive Community

Program: Create a Radically Welcoming JCPL - Staff

Project: All Staff Compensation Strategy

- Develop JCPL compensation philosophy
- Begin staff communications planning

Program: Digital Accessibility (NEW)

Colorado recently passed new legislation to address accessibility for government websites and digital services. The purpose of this program is to ensure compliance with Colorado Web Accessibility Law HB 21-1110, which mandates that all state and local government websites and digital services be accessible to individuals with disabilities. This program charter outlines the key activities, milestones, and responsibilities to achieve and maintain compliance with the legislation and will guide specific projects. Program work will incorporate Colorado SB23-244 Technology Accessibility Cleanup which helps to clear up any ambiguity within HB21-1110.

- Finalize inquiry process for staff and patrons
- Finalize communications plan
- Priority training for staff
- Finalize and implement Board webpage plan
- Add program to 2024 Annual Plan

Portfolio: Embracing Innovation & Change

Program: Artificial Intelligence Strategy

- Continue program development

Program: Fundraising Development

- Grant development for Conifer Library Services

Portfolio: Continuous Process Improvement


Program: Accelerate our Building Program

Project: Design Standard

- Launch Design Standard with JCPL staff

SERVICE HIGHLIGHTS:

Pride programming all month: A highlight is our program in partnership with the Arvada Center to present **Kaleidoscope: A Celebration of Music and Identity**: Classical music and spoken word poetry unite in Kaleidoscope, an exciting production from the Baroque Chamber Orchestra of Colorado that uses timeless art to explore poignant contemporary questions of gender and identity.



[Summer Challenge: Where Adventure Begins](#) – Programming for all ages through July. Please register! A highlight of the community-wide challenge is the recruitment, training, and management of 297 teens volunteering to support Summer Challenge so far.



Kids choosing their free book at Edgewater Library



Salida Circus Adventure Program



Alebrije Making Kids Camp



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 June.

[ULC ANNUAL FORUM](#), October 23 - 25, 2024, Philadelphia, Pennsylvania

PROFESSIONAL ENGAGEMENT:

Matt Griffin, Director of Business Strategy and Finance, attending the **Government Finance Officers Association (GFOA)** annual conference.

Padma Polepeddi, Assistant Director of Public Services for Customer Experience, attending the **American Library Association (ALA) Annual Conference**. Padma was appointed to be the PLA Director at Large.


Ryan Turch, T&I Operations Supervisor, attending the **ALA Annual Conference** as well.

Bryan Kratich, Northwest Jeffco Library Manager, attending **NeoCon**.

Bernadette Berger, Director of Technology & Information (T&I), **Andy Scanlon**, T&I Project Manager, **Cheryl Murphy**, T&I Services Manager, and **Brad Green**, T&I Systems and Security Manager, attending the **Colorado Government Association of Information Technology (CGAIT)** conference.

Bridget Beatty, outside fundraising counsel, attending the **International Public Library Fundraising Conference (IPLFC)** representing JCPL.

HIGHLIGHTS OF EXECUTIVE DIRECTOR COMMUNITY ACTIVITIES, JUNE 2024

- Meeting with **Golden City Manager**, Scott Vargo
 - Attended the **Board of County Commissioners and Municipalities** Quarterly Breakfast
 - Attended the **West Metro Chamber's** Taste of the West
 - 1:1 meeting with **trustees** Jeanne Lomba and Jill Fellman
 - 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**
 - Attend monthly meeting of the **Personnel Board** of the **Jefferson County Elected/Appointed Officials**
- 

- 
- Attend **Jeffco Connections** Board meeting
 - Meet with Lorie Gillis, **Arvada City Manager**
 - Attend **Arvada City Council** meeting
 - Attend **Arvada Planning Commission** Northwest Jeffco Library Rezoning Hearing
 - Attend **Urban Libraries Council CEO Forum** weekly discussions.



Operational Updates

Business Strategy and Finance

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



jeffcolibrary.org

To: Donna Walker, Executive Director
From: Matt Griffin, Director of Business Strategy & Finance
Re: Finance Monthly Report
Date: June 20, 2024

2025 Proposed Budget

Revenue Assumptions:

The projected revenue remains unchanged from the long-term forecasts presented in May. Regarding Property Tax assumptions:

- The mill levy will remain at 4.50 for 2025 and beyond.
- A 1% increase is anticipated for 2025. Preliminary assess gross valuations are expected to be available in August.

Planned Expenses:

JCPL is planning to add 2 full-time equivalents (FTE) in 2024, bringing the total to 293.5.

The 2025 budget and the 5-year Capital Improvement Plan (CIP) outline JCPL's plans for ongoing operations, infrastructure development, and strategic initiatives over the next five years.

The following information is included:

- A. Letter to the Board of County Commissioners certifying the mil levy necessary to maintain and operate the library
- B. 2025 5-Year Capital Plan
- C. 2025 Proposed Budget Plan

Budget to Actual Tables

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

In May, JCPL recorded \$7.1M in Real Property Tax revenue. Year-to-date, 73% of the budgeted collection has been received.

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

jeffcolibrary.org



To: Honorable Jefferson County Commissioners

From: Library Board of Trustees

Re: 2025 Proposed Budget

Date: June 13, 2024

Honorable County Commissioners,

Working collaboratively with the County staff and the Library staff, the Library Board of Trustees' has submitted a proposed budget for the year 2025. The budget development process is governed by the Board of County Commissioners annual guidelines, and the Library Board of Trustees fiduciary responsibilities.

State of Colorado Library Law, 24-90-109 Powers and duties of board of trustees instruct the Board of Trustees to:

III (d) "Submit annually a budget as required by law and certify to the legislative body of the governmental unit or units that the library serves the amount of the mill necessary to maintain and operate the library during the ensuing year.

The Board of Trustees', in submitting this budget, support and acknowledge our responsibility to present the budget necessary to provide citizens of Jefferson County with a high quality library, which continues to fulfil our promises and supports the community's needs.

- Continue to invest in books, materials and digital offerings;
- Provide access to updated technology;
- Repair and refurbish existing facilities;
- Improving service in underserved areas by funding new construction and alternative services;
- Stabilize long-term finances.

The amount that the Board of Trustees has determined necessary to deliver on our promises, operate the library and provide the residents of Jefferson County with a responsible level of library services in 2025 is a mill levy of 4.500. This mill levy will provide an estimated net property tax revenue of \$57.6 million dollars.

As Library Trustees, we take our fiduciary responsibility seriously and we believe the 2025 proposed budget represents a responsible level of spending to support Library services.

Kim Johnson, Chair

Library Board of Trustees

**TABLE 1
JEFFERSON COUNTY PUBLIC LIBRARY
REVENUE AND EXPENDITURE SUMMARY
2025 PROPOSED BUDGET**

Revenue and Expenditure	2021 Actual	2022 Actual	2023 Actual	2024 Budget	2025 Proposed Budget	\$ Variance 2024 to 2025	% Variance 2024 to 2025
Revenues							
Property Taxes (net adjustments)	47,028,297	51,799,286	50,731,594	56,936,719	57,668,188	731,469	1%
Grants, Funds & Donations	715,365	570,432	441,043	366,124	560,427	194,303	53%
Investment Income	(201,886)	(1,267,054)	3,496,750	2,458,619	193,125	(2,265,494)	-92%
Other Revenue	139,902	273,701	569,427	85,000	35,000	(50,000)	-59%
Total Revenues	\$ 47,681,678	\$ 51,376,365	\$ 55,238,815	\$ 59,846,462	\$ 58,456,740	\$ (1,389,722)	-2.3%
Expenditures							
Operating	34,942,766	36,867,267	40,594,363	45,473,186	47,889,718	2,416,532	5%
Financing & Debt Service	621,819	621,945	621,745	623,700	-	(623,700)	-100%
Capital Projects	2,148,743	1,996,095	3,773,828	25,191,744	37,832,206	12,640,462	50%
Total Expenditures	\$ 37,713,327	\$ 39,485,306	\$ 44,989,936	\$ 71,288,630	\$ 85,721,924	\$ 14,433,294	20.2%

Fund Balance	2021 Actual	2022 Actual	2023 Actual	2024 Budget	2025 Proposed Budget
Beginning Fund Balance	33,319,989	43,288,340	55,179,398	65,428,277	53,986,110
Ending Fund Balance	43,288,340	55,179,398	65,428,277	53,986,110	26,720,926
Fund Balance Above/(Below) Minimum	31,367,920	42,335,307	51,618,574	39,024,495	12,106,741

TABLE 2
JEFFERSON COUNTY PUBLIC LIBRARY
OPERATING EXPENDITURES
2025 PROPOSED BUDGET

	2021 Actual	2022 Actual	2023 Actual	2024 Budget	2025 Proposed Budget	\$ Variance 2024 to 2025	% Variance 2024 to 2025
Operating Expenditures							
Salaries & Employee Benefits							
Salaries	13,576,973	14,178,852	15,729,151	18,016,835	19,125,953	1,109,118	6%
Awards & Bonuses	143,689	140,212	588,780	180,000	275,000	95,000	53%
Other	6,297,557	6,215,447	6,519,128	6,817,727	7,501,616	683,889	10%
Total Salaries & Benefits	\$ 20,018,220	\$ 20,534,511	\$ 22,837,059	\$ 25,014,562	\$ 26,902,569	\$ 1,888,007	8%
Library Collections							
Library Books & Materials	7,152,323	7,585,844	7,748,775	9,049,817	7,697,199	(1,352,618)	-15%
Library Periodicals	119,328	177,193	196,889	215,000	205,000	(10,000)	-5%
Total Library Collections	\$ 7,271,651	\$ 7,763,037	\$ 7,945,664	\$ 9,264,817	\$ 7,902,199	\$ (1,362,618)	-15%
Supplies and Other							
Supplies	1,179,692	1,412,124	1,418,096	1,680,455	1,910,452	229,997	14%
Services & Charges	3,940,079	4,396,140	5,414,751	6,433,079	7,959,121	1,526,042	24%
Interdepartmental Direct Charges	472,181	514,052	526,384	594,052	631,202	37,150	6%
Treasurers Fees	705,424	776,989	760,974	859,569	865,023	5,454	1%
Interdepartmental Indirect Charges	1,355,518	1,470,413	1,691,436	1,626,652	1,719,152	92,500	6%
Total Supplies and Other	\$ 7,652,895	\$ 8,569,719	\$ 9,811,640	\$ 11,193,807	\$ 13,084,950	\$ 1,891,143	17%
Total Operating Expenditures	\$ 34,942,766	\$ 36,867,267	\$ 40,594,363	\$ 45,473,186	\$ 47,889,718	\$ 2,416,532	5.3%

**TABLE 3
JEFFERSON COUNTY PUBLIC LIBRARY
CAPITAL IMPROVEMENT PROJECTS
2025 PROPOSED BUDGET & 5 YEAR CIP**

	2021 Actual	2022 Actual	2023 Actual	2024 Budget	2025 Proposed Budget	2026 Projected	2027 Projected	2028 Projected	2029 Projected	Total Project Budget
Capital Expenditures										
Annual Replacement & Maintenance										
ARM-01 Capital Maintenance	\$ 183,701	\$ 196,169	\$ 269,674	\$ 250,000	\$ 300,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000
ARM-02 Furniture & Equipment	468	31,704	-	42,000	42,000	40,000	40,000	40,000	40,000	40,000
ARM-03 Computer Replacement Plan	412,322	333,399	203,833	479,200	616,000	550,000	600,000	600,000	600,000	600,000
ARM-04 Book Sorter Replacement	492,352	525,598	306,474	40,000	40,000	30,000	30,000	200,000	200,000	200,000
ARM-05 IT Infrastructure Replacement	480,442	259,904	516,587	295,000	450,000	550,000	3,550,000	550,000	550,000	550,000
Capital Projects										
Bookmobile Replacement	111,623	111,644	-	-	-	-	-	-	-	-
Standley Lake Clerestory Roof	143,309	-	-	-	-	-	-	-	-	-
Alternative Services	257,868	-	-	-	-	-	-	-	-	-
Library Belmar Outdoor Space	-	256,541	-	-	-	-	-	-	-	-
Document Management System	2,738	17,500	13,963	45,801	-	-	-	-	-	160,000
Location Holds Lockers	-	-	190,173	52,600	-	-	-	-	-	205,000
Halo Vape Sensors	-	-	8,059	-	-	-	-	-	-	74,250
South County Library	63,919	10,077	-	5,772,052	6,198,826	18,804,666	-	-	-	30,849,540
South County Express Library	-	-	-	595,000	-	-	-	-	-	595,000
Evergreen Library Redesign	-	115,329	2,174,317	2,913,896	-	-	-	-	-	5,200,048
Northwest County Library	-	9,127	90,749	11,280,795	14,589,599	-	-	-	-	25,970,270
Conifer Library Opportunity	-	-	-	2,500,400	-	-	-	-	-	2,500,400
Arvada Library Redesign	-	-	-	800,000	14,095,781	-	-	-	-	14,895,781
Golden Opportunity	-	-	-	-	-	-	350,000	6,118,000	-	6,468,000
Library Interiors Refresh Pilot	-	-	-	-	750,000	-	-	-	-	750,000
Unspecified Opportunity	-	-	-	-	-	-	-	-	350,000	4,950,000
Offsite Services	-	129,102	-	-	-	-	175,000	-	-	304,102
Data Warehouse	-	-	-	125,000	-	-	-	-	-	125,000
Admin Reconfiguration	-	-	-	-	250,000	-	-	-	-	250,000
Lakewood Restrooms	-	-	-	-	500,000	-	-	-	-	500,000
Total Capital Expenditures	\$ 2,148,743	\$ 1,996,095	\$ 3,773,828	\$ 25,191,744	\$ 37,832,206	\$ 20,224,666	\$ 4,995,000	\$ 7,758,000	\$ 1,990,000	

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

Revenue and Expenditure	2024 Budget	YTD Actual 05/31/2024	\$ Variance 2024 Budget	% Variance 2024 Budget
Revenues				
Property Taxes (net adjustments)	56,936,719	43,663,232	13,273,487	77%
Grants, Funds & Donations	458,474	24,326	434,148	5%
Investment Income	2,458,619	790,418	1,668,201	32%
Other Revenue	85,000	56,585	28,415	67%
Total Revenues	\$ 59,938,812	\$ 44,534,561	\$ 15,404,251	74.3%
Expenditures				
Operating	45,473,185	16,347,070	29,126,115	36%
Financing & Debt Service	623,700	7,279	616,421	1%
Capital Projects	25,191,744	2,499,065	22,692,679	10%
Total Expenditures	\$ 71,288,629	\$ 18,853,414	\$ 52,435,215	26.4%

% Variance 2024 Budget

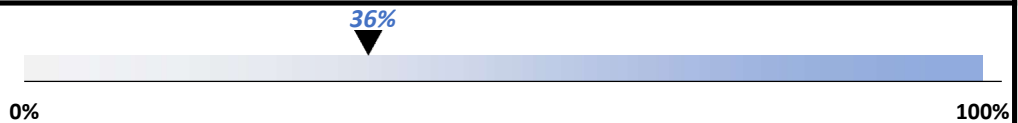
Revenues



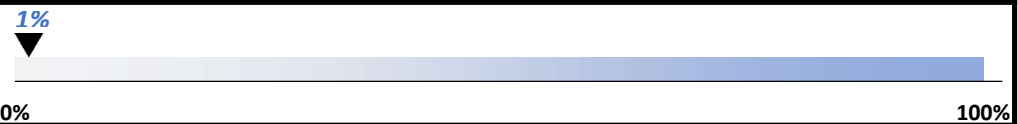
Total Expenditures



Operating



Debt



Capital



TABLE 2
JEFFERSON COUNTY PUBLIC LIBRARY
OPERATING EXPENDITURES
BUDGET TO ACTUAL

	2024 Budget	YTD Actual 05/31/2024	\$ Variance 2024 Budget	% Variance 2024 Budget
Operating Expenditures				
Salaries & Employee Benefits				
Salaries	18,016,834	6,303,127	11,713,707	35%
Awards & Bonuses	180,000	28,595	151,405	16%
Other	6,817,727	2,809,014	4,008,713	41%
Total Salaries & Benefits	\$ 25,014,561	\$ 9,140,736	\$ 15,873,825	37%
Library Collections				
Library Books & Materials	9,049,817	2,681,144	6,368,673	30%
Library Periodicals	215,000	88,120	126,880	41%
Total Library Collections	\$ 9,264,817	\$ 2,769,264	\$ 6,495,553	30%
Supplies and Other				
Supplies	1,680,455	642,483	1,037,972	38%
Services & Charges	6,433,079	2,232,709	4,200,370	35%
Interdepartmental Direct Charges	594,052	229,158	364,894	39%
Treasurers Fees	859,569	654,948	204,621	76%
Interdepartmental Indirect Charges	1,626,652	677,772	948,880	42%
Total Supplies and Other	\$ 11,193,807	\$ 4,437,070	\$ 6,756,737	40%
Total Operating Expenditures	\$ 45,473,185	\$ 16,347,070	\$ 29,126,115	35.9%

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

	2024 Budget	YTD Actual 05/31/2024	YTD Encumbrances	YTD Total Actual + Enc	Remaining 2024 Budget	Total Project Actual + Encumbrances	Total Project Budget
Capital Expenditures							
Annual Replacement & Maintenance							
ARM-01 Capital Maintenance	250,000	138,313	-	138,313	111,687	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	5,694	-	5,694	34,306	n/a	n/a
ARM-05 IT Infrastructure Replacement	295,000	31,529	-	31,529	263,471	n/a	n/a
Capital Projects							
Document Management System	45,801	1,138	14,000	15,138	30,663	129,339	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	10,800	-	10,800	5,761,252	84,796	30,849,540
Evergreen Library Redesign	2,913,896	2,099,481	35,438	2,134,919	778,977	4,427,465	5,200,048
Evergreen Library Roof Repair	-	-	56,646	56,646	(56,646)	56,646	-
Columbine Library Roof Repair	-	4,500	526,420	530,920	(530,920)	530,920	-
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	-	14,895,781
Conifer Library Opportunity	2,500,400	-	-	-	2,500,400	-	2,500,400
Data Warehouse	125,000	-	-	-	125,000	-	125,000
South County Express Library	595,000	-	-	-	595,000	-	595,000
Total Capital Expenditures	\$ 25,191,744	\$ 2,499,065	\$ 632,504	\$ 3,131,569	\$ 22,060,175		

**TABLE 4
JEFFERSON COUNTY PUBLIC LIBRARY
GRANTS, FUNDS & DONATIONS
BUDGET TO ACTUAL**

	2021 Actual	2022 Actual	2023 Actual	2024 Budget	YTD Actual 05/31/2024	\$ Variance 2023 Budget	% Variance 2023 Budget
JCPL Grants							
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	-	-	-	-	-	-	
Total JCPL Grants	\$ 226,169	\$ 377,554	\$ 156,962	\$ 144,996	-	\$ 144,996	0%
JCPL Private Donations							
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	-	-	-	-	-	
Total Private Donations	\$ 6,600	\$ 58,382	\$ 7,000	\$ -	\$ -	\$ -	
Other Funds Received							
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	-	-	-	50,000	-	50,000	0%
Stadium Funds - Young Authors	-	-	-	42,350	-	42,350	0%
Total Other Funds Received	\$ 370,628	\$ 366,303	\$ 1,189,919	\$ 213,478	\$ -	\$ 213,478	0%
Jefferson County Library Foundation							
	199,566	131,894	127,180	100,000	24,326	75,674	24%
Total Jefferson County Library Foundation	\$ 199,566	\$ 131,894	\$ 127,180	\$ 100,000	\$ 24,326	\$ 75,674	24%
Total Grants, Funds & Donations	\$ 802,963	\$ 934,133	\$ 1,481,061	\$ 458,474	\$ 24,326	\$ 434,148	5%
Other Funds Received Outside of Library Fund							
Digital Equity - American Rescue Plan	-	-	3,482	463,500	96,069	367,431	21%

Operational Updates

Facilities & Construction Projects

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



jeffcolibrary.org

TO: Donna Walker, Executive Director

FROM: Steve Chestnut, Director of Facilities and Construction

DATE: June 13, 2024

RE: Lease extension for Facilities

History of Contract:

JCPL initiated a lease of business condos at 10790 W. 50th Ave in August of 2004 to house the Facilities shops and warehouse for the library. We have continued to extend that lease over 5-year periods since that time. We are now due to extend the terms of the lease for 13,413 sq. feet of commercial/office space.

Rationale:

The Facility Master Plan implementation schedule shows that any relocation of the Facilities division will not happen for at least another five years. The current location on 50th is efficient due to proximity to the I-70, 6th Ave, and C-470 corridors. The space houses offices for Facilities, a repair shop, and storage for tools, spare parts, and the forklift. A portion of the space is allocated to the Library Foundation as well. This location works well for us and remains the most viable location until a decision is made around operations consolidation.

Total Cost:

The total cost of this lease agreement over the 5 year period is approximately \$1,364,877 including 2 months of rent free and scheduled base rent increases.

The triple net (NNN) which includes insurance, taxes and maintenance/management expenses for the property is estimated to be \$8920 per month for the calendar year 2024. The lease does contain a clause about tax abatement since we are a County entity, and that abatement will reduce the NNN that we will need to pay.

Next Actions:

I would like to ask the Board to authorize the Executive Director to enter a 5-year lease extension with Berkley Partners at an estimated cost as identified above.