Getting Outdoors in Colorado – Culture Pass, State Parks Pass…

Teen Urban Farmer Camp

An Amazing Race for Tweens

Sun and Star Adventures at Ken Caryl Library 2 You
APPROVAL OF AGENDA
# BOARD MEETING AGENDA
Jefferson County Public Library Board of Trustees

<table>
<thead>
<tr>
<th>ITEM# / ACTION</th>
<th>Thursday, July 18, 2024 – 5:30 pm – HYBRID MEETING</th>
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<tbody>
<tr>
<td></td>
<td>• ONLINE MEETING VIA ZOOM</td>
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<td>• IN-PERSON MEETING AT LAKEWOOD LIBRARY MEETING ROOM</td>
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1. **Call to order & attendance (4.5.8)**
   Verbal roll call – Each Trustee announces their presence by stating their name.

2. **Pledge of Allegiance**

3. **Agenda Action**
   **Approve Agenda**
   Chair: Call for motion and second

4. **EXECUTIVE SESSION Action**
   Call for Motion and Second: To adjourn the regular meeting of the Library Board of Trustees and reconvene in Executive Session.

   **EXECUTIVE SESSION:**
   (1) Collective Bargaining and (2) Conifer Library Opportunity Lease. Statutory citations authorizing an executive session for these topic are:
   - 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

5. **RECONVENE REGULAR MEETING**

6. **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.

   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.

   To address the Library Board of Trustees during Public Comment:
   1. In-person: Must sign in on the form provided at the door.
   2. Virtually during the public comment portion of the meeting: Send a chat message to the meeting host with name and the comment topic.
   3. Online public comment form: The online form is available at 5:30 pm the Thursday prior to the scheduled Library Board meeting and closes at 1:00 pm the day prior to the scheduled Library Board meeting.
   4. People who dial in will not be able to provide public comment during the meeting.
### BOARD MEETING AGENDA
Jefferson County Public Library Board of Trustees

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
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<tbody>
<tr>
<td>5.</td>
<td>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.</td>
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<tr>
<td>6.</td>
<td>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. For more information on public comment policy please refer to Board Governance Policy 4.3.7: <a href="jeffcolibrary.org">Board Governance Policy Manual</a></td>
</tr>
<tr>
<td>7.</td>
<td><strong>CONSENT AGENDA</strong>&lt;br&gt;Approval of Consent Agenda&lt;br&gt;Chair: Call for motion and second&lt;br&gt;A. Approve June 13, 2024 Special Board Meeting Minutes&lt;br&gt;B. Approve June 20, 2024 Board Meeting Minutes&lt;br&gt;C. Authorize Midwest Tape Audio/Visual Contract Renewal</td>
</tr>
<tr>
<td>8.</td>
<td>Foundation Update</td>
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<tr>
<td>9.</td>
<td><strong>Operational Updates</strong>&lt;br&gt;Action as Needed&lt;br&gt;Executive Director&lt;br&gt;A. Executive Director Report&lt;br&gt;B. South County Library Update&lt;br&gt;C. Northwest Jeffco Library Update&lt;br&gt;D. Golden Library Opportunity Update&lt;br&gt;E. JCPL Fundraising Plan 2024-2025, Guest: Bridget Beatty</td>
</tr>
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<td></td>
<td><strong>Public Services &amp; Facilities and Construction Projects</strong>&lt;br&gt;A. Conifer Library Lease Agreement and Location Presentation&lt;br&gt;Chair: Call for motion and second</td>
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<td></td>
<td><strong>Business Strategy</strong>&lt;br&gt;A. Conifer Library Services Architect Design Contract Notice to Proceed&lt;br&gt;Chair: Call for motion and second&lt;br&gt;B. Arvada Library Redesign Architect Contract Notice to Proceed&lt;br&gt;Chair: Call for motion and second</td>
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<td>11.</td>
<td><strong>Emerging Issues</strong>&lt;br&gt;Action as Needed</td>
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| 12.  | **Ends**<br>No items.
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| **13. Action as Needed** | **Board Governance**  
No items |
| **14 Suggest Agenda Items Action as Needed** | **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**  
- August 8, 2024 – Study Session – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room. (Note: Shavuot ends nightfall no work permitted)  
- August 15, 2024 – Board Meeting – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room  
- September 12, 2024 – JOINT LIBRARY BOARD AND BCC – 5:30 pm Hybrid: Virtual via Webex. In-Person Location: BCC Board Room  
- September 19, 2024 – Board Meeting – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room |
| **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**  
- Report of the Chair – Correspondence, Other  
- Other Announcements |
| **18. Adjournment** | **ADJOURN REGULAR MEETING** |
CONSENT AGENDA
TO: Library Board of Trustees
FROM: Kim Johnson, Chair and Donna Walker, Executive Director
DATE: July 11, 2024
RE: Consent Agenda for the July 18, 2024 Board Meeting

A. Library Board of Trustees Approve June 13, 2024 Special Board Meeting Minutes
B. Library Board of Trustees Approve June 20, 2024 Board Meeting Minutes
C. Library Board of Trustees Authorize the Midwest Tape Audio/Visual Contract Renewal
CALL TO ORDER – SPECIAL MEETING
The special meeting of the Jefferson County Public Library Board of Trustees was held online via ZOOM on June 13, 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), Pam Anderson, Jill Fellman, Jeanne Lomba and Charles Jones.

Note: Stanley Harsha joined the meeting at 5:40 pm as noted in the minutes below. Jeanne Lomba left the meeting at 6:29 pm as noted in the minutes below.

Staff present: Donna Walker, Executive Director; Julianne Rist, Director of Public Services; Bernadette Berger, Director of Technology and Innovation; Matt Griffin, Director of Business Strategy and Finance; Lisa Smith, Director of People and Culture; Elise Penington, Director of Communications and Engagement; Steve Chestnut, Director of Facilities and Construction Projects; Amy Bentz, Assistant Director of Library Design Projects and Planning; Padma Polepeddi, Assistant Director of Public Services for Community Outreach; Jessica Paulsen, Assistant Director of Public Services for Customer Experience; Lizzie Gall, Assistant Director of Public Services for Resources and Programs; Amber Fisher, Executive Assistant, Office of the Executive Director; Katie O’Loughlin, Administrative Coordinator Supervisor; and 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 Jeanne Lomba the motion passed by unanimous vote of all Trustees present.

OPERATIONAL UPDATES

Business Strategy & Finance
Finance and Budget
A. Review DRAFT letter to the Board of County Commissioners certifying the mil levy necessary to maintain and operate the library
B. Review DRAFT 2025 Proposed Budget Plan
Matt Griffin, Director of Business Strategy and Finance addressed the Board and provided information on the draft 2025 Proposed Budget Plan and draft 2025 5-Year Capital Plan. He advised the Board that there were some changes over the last few weeks which will be reviewed. The outcome is for the Board to authorize the Executive Director to submit the 2025 budget to County next week. Between now and next week the Board has opportunity for other changes.

Agenda
- Revenue
- Expenditures
- 5&10 Year Forecast
- Fund Balance Impact

Revenue
There have been no changes to the revenue forecast from the review at the May Board meeting and the revenue forecast remains at $58.4 million. At the May Board meeting there was a question raised regarding a contingency mechanism to utilize investment income. The JCPL team has investigated the request regarding contingency mechanisms leveraging above-budget investment income and recommend adhering to our current planning strategy for the reasons outlined in the memo included in the information packet. There were no questions from the Board and the Chair expressed appreciation to staff for looking into it.

Expenditures - Operating
Part of the process over the budget season is to get more refined expenditure numbers as the Library gathers more data. Since the May Board meeting, the Library received updated numbers from County and there is a net increase in total operating expenditures of $250,000, driven within salaries and benefits and specifically health benefits. As noted in May, the budget includes two new FTE positions for a total of 293.5 FTE. Total operating expenditures are $47.8 million.

The revenue vs. operating expenditures chart through 2034 shows operating expenditures always remaining below revenue indicating a healthy financial position over time.

In response to a question, the Board was advised that the upward movement of the expenditure line in the chart reflects operating expenditures for the two new libraries, Northwest Jeffco Library and South County.

Expenditures – Debt
As reported in May, there are no expenditures related to debt.
Expenditures - Capital
To increase accuracy, transparency and understanding, the Library Refresh project has been renamed to Library Interiors Refresh Pilot. The pilot indicates the project is only included in 2025 for now with an evaluation at the end of the pilot and is not included in out years. Total capital expenditures are $37.8 million with the same distribution reviewed with the Board in May.

![2025 Expenditures = $85,721,924](image)

Note: Trustee Harsha joined the meeting at 5:40 pm.

C. Review DRAFT 2025 5-Year Capital Plan

5&10 Year CIP, Fund Balance Impact, Long Term Capital Improvement Plan
In the capital improvement plan, the South County Express Library project shows a budget of $595,000. The Board authorized $650,000 for that project. The books and materials budget for that project of $55,000 is routed to our operating budget. Going forward, the South County Express Library will show as budgeted at $595,000. This is the only change to the long term capital plan.
Fund Balance Boundaries
As reported in May, 2026 remains the lowest point of the fund balance at $17.3 million, $2.3 million above minimum.

Long Term Capital Improvement Plan
As noted, the only change is the South County Express Library. The fund balance stays within boundaries throughout the capital plan.

Next Steps
- **June 20th:** 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

The Library will keep the Board informed as more accurate information on revenue projections is received.

In response to a question, the Board was advised that the 6% increase in salaries and benefits does not mean a 6% raise. It represents a pool of money related to 4 things (1) in 2024, JCPL added 12 new FTE. These employees start at various points in the calendar year and are only partially funded for salaries in 2024. By 2025, salaries for these positions need a full year of funding (2) potential impacts of the compensation study and allowing for flexibility to act upon impacts (3) additional flexibility as the Library does
not know now what its partners at County will do with salaries in 2025 and (4) the Library does not know what the State minimum wage will be as that gets decided in October/November.

The Chair asked the Board to reach out with any questions about the 2025 budget before the meeting next week.

Public Services
A. Conifer Library Location Presentation
The Chair advised the Board that the Library had planned to reveal a pending, possible location. As can happen with real estate transactions there is a need to continue conversations. The Library and this Board are committed to moving forward with the Conifer project and hope to bring this topic forward again soon.

B. South County Library Site Search Update
Julianne Rist, Director of Public Services, addressed the Board and provided an update on the South County Library site search. Donna Walker, Executive Director, brought to the Board a new strategy for the South County Library site acquisition in April of 2023. This new strategy focused on activating a full-fledged campaign to build public support and political will for a new library in this community. Since then, the library has accomplished several activities for this new strategy.

Fall 2023
- Updated South County Market Analysis was presented to the Board
- Hired a new manager for the South County location to focus on community outreach for this new Library Service Area.
- Recruited members for the South County Advisory Council
- Began process for selecting a realtor
- Held first South County Advisory Council Meeting

Winter 2023 – Spring 2024
- Contracted Genesee Real Estate for the South County Library site search
- The South County Advisory Council has been meeting monthly and the board has received regular reports
- Our realtor has been conducting site searches and meeting regularly with staff about his research and any prospects

Approach
JCPL’s approach to the new site search was to utilize the existing criteria for South County Site which included:
Size. Looking for a site that would support outdoor spaces, technology and innovation needs, indoor programs, and with sufficient parking to support larger events and programs. This means the Library is looking for at least 5 acres, and a building minimum of 40,000 sq. ft.

Location. The location should provide for easy access and promote accessibility for all. It should be inclusive and safe, be accessible to walking and cycling routes when possible, and ideally be located near public transportation routes. It should also have visibility from main thoroughfares.

Sustainability. JCPL hopes to incorporate sustainability and stewardship. The site should be a good value and offers potential to take advantage of renewable or energy efficient systems or fosters environmental stewardship.

Convenience. The site should provide convenient options for pick-up and drop off such as a drive-up return and be convenient to the community such as a location along existing errand routes.

Technical requirements. Ensure that the building and location can function as a library, provide services to meet community needs and has access to utilities such as water sewer, electricity, fiber and internet.

In addition to the existing criteria, the new search was implemented with a fresh perspective. The property search area was reevaluated and adjusted based on the updated market analysis. The search includes the traditional approach of pursuing sites that were found by the realtor on established real estate resources, and included suggestions from the community, the advisory council, and following up on leads for partnerships or sites that may not be on the market. To date, this strategy has generated an inventory of 50 sites, 12 of which have been sites not for sale.

JCPL established an Advisory Council to assist our efforts to build public advocacy for a new library in South County and to advise our Executive Director on site selection, message development, service needs, and additional areas as needed. The Library thanked the Advisory Council for meeting monthly since December and noted that their time and inputs are valued. The Library expressed appreciation for their time and many insights they shared with staff particularly on these concept discussions. The Council discussed five potential concepts for the new South County destination library at their March and April 2024 meetings.

Concepts
1. Repurposing an industrial building
2. Repurposing a school or place of worship
3. Partnering with a developer to have a library combined with affordable housing
4. Retail storefront
5. Open land
Concept 1: Repurposing an industrial building

Themes:
- More square footage
- Usually big boxes with high ceiling
- Could be shorter time to completion
- Opportunities for partnership
- Concern about outdoor amenities and aesthetics

The South County Advisory Council had many positive comments about this concept such as these buildings are usually large open boxes that could be repurposed, they would expect easy parking, and a shorter time frame to opening than ground up construction. They did express concern if this type of building would be able to provide a connection for outdoor spaces, or if the area would feel welcoming, safe or convenient for residents.

The Board shared insights on the concept including:
- Depending on the design creativity, it could lose intimacy.
- This concept would be design dependent and could create awesome opportunities
- This was the first choice of the board at the initial stages of the project. If this is ultimately the path, the Board would still look to the Advisory Council for additional help as it may take more encouragement for the community to get on board.

Concept 2: Repurposing a school or place of worship.

Themes:
- Likely to be in a neighborhood and have a community feel
- Schools would likely have outdoor amenities
- Both would be walkable
- May be hard to convert a school- lots of smaller rooms
- Would a place of worship continue to look and feel like that?
- May not be on main roads
- Increased traffic could be a concern to the neighborhood

The second concept was repurposing a school or place of worship. The Advisory Council felt that each of these could be their own concept. For instance a school has many classrooms, making it harder to redesign for a library while a place of worship might have larger and more open spaces needed by a library. There was a concern for both concepts in terms of would it still feel like the original building and feel welcoming to all. Both of these types of buildings tend to be in neighborhoods which would mean it might be more walkable, and also could mean they would not be on a main road and there could be concern from the neighborhoods about increased traffic.
The Board shared insights on the concept including:

- Concern it would still be seen as a school and not make the transition to it’s a library and the purpose of the library is different than a school.
- It would likely be a safer walkability venture than industrial areas.

**Concept 3: Partnering with a developer to have a library combined with affordable housing.**

Themes:
- Opportunity for innovation
- Wonder if community would feel the library is just for the affordable housing and not for the general community?
- Concern about community opposition to development of affordable housing
- Would the partner have the best interest of the library as a priority?

The third concept of partnering with a developer to have a library combined with affordable housing had several positives comments such as it was an opportunity for innovation. The Advisory Council liked the idea of the library partnering with another agency and brought up many times that retail and other amenities are being placed in with housing. New construction offers opportunity for green construction and that it could have the neighborhood family feel. There is a lack of affordable housing in the area. One concern that was expressed by several members was wondering if the community would feel the library is just for the housing development and not for the general community. Other concerns the council voiced were if JCPL would own or lease space, maintenance and long term costs.

The Board shared insights on the concept including:

- Great opportunities and potential challenges, opportunity for affordable housing, appealing idea.
- Would the partner have the best interest of library – glad to see council considered that aspect.

**Concept 4: Retail Storefront**

Themes:
- Easy access and plenty of parking
- Existing building would be more cost effective
- Other businesses nearby and they may open more hours and would bring people to the library
- Limited outdoor opportunity
- May not be walkable
- May not be able to have much natural light
In the fourth concept of retail storefronts, the council felt that this would provide ample parking and located with businesses would help the library’s visibility and may increase use to new groups that might not be library users. The council felt there would be less opportunities for outdoor spaces, walkability or having natural light in the space.

The Board shared insights on the concept including:
- Concept matches the express library. A larger library could be a challenge.
- Natural light could be missing unless it’s a big box standalone it would be limited to a single side.
- Walkability and bike-ability could be problematic.

**Concept 5: Open Land**

Themes:
- Able to design what we want
- Have opportunity for outdoor space
- Can we afford it or find it?
- May not be in a convenient location
- Is there open land that is not integral to the ecosystem?

The final concept of open land was a favorite for a few council members. It offered the most flexibility to design a building just how the Library wanted. Open land offered the ability to design from the beginning for library use, but there were concerns about the availability, ecological impact and cost of land.

**JCPL Conclusions**
- There is not a perfect concept
- Compromise will be needed for any site or concept
- All the concepts have merit
- It needs to be the right location or space

After reviewing and evaluating this input, there is not any one perfect concept or location. Each concept has merit, and the goal is to create a destination library that people will visit, utilize and meets the community needs. These comments from the council will inform JCPL staff and help us evaluate any potential sites that fit each of these concepts. The aspirations of the council can be summed up in the following comment. “My hope is that it will be a destination library, so that people drive there. I drive to Douglas and Arapahoe county libraries because they have some services that we do not have here.”

The Library will continue to provide updates to the Board as it goes through this process.

The Board expressed appreciation to the South County Advisory Council for their work.
Board Governance:
• Review 2025 Board Meeting Schedule (Approval at June Board Meeting Consent Agenda)

There were no comments or questions on the 2025 Board Meeting Schedule. The Chair advised the Board that this item will be on the June 20 consent agenda.

EMERGING ISSUES
No issues.

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 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.

The Chair advised the Board that they will be notified about the July Study Session after the planning meeting with the Executive Director.

EXECUTIVE SESSION:
At 6:07 pm, the Chair called for a motion to adjourn the Special Board meeting, reconvene in Executive Session and adjourn the Special Board meeting at the conclusion of the Executive Session.

MOTION: Jeanne Lomba moved to adjourn the Special Board meeting of the Jefferson County Library Board of Trustees, reconvene in Executive Session regarding (1) Conifer Opportunity Lease (2) South County Library and (3) Facilities Warehouse Lease. Statutory citations authorizing an executive session for these topics are:
• Pursuant to 24-6-402(4)(a) Concerning the purchase, acquisition, lease, transfer or sale of Property.
• Pursuant to 24-6-402(4)(e)(l) for discussion of strategy and instructions to negotiators
AND (4) Collective Bargaining. Statutory citation authorizing an executive session for this topic is:
  o Pursuant to 24-6-402(4)(e)(I) for discussion of strategy and instructions to negotiators.

AND adjourn the regular Board meeting at the conclusion of the Executive Session.

Seconded by Pam Anderson the motion passed by unanimous vote of all Trustees present.

The Chair announced a 5 minute break to allow the Board and staff time to leave the existing ZOOM meeting and then join the Executive Session at 6:15 pm.

The Chair called the Executive Session to order at 6:15 pm with the following Trustees present, Charles Jones, Jill Fellman, Stanley Harsha, Pam Anderson, Jeanne Lomba and Emelda Walker. Also present were Donna Walker, Executive Director; Julianne Rist, Director of Public Services; Bernadette Berger, Director of Technology and Innovation; Matt Griffin, Director of Business Strategy and Finance; Lisa Smith, Director of People and Culture; Elise Penington, Director of Communications and Engagement; Steve Chestnut, Director of Facilities and Construction Projects and Amber Fisher, Executive Assistant, Office of the Executive Director.

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

Note: Trustee Lomba left the executive session at 6:29 pm.

CALL FOR ADJOURNMENT OF EXECUTIVE SESSION AND SPECIAL MEETING

MOTION: At 8:10 pm Pam Anderson moved to adjourn the Executive Session and special 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) Conifer Opportunity Lease (2) South County Library (3) Facilities Warehouse Lease concerning the purchase, acquisition, lease, transfer or sale of Property and for discussion of strategy and instructions to negotiators and (4) Collective Bargaining, for discussion of strategy and instructions to negotiators. The Trustees held those discussions, and this summary is provided as required by Colorado Statute.
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 June 20, 2024. Library Board of Trustees Chair, Kim Johnson, called the meeting to order at 5:33 p.m.

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

Trustees not present: Charles Jones.

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; Padma Polepeddi, Assistant Director of Public Services for Community Outreach; Amy Bentz, Assistant Director of Library Design Projects and Planning; Amber Fisher, Executive Assistant, Office of the Executive Director; Katie O’Loughlin, Administrative Coordinator Supervisor; and Ryan Turch, Technology and Innovation Operations Supervisor.

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

EXECUTIVE SESSION:
Guest: Kurt Behn, County Attorney’s Office
At 5:34 pm, the Chair called for a motion to adjourn the regular Board meeting and reconvene in Executive Session.

   MOTION: Emelda Walker moved to adjourn the regular meeting of the Library Board of Trustees and reconvene in Executive Session regarding (1) Conifer
Opportunity Lease (2) South County Library and (3) Facilities Warehouse Lease. Statutory citations authorizing an executive session for these topics are:

- 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.

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

The Chair announced a 4 minute break to allow the Board and staff time to leave the existing ZOOM meeting and then join the Executive Session at 5:40 pm.

The Chair called the Executive Session to order at 5:51 pm with the following Trustees present, Jill Fellman, Stanley Harsha, Pam Anderson, Jeanne Lomba and Emelda Walker. Also present were Donna Walker, Executive Director; Kurt Behn, County Attorney’s Office; Julianne Rist, Director of Public Services; Matt Griffin, Director of Business Strategy and Finance; Lisa Smith, Director of People and Culture; Elise Penington, Director of Communications and Engagement; Steve Chestnut, Director of Facilities and Construction Projects; Amber Fisher, Executive Assistant, Office of the Executive Director and Katie O’Loughlin, Administrative Coordinator Supervisor.

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

**CALL FOR ADJOURNMENT OF EXECUTIVE SESSION AND TO RECONVENE REGULAR BOARD MEETING**

**MOTION:** At 6:15 pm Jeanne Lomba moved to adjourn the Executive Session and reconvene the regular meeting of the Library Board. Seconded by Jill Fellman the motion passed by unanimous vote of all Trustees present.

At 6:31 pm the Chair reconvened the regular meeting with the following Trustees present: Emelda Walker (Vice-Chair), Stanley Harsha (Secretary), Jill Fellman, and Jeanne Lomba.

Note: Trustee Pam Anderson was not able to rejoin the meeting due to technical issues. Trustee Anderson was able to rejoin the meeting later as noted below.

The Chair provided the following Executive Session Summary:
EXECUTIVE SESSION SUMMARY:
The Library Board of Trustees met in Executive Session regarding (1) the Conifer Opportunity Lease (2) the South County Library and (3) the Facilities Warehouse Lease concerning the purchase, acquisition, lease, transfer or sale of Property, discussion of strategy and instructions to negotiators, and legal advice on specific legal questions. The Trustees held those discussions, and this summary is provided as required by Colorado Statute.

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 6:33 pm.

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

Items on the Consent Agenda
A. Approve May 16, 2024 Board Meeting Minutes
B. Approve 2025 Governance Budget 4.8.2
C. Adopt 2025 Board Meeting Schedule

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

FOUNDATION UPDATE
Jill Fellman, Library Board liaison to the Foundation noted that she received notification from Jo Schantz that the spring whale book sale grossed $92,550.

EXECUTIVE DIRECTOR REPORT
A. Executive Director Report
The Executive Director advised the Board that a new project was added for 2024 regarding digital accessibility in response to the Colorado Accessibility Law. This is big work for our team and important work that does impact the Board’s webpage to comply with the law. Bernadette Berger, Director of Technology and Innovation is leading the
project. Amber Fisher is working with the project team on what can be done immediately without Board inputs and what will need Board input.

The first collective bargaining meeting was held on May 31 and the Library is in communication with AFSCME about requests for information and a request to meet again on topics discussed at that meeting. There is a long list of information requests to be provided before the first negotiation meeting. Lisa Smith, Director of People and Culture is working with the County Attorney’s Office and others on the information requests.

B. Northwest Jeffco Library Update

The Executive Director advised the Board that on Tuesday, June 18, the Arvada Planning Commission voted unanimously on two motions. One was to amend the comprehensive land use plan and the second was to rezone the property. The Executive Director expressed appreciation to all JCPL staff who worked on this and the Trustees who helped with stakeholder engagement. Kim Johnson attended the June 18 meeting to give public comment on behalf of the Library. The next step is to go before the Arvada City Council for approval on July 15.

Trustee Anderson rejoined the meeting at 6:36pm.

The Chair noted that it was a great experience, and the Commission was clearly very supportive of the project.

The Executive Director advised the Trustees that Jefferson County Public Health has a new mobile service clinic on wheels and is planning an unveiling at the Belmar Library on July 10. The Library will keep the Board informed to see any Trustees want to attend the ribbon cutting.

EXECUTIVE TEAM OPERATIONAL UPDATES

Business Strategy & Finance

Finance and Budget – 2025 Budget

A. Letter to the Board of County Commissioners certifying the mil levy necessary to maintain and operate the library.

MOTION: Jill Fellman moved that the Library Board of Trustees authorize the Chair to sign the letter to the Board of County Commissioners certifying the mil levy necessary to maintain and operate the Library in 2025. Seconded by Jeanne Lomba the motion passed by unanimous vote of all Trustees present.

B. 2025 5-Year Capital Plan
MOTION: Stanley Harsha moved that the Library Board of Trustees authorize the Executive Director to submit the 2025 5-Year Capital Plan request to the Board of County Commissioners. Seconded by Pam Anderson the motion passed by unanimous vote of all Trustees present.

C. 2025 Proposed Budget Plan

MOTION: Jill Fellman moved that the Library Board of Trustees authorize the Executive Director to submit the 2025 Proposed Budget Plan to the Board of County Commissioners. Seconded by Jeanne Lomba the motion passed by unanimous vote of all Trustees present.

Monthly Financials
D. Financial Report (May 2024)
Matt Griffin, Director of Business Strategy and Finance, addressed the Board and provided a high level review of the monthly financial tables. On Table 1 revenue is trending as expected at the 77% mark and is on track. On Table 2 the operating budget is in a good place trending 5% under the total operating budget which is a perfect place to be at this point in the year. On Table 3 the carryforwards have been applied and the 2024 budget column includes all carryforward amounts. The remaining budgets are accurate as well.

There were no questions from the Board on the monthly financials.

Facilities & Construction Projects
A. Facilities/Warehouse Lease
Steve Chestnut, Director of Facilities and Construction projects address the Board and noted that the current lease expires on July 1 and the recommendation is to stay in that location.

MOTION: Emelda Walker moved that the Library Board of Trustees authorize the Executive Director to enter into a 5-year lease extension with Berkley Partners for the spaces at 10790 W. 50th Ave to house the Library’s Facilities shops and warehouse at the estimated costs as identified in the memorandum dated June 13, 2024. Seconded by Jeanne Lomba the motion passed by unanimous vote of all Trustees present.

Business Strategy
A. South County Library
The Chair noted that this is an item of action following the executive session.
**MOTION:** Jeanne Lomba moved that the Library Board of Trustees delegate authority to the Executive Director to sign documents necessary for furthering negotiations on potential real estate transactions for the development of a library in South Jefferson County, provided:

- In the Executive Director’s opinion, any such documents are consistent with instructions and advice that have been provided to the Executive Director at an executive session pursuant to C.R.S. 24-6-402(4)(e)(I) (advice to negotiators);
- The documents do not create a binding interest in real property, which shall not include any limited license or access agreements;
- The documents have been reviewed by relevant staff, including but not limited to legal counsel;
- This delegation of signature authority shall expire in one year.

Seconded by Pam Anderson 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**

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

- 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
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 reminded the Board to complete the County harassment training by the end of June and to let Amber Fisher know when they have completed that training.

ADJOURNMENT
The meeting was adjourned at 6:48pm.

Stanley Harsha, Secretary
TO: Donna Walker, Executive Director

FROM: Lizzie Gall, Assistant Director of Libraries
Franca C. Rosen, Collections Manager

DATE: July 11, 2024

RE: Second Annual Renewal of Midwest Tape Contract

History of Contract: Midwest Tape Audiovisual Contract
In July of 2022 the Board of Trustees authorized Jefferson County Public Library to make Midwest Tape our primary vendor for media, DVDs and audiobooks. The approved contract allows us to renew with Midwest Tape annually for four additional years. This would be the second renewal. Midwest Tape continues to provide us with quality products under the services outlined in the contract and we would like to renew the contract. The second renewal would run from August 14th, 2024 to August 13th, 2025.

Total Cost:
The anticipated expenditure for this renewal period is $750,000 and is within the approved 2024 Collections Books and Materials budget. The total amount of the entire contract is not to exceed $2,000,000.

Action Requested:
We request that the Library Board of Trustees authorize the Executive Director to sign a one-year contract renewal with Midwest Tape as our primary physical audiovisual materials vendor. This item will be placed on the consent agenda for the July 18, 2024 board meeting unless otherwise instructed by the Board.
Foundation Update
JCLF Executive Director Report

July 2024

Jo Schantz, MNM, CFRE, GPC

VOLUNTEER APPRECIATION LUNCHEON COMING SOON!

Time to break out those lederhosen and don your dirndls! This July JCLF will host a big German-themed celebration luncheon honoring our fabulous volunteers!

This year’s annual event will be held at the Wheat Ridge Rec Center in Wheat Ridge on Friday, July 19, from 11:30 a.m. to 1:30 p.m.

Our 2024 entertainment will feature German dance performances by Alpen Auernhahn. This troupe is an all-volunteer Schuhplattler group that upholds the traditions, customs, and Tracht (traditional authentic outfits) of the alpine Bavarian region.

Traditional German food will be catered by Rhein Haus.

This year, we will bestow four awards to our key volunteers who have given exemplary service to JCLF. Award categories include: Volunteer of the Year; Volunteer Leader of the Year; the Elena Joyce Grissom Lifetime Achievement Award; and the Linda Abott Memorial Award for Volunteer Excellence.

If you have volunteered for one or more of our events, if you are a JCLF Board member or if you are a volunteer at our warehouse or at one of our used bookstores, please RSVP and plan to attend.

For more information call 303.403-5075!

FOUNDATION NEWCOMERS

JCLF is pleased to welcome two new Board members to our governing body and one new JCLF staff member. Our new Board members include Jeannie Mann and Alli Mueller, and Diane Major is a new employee.

Jeannie is a retired executive from Frontier Airlines, and she recently served as program director for the Evergreen Jazz Festival. Jeannie was Board Vice President at JCLF from 2002 to 2017. She lives in Evergreen with her two dogs, Luna and Crowley.

Alli is a young mother of two small children and an active community volunteer. She is a graduate of DU and she holds a BA in International Studies. Alli and her family call Evergreen home and they enjoy the quiet surroundings, fishing and mountain biking.

Diane Major joined us as the manager of our Whale’s Tale Two Books & Gifts store in Belmar Shopping Center. Diane retired this past spring from Denver Public Schools where she was an educator, grant writer and volunteer coordinator for over 23 years.

WHALE’S TALE TWO

I’m pleased to announce that -- since it first opened in October 2023-- our 2nd used bookstore in Belmar Shopping Center has generated more than $54,000 in gross sales! While we are currently open just 5 days a week, once we have adequate volunteer staffing, we will open the shop 7 days a week.
Operational Updates

Executive Director Report
2024 Annual Plan Progress in July

Portfolio: Service Point Development & Expansion

Program: New Construction
   Project: South County Library
   - Continue to investigate site opportunities
   - Continue community support development
   - Continue political will development

Project: Northwest Jeffco Library
   - Arvada City Council public hearing on rezoning
   - Close on property
   - Architect selection
   - Continue community support development

Program: Building Redesign
   Project: Arvada Library
   - Release community engagement survey for public
   - Create project webpage on jeffcolibrary.org
   - Hold community engagement meetings
   - Hold staff engagement meetings
   - Contract with architect

Project: Evergreen Library
   - Collaborate with Library Foundation on grant for outdoor reading space

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)
   - Hold classes in partnership with the Action Center and Edgewater Collective
   - Create additional agreements with community partners
Portfolio: Building Inclusive Community

Program: Digital Accessibility (NEW)

- Update accessibility web page
- Publish accessibility statement
- Create accessibility guidance for content creation
- Create web content development training for staff
- Create Board update plan

Portfolio: Embracing Innovation & Change

Program: Fundraising Development

- Inform Board on JCPL Fundraising Plan 2024 2025
- Grant development for Conifer Library Services

Portfolio: Continuous Process Improvement

Program: Accelerate our Building Program
Project: Design Standard

- Close out project

SERVICE HIGHLIGHTS:

2024 Jeffco Reads Support: The Kids & Families Core Team has just completed supporting Jeffco Public Schools (JSP) summer enrichment program, Jeffco Reads.

- Previously known as JSELs, JPS created Jeffco Reads, focused entirely on early literacy development.
- JPS designed their theme of finding adventures around our summer challenge plan.
- Our staff served just over 800 rising kindergartners, first and second grade students, Newcomer students and Extended School Year (ESY) children who attended the program, held in 9 schools.
- Staff visited each school twice and connected in at least one visit with caregivers, signing families up for library cards and sharing additional JCPL resources.

Community Impact Statement:

We are so grateful for your partnership with Jeffco READS….Our focus on literacy was very much enhanced by having you join us. I am glad that you had an opportunity to reach out directly to families to join the Library’s summer reading program and trust that this effort did engage more families. Thanks so much for your time and commitment. (Jeffco Public Schools)
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 July, please.

Take Note Event at the Standley Lake Library on Sunday, August 18 at 6 p.m. This musical event is being presented in partnership with Travis Albright, Executive Director of Future Arts Foundation. There will be a one hour, free, no ticket needed, public music event featuring performances by Isaac Slade of The Fray and Wesley Schultz from the Lumineers. Take Note Colorado is a youth music initiative started by former Governor Hickenlooper and Isaac Slade of The Fray. Future Arts will be presenting JCPL with a donation at this event. Governor Polis and the Mayor of Arvada will be some of the VIP's in attendance. Trustees are invited to attend.

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. Early bird registration closes July 15th. Please contact Amber to register.

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

Professional Engagement:

Highlights of Executive Director Community Activities, July 2024

- 1:1 meeting with trustees
- 1:1 meetings with potential Library Board applicants
- Attend Jeffco Public Health Mobile Van launch at Belmar Library
- Meeting with Jo Schantz, Library Foundation executive director
- Meeting with Joe Kerby, Jefferson County Manager
- Attend monthly meeting of the Personnel Board of the Jefferson County Elected/Appointed Officials
- Attend Arvada City Council meetings
- Attend Arvada Library Redesign Community Engagement meetings
- Meetings with AFSCME representatives
- Attend retirement party for Ann Kling, Clearview Library District executive director
- Attend Library Foundation Volunteer Appreciation Luncheon
- Attend Library Foundation Board of Directors meeting
- Attend Urban Libraries Council CEO Forum weekly discussions
- Attend meeting with Baltimore County Public Library
Operational Updates

Business Strategy and Finance
Budget to Actual Tables

Please see the enclosed Budget to Actual Tables for June 2024, representing the end of the second quarter.

In June, JCPL recorded $16.1 M in Real Property Tax revenue. Year-to-date, 99.9% of the budgeted collection has been received.

At this mid-year point, JCPL is on track with its budget, and there are no areas of concern. Our financial performance remains steady, and in line with expectations.

In June, the Library Foundation provided funding of $15,525 to JCPL. The Library contributed $7,356 in-kind support in June. Year-to-date, the library has received $39,851 in funding and provided $44,096 in-kind support to the Foundation, with a ratio of 0:9.
# TABLE 1
JEFFERSON COUNTY PUBLIC LIBRARY
REVENUE AND EXPENDITURE SUMMARY
BUDGET TO ACTUAL

<table>
<thead>
<tr>
<th>Revenue and Expenditure</th>
<th>2024 Budget</th>
<th>YTD Actual 06/30/2024</th>
<th>$ Variance 2024 Budget</th>
<th>% Variance 2024 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenues</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property Taxes (net adjustments)</td>
<td>56,936,719</td>
<td>59,748,722</td>
<td>(2,812,003)</td>
<td>105%</td>
</tr>
<tr>
<td>Grants, Funds &amp; Donations</td>
<td>458,474</td>
<td>(9,313)</td>
<td>467,787</td>
<td>-2%</td>
</tr>
<tr>
<td>Investment Income</td>
<td>2,458,619</td>
<td>791,366</td>
<td>1,667,253</td>
<td>32%</td>
</tr>
<tr>
<td>Other Revenue</td>
<td>85,000</td>
<td>64,795</td>
<td>20,205</td>
<td>76%</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td><strong>$ 59,938,812</strong></td>
<td><strong>$ 60,595,570</strong></td>
<td><strong>$ (656,758)</strong></td>
<td><strong>101.1%</strong></td>
</tr>
<tr>
<td>Expenditures</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating</td>
<td>45,473,185</td>
<td>20,787,818</td>
<td>24,685,367</td>
<td>46%</td>
</tr>
<tr>
<td>Financing &amp; Debt Service</td>
<td>623,700</td>
<td>7,279</td>
<td>616,421</td>
<td>1%</td>
</tr>
<tr>
<td>Capital Projects</td>
<td>25,191,744</td>
<td>2,774,710</td>
<td>22,417,034</td>
<td>11%</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td><strong>$ 71,288,629</strong></td>
<td><strong>$ 23,569,807</strong></td>
<td><strong>$ 47,718,822</strong></td>
<td><strong>33.1%</strong></td>
</tr>
</tbody>
</table>

% Variance 2024 Budget

- **Revenues**: 101.1%
- **Total Expenditures**: 33.1%
- **Operating**: 46%
- **Debt**: 1%
- **Capital**: 11%
## TABLE 2
### JEFFERSON COUNTY PUBLIC LIBRARY
### OPERATING EXPENDITURES
#### BUDGET TO ACTUAL

<table>
<thead>
<tr>
<th></th>
<th>2024 Budget</th>
<th>YTD Actual 06/30/2024</th>
<th>$ Variance 2024 Budget</th>
<th>% Variance 2024 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Operating Expenditures</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Salaries &amp; Employee Benefits</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries</td>
<td>18,016,834</td>
<td>8,249,154</td>
<td>9,767,680</td>
<td>46%</td>
</tr>
<tr>
<td>Awards &amp; Bonuses</td>
<td>180,000</td>
<td>28,890</td>
<td>151,110</td>
<td>16%</td>
</tr>
<tr>
<td>Other</td>
<td>6,817,727</td>
<td>3,708,182</td>
<td>3,109,545</td>
<td>54%</td>
</tr>
<tr>
<td>Total Salaries &amp; Benefits</td>
<td>$25,014,561</td>
<td>$11,986,226</td>
<td>$13,028,335</td>
<td>48%</td>
</tr>
<tr>
<td><strong>Library Collections</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Library Books &amp; Materials</td>
<td>9,049,817</td>
<td>3,292,202</td>
<td>5,757,615</td>
<td>36%</td>
</tr>
<tr>
<td>Library Periodicals</td>
<td>215,000</td>
<td>104,844</td>
<td>110,156</td>
<td>49%</td>
</tr>
<tr>
<td>Total Library Collections</td>
<td>$9,264,817</td>
<td>$3,397,046</td>
<td>$5,867,771</td>
<td>37%</td>
</tr>
<tr>
<td><strong>Supplies and Other</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supplies</td>
<td>1,680,455</td>
<td>741,762</td>
<td>938,693</td>
<td>44%</td>
</tr>
<tr>
<td>Services &amp; Charges</td>
<td>6,433,079</td>
<td>2,677,162</td>
<td>3,755,917</td>
<td>42%</td>
</tr>
<tr>
<td>Interdepartmental Direct Charges</td>
<td>594,052</td>
<td>276,065</td>
<td>317,987</td>
<td>46%</td>
</tr>
<tr>
<td>Treasurers Fees</td>
<td>859,569</td>
<td>896,231</td>
<td>(36,662)</td>
<td>104%</td>
</tr>
<tr>
<td>Interdepartmental Indirect Charges</td>
<td>1,626,652</td>
<td>813,326</td>
<td>813,326</td>
<td>50%</td>
</tr>
<tr>
<td>Total Supplies and Other</td>
<td>$11,193,807</td>
<td>$5,404,546</td>
<td>$5,789,261</td>
<td>48%</td>
</tr>
<tr>
<td><strong>Total Operating Expenditures</strong></td>
<td>$45,473,185</td>
<td>$20,787,818</td>
<td>$24,685,367</td>
<td>45.7%</td>
</tr>
</tbody>
</table>
TABLE 3  
JEFFERSON COUNTY PUBLIC LIBRARY  
CAPITAL IMPROVEMENT PROJECTS  
BUDGET TO ACTUAL

<table>
<thead>
<tr>
<th>Capital Expenditures</th>
<th>2024 Budget</th>
<th>YTD Actual 06/30/2024</th>
<th>YTD Encumbrances</th>
<th>YTD Total Actual + Enc</th>
<th>Remaining 2024 Budget</th>
<th>Total Project Actual + Encumbrances</th>
<th>Total Project Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARM-01 Capital Maintenance</td>
<td>250,000</td>
<td>210,685</td>
<td>-</td>
<td>210,685</td>
<td>39,315</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>ARM-02 Furniture &amp; Equipment</td>
<td>42,000</td>
<td>270</td>
<td>-</td>
<td>270</td>
<td>41,730</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>ARM-03 Computer Replacement Plan</td>
<td>479,200</td>
<td>202,600</td>
<td>-</td>
<td>202,600</td>
<td>276,600</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>ARM-04 Book Sorter Replacement</td>
<td>40,000</td>
<td>5,694</td>
<td>-</td>
<td>5,694</td>
<td>34,306</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>ARM-05 IT Infrastructure Replacement</td>
<td>295,000</td>
<td>127,752</td>
<td>-</td>
<td>127,752</td>
<td>167,248</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Document Management System</td>
<td>45,801</td>
<td>1,138</td>
<td>14,000</td>
<td>15,138</td>
<td>30,663</td>
<td>129,339</td>
<td>160,000</td>
</tr>
<tr>
<td>Location Holds Lockers</td>
<td>52,600</td>
<td>7,532</td>
<td>-</td>
<td>7,532</td>
<td>45,068</td>
<td>190,027</td>
<td>205,000</td>
</tr>
<tr>
<td>Halo Vape Sensors</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>8,059</td>
<td>74,250</td>
</tr>
<tr>
<td>South County Library</td>
<td>5,772,052</td>
<td>10,800</td>
<td>-</td>
<td>10,800</td>
<td>5,761,252</td>
<td>84,796</td>
<td>30,849,540</td>
</tr>
<tr>
<td>Evergreen Library Redesign</td>
<td>2,913,896</td>
<td>2,180,213</td>
<td>29,673</td>
<td>2,209,886</td>
<td>704,010</td>
<td>4,502,432</td>
<td>5,200,048</td>
</tr>
<tr>
<td>Evergreen Library Roof Repair</td>
<td>-</td>
<td>-</td>
<td>56,646</td>
<td>56,646</td>
<td>(56,646)</td>
<td>56,646</td>
<td>56,646</td>
</tr>
<tr>
<td>Columbine Library Roof Repair</td>
<td>-</td>
<td>4,500</td>
<td>526,420</td>
<td>530,920</td>
<td>(530,920)</td>
<td>530,920</td>
<td>530,920</td>
</tr>
<tr>
<td>Arvada Library Redesign</td>
<td>800,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>800,000</td>
<td>-</td>
<td>14,955,781</td>
</tr>
<tr>
<td>Conifer Library Opportunity</td>
<td>2,500,400</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>2,500,400</td>
<td>-</td>
<td>2,500,400</td>
</tr>
<tr>
<td>Data Warehouse</td>
<td>125,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>125,000</td>
<td>-</td>
<td>125,000</td>
</tr>
<tr>
<td>South County Express Library</td>
<td>595,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>595,000</td>
<td>-</td>
<td>595,000</td>
</tr>
</tbody>
</table>

Total Capital Expenditures: $25,191,744 | $2,774,710 | $626,739 | $3,401,449 | $21,790,295


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

<table>
<thead>
<tr>
<th></th>
<th>2021 Actual</th>
<th>2022 Actual</th>
<th>2023 Actual</th>
<th>2024 Budget</th>
<th>YTD Actual 06/30/2024</th>
<th>$ Variance 2024 Budget</th>
<th>% Variance 2024 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>JCPL Grants</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Books &amp; Materials - American Rescue Plan</td>
<td>-</td>
<td>181,757</td>
<td>-</td>
<td>-</td>
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<td>-</td>
<td>-</td>
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<tr>
<td>Books &amp; Materials - State</td>
<td>226,169</td>
<td>195,797</td>
<td>140,462</td>
<td>144,996</td>
<td>5,002</td>
<td>139,994</td>
<td>3%</td>
</tr>
<tr>
<td>Car Charging Station - Evergreen</td>
<td>-</td>
<td>-</td>
<td>16,500</td>
<td>-</td>
<td>(16,500)</td>
<td>16,500</td>
<td>-</td>
</tr>
<tr>
<td>Car Charging Station - Columbine</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Car Charging Station - Lakewood</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
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</tr>
<tr>
<td><strong>Total JCPL Grants</strong></td>
<td>$226,169</td>
<td>$377,554</td>
<td>$156,962</td>
<td>$144,996</td>
<td>$(11,498)</td>
<td>$156,494</td>
<td>-8%</td>
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<tr>
<td><strong>JCPL Private Donations</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Private Donations up to $200</td>
<td>-</td>
<td>340</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Private Donations $201 - $999</td>
<td>600</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Colorado Gives - Naumier Family Fund EV Remodel</td>
<td>-</td>
<td>-</td>
<td>5,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Anonymous Donor</td>
<td>-</td>
<td>-</td>
<td>2,000</td>
<td>-</td>
<td>-</td>
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<td>-</td>
</tr>
<tr>
<td>Anonymous Donor</td>
<td>-</td>
<td>58,042</td>
<td>-</td>
<td>-</td>
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<td>-</td>
</tr>
<tr>
<td>Anonymous Donor</td>
<td>1,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<td>-</td>
</tr>
<tr>
<td>Anonymous Donor</td>
<td>5,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<tr>
<td><strong>Total Private Donations</strong></td>
<td>$6,600</td>
<td>$58,382</td>
<td>$7,000</td>
<td>-</td>
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<td><strong>Other Funds Received</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payroll Funding - American Rescue Plan</td>
<td>-</td>
<td>263,556</td>
<td>856,591</td>
<td>-</td>
<td>-</td>
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<td>-</td>
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<tr>
<td>E-Rate Reimbursement</td>
<td>283,030</td>
<td>2,602</td>
<td>149,901</td>
<td>121,128</td>
<td>(37,666)</td>
<td>158,794</td>
<td>-31%</td>
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<tr>
<td>Laptop Lending</td>
<td>87,598</td>
<td>100,145</td>
<td>163,427</td>
<td>-</td>
<td>-</td>
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<td>-</td>
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<tr>
<td>Stadium Funds - Imagination Library</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>50,000</td>
<td>-</td>
<td>50,000</td>
<td>0%</td>
</tr>
<tr>
<td>Stadium Funds - Young Authors</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>42,350</td>
<td>-</td>
<td>42,350</td>
<td>0%</td>
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<tr>
<td><strong>Total Other Funds Received</strong></td>
<td>$370,628</td>
<td>$366,303</td>
<td>$1,189,919</td>
<td>$213,478</td>
<td>$(37,666)</td>
<td>$251,144</td>
<td>-18%</td>
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<td><strong>Jefferson County Library Foundation</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jefferson County Library Foundation</td>
<td>199,566</td>
<td>131,894</td>
<td>127,180</td>
<td>100,000</td>
<td>39,851</td>
<td>60,149</td>
<td>40%</td>
</tr>
<tr>
<td><strong>Total Jefferson County Library Foundation</strong></td>
<td>$199,566</td>
<td>$131,894</td>
<td>$127,180</td>
<td>$100,000</td>
<td>$39,851</td>
<td>$60,149</td>
<td>40%</td>
</tr>
<tr>
<td><strong>Total Grants, Funds &amp; Donations</strong></td>
<td>$802,963</td>
<td>$934,133</td>
<td>$1,481,061</td>
<td>$458,474</td>
<td>$(9,313)</td>
<td>$467,157</td>
<td>-2%</td>
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<tr>
<td><strong>Other Funds Received Outside of Library Fund</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Digital Equity - American Rescue Plan</td>
<td>-</td>
<td>-</td>
<td>3,482</td>
<td>840,745</td>
<td>116,419</td>
<td>724,326</td>
<td>14%</td>
</tr>
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</table>
Operational Updates

Public Services & Facilities and Construction Projects
TO: Donna Walker, Executive Director

FROM: Julianne Rist, Director of Public Services & Steve Chestnut, Director of Facilities & Construction

DATE: July 18, 2024

RE: Conifer Library Services Lease Recommendation

Background:
When JCPL learned of the change to Jeffco Public School district hours, which would decrease the number of hours the Conifer Library could be open to the public, it accelerated the need to evaluate library services for the area. Conifer Library Services became a 2023 capital project. The Conifer Library Opportunity project’s purpose is to evaluate and plan library services for the Conifer area. The project will then implement the planned services. This project will ensure that JCPL services meet the needs of the Conifer community by providing equal access to information and opportunities, and being the essential destination where all generations connect, discover, and create.

Timeline of work completed on this project:
- April 2023 Market Analysis for the Conifer Area presented to the Board
- June 2023 community engagement meetings and online survey
- July 2023 Conifer Library Service community engagement report results presented to the Board
- August 2023 Conifer Library Service Plan presented to the Board
- October 2023 the Library Board authorized signing an updated Intergovernmental Agreement with Conifer High School
- December 2023 JCPL contracted with Crosbie Real Estate Group for real estate services
- March 2024 update on location search

Summary:
The plan presented to the Board last August recommended looking for existing buildings and retail spaces. Part of what we used to guide the site search area was based on the comments from the community input and the County’s Conifer 285 Corridor Area Plan. Both data points support the idea that a location along the 285 Conifer Activity Center Corridor would be more convenient and visible than properties located outside the corridor. Crosbie Real Estate created an inventory list of 63 potential locations and eliminated 48. JCPL staff and our realtors assessed the 15 remaining sites.

Selected site meets or exceeds Pre-Established Criteria
Optimal size
- 5,543 square feet
- Meets JCPL goal of .5 to .6 square foot per capita for the Conifer Library Service Area
- One story of contiguous space

Location
- Within the Conifer 285 Corridor Area Plan Activity Center
- Convenient access north or south from Highway 285
Center has appropriate internet access
Center has appropriate electrical, water, sewer, and parking
Able to install 24-hour material return

Convenience
Part of an established retail center
Good visibility and convenient location
Parking directly in front of space
Natural light with storefront windows across entire length of space

Recommendation:
After considerable due diligence, community engagement, and negotiation, Jefferson County Public Library is pleased to recommend for Board consideration a specific retail space to lease for providing library services to the Conifer Community as the most convenient, affordable, and desirable location. The library is recommending that JCPL enter into a lease with Khans & Nasir Co. LLC. for 5,543 square feet at 27122 Main St Unit 100-105, 110-125, Conifer, CO 80433.

Estimated Costs:
The lease agreement is for a 10-year term. The anticipated cost of the 10-year lease would be $767,032. This estimated cost includes property tax abatement and a reduction of $31,408 for 8 months of free base rent and the agreed upon base rent increase in years 6 – 10.

As noted above, these costs are based upon the County Assessor abating the real estate tax burden for the square footage that the library would occupy. The Assessor’s Office has stated that as a part of the County, they will do so once we provide them with a signed lease agreement. If that position changes, the library would be responsible for those additional costs as part of the Triple Net costs (taxes, insurance and common area maintenance) in the lease agreement.

Next Actions:
The terms of the lease (timeframe, cost, renewals and legal statements) have been agreed upon by the Landlord and JCPL. We recommend that the Library Board of Trustees authorize the Executive Director to enter into the lease agreement with Khans & Nasir Co. LLC. for the space located at 27122 Main St. Unit 100-105, 110-125, Conifer, CO 80433.
Conifer Library Services Lease Recommendation

Board of Trustees | July 18, 2024
Julianne Rist, Director of Public Services & Steve Chestnut, Director of Facilities and Construction
• Conifer has an established Library Service Area (LSA).

• Conifer’s LSA has 5,392 households.

• We do not anticipate a significant change in the population or household numbers for this LSA.
Background

Market analysis for the Conifer LSA presented to the Board

Community engagement report presented to the Board

JCPL engages Crosbie Real Estate Group for real estate services

April 2023

June 2023

July 2023

August 2023

December 2023

March 2024

Community engagement meetings & online survey

Conifer Library Service Plan presented to the Board

Update to the Board on the property search
Site Selection Process

63 Buildings/Spaces

Broad Location List

15 Buildings/Spaces

Narrowed Location List

2 Buildings/Spaces

Driving Tour of Locations

March-June 2024

Identify Finalist Properties

Determine Feasibility & Costs
Recommendation

• Size
  • Meets goal .5 to .6 square foot per capita for Conifer Library Service Area
  • One story, continuous space
  • Natural light

• Location
  • Within Conifer 285 Area Plan Activity Center
  • Convenient access north or south from Highway 285
  • Internet and utility access

• Convenience
  • Part of established retail center
  • Good visibility and parking
27122 Main St
Location

Conifer High School

New Conifer Library Location
Lease Terms

• 10-year term
• Anticipated 10-year cost $767,032
• 8 months free base rent
Next Steps

- Communication with community
- Coordinate with Conifer High School
- Begin design discussion with architect
Operational Updates

Business Strategy
TO: Donna Walker, Executive Director

FROM: Matt Griffin, Director of Business Strategy & Finance
Amy Bentz, Assistant Director of Library Design Projects & Planning

DATE: July 18, 2024

RE: Notice to Proceed, Eppstein Uhen Architects, Inc. - Conifer Library Architectural Services

**History: Master Contract with EUA**
The Board authorized JCPL to enter a contract with Eppstein Uhen Architects, Inc. (EUA) for the design of the South County Library in September 2021.

This contract allows JCPL to use EUA’s services for future projects by issuing a Notice to Proceed for each new project. Each Notice to Proceed must specify the scope of services, costs, and schedule for that project.

JCPL wishes to engage EUA for architectural design services for the Conifer Library project. EUA has evaluated the project scope and provided a cost estimate and schedule.

**Budget & Cost:**
The proposed cost for the architectural services is $173,318. This fee aligns with our budget expectations. We anticipate that all services within scope will be completed by mid-2025.

**Next Actions:**
JCPL requests that the Board of Trustees authorize the Executive Director to issue a Notice to Proceed for architectural services for the Conifer Library project at a cost of $173,318.
TO: Donna Walker, Executive Director

FROM: Matt Griffin, Director of Business Strategy and Finance
Amy Bentz, Assistant Director of Library Design and Planning

DATE: July 18, 2024

RE: Arvada Library Redesign Project Design Services - Eppstein Uhen Architects, Inc. (EUA)

History of Contract:
The Board authorized JCPL to enter a contract with Eppstein Uhen Architects, Inc. (EUA) for the design of the South County Library in September 2021.

This contract allows JCPL to use EUA’s services for future projects by issuing a Notice to Proceed for each new project. Each Notice to Proceed must specify the scope of services, costs, and schedule for that project.

JCPL wishes to engage EUA for architectural design services for the Arvada Library Redesign project. EUA has evaluated the project scope and provided a cost estimate and schedule.

Total Cost:
The proposed cost for the architectural design services is $1,128,058.00. This fee aligns with our budget expectations. We anticipate that all services within scope will be completed by mid-2026.

Next Actions:
JCPL requests that the Board of Trustees authorize the Executive Director to issue a Notice to Proceed for architectural design services for the Arvada Library Redesign project at a cost of $1,128,058.00.