

BOARD MEETING

JEFFERSON COUNTY PUBLIC LIBRARY

BOARD OF TRUSTEES

September 19, 2024



Raise A Reader



Go With The Flow in Memorial Park



Author Visit with J.C. Cervantes



Teen After Hours: Teen Iron Chef



Jefferson County
PUBLIC LIBRARY

APPROVAL OF AGENDA

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

ITEM# / ACTION	<p>Thursday, September 19, 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) <u>Call to order & Attendance</u> A. 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. Public Comment	<p>Public Comment</p> <p>The Board values public participation. Those who would like to address the Library Board can do so virtually, in-person, or online. The opportunity to address the Library Board does not include a question-and-answer session or response. Additionally, the Library Board does not respond to anonymous questions or comments. Comments will be acknowledged in the minutes of the meeting.</p> <p>If you choose to make a Public Comment virtually or in-person during a Board meeting, your name will be called in the order it was received, first for virtual guests then for in-person guests.</p> <p>To address the Library Board of Trustees during Public Comment:</p> <ol style="list-style-type: none"> 1. <u>In-person</u>: Must sign in on the form provided at the door. 2. <u>Virtually during the public comment portion of the meeting</u>: Send a chat message to the meeting host with name and the comment topic 3. <u>Online public comment form</u>: The online form is available at 5:30 pm the Thursday prior to the scheduled Library Board meeting and closes at 1:00 pm the day prior to the scheduled Library Board meeting. 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>
5. CONSENT AGENDA Action	<p>Approval of Consent Agenda Chair: Call for motion and second</p> <ol style="list-style-type: none"> A. Minutes of August 8 Special Board Meeting B. Minutes of August 15 Board Meeting

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

	C. CoCal Landscape Snow Removal Contract
6. Foundation	Foundation Update
7. Operational Updates Action as Needed	<p><u>Executive Director</u></p> <p>A. Executive Director Report B. South County Library Update C. Northwest Jeffco Library Update D. Conifer Library Update</p> <p>Public Services and Communications & Engagement Guest: Eppstein Uhen Architects (EUA) A. Arvada Redesign Project <ul style="list-style-type: none"> • Market Analysis Report • Stakeholder and Community Engagement Report </p> <p>Facilities & Construction Projects A. Evergreen Library Roof Repair Contract Chair: Call for motion and second</p> <p>Business Strategy & Finance <u>Finance and Budget</u> A. Supplemental Budget Requests <ul style="list-style-type: none"> • Roof Repairs for Evergreen and Columbine Supplemental • South County Library Supplemental Chair: Call for motion and second B. Financial Report (August 2024)</p> <p>Technology & Innovation A. Digital Accessibility Program</p>
8. Action as Needed	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
9. Emerging Issues Action as Needed	
10. Ends Action as Needed	Ends: No items.
11. Board Governance Action as Needed	Board Governance: No items
12. 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

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

	<p>location will be posted at least one week prior to the scheduled meeting date. <u>2024 Board Meeting Schedule</u></p> <ul style="list-style-type: none"> • October 10, 2024– Study Session – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room. (Note: Shavuot ends nightfall no work permitted) • October 17, 2024 – Board Meeting – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room • November 14, 2024– Study Session – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room. (Note: Shavuot ends nightfall no work permitted) • November 21, 2024 – Board Meeting – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room • December 12, 2024 – Board Meeting – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room
13. Discussion	Board Questions or Comments Related to Items on the Meeting Agenda
14. Discussion	Evaluate Board Meeting (4.1.9)
15. Information	<p>Announcements/General Information Sharing</p> <ul style="list-style-type: none"> • Trustee Lomba Service Acknowledgement • Report of the Chair – Correspondence, Other • Other Announcements
16. EXECUTIVE SESSION Action	<p>Call for Motion and Second:</p> <p>To adjourn the regular meeting of the Library Board of Trustees and reconvene in Executive Session pursuant to:</p> <p>A. CRS 24-6-402(4)(f) Personnel Matters. Trustees review Executive Director’s performance and compensation (4.3.6)</p>
17. Reconvene Regular Meeting Action as Needed	Executive Session Summary
18. Adjournment	

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: September 12, 2024

RE: Consent Agenda for the September 19, 2024 Board Meeting

A. Library Board of Trustees Approve August 8, 2024 Special Board Meeting Minutes

B. Library Board of Trustees Approve August 15 Board Meeting Minutes

C. Library Board of Trustees Authorize the Executive Director to sign CoCal Landscape Snow Removal Contract for snow and ice mitigation services at all locations other than Evergreen Library with the estimated and approved budgeted amount of \$150,000.

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

August 8, 2024

CALL TO ORDER – SPECIAL MEETING

The special 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 August 8, 2024. Library Board of Trustees Chair, Kim Johnson, called the meeting to order at 5:31 p.m.

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

Trustees not present: Stanley Harsha and Jeanne Lomba.

Staff present: Donna Walker, Executive Director; 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; 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; Kelci Rude, 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 Charles Jones the motion passed by unanimous vote of all Trustees present.

OPERATIONAL UPDATES

Executive Director Report

A. South County Library Update: South County Library Property Selection

The Executive Director addressed the Board and provided information on the South County Library Property Selection.

After extensive investigation, community engagement, and negotiation Jefferson County Public Library is pleased to recommend for purchase the property located at 11100

Bradford Road, Littleton, CO for the creation of a future new library in South Jefferson County. JCPL leadership presents this existing building to repurpose as the most convenient, sustainable, and desirable location for Board consideration.

Background

JCPL has a capital project underway to create a new destination library in the south region to connect our underserved community to library services. This is a new construction project and is budgeted through the Library's 5-year Capital Improvement Plan. It is fully funded through the fiscal stewardship of the Library Board of Trustees and the taxpayers of Jefferson County.

New Strategy

In April 2023 JCPL brought to the Board a new strategy for the South County Library site acquisition. This new strategy focused on activating a full-fledged campaign to build public support and political will for a new library in this community. Some key activities in the new strategy included:

- Updated market analysis
- Established South County Advisory Council
- Contracted with Genesee Commercial Group
- Initiated our new site search

Site Search Process - Approach

The property search area was reevaluated and adjusted based on the updated market analysis. Our approach was to use this criteria in our site search which included driving tours of the area, working with commercial realtors, pursuing suggestions from the community and advisory council, conversations with community stakeholders, reviewing Jeffco school closures, and pursuing opportunities for partnerships and sites that were not on the market.

Stakeholder Insights on 5 Concepts

JCPL enjoyed working with the South County Advisory Council. One of the impacts of the advisory council was advice on five potential concepts during the property search. The Board also weighed in on these concepts and, like the advisory council, determined that they all had validity and were worth considering and pursuing. Based on feedback, site criteria and market analysis the Library investigated 50 properties. While this list included 50 properties, the reality JCPL faced, as expected, was the difficulty finding a location that met our criteria, especially with public sentiment related to development of property in this part of the County. The Library narrowed down the list and presented options to the Board for consideration.

Recommendation: Repurposing an Industrial Building

The Library's recommended site embraces the concept of repurposing an industrial building which was the first choice of the Board when the journey began. This building offers possibilities for service programs in the space in an area of the County with the expressed desire to preserve undeveloped land. JCPL feels this is a more sustainable option than a new build with a typically shorter timeline for completion. The Library has now found this building combining this concept with the location for a destination library in this area of the County to become a true community focal point.

Proposed Site

The site and building at 11100 Bradford Road meet or exceed our search criteria. This location is within our property search area, one block south of Chatfield Avenue, on the Corner of Bradford and Shaffer Parkway. The site is adjacent to the post office on the west and County services on the east with a new housing development in the site's backyard.

Proposed Site: Optimal Size

This property is an optimal size to allow for future expansion and has intuitive entry and parking. The size of the location meets current needs and allows for future opportunities.

Proposed Site: Optimal Location and Convenience

JCPL is very excited about the potential of both the site and the building. The location comes with existing parking and landscaping and provides an opportunity for outdoor spaces. It is conveniently located close to residential areas and local schools as well as adjacent to major thoroughfares and on errand routes. It is near other government services and allows for potential co-location of a partner. The site is within the South Jeffco FlexRide service area for bus service that is operational during library hours Monday through Saturday for people who would use public transit to get to this library.



Proposed Site: Optimal Technical Requirements

Steve Chestnut, Director of Facilities and Construction Projects, addressed the Board and provided information on the site's technical requirements. The site is not in a flood plain has existing parking, mature landscaping and fencing along the back 2/3 of the property. There are utility connections that will be tested to make sure they meet the Library's operational needs. The existing sewer and storm systems are sufficient for anticipated uses.

Proposed Site: Optimal Sustainability and Stewardship

In terms of sustainability and stewardship the concept of repurposing a building has many benefits as noted before and is the most sustainable option environmentally. The site and building offers the potential for the library to consider renewable energy options

in a repurpose. An existing building also offers the opportunity to reduce construction time, accelerating the capital projects timeline.

Acquisition Milestones Achieved

Matt Griffin, Director of Business Strategy and Finance, addressed the Board and provided information on the property acquisition milestones.

- Conducted a Rough Order of Magnitude (ROM) Analysis
 - Estimated the project's scope and cost.
- Negotiated and Executed a Letter of Intent (LOI)
 - Established initial terms and mutual understanding.
- Negotiated a Purchase and Sale Agreement (PSA)
 - Formalized the terms of the property acquisition.

The first step was around cost. The original project budget was based on a vacant land acquisition. When this property came forward the Library reevaluated engineering, technical and other requirements. Based on those requirements and with knowledge this would fit within budget, the Library moved to negotiating the non-binding Letter of Intent (LOI) with the seller. During this phase the Library negotiated high level terms for acquisition. The Library and seller reached agreement on those terms and moved to drafting and bringing forward the Purchase and Sale Agreement (PSA) including the finer details of the acquisition and agreed on all aspects of the acquisition.

Acquisition Milestones Ahead

If the Library moves forward the next milestone ahead would be to execute the Purchase and Sale Agreement (PSA). Upon execution of the PSA the Library would enter the 120 day due diligence period, which is crucial for the Library to conduct its own in-depth research to confirm the building's feasibility and location. This due diligence includes entitlements, community engagement, physical inspections and appraisal and would involve the location and extent process. This is a critical step with the County Planning Commission and includes neighborhood engagement to make the public aware and provide opportunity to provide input on government acquisition of property and impact on the community. This community engagement would be conducted to focus on the location and seek input and feedback to confirm the location meets the community's needs. More formal community engagement follows if the Library closes on the property. Included in the due diligence process are physical, environmental, engineering and construction investigations to determine feasibility and make sure the building can be adapted to meet the needs of the Library. The final area is appraisals, where the Library would bring in a third party to confirm the acquisition provides good value to the taxpayers. While conducting due diligence the Library reserves the right to terminate the agreement at its sole discretion if due diligence is unsatisfied. If the results of the due diligence are satisfactory, the Library would finalize acquisition.

What are we Hearing from the Community?

The Executive Director advised the Board that when the South County Library property selection and location was posted on JCPL’s website last Thursday, the Library reached out to the community and key stakeholders in the Ken Caryl and South County area to gauge support for this location. Some of the excitement and support JCPL heard in this preliminary outreach was shared.



What are we hearing from the community?

- “Great location in the heart of the community”
- “Environmentally friendly to use existing space”
- “More certainty with construction costs and timing”
- “Opportunities for trail connections”
- “Location is a great fit for the community”
- “Looking forward to the public process”

In response to questions, the Board was advised that:

- The Library anticipates that the parking lot will be expanded and there is space for that expansion.
- The Library did hear during the preliminary outreach that the location is further south from the Columbine Library than the previously considered sledding hill location and a great second choice in terms of location.

The Chair noted that the opportunity for outdoor improvements is a clear possibility and it appears that people familiar with this area consider this location to be a part of the community.

EMERGING ISSUES

No items.

ENDS

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

- 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 – 4:30 pm Hybrid: Virtual via Webex. In-Person Location: BCC Board Room
- September 12, 2024 – Study Session – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: To be determined based on Joint Library Board & BCC meeting.
- September 19, 2024 – Board Meeting – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room
- October 10, 2024– Study Session – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room. (Note: Shavuot ends nightfall no work permitted)
- October 17, 2024 – Board Meeting – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room

The Chair asked the Trustees to hold the September 12 joint meeting with the Board of County Commissioners (BCC) on their calendars. In response to a question, the Board was advised that the Library is working with the BCC to figure out the logistics for the September 12, joint meeting.

ANNOUNCEMENTS/GENERAL INFORMATION SHARING

There were no announcements.

EXECUTIVE SESSION:

At 6:00 pm, the Chair called for a motion to adjourn the special meeting, reconvene in Executive Session regarding Collective Bargaining and adjourn the special board meeting at the conclusion of the Executive Session.

MOTION: Jill Fellman moved to adjourn the special meeting of the Library Board of Trustees, reconvene in Executive Session regarding **(1) Collective Bargaining (2) South County Library AND** adjourn the special Board meeting at the conclusion of the Executive Session. Statutory citations authorizing an executive session for these topics are:

- Pursuant to 24-6-402(4)(b) Conferences with an attorney for the local public body for the purposes of receiving legal advice on specific legal questions.
- Pursuant to 24-6-402(4)(e)(I) for discussion of strategy and instructions to negotiators
- Pursuant to 24-6-402(4)(a) Concerning the purchase, acquisition, lease, transfer or sale of Property.

Seconded by Charles Jones 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.

The Chair called the Executive Session to order at 6:05 pm with the following Trustees present, Charles Jones, Jill Fellman, Pam Anderson, and Emelda Walker. Also present were Donna Walker, Executive Director; Tami Culkar Fisher & Phillips LLP, Eric Butler and Kurt Behn, County Attorney's Office; 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.

CALL FOR ADJOURNMENT OF EXECUTIVE SESSION AND SPECIAL MEETING

MOTION: At 6:57 pm Emelda Walker 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) Collective Bargaining** and **(2) South County Library** concerning strategy and instructions to negotiators and receiving legal advice on specific legal questions with respect to Collective Bargaining and South County Library and concerning the purchase, acquisition, lease, transfer or sale of Property with respect to the South County Library. The Trustees held those discussions, and this summary is provided as required by Colorado Statute.

Stanley Harsha, Secretary

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

August 15, 2024

CALL TO ORDER – REGULAR MEETING

The regular meeting of the Jefferson County Public Library Board of Trustees was held online via ZOOM and in-person in the Lakewood Library meeting room on August 15, 2024. Library Board of Trustees Chair, Kim Johnson, called the meeting to order at 5:34 p.m.

Other Trustees present: Emelda Walker (Vice-Chair), Jill Fellman and Jeanne Lomba.

Trustees not present: Pam Anderson, Stanley Harsha and Charles Jones.

Staff present: Donna Walker, Executive Director; Julianne Rist, Director of Public Services; Matt Griffin, Director of Business Strategy and Finance; 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; Kelci Rude, Administrative Coordinator Supervisor; Ryan Turch, Technology and Innovation Operations Supervisor; and Aaron Cameron, Technical Support Technician Senior.

There were additional Library staff members attending the meeting.

APPROVAL OF AGENDA

MOTION: Jill Fellman 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.

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.

The Chair advised the Board that one public comment was received via the online form and provided to the Board. Randy Stafford, David Myers, Betsy Holt, Scott Pantall and Lindsey Benhammou, members of the South County Advisory Committee addressed the Board and expressed support for the proposed property for a new South County Library located at 11100 Bradford Road. The Chair expressed appreciation for the comments.

There were no further public comments, and the Chair closed the public comment portion of the meeting at 5:49 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 July 18, 2024 Board Meeting Minutes.
- B. Library Board of Trustees Adopt Policy Governance Monitoring Reports: 2.5 – 2.9

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

FOUNDATION UPDATE

Jo Schantz, Foundation Executive Director, provided an update on the activities of the Foundation. The Foundation is hosting a shred-a-thon on August 15, the event is free, but the Foundation is asking for a donation of \$20. The Foundation has two new employees, a warehouse assistant and a bookkeeper. The Gardner Family Foundation grant for \$50,000 for the outdoor reading deck at the Evergreen Library has been approved. The Foundation has been working with Bridget Beatty, the Library's fundraising consultant, on a \$25,000 grant from the Colorado Gives Foundation for early literacy programs.

EXECUTIVE DIRECTOR REPORT

A. Executive Director Report

The Executive Director advised the Board that she and Matt Griffin, Director of Business Strategy and Finance, presented the Library's 2025 budget to the Board of County Commissioners, a formality of the budget approval process. The Take Note event has been cancelled by the sponsor. The Board was reminded of the photo op at 11:00 on Saturday morning at the Northwest Jeffco Library property. The Library will be meeting with the City of Arvada leadership on Monday to provide an opportunity to hear their input on the Arvada Library redesign project.

B. Northwest Jeffco Library Update

The Executive Director advised the Board that the Library has officially closed on the Northwest Jeffco property, and all paperwork is in hand. Community engagement for the Northwest Jeffco Library project is being scheduled for October, pending Board approval of the architect contract.

The Executive Director introduced Lizzie Gall, Assistant Director of Public Services for Resources and Programs, to provide an update on the South County Advisory Council. Lizzie Gall advised the Board that at the South County Advisory Council meeting on Monday there were positive and helpful conversations about the proposed property for the South County Library. The work of the Council was reviewed and how that work was reflected in the steps the Library has taken to date. The next step includes community engagement and outreach. Most of the comments during the meeting were positive including that the proposed building looks like a library, there is lots of natural light and opportunities for partnerships.

The Chair acknowledged the work of the South County Advisory Council and expressed appreciation for their continued input and support in the next phase of community engagement. The Board is very excited about this property and noted that it has been a long time coming.

There were no questions from the Board about the Executive Director's report.

EXECUTIVE TEAM OPERATIONAL UPDATES

Business Strategy & Finance

Business Strategy

A. South County Library Property Recommendation and Purchase and Sale Agreement

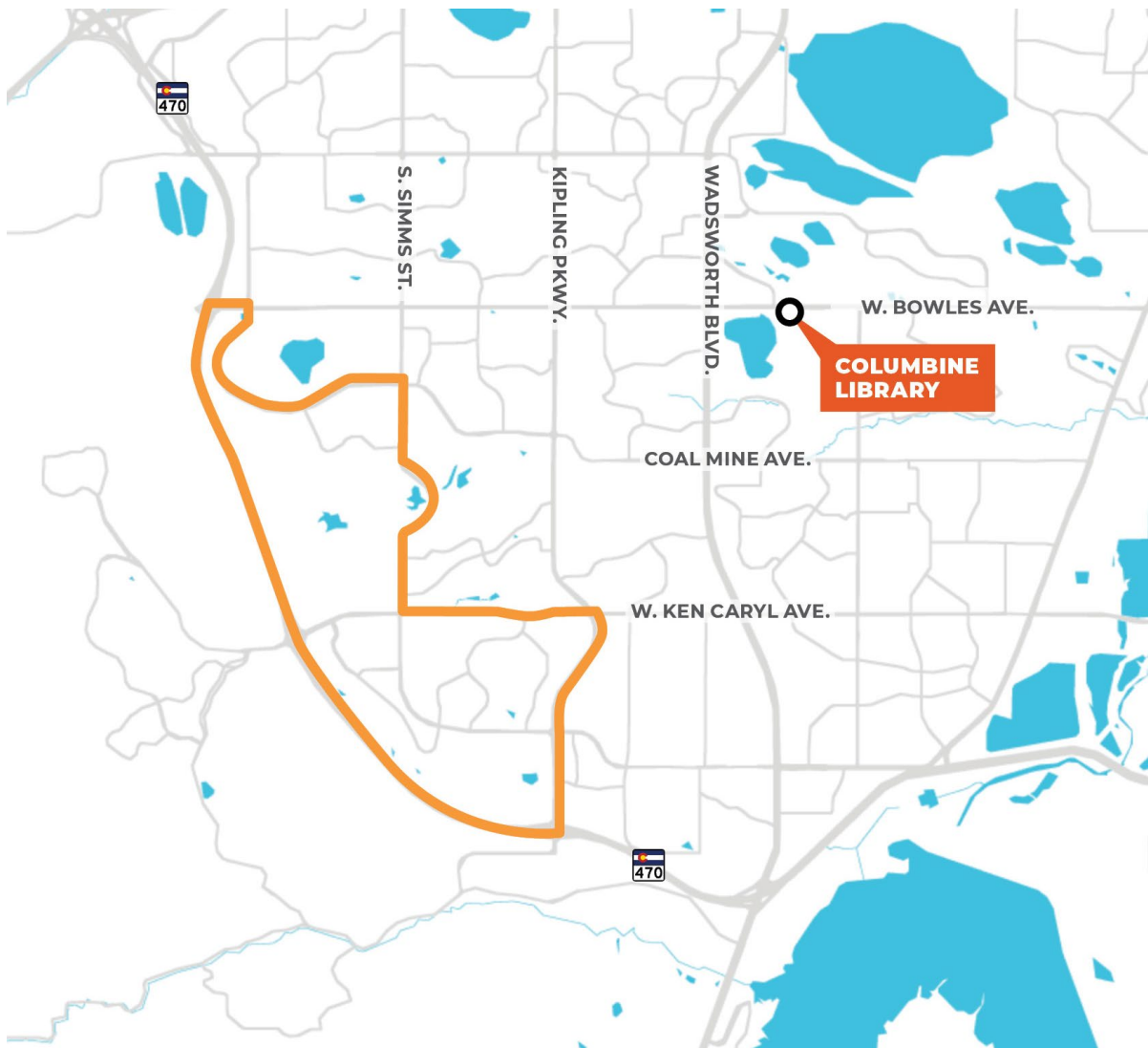
The Executive Director noted that the Board and South County Advisory Council were informed last week on the South County Library Property Recommendation. After extensive investigation, community engagement, and negotiation Jefferson County Public Library is pleased to recommend for purchase the property located at 11100 Bradford Road, Littleton, CO for the creation of a future new library in South Jefferson County. JCPL leadership presents this existing building to repurpose as the most convenient, sustainable, and desirable location for Board consideration.

Background

In 2019 JCPL identified the need for a new library in South County. JCPL has a capital project underway to create a new destination library in the south region to connect our underserved community to library services. In 2023 a new site search strategy was developed, and the South County Advisory Council was formed. The project is fully funded through the fiscal stewardship of the Library Board and taxpayers of Jefferson County.

Site Search Process – Approach

Julianne Rist, Director of Public Services, addressed the Board and provided information on the site search process and approach. The property search area was reevaluated and adjusted based on the updated market analysis. The yellow outline on the map below shows the property search area in proximity to the Columbine Library, which will continue to serve the South Jefferson County community once this new library opens. The Library’s approach was to use this criteria in the site search which included driving tours of the area, working with commercial realtors, pursuing suggestions from the community and advisory council, conversations with community stakeholders, reviewing Jeffco school closures, and pursuing opportunities for partnerships as well as pursuing sites that were not on the market.



Stakeholder Insights on Five Concepts

One of the impacts of the advisory council was advice on five potential concepts during the search. The Board also weighed in on these concepts and, like the advisory council, determined that they all had validity and were worth considering if there were potential sites to explore.



Stakeholder Insights on Five 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

All concepts were worth considering and pursuing depending on availability.

JCPL cast a wider net and over many months investigated 50 properties. While the list included 50 properties, the reality the Library faced, as expected, was the difficulty finding a location that would come close to meeting the criteria and the varied public sentiments related to development of property in this area. JCPL was able to narrow the list and presented the Library Board of Trustees and South County Advisory Council with options to consider.

South County Advisory Council Contributions

The South County Advisory Council has volunteered their time and insights and provided valuable input to JCPL on this project. Besides the concept discussion that was previously discussed, the council members provided comment on the refreshed site criteria, library needs for the community, feedback on talking points and messaging to the community as well as community needs as whole.

Advisory Council Contributions



Review site
search criteria



Library needs
discussion



Messaging
feedback



Community
pulse check



Concepts
review

Site Recommendation: Repurposing an Industrial Building

The recommended site embraces the concept of repurposing an Industrial building which was the first choice of the Board when this journey began.

- As expected, this type of building is essentially a big box that offers possibilities for service programming
- It is environmentally friendly; JCPL is not creating more development in an area of the County where residents indicate a desire to preserve undeveloped land
- Repurposing an existing building has a shorter timeline for completion
- It is a more sustainable option than a new build

JCPL has now found a building. Combining this concept with the location presents an opportunity for a destination library that can truly become a community focal point.

Proposed Site: 11100 Bradford Road, Littleton

The site and building at 11100 Bradford Road meet or exceed the search criteria. This location is within the property search area, one block south of Chatfield Avenue, on the corner of Bradford and Shaffer Parkway. It is adjacent to the post office on the west and County services on the east with a new housing development in the location's back yard.



As the map shows, it is conveniently located close to residential areas and local schools as well as adjacent to major thoroughfares and on errand routes. It is near other government services and allows for potential co-location of a partner. While not on a specific bus route, the site is within the South Jeffco FlexRide service area for bus service that is operational during library hours Monday through Saturday.

Site Acquisition: Milestones Achieved

Matt Griffin, Director of Business Strategy and Finance, addressed the Board and provided information on the site acquisition.

- Conducted a Rough Order of Magnitude (ROM) Analysis
 - Estimated the project's scope and cost.
- Negotiated and Executed a Letter of Intent (LOI)
 - Established initial terms and mutual understanding.
- Negotiated a Purchase and Sale Agreement (PSA)
 - Formalized the terms of the property acquisition.
 - Purchase price \$11,000,000

The original project budget was based on a vacant land acquisition. When this property came forward the Library completed the ROM (Rough Order of Magnitude) analysis and recommended continuing to negotiating and executing a non-binding Letter of Intent (LOI) which was an agreement on high level terms. The Library then negotiated a Purchase and Sale Agreement (PSA) with final terms and agreement including the

acquisition price of \$11,000,000. If the Board authorizes the Library to move to executing the PSA, the Library will enter into a 120 day due diligence, with extension clauses. The next focus will be to kick off the location and extent process with the County Planning Commission, including neighborhood input, gathering feedback on the location and if it meets the community's needs. A more formal and detailed community engagement will take place later in the process. The physical engineering, construction feasibility and structural investigations will proceed and JCPL retains the right to terminate if results are unsatisfactory. If satisfied with the due diligence, the next step would be to move to closing on the property.

What are we Hearing from the Community?

The Executive Director shared some comments from the community and noted that it is a nice opportunity to see what the Library has heard and shared some additional pictures of the location.



What are we hearing from the community?

- “Great location in the heart of the community”
- “Environmentally friendly to use existing space”
- “More certainty with construction costs and timing”
- “Opportunities for trail connections”
- “Location is a great fit for the community”
- “Looking forward to the public process”

The Chair noted that the Board did have an opportunity to ask legal questions about the property during last week's executive session. The Chair acknowledged and commended the JCPL team for the work done and transition to a new strategy which has been a herculean effort. The work done gives confidence that this is the best spot to build the library. The Chair noted the importance of continuing to make the community aware that the project is fully funded through the Library's fund.

MOTION: Jeanne Lomba moved that the Library Board of Trustees authorize the Executive Director to sign the Purchase and Sale Agreement between JCA Bradford LLC and the Jefferson County Public Library for the South Jefferson

County Library property located at 11100 Bradford Road, Littleton and as described in the Agreement in an amount up to \$11,000,000 subject to the terms and conditions contained therein. Seconded by Jill Fellman the motion passed by unanimous vote of all Trustees present.

B. Northwest Jeffco Library Community Engagement & Architectural Design Services Contract Notice to Proceed

Amy Bentz, Assistant Director of Library Design Projects and Planning addressed the Board and provided information on the Northwest Jeffco Library Architect contract. In May 2024 JCPL issued an RFP for architect services for a new library project in Northwest Jeffco. Nine responses were received, and the Library held three interviews. The responses were evaluated on cost, schedule, experience and understanding of JCPL design goals. Based on this evaluation, JCPL requests authorization to engage Anderson Hallas Architects for community engagement and architectural design services for this project. Anderson Hallas Architects has evaluated the project scope and provided a cost estimate and schedule.

In response to a question, the Board was advised that the unique conditions around the Northwest Jeffco Library property, including wind, were addressed in the interviews. Anderson Hallas Architects is aware of the conditions.

MOTION: Jill Fellman moved that the Library Board of Trustees authorize the Executive Director to enter into a contract with Anderson Hallas Architects and issue a Notice to Proceed for community engagement and architectural design services for the Northwest Jeffco Library at a cost of \$1,804,981. Seconded by Emelda Walker the motion passed by unanimous vote of all Trustees present.

C. 2024 Mid-year Report

The Executive Director advised the Board that the mid-year report is part of the governance process to demonstrate progress on the annual plan.

Matt Griffin, Director of Business Strategy and Finance, addressed the Board and presented highlights on some of JCPL's mid-year achievements. The Board's information packet includes the detailed overview of strategic projects, progress against deliverables, comparable analysis of data and comments heard from patrons through feedback. The mid-year report covers achievements from January 1 to June 30, 2024.

Arvada Library Redesign

The project is gaining momentum, moving through planning and scheduling multiple community engagement events and marketing to set the stage for data driven progression through this year and 2025.

Evergreen Library Redesign

The Evergreen Library Redesign was completed earlier this year, and construction and move-in wrapped. The Library and community celebrated this achievement with a grand opening event.

New Collection Development Policy

New collection development policy deliverables include the review and update of library policy and the material reconsideration process. Completed work at mid-year includes the research report and comparative study, draft collection development policy for review and revised collection development policy for review. The project will ultimately allow Jeffco residents access to resources to connect, discover and create.

Digital Accessibility Program

The new addition to the 2024 strategic plan is the Digital Accessibility Program. The team has been hard at work the first half of 2024 and has made significant progress on the impactful deliverables.

All of the Library's strategic projects, achievements and deliverables are in the Board's information packet.

Mid-Year Data Review


JCPL is closely monitoring a variety of data points across the system. Some highlights include:

- Database usage is up over 13% with 690,000 uses ytd
- Program attendance has seen a significant rise of 27% with 138,000 attendees ytd
- Digital Circulation is up 11% surpassing 1.1 million
- Total visits are up 6% - even through the Arvada Library closure and Evergreen closure with alternative services
- Cardholders increased by 2,300 a 2.5% increase


JCPL also focuses on trends. For example, digital circulation is up 11% paired with a decrease in physical circulation. These types of trends are monitored and that data is crucial in the way JCPL adapts to the community.

”
“
Here's what our patrons are saying


“..It makes me so happy to be seen and cared about by the Library...”



“Your outreach to the community is exceptional...”



“Thank you for this opportunity to engage students with an author and open the possibility of a writing career...”



Patron Comments

- Pride month – a powerful reminder how inclusive JCPL’s work is and how welcoming and supportive Library staff is
- Community Outreach - outstanding efforts of the outreach team provides immense value to taxpayers
- Jacqueline Woodson author event – opening students eyes to the possibility of a writing career

Trustee Fellman expressed appreciation to Library staff noting that she loves the report and is impressed with how JCPL overcomes challenges.

The Chair acknowledged Library staff and the incredible achievements. The Chair noted the huge success on fundraising development work and the kick off of collective bargaining. The amount of excellent work that happened in the last six months is astounding. Given the many remarkable achievements over the last 45 days, it’s hard not to acknowledge those accomplishments in this mid-year report. The Chair noted that not only can she say absolutely this is meeting Board goals, the summary is not enough justice for the work the Library has done.

The Executive Director advised the Board that the Mid-Year Report in their packets lists everything through June 30 and there are many more things to celebrate. The Executive Director asked the Board if they had any other expectation in mind for the Library to have met mid-year.

The Chair noted that the Library has exceeded where the Board expected it to be.

D. Long Term Strategic Planning Consultant

Matt Griffin, Director of Business Strategy and Finance, provided information on the long term strategic planning consultant. The Library is currently in the 2020-2025 strategic plan and beginning the process to develop the strategic plan for 2026 and beyond. The Library would like to bring in an outside consultant, Government Performance Solutions (GPS) to support that work. The Library is still in the planning phase and has not yet mapped out details of Board involvement. The cost for the consultant is included in the 2024 and 2025 budgets.

In response to a question, the Board was advised that for the current 2020-2025 strategic plan, the Library did use several consultants and the State Library. That work occurred in 2018/2019.

MOTION: Emelda Walker moved that the Library Board of Trustees authorize the Executive Director to move forward with engaging Government Performance Solutions, Inc (GPS) to support the development of the Library's new long-term strategic plan with a final cost in the amount of \$120,000. Seconded by Jill Fellman the motion passed by unanimous vote of all Trustees present.

Finance and Budget – Monthly Financials

A. Financial Report (July 2024)

Matt Griffin, Director of Business Strategy and Finance, addressed the Board and presented information on the July financial tables. On Table 1, in July the Library did see \$1.1 million in investment income which brings this in line trending toward budget. It continues to be a difficult trend to follow. No revenue was collected and is reflected the same as last month. In Table 3, there is movement in the Northwest Jeffco project, and the acquisition is complete. The Arvada Library Redesign project shows as over budget by \$300,000. The project is not over budget. The reason this project shows overbudget is that the Library engaged EUA Architects all the way through 2026, but the cost shows as one encumbrance right now. The purchase order will be paid out over multiple years, but this encumbrance will be reflected in this way for the remainder of this year.

In response to a question, the Board was advised that the \$300,000 in expenses for the Arvada Library Redesign project were expected and in the budget.

Table 4 shows a \$5,000 naming donation from the Jefferson County Library Foundation for the large study room at the Evergreen Library.

There were no further questions on the monthly financials.

Technology & Innovation

A. Digital Accessibility Program

The Chair advised the Board that the Library's Technology and Innovation team has been dealing with some huge events and this topic will be moved to another meeting.

Following on the heels of the CrowdStrike incident the internet lines were cut, and JCPL's service was out for over 24 hours.

ITEMS REMOVED FROM THE CONSENT AGENDA

No items were removed from the consent agenda.

EMERGING ISSUES

No issues.

ENDS

There were no items.

BOARD GOVERNANCE

There were no items.

BOARD SCHEDULE – NEXT MEETINGS

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

2024 Board Meeting Schedule

- September 12, 2024 – JOINT LIBRARY BOARD AND BCC – 4:30 pm Hybrid: Virtual via Webex. In-Person Location: BCC Board Room
- September 12, 2024 – Study Session – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: To be determined based on Joint Library Board & BCC meeting.
- September 19, 2024 – Board Meeting – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room
- October 10, 2024– Study Session – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room. (Note: Shavuot ends nightfall no work permitted)
- October 17, 2024 – Board Meeting – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room

The Chair advised the Board that she is working with the Executive Director on the agenda for the joint meeting with the BCC. The Chair noted that she will reach out to Commissioner Dahlkemper to see if there is anything the BCC wants the Library Board to cover during the meeting. Logistics are still be worked out. The Board was asked to contact the Chair with any topics for the meeting.

ANNOUNCEMENTS/GENERAL INFORMATION SHARING

There were no announcements.

ADJOURNMENT

The meeting was adjourned at 6:33 pm.

Stanley Harsha, Secretary

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Lakewood, CO 80215
303.235.5275



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TO: Donna Walker, Executive Director

FROM: Steve Chestnut, Director of Facilities and Construction

DATE: September 19, 2024

RE: 2024-2025 Snow Mitigation Services, CoCal Landscape Services, Inc

History of Contract:

The Board authorized the Executive Director to enter into a contract with CoCal Landscape Services, Inc. in October 2019. CoCal Landscape Services Inc. provided snow removal services at all the library locations with the exception of Evergreen Library. Though we have been happy with the services provided by the vendor we have reached the end of our 5 year term with CoCal and had to issue an RFP for a new contract. The RFP was issued on 07-29-24. We had nine respondents that were evaluated for best fit with JCPL. Of those 9, Facilities feels that CoCal Landscape Services, Inc. continues to be our best option.

Cost:

The contract is based on a cost per occurrence. The projected contract cost for the 2024-2025 snow season is \$150,000 and would provide for snow removal through September 30, 2025.

Next Actions:

I would like to ask the Board to authorize the Executive Director to enter into a new contract with CoCal Landscape Services Inc. for 1 year with the option of renewal for 4 additional years with Board approval each year. The contract would be for snow and ice mitigation services at all locations other than Evergreen Library with the estimated and approved budgeted amount of \$150,000.

Foundation Update

SEPTEMBER 2024

Executive Director Report by Jo Schantz, MNM, CFRE, GPC



2024 Shred-a-thon and Fundraiser

This summer JCLF marked the third year that we have held this annual fundraiser -- our Shred-a-thon. I'm pleased to report that we raised nearly \$4,000 from this 3-hour activity.

The Shred-a-thon took place on Saturday, August 17, from 9 a.m. to noon in the parking lot of Lakewood's Bank of Colorado.

Our shredding partner this year was Stericycle, and we had so much participation by the public that the company brought a second truck to handle all the shredding.

In order to raise monies in support of JCLF and JCPL, we suggested a \$20 donation per person and shreddable items were limited to six boxes per car.

Fall Whale of a Used Book Sale Coming in October!

Get ready, get set...JCLF's fall Whale of a Used Book Sale will be held beginning on Thursday evening, October 17, from 6 to 8 p.m. for Friends Preview Night, then the sale will open to the public Friday through Sunday, October 18 through 20. Please check our website for exact times. Admission is \$5 for adults (SNAP recipients and children under age 18 are admitted for free).

Earlier this year, JCLF hosted the spring Whale of a Used Book Sale and grossed the highest amount of revenue in our 22 year history -- more than \$92,000!

Traditionally, our fall sale is smaller because we have less time to collect book donations, however we are anticipating another big turnout by hundreds of bargain hunters and hopefully will land another big sales record for the year.

FUNDING UPDATE

FUNDS APPROVED/RECEIVED

Gardner Family Foundation -- \$50,000 approved for Evergreen Library's Outdoor Reading Deck

REQUESTS PENDING

City of Golden -- \$2,000 sponsorship and Friends Community Partnership

Burt Foundation -- Letter of Intent for Babies First Books and 1000 Books Before Kindergarten

Schramm Foundation -- \$5,000 for 1000 Books Before Kindergarten

Ent Credit Union -- \$2,500 for 2025 Friends Community Partnership

Colorado Gives Foundation -- \$25,799 for Hard Times Writing Workshop & \$25,000 for Early Childhood programming

Canvas Credit Union Foundation -- \$5,000 for 1000 Books Before Kindergarten

Community Connections

- Aug. 17 – JCLF Shred-a-thon at Lakewood Bank of Colorado
- Aug. 27 – JCLF Finance Committee meeting
- Aug. 27 – Lakewood Foothills Rotary Club social
- Aug. 29 – PEO tour of Clive Cussler Car Museum
- Aug. 29 – Monthly meeting with Donna Walker
- Sept. 3 – Lakewood Foothills Rotary Club meeting
- Sept. 5 – All staff meeting
- Sept. 6 – Zoom meeting with Foundation Search (for grants research)
- Sept. 10 – Wheat Ridge Business Association meeting
- Sept. 11 – lunch meeting with former Lakewood Mayor Steve Burkholder and Anne Burkholder
- Sept. 12 – Applewood Business Assn. luncheon
- Sept. 12 – PEO committee meeting for 2025 Books & Brunch fundraiser
- Sept. 12 – Ribbon cutting ceremony at Ent Credit Union in Littleton

Executive Director Report



SEPTEMBER 2024 EXECUTIVE DIRECTOR REPORT

2024 Annual Plan Progress in September

Portfolio: Service Point Development & Expansion

Program: New Construction

Project: South County Library

- Continue due diligence
- Continue community support development
- Continue political will development

Project: Northwest Jeffco Library

- Continue community support development

Program: Building Redesign

Project: Arvada Library

- Share community engagement report with Board
- Begin planning for alternative services location
- Issue RFP for General Contractor
- Continue community support development

Project: Evergreen Library

- Continue outdoor space design

Program: Building Opportunities


Project: Conifer Opportunity

- Begin design development
- Hold community stakeholder design charrette
- Inform community of progress

Portfolio: Lifelong Learning & Literacy

Program: Advance Digital Equity & Inclusion

Project: Digital Literacy Collaboration (ARPA)

- Offer additional classes at community partner sites
 - Create Digital Literacy webpage
 - Create additional agreements with community partners
- 



Program: Advance Community Literacy
Project: Imagination Library

- Finalize agreement with Imagination Library Colorado (ILCO) as fiscal agent

Portfolio: Building Inclusive Community

Program: Digital Accessibility (NEW)

- Report to Board on progress
- Create process for prioritizing remediation plan items
- Create training plan outline

Portfolio: Embracing Innovation & Change

Program: Fundraising Development

- Grant development for Conifer Library Services
- Create naming solicitation project plan

SERVICE HIGHLIGHTS:

[Raise A Reader is Here!](#) Read. Write. Sing. Play. Talk. And get your little ones ready to read this fall! Raise A Reader helps kids get ready to read while supporting parents and caregivers with tools and resources. With a month full of activities, including a [StoryWalk@](#), [Story Times](#) and a [free book giveaway](#), Raise A Reader prepares little ones for lifelong learning!

Further your family fun Saturday, Sept. 28, at the Colorado Railroad Museum for JCPL's Raise A Reader Festival. Celebrate early literacy with train rides, Story Time, a dance party, tasty treats and fun activities!

Celebrate [Hispanic Heritage Month](#) at JCPL! Partake in bilingual events and learn more about Hispanic, Latine and Spanish-speaking culture! There's a [fiesta](#) for everyone at the Lakewood Library on Sunday, September 15th and plenty of opportunities to brush up on their Spanish language skills.

Advocacy and Engagement Opportunity for Trustees

[JCPL All Staff Conference \(ASC\)](#), Thursday, October 3rd at the Arvada Center. JCPL will be closed for this all staff training day. Kim Johnson will give opening remarks on behalf of the Library Board of Trustees. Other trustees who would like to attend, please contact Amber for details. We'd like your RSVP so we can plan accordingly.

[ULC ANNUAL FORUM](#), October 23 - 25, 2024, Philadelphia, Pennsylvania. Please contact Amber to register. Early bird registration has closed.





JCPL PROFESSIONAL ENGAGEMENT:

Bernadette Berger, Cheryl Murphy, Paola Vilaxa, and Andy Scanlan, were awarded the *Jean Maio Award for Excellence in Adult Literacy* for the PowerOn Jeffco! Digital Literacy program.

18 staff attended CALCON 2024, the Colorado Association of Libraries Conference.

Paola Vilaxa, Public Service Manager, and **Clarice Ambler**, Public Service Coordinator, presented on *Community Resource Coordinator: A Different Approach to Social Services in Libraries*.

Molly Smits, PAC Manager, and **Sarah Leibrandt**, Training and Development Manager, presented *Library Leadership Development: 5 Steps to Creating a Successful Leadership Academy*.


Cheryl Huck, Standley Lake Library Operations Page won the *Jeffco Vibrant Workforce Award*. **10 JCPL staff** were nominated in a variety of categories for County Customer Service Excellence.

Julianne Rist, Director of Public Services, attending the **Association For Rural and Small Libraries** (ARSL) conference and presenting with Deborah Caldwell-Stone, Director, Office for Intellectual Freedom / Executive Director, FTRF, American Library Association / Freedom to Read Foundation on *How to Weather the Turbulence of a Video Auditor*.

Bernadette Berger, Director of Technology & Innovation, attending the Colorado Statewide Internet Portal Authority (SIPA) Conference

7 JCPL staff attending the Association for Library Service to Children (ALSC) National Institute.

HIGHLIGHTS OF EXECUTIVE DIRECTOR COMMUNITY ACTIVITIES, SEPTEMBER 2024

- Attending **CALCON 2024** in Breckenridge
 - Attending the **Board of County Commissioners and Municipalities Quarterly Breakfast**
 - Attending going away event for Deborah Churchill, **Jeffco Chief of Staff**
 - Attending **Jeffco Employee Excellence Awards**
 - Attending joint meeting of the **Board of County Commissioners and BOT**
 - Meeting with Joe Kerby, **Jefferson County Manager**
 - Attending monthly meeting of the **Personnel Board** of the **Jefferson County Elected/Appointed Officials**
 - Meeting with Christine Kreger, Public Library Leadership Principal Consultant, **Colorado Department of Education**
- 

Operational Updates

Public Services and Communications & Engagement

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



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TO: Donna Walker, Executive Director

FROM: Julianne Rist, Director of Public Services
Lizzie Gall, Assistant Director of Public Services for Resources and Programs

DATE: September 12, 2024

RE: Arvada Library Market Analysis

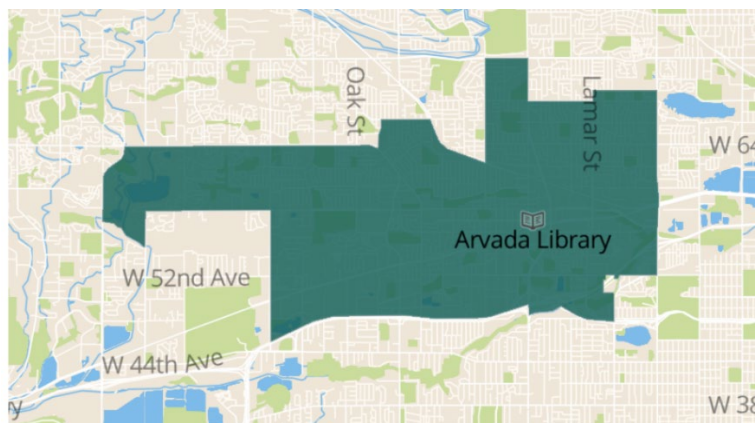
Background

Jefferson County Public Library (JCPL) has a capital project underway to redesign the Arvada Library. This project is budgeted through the library's 5-year Capital Improvement Plan. The vision for this project is to redesign this urban/suburban library for the future in order to reach more people, focus on building literacies, and be the third place in this community. The Arvada Library Market Analysis informs Library leadership and project team members throughout the project's lifespan.

Market Analysis and Library Service Areas (LSA)

JCPL undertakes a market analysis as we embark on new capital projects to determine how to best meet our community's needs. This market analysis seeks to understand our current usage data, the current population and future growth rates, as well as basic demographics.

The Library Service Area (LSA) is defined by the geographic area where card holders live (based on census tract) and the library location that they use. LSAs are defined using current library use data. The Arvada LSA includes 12 census tracts. JCPL is in the process of designing and building a new library location in NW Jefferson County. Once that location is in operation, we anticipate we will see changes to the Arvada LSA as patrons integrate the new location into their library use.



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Olde Town Arvada

The Arvada Library is located in the Olde Town Arvada Historic Business District. The City of Arvada has developed the Olde Town Strategic Reinvestment Plan with a vision of a “distinct historic downtown that is walkable, safe, green, and well connected to the broader Region.”ⁱⁱ The plans include activating spaces that are adjacent to library property. The city desires to complete the plan by 2030.

Population and Household Growth

Populations change over time and as we embark on this project, it is important that we plan for the community that will be using this library in 10, 20 or 30 years. Population forecasts help us anticipate and prepare for future trends. Population growth in the Arvada LSA is higher than the county at large, and although it is slowing, it will continue to outpace County growth into 2050. In the tables below you can see that growth in the Arvada LSA is projected to range from 3.3 to 6.7% from now to 2050, while growth for the County overall is projected to range from 2-4.6% in the same period.

Population and Household Forecast, Arvada LSAⁱⁱⁱ

	2020	2030	2040	2050
<i>Population</i>	48,090	50,149 (+6.7%)	52,479 (+5.4%)	53,546 (+3.3%)
<i>Households</i>	20,499	21,872 (+4.3%)	23,047 (+4.6%)	23,804 (+2.0%)

Population and Household Forecast, Jefferson County^{iv}

	2020	2030	2040	2050
<i>Population</i>	583,063	594,181 (+1.9%)	619,626 (+4.3%)	630,559 (+1.8%)
<i>Households</i>	236,124	244,535 (+3.6%)	256,409 (+4.9%)	260,160 (+1.5%)

Demographics

A demographic summary of the LSA helps illustrate the potential programming, services and material needs within an area. These data points are a selection of many included in the full report and highlight some of the unique characteristics of the Arvada Library LSA.

	Arvada LSA	Jefferson County
<i>Households Below the Poverty Level</i>	8.1%	6.4%
<i>Households with Population Age <18</i>	29.0%	25.0%
<i>Language Spoken Other than English</i>	12.7%	9.2%
<i>Unemployment Rate</i>	3.0%	3.7%
<i>Identify as White</i>	76.8%	79%
<i>Identify as Hispanic</i>	19.9%	15.8%

A few distinct characteristics of the Arvada LSA are higher percentages of households with income below the poverty guidelines, that speak a language other than English, and identify as non-white and

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Hispanic. There are also more households with children under the age of 18 than the County overall. These demographic traits will help inform how services and programming are tailored to serve the unique Arvada LSA population.

Market Engagement

Market engagement calculates the Library's active reach throughout the community. It is the percentage of households in the LSA that have at least one active library card. This analysis was conducted in March 2024.

- The systemwide market engagement percentage of 39.6% is the median across all JCPL locations
- Arvada Library's market engagement is 32.1%
- Market engagement below our median validates that we may have the opportunity to increase usage and reach a new audience in the Arvada Library LSA

Conclusion

The Arvada Library market analysis helps create a snapshot of who currently uses library services and what opportunities might exist for future library use. The insights in the report underscore the importance of tailoring services to meet the diverse needs of the Arvada community.

ⁱ *Arvada Library Service Area, Market Watch, Savannah, retrieved on 3/4/2024*

ⁱⁱ *City of Arvada, Olde Town Arvada Strategic Reinvestment Plan (2023)*

ⁱⁱⁱ *Denver Regional Conference of Governments, received on 3/18/2024*

^{iv} *Colorado State Demography Office, retrieved on 3/5/2024*



Jefferson County
PUBLIC LIBRARY

Arvada Market Analysis

9/12/2024 Board of Trustees Presentation

Lizzie Gall, Assistant Director of Public Services for Resources and Programs

Redesign Arvada Library



“The vision for this project is to redesign this urban/suburban library for the future in order to reach more people, focus on building literacies, and be the third place in this community.”

-Project Vision Statement



Agenda

- Library Service Areas (LSAs)
- Olde Town Arvada
- Population
- Demographics
- Market Engagement
- Discussion



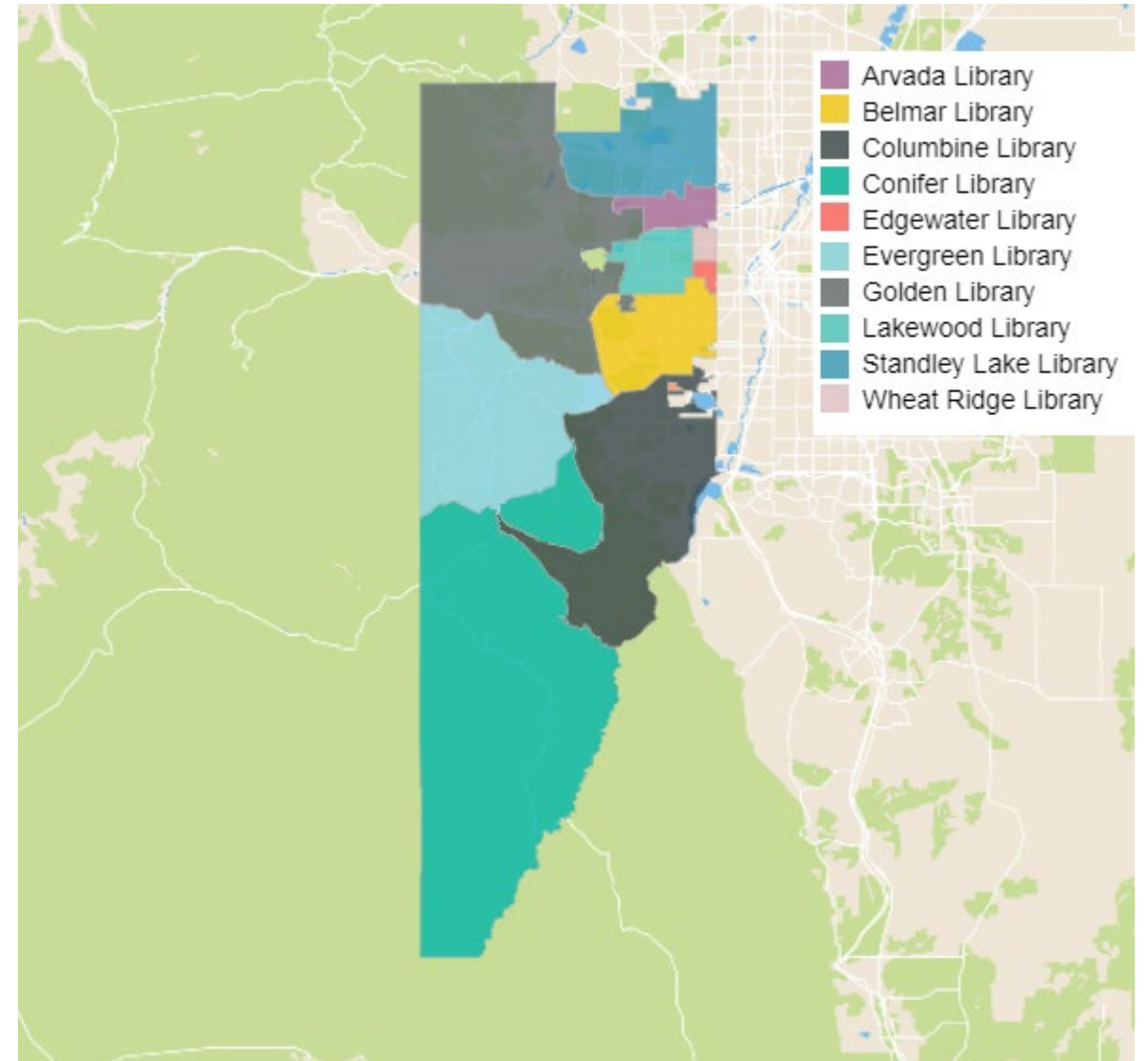


Library Service Areas (LSAs)

Library Service Areas

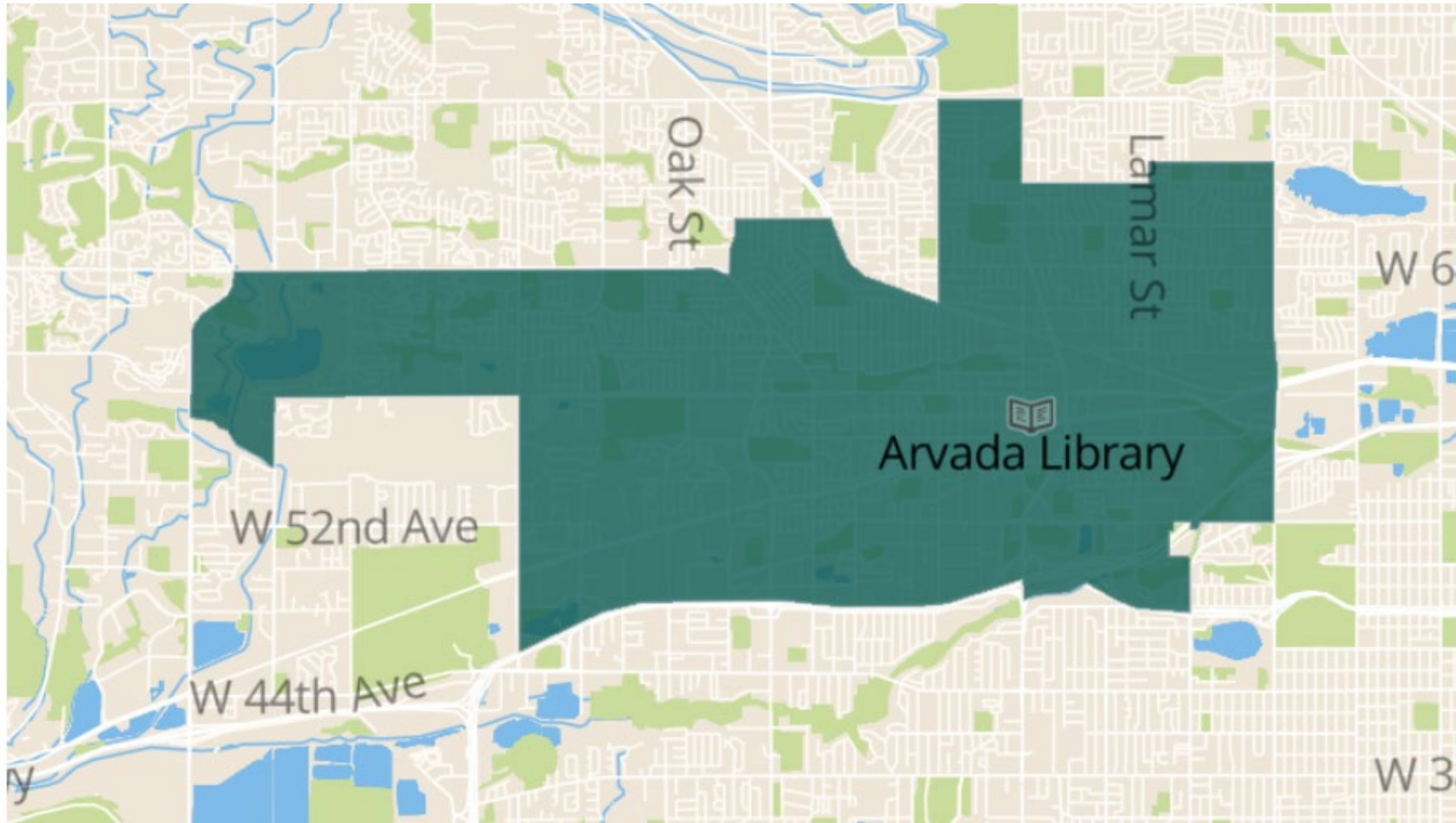
Map shows where card holders live and the library that they use

- Based on census tracts
- Based on patron's last active location
- Based on home location



Source: JCPL LSA Map retrieved from Savannah June 16, 2023

Arvada Library Service Area (LSA)



2023 Estimate
Population: 48,773
Households: 21,467

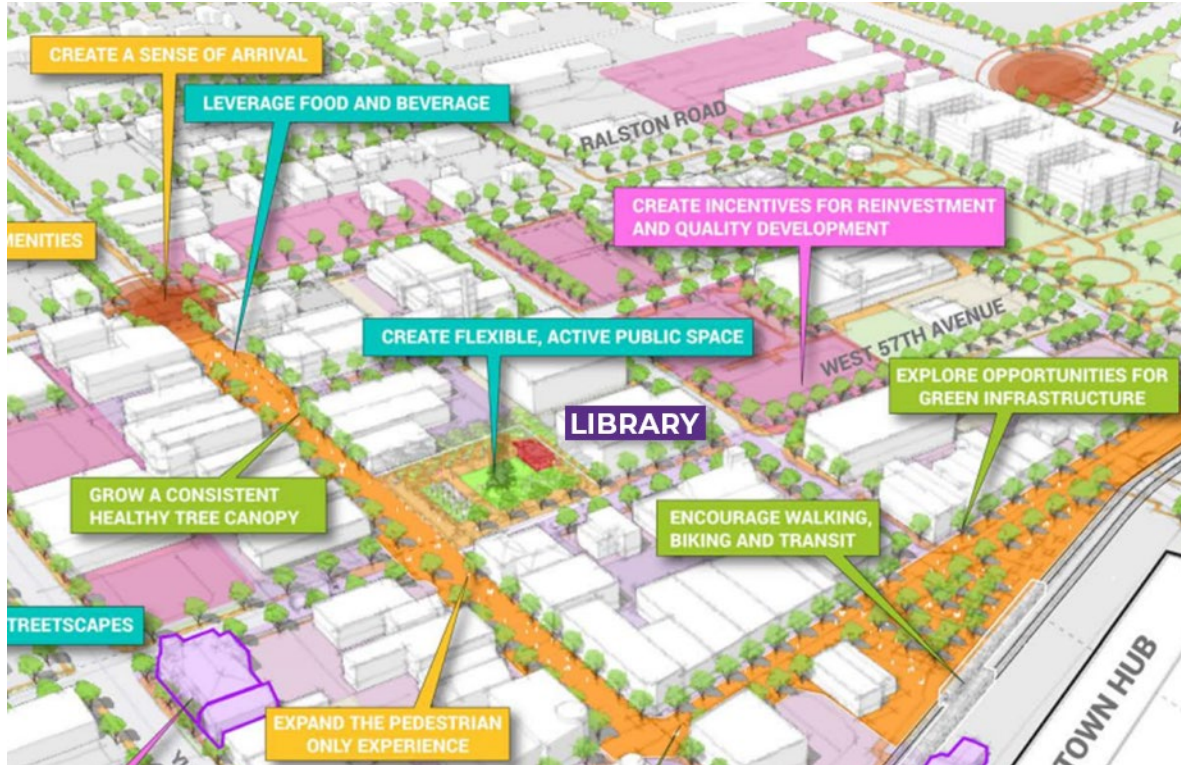
2050 Forecast
Population: 53,546
Households: 23,804

Sources: Savannah, retrieved March 25, 2024; Gale Demographics Now, retrieved March 5, 2024; DRCOG, received March 18, 2024



Olde Town Arvada

Olde Town Arvada Strategic Redevelopment Plan



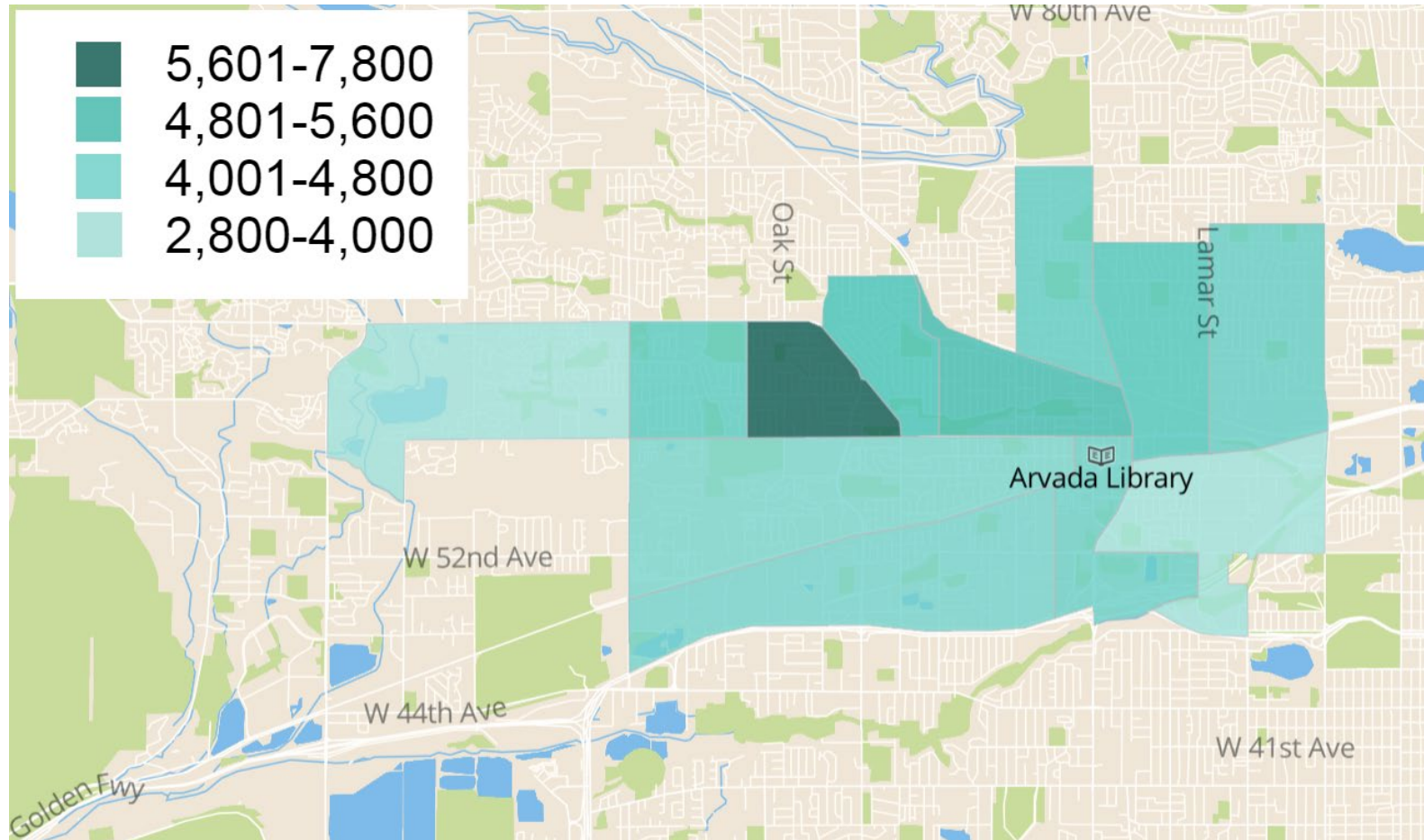
Vision Statement

Olde Town Arvada is a distinct historic downtown that is walkable, safe, green, and well connected to the broader Region. The character of Olde Town is celebrated, and a high-quality network of public spaces create a community that is inviting to all and will thrive into the future.



Population

Population Density



Source: Map of Arvada LSA population density generated from Savannah

Population Growth 2020-2050

Population and Household Forecast Arvada LSA				
	2020	2030	2040	2050
Population	48,090	50,149	52,479	53,546
		(+6.7%)	(+5.4%)	(+3.3%)
Households	20,499	21,872	23,047	23,804
		(+4.3%)	(+4.6%)	(+2.0%)

Population and Household Forecast Jefferson County				
	2020	2030	2040	2050
Population	583,063	594,181	619,626	630,559
		(+1.9%)	(+4.3%)	(+1.8%)
Households	236,124	244,535	256,409	260,160
		(+3.6%)	(+4.9%)	(+1.5%)

Sources:

Denver Regional Conference of Governments, received on 3/18/2024

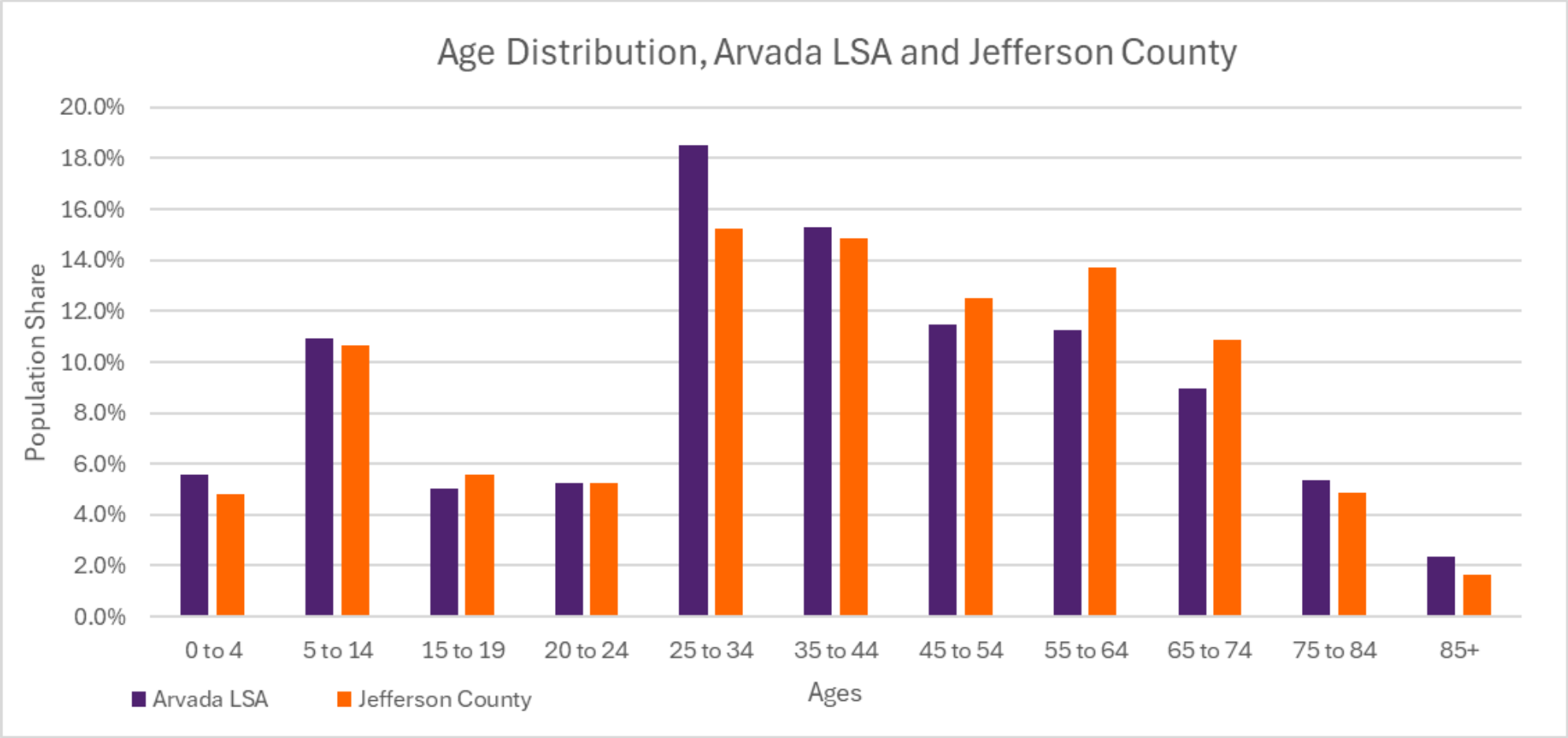
Colorado State Demography Office, retrieved on 3/5/2024



Demographics

Arvada LSA

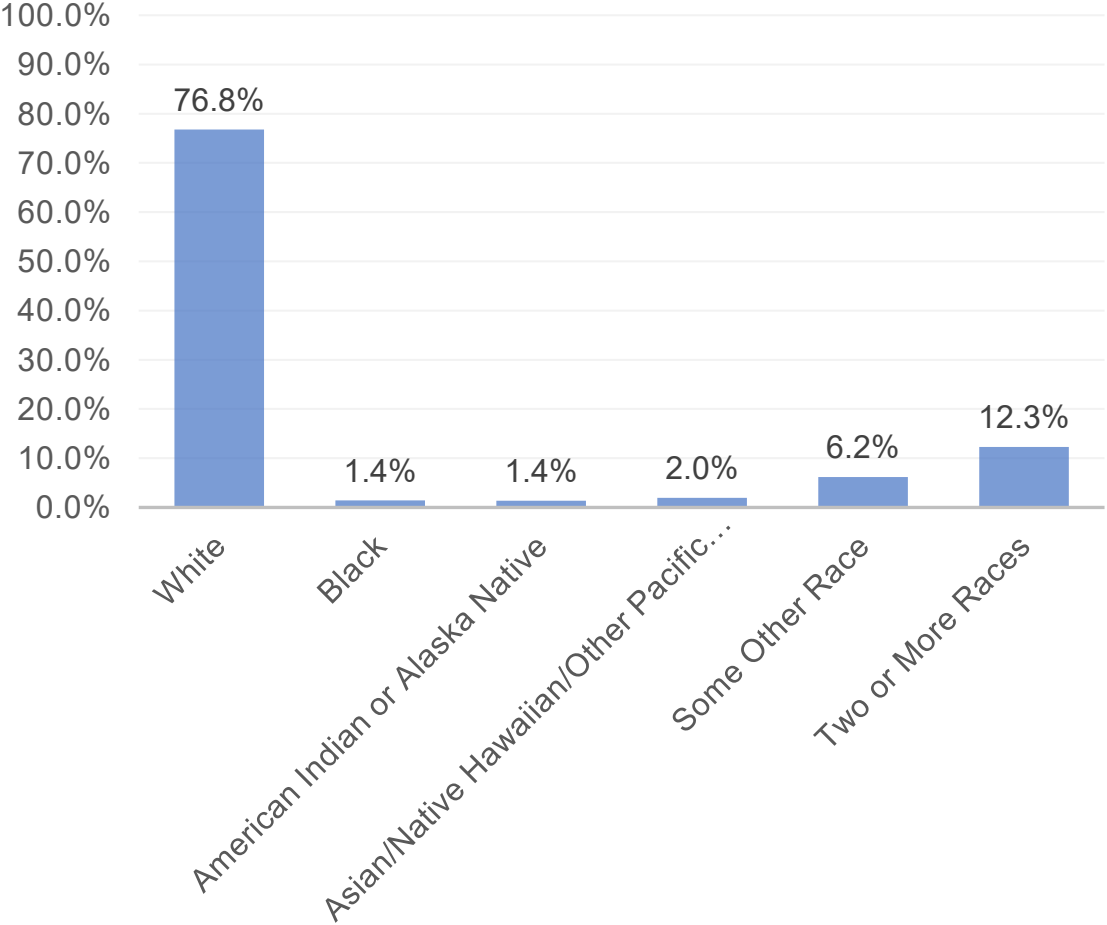
Age Distribution, Arvada LSA and Jefferson County



Source: Demographics Now 3/15/2024

Arvada LSA

Race, Arvada LSA



	Arvada LSA	Jefferson County
Households Below the Poverty Level	8.1%	6.4%
Households with Population Age <18	29.0%	25.0%
Language Spoken Other than English	12.7%	9.2%
Hispanic Ethnicity	19.9%	15.8%
Unemployment Rate	3.0%	3.7%

Source: Demographics Now 3/15/2024



Market Engagement

Market Engagement

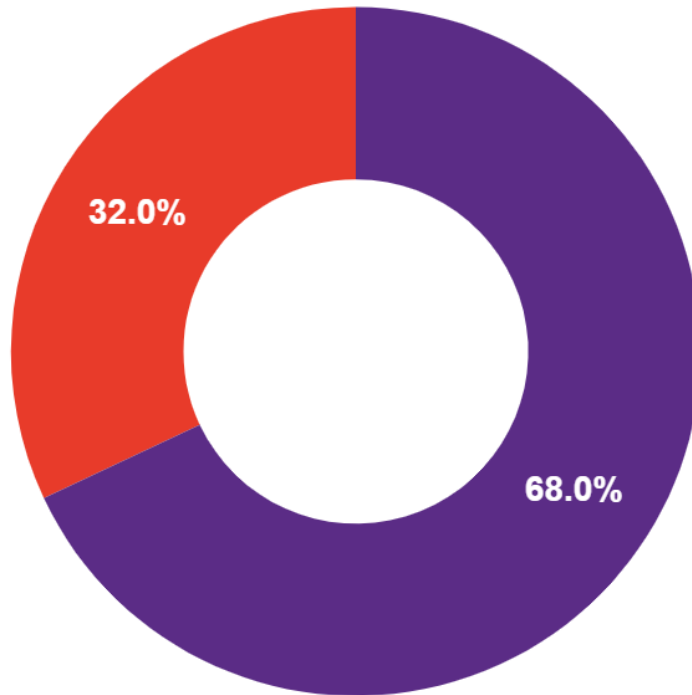
Market engagement calculates the Library's active reach throughout the community. It is the percentage of households in the Library Service Area (LSA) that have at least one active library card.



Market Engagement

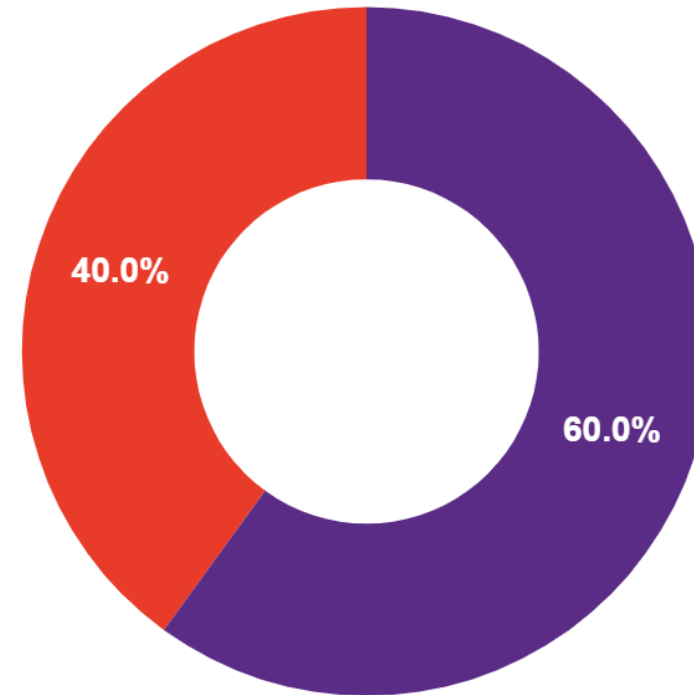
ARVADA LSA

● Market Opportunity ● Active Households



JCPL

● Market Opportunity ● Active Households





What We Learned

Key Learnings



- Arvada Library LSA is likely to change
- Olde Town neighborhood impacts
- Population Growth
- Market Opportunity

Questions and Discussion

- Library Service Areas (LSAs)
- Olde Town Arvada
- Population Growth
- Demographics
- Market Engagement
- Discussion



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Lakewood, CO 80215
303.235.5275



jeffcolibrary.org

TO: Donna Walker, Executive Director

FROM: Elise Penington, Director of Communications and Engagement

DATE: September 12, 2024

RE: Arvada Library Redesign Community Engagement Report Summary

The fully funded Arvada Library redesign project was approved by the JCPL Board of Trustees as part of its Facilities Master Plan (FMP) and is budgeted for 2024 and 2025 through the Library's five-year Capital Improvement Plan. One of the first major project deliverables was to engage stakeholders, patrons and the wider Arvada community around the upcoming Library redesign. JCPL retained Eppstein Uhen Architects (EUA) and Clermont Eliot to partner with our staff on the facilitated community engagement portion of the redesign.

In March and April 2024, the JCPL leadership team interviewed prominent stakeholders, including elected officials, community leaders and other influencers. Facilitated community engagement took place in July 2024, with a goal of gathering community and staff feedback to inform the upcoming program of service and library design. Along with three community meetings and a staff feedback session, JCPL offered community and teen surveys in Spanish and English, with both paper and online versions available. These efforts helped JCPL garner a comprehensive understanding of community wants and needs to support the success of the Arvada Library redesign.

The team cast a very wide net in publicizing opportunities for engagement, which resulted in 1,158 participants, including 15 stakeholder interviews, 25 staff attendees, 23 community engagement attendees and 1,095 community survey responses. We gathered in-depth feedback regarding both current Library use and future needs to prioritize location renovations and service enhancements and to help guide the next phases of this important project.

Some of the common themes heard both from the community survey and in-person feedback opportunities include:

- Improve Library Safety and Wellness (access, parking and undesirable activities)
- Offer an improved Children's Area and more children's activities
- Add services centered around education, meetings and gathering
- Provide more diversity in physical materials

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Lakewood, CO 80215
303.235.5275



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Participants also offered insights into what changes would encourage them to use the library more frequently, and provided specific feedback about the Arvada Library site, spaces and services and how those elements could be improved through the upcoming redesign.

We are pleased to share these high-level insights into our community engagement efforts. EUA has used the information gathered to create a comprehensive Community Engagement Report Summary for the Arvada Library Redesign that will be presented to the Board at the September 19 Board meeting. As a formal project deliverable, this report is intended to capture community redesign sentiments for JCPL leadership and to also engage our Library Trustees in a discussion about the community engagement outcomes.



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Arvada Library Redesign Community Engagement Report

Presenters:

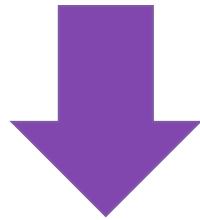
Elise Penington, JCPL Communications and Engagement Director

Ryan Wallace and Meghan Bentheimer, Eppstein Uhen Architects (EUA)

Arvada Library Redesign



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Stakeholder &
Community
Engagement

Community
Engagement
Report

Evaluation

Library Program
of Service

Library Design



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15 Stakeholder Interviews

+

25 Staff Attendees

+

23 Meeting Attendees

+

1,095 Community Survey Responses

=

1,158

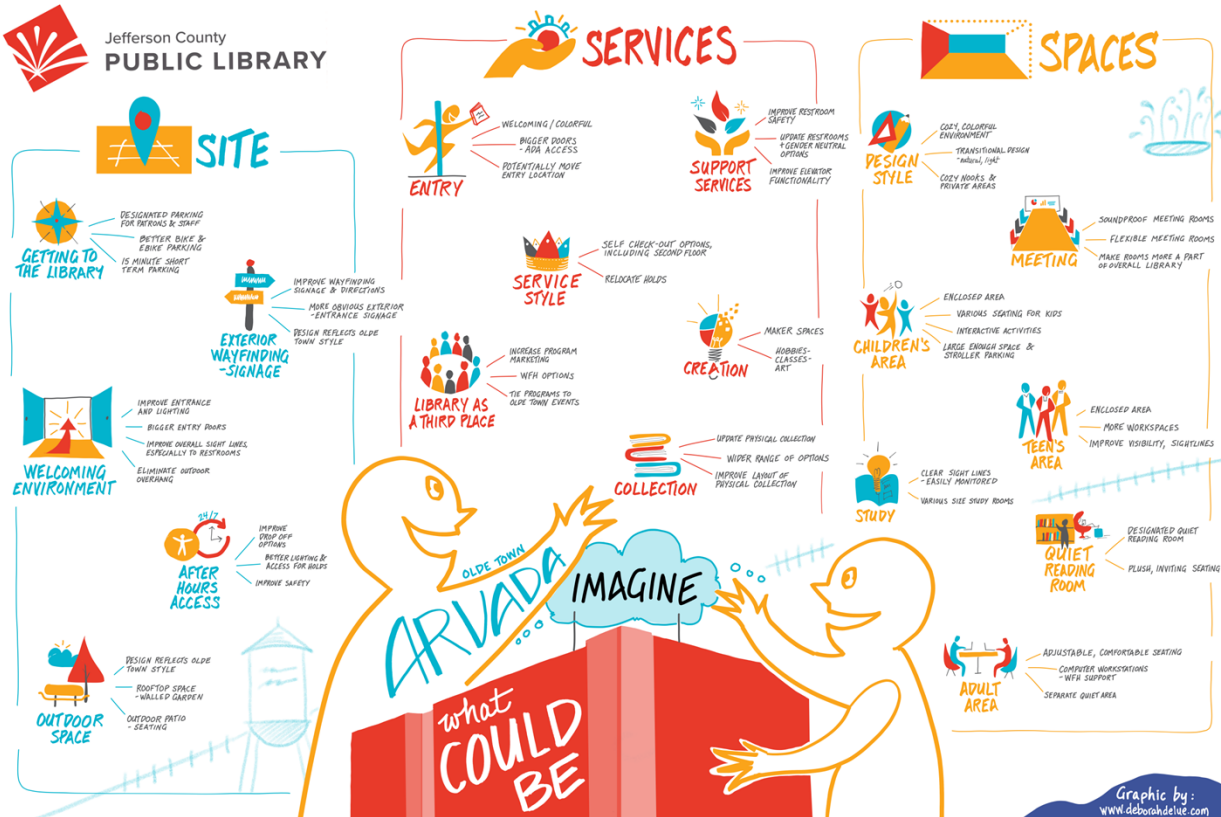
Total Participants



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Opportunities for Input

- Stakeholder Interviews
- 1 Meeting with Library Staff
- 3 Community Meetings
 - 1 Virtual
 - 2 In-Person
- Community Survey



Community Meeting Process

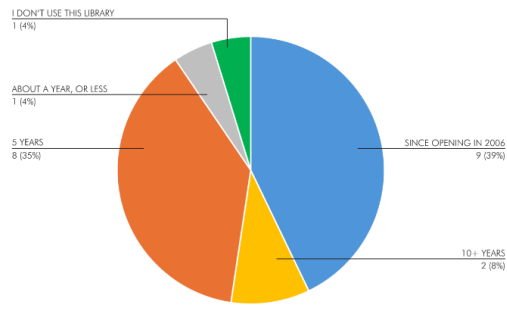
- Language Justice
- Graphic Recording
- Topics of Discussion
 - Site
 - Services
 - Design



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Community Meeting Process

Mentimeter Polls, Stickies & Interactive Dots for Input



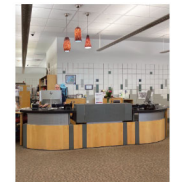
Multiple Choice



Word Cloud

- "ENCLOSED AREA (SCALED DOWN FROM BELMAR) - OUTSIDE OF KIDS' AREA." - JCPL STAFF
- "OUTDOOR WOULD BE GREAT IF IT WERE QUIET AND NOT DISTURBED BY TRAFFIC." - COMMUNITY MEMBER
- "LOVE THE IDEA OF UTILIZING ROOFTOP READING SPACE? GARDEN? PLANTS?" - COMMUNITY MEMBER
- "PATRONS FEEL UNSAFE TO ENTER." - JCPL STAFF MEMBER
- "OUTDOOR SPACE - COMFORTABLE AREA FOR ALL TO RELAX." - COMMUNITY MEMBER

Short Answer



Interactive Dots



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Survey

- General Community Survey
- Online & Hard Copy
- Question Types:
 - What do you do at the library?
 - Rating & importance of existing services
 - What would encourage you to visit a library?
 - And more!!

- Increase focus on enhancing safety and security
- Enhance quality and diversity of the collection
- Improve parking
- Increase community gathering, social events and networking opportunities
- Redesign Children's Area
- Increase classes and activities offerings/flexible spaces



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KEY THEMES



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SURVEY RESULTS

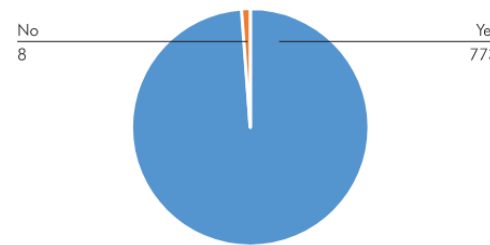


PARTICIPANTS

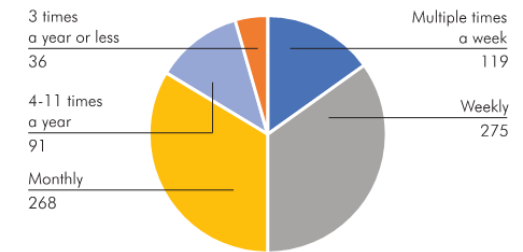
- 98% are library card holders
- 91% reside in Arvada
- 82% use the library at least once per month
- Participants range in age from under <12 to 75+!



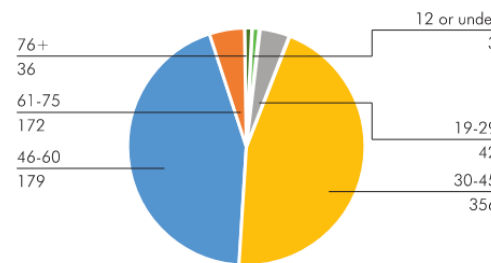
DO YOU CURRENTLY HAVE A LIBRARY CARD?



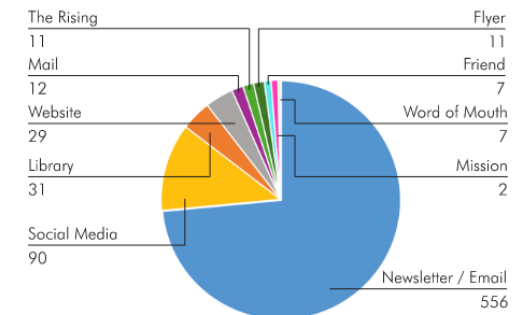
HOW OFTEN DO YOU VISIT A LIBRARY?



WHAT'S YOUR AGE?



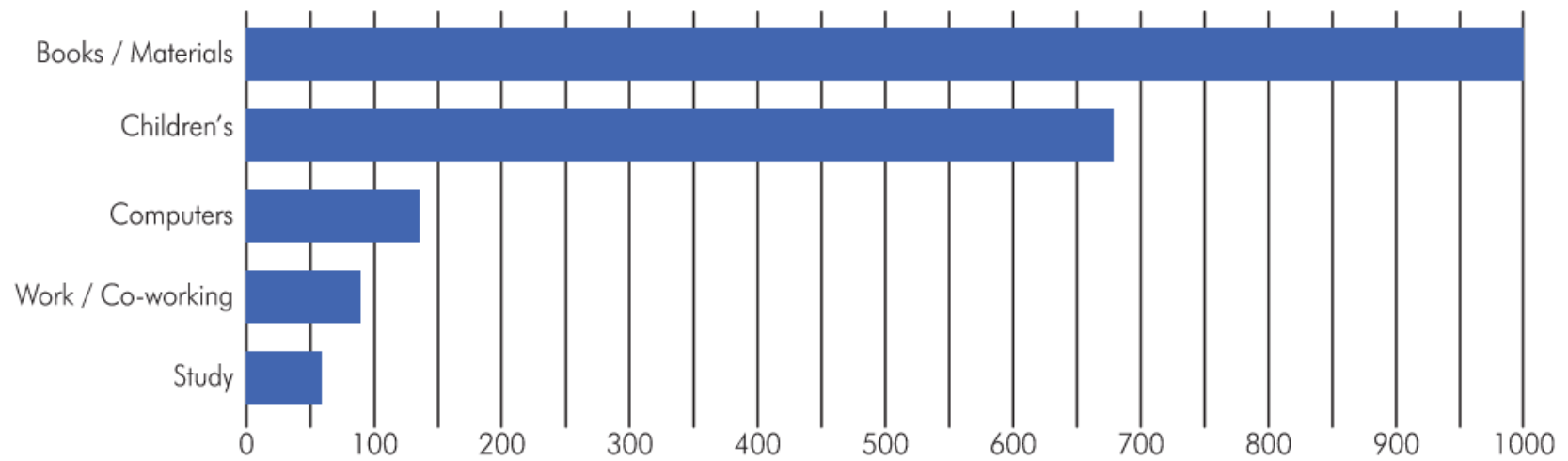
HOW DID YOU HEAR ABOUT SURVEY?





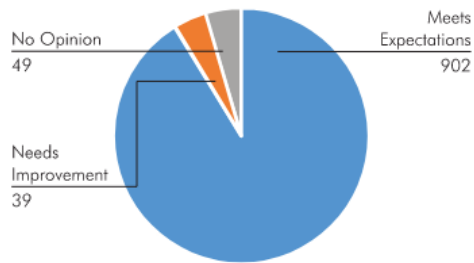
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Top 5 Highest Commented Uses

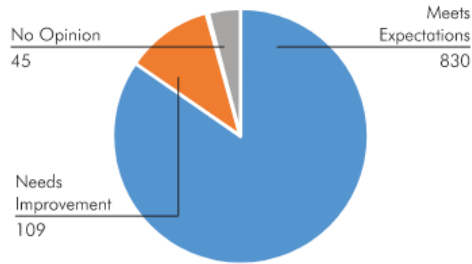


WHAT DO YOU DO WHEN YOU VISIT A LIBRARY

HELPFUL STAFF

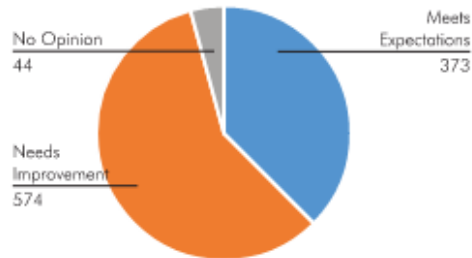


LOCATION

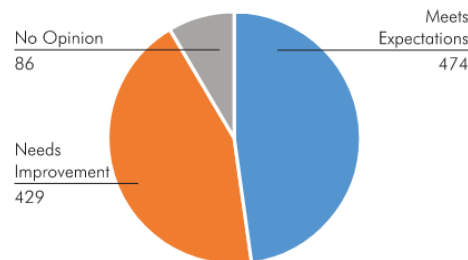


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SAFETY



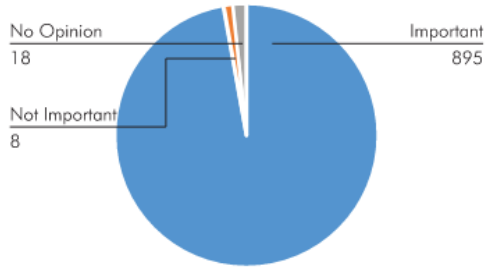
PARKING



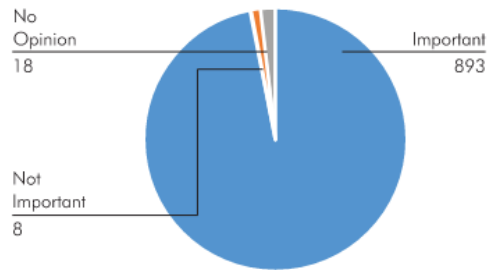
EXISTING SERVICES

- General areas of the library meet expectations:
 - Staff
 - Location
 - Materials
 - Hours
- Highest need for improvement:
 - Safety
 - Parking
 - Clean & Welcoming Environment

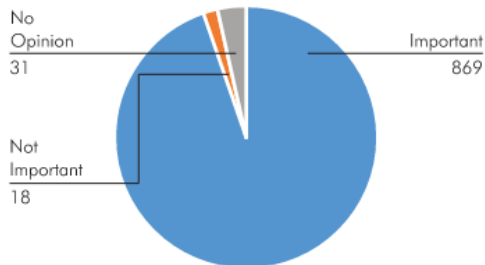
MATERIALS (BOOKS, MOVIES, ETC)



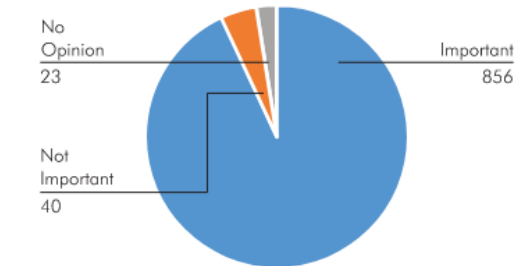
HELPFUL STAFF



WELCOMING ENVIRONMENT



SAFETY



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WHAT'S IMPORTANT

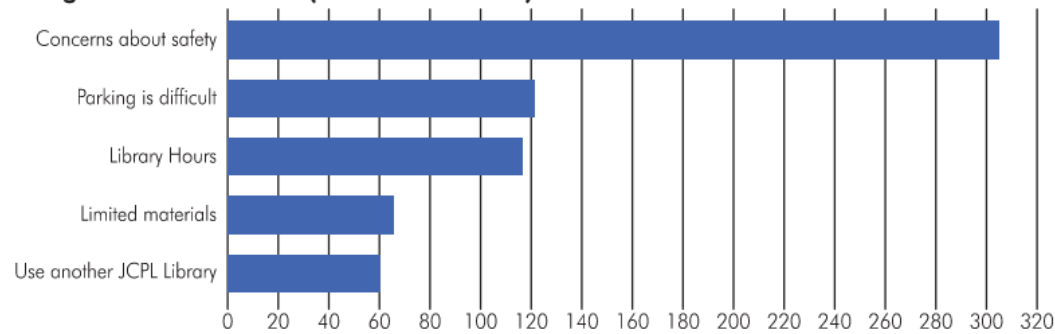
- Most Important Services / Resources:
 - Materials / Collection
 - Helpful Staff
 - Welcoming Environment
 - Safety



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Survey Results
Participants 870

Top 5 Highest Ranked Issues (Ranked #1 Factor)



Highest Ranking

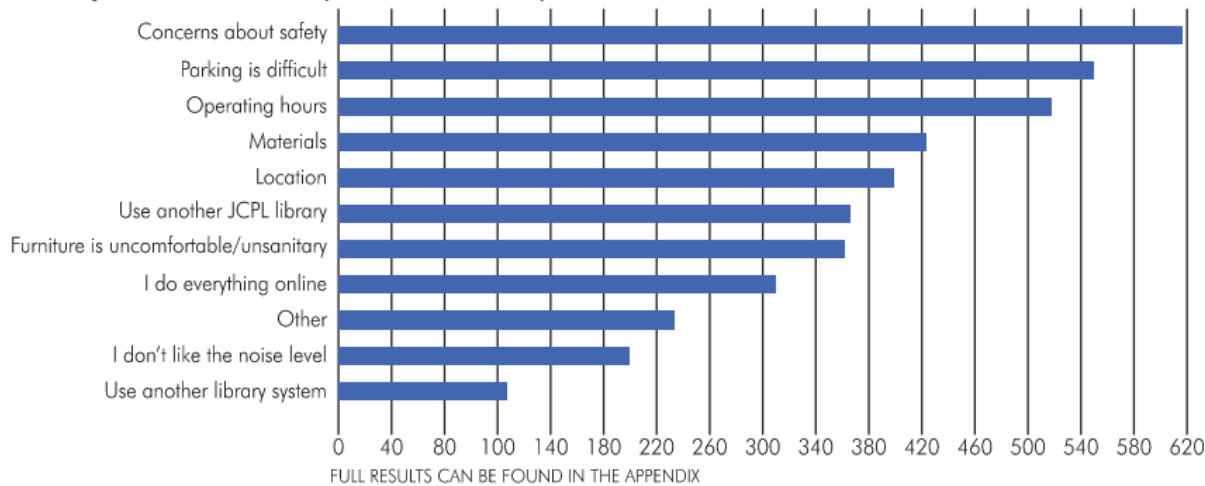
- Safety
- Parking
- Hours

WHAT PREVENTS YOU FROM USING THE LIBRARY



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Top 5 Ranked Issues (Total Ranked 1-5)



Highest Ranking

- Safety
- Parking
- Hours

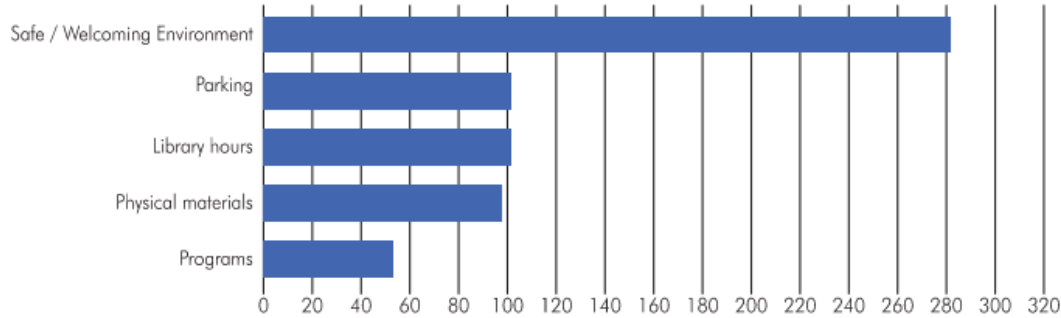
WHAT PREVENTS YOU FROM USING THE LIBRARY



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Survey Results
Participants 840

Top 5 Highest Ranked Issues (Ranked #1 Factor)



Highest Ranking

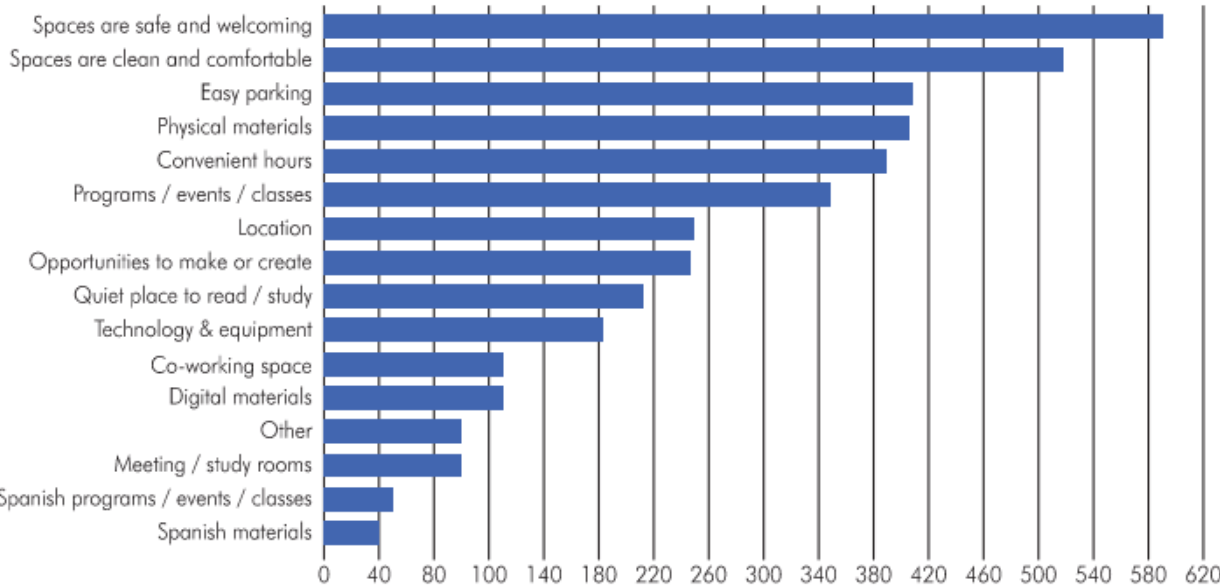
- Safe / Welcoming
- Parking
- Hours

WHAT WOULD ENCOURAGE YOU TO USE THE LIBRARY



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Top 5 Ranked Issues (Total Ranked 1-5)



Highest Ranking

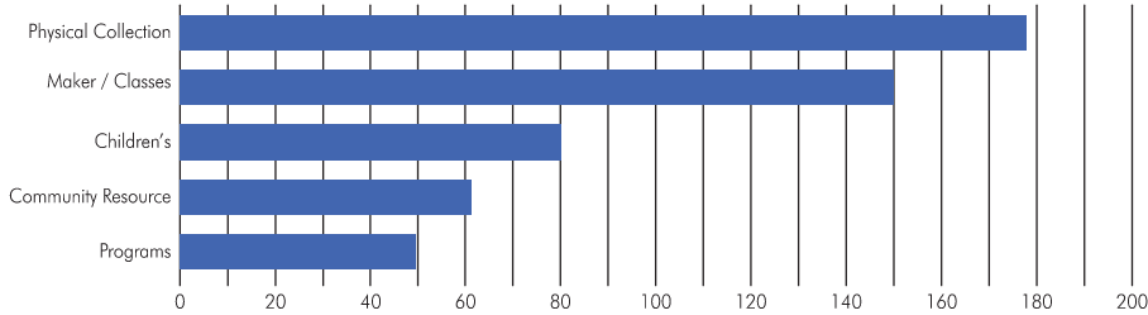
- Safe / Welcoming
- Clean / Comfortable
- Parking
- Hours

WHAT WOULD ENCOURAGE YOU TO USE THE LIBRARY



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Top 5 Commented Goals



"PROFESSIONAL NETWORKING OPPORTUNITIES WITH LOCAL SMALL BUSINESS OWNERS, A COWORKING SPACE."
- COMMUNITY MEMBER

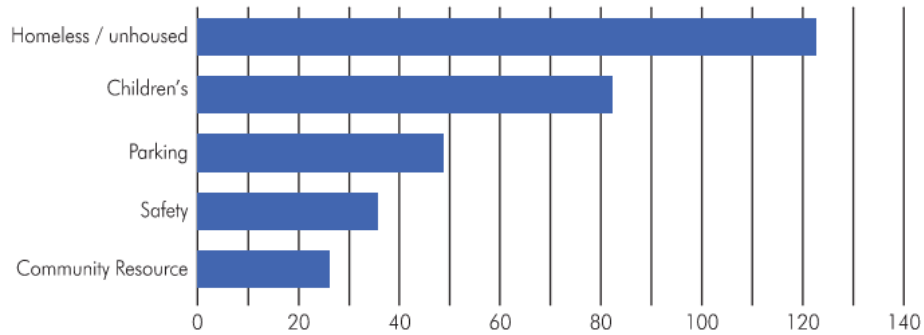
"MORE BOOKS, I WOULD LIKE TO REQUEST BOOKS THAT ARE NOT CARRIED BY THE LIBRARY."
- COMMUNITY MEMBER

"THERE SHOULD BE MORE OF A VARIETY OF CLASSES AND OPPORTUNITIES TO MEET OTHERS IN OUR COMMUNITY AND VOLUNTEER."
- COMMUNITY MEMBER

WHAT WOULD HELP YOU REACH YOUR GOALS



Top 5 Commented Topics



"MAINTENANCE OF A SAFE AND CLEAN ENVIRONMENT, INSIDE AND OUTSIDE OF THE LIBRARY, INCLUDING THE BATHROOM FACILITIES"
- COMMUNITY MEMBER

"SAFETY HAS BEEN THE BIGGEST CONCERN FOR THE LAST FOUR YEARS."
- COMMUNITY MEMBER

"I'D LOVE TO SEE A MORE IMAGINATIVE CHILDREN'S SECTION THAT INSPIRES IMAGINATION AND A LOVE FOR STORIES!"
- COMMUNITY MEMBER

ANY OTHER INPUT...





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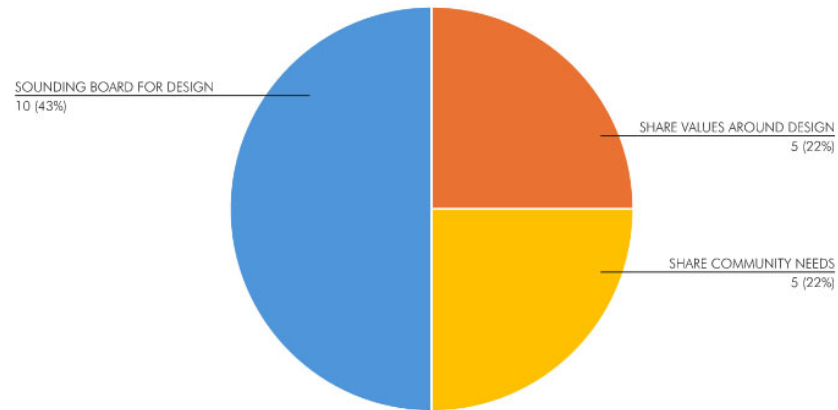
ENGAGEMENT MEETINGS





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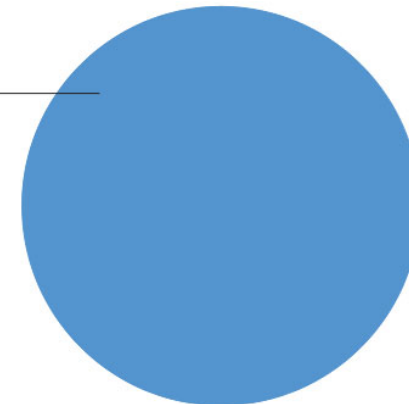
WHAT DO YOU THINK IS THE MOST IMPORTANT WAY YOU CAN HELP IN THIS REDESIGN PROCESS?



WHICH OF THE FOLLOWING EXPERIENCES DO YOU APPRECIATE THE MOST?

- When someone makes decisions **ABOUT** me
- When someone makes decisions **FOR** me
- When someone makes decisions **WITH** me

MAKE DECISIONS WITH ME
23 (100%)



OPENING QUESTIONS

SITE | GETTING TO THE LIBRARY

HOW DO YOU GET TO THE LIBRARY - WALK, BIKE, PUBLIC TRANSPORTATION? | WHAT ARE YOUR VEHICLE / BIKE PARKING NEEDS?

SUMMARY:

Participants were presented with imagery of the existing site & bike parking to respond and comment on ways they get to the library and challenges they encounter.



TAKEAWAYS:

- Between all sessions, there was an **equal split** among participants for driving and biking to the library.
- **49% of participants** indicated that parking through Olde Town is a challenge and limits the ability to come to the library.
- Additionally, staff expressed a strong need for more **dedicated staff parking**.
- **26% of participants** indicated a need for more secure bike parking.



"WALK, BIKE (NEVER DRIVE) MAKE BETTER BIKE PARKING SECURE, BUT CAN SEE FROM MULTIPLE ANGLES."
- COMMUNITY MEMBER

"ALL OF THE ABOVE - IF I PARK HALF THE TIME ITS AT THE HUB. HERE 3X / WEEK."
- COMMUNITY MEMBER

"LIMITED STREET PARKING ESPECIALLY FOR LARGER VEHICLES"
- COMMUNITY MEMBER

"PARKING CAN BE PROBLEMATIC. SHORT TERM NEAR DROP OFF COULD BE HANDY"
- COMMUNITY MEMBER

"ASSURED PARKING WOULD BE NICE. DON'T WANT TO PARK IN GARAGE. HAVE TO MOVE ONCE/TWICE A DAY"
- JCPL STAFF

COMMUNITY FEEDBACK



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GETTING TO THE LIBRARY

DESIGNATED PARKING
FOR PATRONS & STAFF

BETTER BIKE &
EBIKE PARKING

15 MINUTE SHORT
TERM PARKING



EXTERIOR WAYFINDING -SIGNAGE

IMPROVE WAYFINDING
SIGNAGE & DIRECTIONS

MORE OBVIOUS EXTERIOR
-ENTRANCE SIGNAGE

DESIGN REFLECTS OLDE
TOWN STYLE

SITE



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- IMPROVE ENTRANCE AND LIGHTING
- BIGGER ENTRY DOORS
- IMPROVE OVERALL SIGHT LINES, ESPECIALLY TO RESTROOMS
- ELIMINATE OUTDOOR OVERHANG



- IMPROVE DROP OFF OPTIONS
- BETTER LIGHTING & ACCESS FOR HOLDS
- IMPROVE SAFETY

SITE





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DESIGN REFLECTS OLDE
TOWN STYLE

ROOFTOP SPACE
- WALLED GARDEN

OUTDOOR PATIO
- SEATING

SITE





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WELCOMING / COLORFUL

BIGGER DOORS
- ADA ACCESS

POTENTIALLY MOVE
ENTRY LOCATION



SELF CHECK-OUT OPTIONS,
INCLUDING SECOND FLOOR

RELOCATE HOLDS

SERVICES



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SERVICES



MAKER SPACES

HOBBIES-
CLASSES-
ART



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LIBRARY AS
A THIRD PLACE

INCREASE PROGRAM
MARKETING

WFH OPTIONS

TIE PROGRAMS TO
OLDE TOWN EVENTS

SERVICES



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COZY, COLORFUL
ENVIRONMENT

TRANSITIONAL DESIGN
- natural, light

COZY NOOKS &
PRIVATE AREAS



SOUNDPROOF MEETING ROOMS

FLEXIBLE MEETING ROOMS

MAKE ROOMS MORE A PART
OF OVERALL LIBRARY

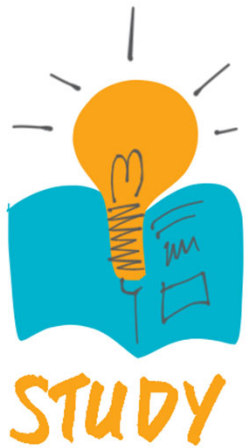
DESIGN: SPACES



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DESIGN: SPACES



- CLEAR SIGHT LINES
— EASILY MONITORED
- VARIOUS SIZE STUDY ROOMS



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- DESIGNATED QUIET
READING ROOM
- PLUSH, INVITING SEATING

DESIGN: SPACES





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ADJUSTABLE, COMFORTABLE SEATING

COMPUTER WORKSTATIONS
- WFH SUPPORT

SEPARATE QUIET AREA

DESIGN: SPACES



"[WOULD LIKE] STAFF TOURS / INTROS TO LIBRARY SERVICES. ONCE A WEEK (OR VIRTUAL) TOURS SHARING SERVICES OF THE LIBRARY PEOPLE MAY NOT KNOW EXISTED."
- COMMUNITY MEMBER

"SUNDAY HOURS DUAL PURPOSE W/ FARMERS MARKET & LIBRARY WOULD BE GREAT."
- COMMUNITY MEMBER

"BETTER LIT DRIVE THRU DROP BOX."
- COMMUNITY MEMBER

CLOSING QUESTION | ANYTHING ELSE YOU'D LIKE TO SHARE?

"IMPROVED IAQ AND HVAC SYSTEMS WOULD BE GREAT FOR HEALTH."
- COMMUNITY MEMBER

"MY KIDS DON'T LET ME BRING MY GRANDKIDS HERE ANYMORE TO PLAY / READ BECAUSE OF THE HOMELESS ISSUE THEY'RE CONCERNED ABOUT SAFETY."
- COMMUNITY MEMBER

"MAYBE RESOURCES TO HELP APPLY FOR JOBS, COMMUNITY SERVICES OPTIONS, AND PROGRAMS FOR COLLEGE APPLICATION TYPE THINGS."
- COMMUNITY MEMBER

DESIGN: SPACES



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Needs and Improvements

- Modify Workflow
- More Workstations
- Improve Sorter
- Dedicated Patron Experience Meeting Area
- Improved Storage Options
- Better Lighting and Refresh
- How to Improve the Basement Space
- Respite Room



STAFF: SPACES



"THE SORTER STAFF RETURN IS TOO SHORT TO SERVE ITS PURPOSE. THE BELT NEEDS TO BE LONGER LIKE AT OTHER LOCATIONS."
- JCPL STAFF

"LINE OF SIGHT IS THE BIGGEST / MOST IMPORTANT DESIGN CONSIDERATION!"
- JCPL STAFF

"SWIPE KEY ACCESS TO ALL DOORS.
MORE OUTLETS / CHARGING SPOTS."
- JCPL STAFF

CLOSING QUESTION | ANYTHING ELSE YOU'D LIKE TO SHARE?

"LOTS OF ISSUES WITH SPACES BEING EITHER TOO HOT OR TOO COOL."
- JCPL STAFF

"WE NEED STORAGE TO STORE OUR FILES AND RESOURCES THAT WE USE INDIVIDUALLY."
- JCPL STAFF

"NEW BILL BREAK TO REPLACE OUT-OF-DATE ONE.
GETS VERY HIGH USE AT THIS LOCATION.."
- JCPL STAFF

STAFF: SPACES

Thank You!



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Operational Updates

Facilities & Construction Projects

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Lakewood, CO 80215
303.235.5275



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TO: Donna Walker, Executive Director
FROM: Steve Chestnut, Director of Facilities and Construction
DATE: September 19, 2024
RE: Evergreen Library Roof Repair

Background:

On June 22, 2023, a major hailstorm passed through portions of the Denver metro area causing severe damage to facilities and equipment. The library encountered damage to our Evergreen Library. The damage to the roof seams, small leaks in flashing materials, and damage to the slate roofing tiles.

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

Evergreen	Actual Cash Value \$770,220	Deductible \$567,575
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Our deductible is 5% of the cost over \$250k on a claim. It should be noted that these costs are the initial adjuster's estimates and as such, are not final. The cost for repairs could be more or less than those estimates.

Current Status:

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

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

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

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

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

Now that the projects have been approved for reimbursement by FEMA, we've created an RFP to replace the Evergreen Library roof. We received proposals from two vendors and the proposals ranged in cost from \$1,307,286 to \$1,429,696.00. In our evaluation of the vendors, the Facilities team recommends that we award the contract to B&M Roofing of Colorado Inc. at a base cost of \$1,307,286.00.

Action:

We would like to obtain Board approval for the Executive Director to enter into a contract with B&M, Inc. for the repairs of the Evergreen Library roof at the September 19, 2024 Board meeting.

Operational Updates

Business Strategy and Finance

jeffcolibrary.org

To: Donna Walker, Executive Director
From: Matt Griffin, Director of Business Strategy & Finance
Re: Supplemental Requests
Date: September 12, 2024

Supplemental Requests

1. Roof Repairs for Evergreen and Columbine Libraries

Background:

On June 22, 2023, a hailstorm caused significant damage to the roofs and windows of both the Evergreen and Columbine Libraries. Building Envelope Consultants Ltd. conducted evaluations and recommended replacing the roofs and undertaking necessary structural repairs at both locations. JCPL holds insurance coverage for such incidents, which is expected to cover some of the costs. The total estimated repair costs are \$1,171,000 for Evergreen and \$533,823 for Columbine.

Discussion:

To proceed with the essential repairs at both libraries, a supplemental budget allocation totaling \$1,704,823 is required to ensure funds are available. JCPL is actively working with the County Safety & Compliance department to navigate the insurance and reimbursement process, with reimbursement anticipated for both projects. However, given the uncertainty in the timing of the reimbursements, it is important to allocate the necessary budget now to support the spending required for these repairs.

2. South County Library

Background:

In August 2024 the Board authorized the Executive Director to enter into a purchase and sale agreement for the property at 11100 Bradford Road, Littleton, for \$11,000,000. The acquisition is expected to close by late 2024 or early 2025.

Discussion:

The total project budget for the South County Library is \$30,849,540, allocated across 2024, 2025, and 2026. Currently, \$5,772,052 is budgeted for 2024. To ensure sufficient funds are available for the acquisition, a supplemental request is recommended to reallocate \$5,500,000 from the 2026 projected budget to 2024. This reallocation will draw

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from the fund balance to meet the immediate financial needs, bringing the total 2024 budget to \$11,272,052. If the closing occurs in 2025, the funds will be carried forward to that year. This adjustment will not impact the overall project budget or the long-term financial forecast.

Action:

JCPL requests that the Board of Trustees authorize the Executive Director to submit supplemental budget requests totaling \$1,171,000 for the Evergreen roof repair, \$533,823 for the Columbine roof repair and \$5,500,000 for the South County Library.

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To: Donna Walker, Executive Director
From: Matt Griffin, Director of Business Strategy & Finance
Re: Finance Monthly Report
Date: September 19, 2024

Budget to Actual Tables

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

In August, \$924,388 of Real Property Tax revenue was recorded. Year-to-date, 101% of the budgeted collection has been received.

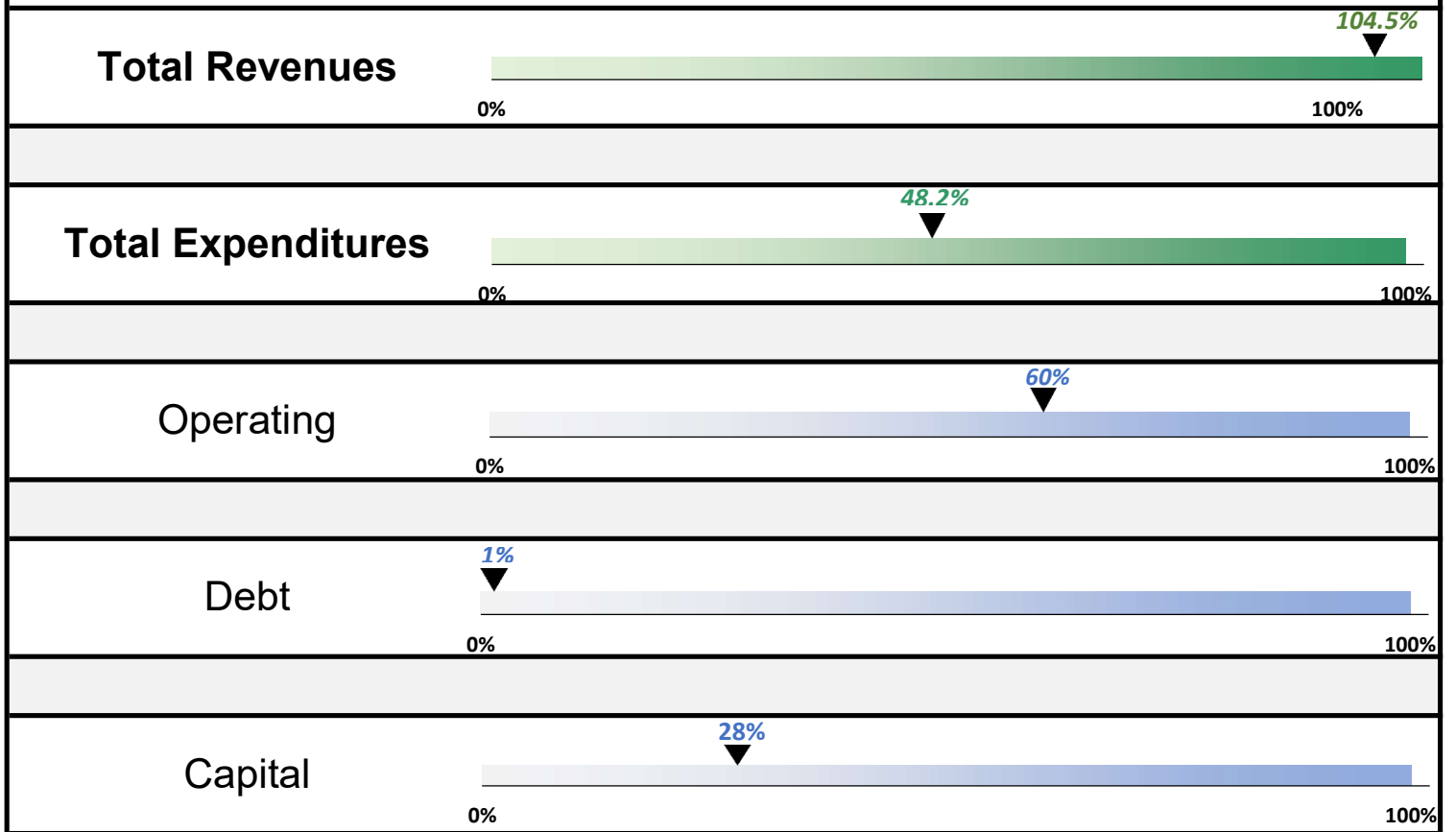
JCPL is on track with its budget, and there are no areas of concern. Our financial performance remains steady, and in line with expectations.

In August, the Library Foundation provided funding of \$2,603 to JCPL. The Library contributed \$3,577 in-kind support in August. Year-to-date, the library has received \$48,736 in funding and provided \$51,195 in-kind support to the Foundation, with a ratio of 0.95.

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

Revenue and Expenditure	2024 Budget	YTD Actual 08/31/2024	\$ Variance 2024 Budget	% Variance 2024 Budget
Revenues				
Property Taxes (net adjustments)	56,936,719	60,683,109	(3,746,390)	107%
Grants, Funds & Donations	458,474	45,444	413,030	10%
Investment Income	2,458,619	1,806,779	651,840	73%
Other Revenue	85,000	106,588	(21,588)	125%
Total Revenues	\$ 59,938,812	\$ 62,641,920	\$ (2,703,108)	104.5%
Expenditures				
Operating	45,473,185	27,384,059	18,089,126	60%
Financing & Debt Service	623,700	7,279	616,421	1%
Capital Projects	25,191,744	6,936,901	18,254,843	28%
Total Expenditures	\$ 71,288,629	\$ 34,328,239	\$ 36,960,390	48.2%

% Variance 2024 Budget



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

	2024 Budget	YTD Actual 08/31/2024	\$ Variance 2024 Budget	% Variance 2024 Budget
Operating Expenditures				
Salaries & Employee Benefits				
Salaries	18,016,834	10,858,878	7,157,956	60%
Awards & Bonuses	180,000	38,190	141,810	21%
Other	6,817,727	4,974,057	1,843,670	73%
Total Salaries & Benefits	\$ 25,014,561	\$ 15,871,125	\$ 9,143,436	63%
Library Collections				
Library Books & Materials	9,049,817	4,489,587	4,560,230	50%
Library Periodicals	215,000	139,520	75,480	65%
Total Library Collections	\$ 9,264,817	\$ 4,629,107	\$ 4,635,710	50%
Supplies and Other				
Supplies	1,680,455	987,413	693,042	59%
Services & Charges	6,433,079	3,539,391	2,893,688	55%
Interdepartmental Direct Charges	594,052	362,341	231,711	61%
Treasurers Fees	859,569	910,247	(50,678)	106%
Interdepartmental Indirect Charges	1,626,652	1,084,435	542,217	67%
Total Supplies and Other	\$ 11,193,807	\$ 6,883,827	\$ 4,309,980	61%
Total Operating Expenditures	\$ 45,473,185	\$ 27,384,059	\$ 18,089,126	60.2%

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

	2024 Budget	YTD Actual 08/31/2024	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	296,647	-	296,647	(46,647)	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	204,031	17,850	221,881	257,319	n/a	n/a
ARM-04 Book Sorter Replacement	40,000	6,326	-	6,326	33,674	n/a	n/a
ARM-05 IT Infrastructure Replacement	295,000	131,600	-	131,600	163,400	n/a	n/a
Capital Projects							
Document Management System	45,801	16,485	24,000	40,485	5,316	154,686	160,000
Location Holds Lockers	52,600	11,566	-	11,566	41,034	194,061	205,000
Halo Vape Sensors	-	-	-	-	-	8,059	74,250
South County Library	5,772,052	160,800	-	160,800	5,611,252	234,796	30,849,540
Evergreen Library Redesign	2,913,896	2,199,670	110,123	2,309,793	604,103	4,602,339	5,200,048
Evergreen Library Roof Repair	-	29,460	27,186	56,646	(56,646)	56,646	
Columbine Library Roof Repair	-	252,036	289,384	541,420	(541,420)	541,420	
Northwest County Library	11,280,795	3,626,850	1,656,313	5,283,163	5,997,632	5,383,039	25,970,270
Arvada Library Redesign	800,000	1,160	1,128,058	1,129,218	(329,218)	1,129,218	14,895,781
Conifer Library Opportunity	2,500,400	-	173,318	173,318	2,327,082	173,318	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	\$ 6,936,901	\$ 3,426,232	\$ 10,363,133	\$ 14,828,611		

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

	2021 Actual	2022 Actual	2023 Actual	2024 Budget	YTD Actual 08/31/2024	\$ Variance 2024 Budget	% Variance 2024 Budget
JCPL Grants							
Books & Materials - American Rescue Plan	-	181,757	-	-	-	-	
Books & Materials - State	226,169	195,797	140,462	144,996	5,002	139,994	3%
Car Charging Station - Evergreen	-	-	16,500	-	1,984	(1,984)	
Car Charging Station - Columbine	-	-	-	-	-	-	
Car Charging Station - Lakewood	-	-	-	-	-	-	
Total JCPL Grants	\$ 226,169	\$ 377,554	\$ 156,962	\$ 144,996	\$ 6,986	\$ 138,010	5%
JCPL Private Donations							
Private Donations up to \$200	-	340	-	-	250	(250)	
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	-	-	-	-	-	
JCLF - Evergreen Library - Naming Rights	-	-	-	-	5,000	(5,000)	
Total Private Donations	\$ 6,600	\$ 58,382	\$ 7,000	\$ -	\$ 5,250	\$ (5,250)	
Other Funds Received							
Payroll Funding - American Rescue Plan	-	263,556	856,591	-	-	-	
E-Rate Reimbursement	283,030	2,602	149,901	121,128	(15,528)	136,656	-13%
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	\$ (15,528)	\$ 229,006	-7%
Jefferson County Library Foundation							
	199,566	131,894	127,180	100,000	48,736	51,264	49%
Total Jefferson County Library Foundation	\$ 199,566	\$ 131,894	\$ 127,180	\$ 100,000	\$ 48,736	\$ 51,264	49%
Total Grants, Funds & Donations	\$ 802,963	\$ 934,133	\$ 1,481,061	\$ 458,474	\$ 45,444	\$ 413,030	10%
Other Funds Received Outside of Library Fund							
Digital Equity - American Rescue Plan	-	-	3,482	840,745	337,520	503,225	40%

Operational Updates

Technology & Innovation

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



jeffcolibrary.org

TO: Donna Walker, Executive Director

FROM: Bernadette Berger, Director of Technology & Innovation

DATE: September 12, 2024

RE: Digital Accessibility Program

Background

Colorado was the first state in the U.S. to legally mandate that state and local public entities meet established accessibility standards for their websites and digital services in Colorado House Bill 21-1110 (HB21-1110), passed in July 2021. At Jefferson County Public Library (JCPL), we strive to be an essential destination for everyone of all ages, backgrounds, and abilities. As part of our ongoing efforts to meet our community where they are, we are committed to making library resources as accessible as possible, from our buildings and programs to our digital services and beyond.

Current Status:

Our library is actively evaluating and implementing accessibility enhancements across our digital platforms because a user-friendly experience benefits everyone, regardless of ability. By July 1, JCPL has achieved several milestones:

- The Digital Accessibility Program was added to the JCPL 2024 Portfolio, Building Inclusive Community.
- Conducted an audit of digital services
- Updated accessibility web page
- Published accessibility statement and request form

Next Steps:

JCPL is here for our staff and patrons. This program will include several projects, and these are some of the next steps for these projects:

- Create Board update plan
- Build accessibility guidance for content creation
- Develop web content development training for staff

The digital accessibility topic will be presented to the Board for further information and engagement at the September 19, 2024 Board Meeting.

Announcements
General Information Sharing



Trustee Jeanne Lomba

The Board of County Commissioners appointed Jeanne Lomba to the Jefferson County Public Library (JCPL) Board on September 30, 2018. Lomba's six-year tenure of leadership at JCPL featured an array of challenges and calls to action that required adaptable and progressive guidance. Shortly after her first year of service on the Board, Lomba joined her fellow Trustees in providing a rapid and innovative response to the COVID-19 pandemic. It was thanks to this dependable leadership that JCPL not only managed to successfully navigate such unprecedented times but emerged even stronger on the other side.

Along with helping to return JCPL to pre-pandemic library use, Lomba assisted with the approval of the Library's 2020-2025 Strategic Plan, the fruits of which we are witnessing today in the completion of the Evergreen Library redesign, the purchase of sites for new libraries in South and Northwest Jeffco, a new leased Library location in Conifer, and the continued progress of the Arvada Library redesign. We are thankful for Jeanne's dedicated leadership through both challenging and fulfilling times and know her impact will live on through the completion of these projects.

Under Lomba's leadership, JCPL:

- Expanded and improved access to JCPL physical resources through the creation of offsite self-services. This included the opening of the award-winning Express Library, the completion of a new Bookmobile, and the installation of holds lockers and return bins at strategic locations across Jefferson County.
- Created the Raise a Reader program in 2019.
- Eliminated overdue fines, implemented automatic renewals and expanded Spanish language services to increase equity of access.
- Redesigned the Belmar Library, including the addition of the digital media studio.
- Developed the 2020-2025 Strategic Plan.
- Deployed a remote workforce in 24 hours to respond to the Pandemic in 2020.
- Successfully navigated the Pandemic, returning JCPL to near pre-pandemic numbers by 2022.
- Expanded DEI initiatives in partnership with Jefferson County.
- Welcomed countless authors to inspire our community members and encourage a love of reading.
- Redesigned the Evergreen Library.
- Launched the JCPL fundraising plan.
- Acquired land and gained rezoning approval for the future Northwest Jeffco Library.
- Secured new locations for both South County and Conifer Libraries.
- Continued to make progress with the redesign of the Arvada Library.

Additionally, during her time on the Board of Trustees, Lomba served on the Nominating Committee in 2019, 2021, 2022 and 2023, as well as on the Bylaws Committee in 2020.

On behalf of the Board of Trustees, I would like to acknowledge the progress of JCPL during Lomba's tenure. Her dedicated service through such challenging transitions will leave a lasting legacy on JCPL and its patrons.