

## ARAPAHOE LIBRARY DISTRICT BOARD OF TRUSTEES MEETING

November 28, 2023 @ 5:45 p.m.

**SUPPORT SERVICES  
12855 E ADAM AIRCRAFT CIR  
ENGLEWOOD, CO**

**VISION: A LITERATE, INFORMED AND FULFILLED COMMUNITY.**

### A G E N D A

		<u>Informational</u>	<u>Action</u>
1.	5:45 <b>CALL TO ORDER</b>		
2.	1 min <b>UPCOMING MEETINGS AND EVENTS</b>	X	
3.	3 min <b>ADDITIONS OR CORRECTIONS TO THE AGENDA</b>		X
4.	10 min <b>PUBLIC INTRODUCTIONS AND COMMENT</b> (We will accept up to 10 min of public comment at the beginning of the meeting. Additional comments beyond that time frame will be taken at the end of the meeting.)	X	
5.	6:00 <b>2024 BUDGET HEARING</b> A. Approval of the resolutions to adopt the 2024 budget, B. Appropriate funds, and certify the mill levy C. Public comment concerning the budget		X
6.	2 min <b>APPROVAL OF MINUTES No. 833 and No. 834</b>		X
7.	15 min <b>CONSENT AGENDA</b> A. Approval of an estimated \$750,000 for a one-time monetary award to employees.		X

Approval of the following estimated expenditures related to 2023 which were not previously reported or increased significantly above prior communicated amounts. Note that none of these are causing an overspend to overall budget:

- B. Estimated Amazon full year spending of \$725,000. Previously reported \$640,000. Increase of 24% over prior year, due to more favorable pricing, decentralized purchasing and accessibility.
- C. Estimated Gov Connection full year spending of \$590,000. Previously reported \$375,000. Increase due to early payment of 2024 Microsoft licenses.
- D. Estimated Ingram Library Services full year spending of \$425,000. Previously reported \$229,392. Increase due to transferring library materials purchases from Baker and Taylor, which will be significantly underspent.
- E. Estimated Keesen Enterprises full year spending of \$350,000. Previously reported \$173,250. Additional landscaping projects and maintenance performed – expenses vary widely year to year.
- F. Estimated Hays and Co full year spending of \$345,000. Previously reported \$297,675. Additional insurance policy for Active Assailant, and a Compensation Consulting Contract.
- G. Estimated TechOps Specialty Vehicles full year spending of \$310,907.70. This is the new vendor chosen to build the new Mobile Event Vehicle, requiring a 50% deposit to start work. \$750,000 for the full project was previously approved.
- H. Estimated Public Works full year spending of \$207,350. This covers the Service Point desks at Koelbel and Sheridan Furniture spending, which were previously approved.

- I. Estimated EON Enterprises full year spending of \$185,000. Spending on furniture purchases and storage costs for Admin furniture during remodel.
- J. Estimated Employer's Council full year spending of \$165,000. Previously reported \$117,000. Additional training for new Supervisor positions in alignment with staffing initiatives, including the Library Specialist 2.0 project.
- K. Estimated WT Cox full year spending of \$135,000. Paid both 2023 and 2024 annual subscriptions in 2023.
- L. Estimated Cengage Gale full year spending of \$120,000. Using a vendor for library subscriptions that was not utilized in the past.
- M. Estimated Playaway Products full year spending of \$117,000. Using a vendor for Library materials that was not utilized in the past.

Approval of the following estimated expenditures related to 2024 which are included in the 2024 proposed budget numbers:

- N. Fransen Pittman Construction estimated spending of \$9,393.578 related to the Admin Remodel project for 2024. \$11MM previously approved for this project.
- O. UMR estimated spending of \$4,789,331 for Medical and Pharmacy claims and Administrative fees for 2024.
- P. Overdrive estimated spending of \$2,104,529 for the purchase of library materials, including but not limited to books, subscriptions, audio visual and electronic materials for 2024.
- Q. OneAmerica estimated spending of \$1,902,570 for payment of 401K contributions for eligible employees for 2024.
- R. Amazon estimated spending of \$870,000 for miscellaneous purchases to facilitate the operations of the organization, including office supplies and equipment for 2024.
- S. Baker-Taylor estimated spending of \$718,750 for the purchase of library materials, including but not limited to books, subscriptions, audio visual and electronic materials for 2024.
- T. Midwest Tape estimated spending of \$705,553.20 for the purchase of library materials, including but not limited to books, subscriptions, audio visual and electronic materials for 2024.
- U. Ingram Library Service estimated spending of \$637,500 for the purchase of library materials, including but not limited to books, subscriptions, audio visual and electronic materials for 2024.
- V. Thrive estimated spending of \$488,378 for Lifestyle Spending Contributions, as well as fees to administer the Lifestyle, Flex and COBRA activities for 2024.
- W. Southglenn Property Holdings estimated spending of \$446,686.35 related to the lease and commons area maintenance for the Southglenn facility for 2024.
- X. Gov Connection estimated spending of \$410,400 for software and hardware purchases and licenses across the district for 2024.
- Y. The Key People estimated spending of \$407,000 which includes contracted janitorial cleaning districtwide (including the Bookmobile garage and bus) as well as emergency cleanings for 2024.
- Z. Denver Commercial Property Service estimated spending of \$400,000 for snow removal services for 2024.
- AA. Haynes Mechanical Systems estimated spending of \$380,000 for the energy services and mechanical agreement, which includes preventative maintenance, inspections, cleaning, etc. as well as spending on replacement rooftop units and other mechanical projects for 2024.
- BB. Hays Companies estimated spending of \$379,500 for payment of property, casualty, automobile, cyber and other insurance coverage, as well as administration of our benefit plans for 2024.
- CC. Truist Bank spending of \$351,563.30 for the loan on the Kelter Building in 2024.
- DD. UMB Bank spending of \$321,882.50 for the 2008 certificate of participation for the Eloise May Library building for 2024.

- EE. TechOps Specialty Vehicles spending of \$310,907.70 for the 2nd half payment on the new Mobile Event Vehicle in 2024.
- FF. Xcel Energy estimated spending of \$269,500 for utility services throughout the district for 2024.
- GG. Employer's Council estimated spending of \$256,290 for Learning Academy, payroll processing, a compensation study and staff training for 2024.
- HH. EZ cater estimated spending of \$236,250 for staff lunches across the district in 2024.
- II. EMG One, LLC estimated spending of \$225,000 for costs associated with the fabrication and installation of interior and exterior signage across the district. This includes new interior and exterior signage for Admin, as well as a monument sign for the Eloise May Library for 2024.
- JJ. The Hartford estimated spending of \$198,812 for Life, Disability, and ADD insurance for 2024.
- KK. Lyngsoe Systems estimated spending of \$195,000 for Service Contracts, licenses and equipment related to the central sorter and other equipment across the district for 2024.
- LL. CDW Government estimated spending of \$190,317.89 for software and hardware purchases across the district for 2024.
- MM. Delta Dental estimated spending of \$177,296 for dental insurance for district employees for 2024.
- NN. Innovative Interfaces estimated spending of \$165,000 for Sierra Library Software for 2024.
- OO. Playaway Products estimated spending of \$156,000 for the purchase of library materials, including but not limited to books, subscriptions, audio visual and electronic materials for 2024.
- PP. Cengage Gale estimated spending of \$126,000 for the purchase of library materials, including but not limited to books, subscriptions, audio visual and electronic materials for 2024.
- QQ. Bibliocommons estimated spending of \$114,115 for ALD patron-facing website software and training for 2024.
- RR. M&C Communications estimated spending of \$160,500 for crisis communications, public relations and media support for 2024.
- SS. The Learning Source estimated spending of \$109,200 for English as a Second Language classes provided to patrons for 2024.
- TT. Century Link/Lumen estimated spending of \$100,796 for Phone/Internet services for 2024.
- UU. Oz Architecture estimated spending of \$100,000 for the balance of the work performed relating to the Admin Building Remodel drawings for 2024.
- VV. Paylocity estimated spending of \$100,000 for payroll processing fees for 2024.
- WW. Capital One spending of \$86,899 for the note on the adjoining property at the May location for 2024.

8.	10 min	<b>FINANCIAL REPORT</b>		X
9.	10 min	<b>BOARD PRESIDENT REPORT</b>	X	
10.	7:00	<b>EXECUTIVE DIRECTOR REPORT</b>	X	
11.	5 min	<b>LEGAL STATUS REPORT</b>	X	
12.	5 min	<b>STRATEGIC PLAN REPORT</b>	X	
13.	7:15	<b>ADJOURN</b>		X