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## ARAPAHOE LIBRARY DISTRICT

### MEETING OF THE BOARD OF TRUSTEES

October 17, 2023

Koelbel Library  
5955 S Holly St  
Centennial, CO

**MEMBERS PRESENT:** Bill Shaw, Scott Bodfish, Theresa Mehringer, Steve Oliver, Katie Schroeder, Liz Nichols

**MEMBERS ABSENT:** Sally Daigle

**PUBLIC:**

**OTHERS ATTENDING:** Beth Dauer, Attorney

**STAFF PRESENT:** Oli Sanidas, Executive Director (virtual); Marie Greene, Executive Assistant; Jennifer Mahin, Director of Finance; Linda Speas, Director of Library Operations; Anthony White, Director of Innovation and Technology; Caroline Heinselman, Director of People Services; Kim Collie, Director of the Project Management Office; Cynthia Kiyotake, Associate Director of Library Operations; David Britt, Library Materials Services Manager; Kipp Entzel, Supervisor of Safety and Security

Katie Schroeder opened the meeting at 5:44 p.m.

Katie opened the meeting to public comment by reading the Guidelines for Public Introductions and Comment:

Thank you for attending this meeting of the Arapahoe Library District Board of Trustees. We appreciate your interest. It is the policy of the Board to invite audience participation during the public comment portion of the agenda set aside for this purpose.

1. If you wish to speak, please sign your name and address on the sign-in sheet.
2. You may take up to five minutes to make your comments. (This time constraint may be modified by the Board President to be less than five minutes if there are a number of persons wishing to speak.)

3. We will take up to 10 minutes for public comment at the beginning of the meeting. If there are more comments, we will provide additional time at the end of the meeting for an additional 30 minutes.
4. The Trustees will not be able to engage in dialogue with you, but they will make sure that you are contacted at a later time to answer any questions you may have.
5. If you have not already been introduced to the Board, please state your name and address before you begin.
6. We thank you for coming to this meeting and for your interest in the Arapahoe Library District.

There was no public comment.

**APPROVAL OF MINUTES No. 832:** Bill Shaw moved to approve the minutes from the September 19, 2023 board meeting. Liz Nichols seconded and the motion passed.

**PRELIMINARY 2024 BUDGET:** Oli Sanidas highlighted pending Proposition HH, which would have a significant impact on the ALD budget if it passes. The 2024 budget includes an increase of \$4.4 million for salaries and benefits for ALD staff. Bill Shaw asked if ALD has a backup plan for covering the \$4.4 million in additional salaries and benefits in case there are any constraints to the budget that occur in the future. Oli responded that there is a backup plan to be able to keep the percentage of the budget at 67% for salaries and benefits. Jennifer Mahin added that there are options that ALD can implement, including going out and bringing in revenue, taking out debt, or stopping or trimming projects. Oli added that the ideal scenario is for ALD to maintain a smaller, well compensated staff. There are plans for some positions to transition out by 2025, which will save roughly \$1 million.

Jennifer Mahin noted that the budget will change between now and November, especially once the election determines whether Prop HH has passed or been voted down. The minimum amount ALD needs to maintain in the fund balance is approximately \$11.2 million. She noted there is a big increase in revenue from property taxes. Revenue is increasing by 27%. The contracts and grants revenue will increase in 2024. Café revenue is expected to be consistent. Patron-related revenue may go down because ALD is considering increasing the number of free printing copies for patrons.

ALD's expenses are increasing in 2024. The largest increase will be for salaries. The total revenue is increasing by 21%; ALD will increase salaries by 17% and they are attempting to keep those two percentages close to each other.

Programming and summer reading expenses are increasing. Benefits for staff will be enhanced and the expenses will increase. Technology and Materials expenses are increasing by 9%. Collection materials are decreasing, but software and e-resources are increasing. Marketing, Events, and Partnerships are increasing by 17%, which include café expenses, inflation increases, and author events.

The project fund includes \$10.8 million for the remodel of the Admin Support Services Building, the purchase of the mobile event vehicle, the Eloise May Annex building project, and other projects.

The expense for health insurance is increasing in anticipation of higher employee enrollment.

Jennifer again noted that this is a draft of the budget which will change by the November meeting.

#### **CONSENT AGENDA:**

- A. Approval of an additional \$285,000 for Oz Architects for the support services remodel design. The board has previously approved \$400,000. This is included in the support services renovation project budget.
- B. Approval of IT funds not to exceed \$300,000 to Microsoft, covering subscriptions running from October 2023 to October 2024. This covers staff systems including Microsoft Office 365, Microsoft Teams, our internal phone systems, our cybersecurity controls and other infrastructure-related systems.

Scott Bodfish moved to approve the Consent Agenda as presented. Liz Nichols seconded, and the motion passed.

**FINANCIALS:** Jennifer Mahin reviewed the financials with the trustees.

Steve Oliver moved to accept the Financials as presented. Scott Bodfish seconded, and the motion passed. Approval of the Financials means:

- Acceptance of the Statement of Revenue and Expense
- Acceptance of the Balance Sheet

#### **POLICIES:**

- A. Right to Challenge Materials Policy (second reading)
- B. Core Values of Librarianship Policy (second reading)

Oli reminded the board of the proposed changes that were discussed at the September board meeting.

In the Right to Challenge Policy, Liz Nichols noted that materials are not able to be re-challenged and patrons may not know if material had already been challenged. She also asked if these proposed changes were in anticipation of any challenges for ALD. Anthony White responded that there are no issues that he is aware of coming to ALD.

Bill Shaw moved to accept the changes to the policies as presented. Liz Nichols seconded, and the motion passed.

**BOARD PRESIDENT REPORT:** Katie Schroeder reported that there are several events coming up in the next couple of months, including the presentation to the Board of County Commissioners on November 13<sup>th</sup>. There is also a media training scheduled on October 27<sup>th</sup>. A second evening date is being coordinated for the rest of the board who cannot make it to the media training on October 27<sup>th</sup>.

The board retreat will be rescheduled to February or March 2024 since there are so many events scheduled in the next couple of months.

Katie will send the evaluation form of the Executive Director to the board in November. The meeting will be scheduled for December.

Katie reminded the board that there is a budget set aside for the trustees to attend conferences in case they are interested.

**EXECUTIVE DIRECTOR REPORT:** Oli Sanidas reported that there is a bill to combat book bans being drafted. Scott Bodfish asked if there is anything the trustees can do to help support the legislation. Oli suggested writing to their state representative. Beth Dauer added contacting the CAL Legislative Committee for information.

**LEGAL STATUS REPORT:** Attorney Beth Dauer reported that the City of Glendale has approved to move the library collection from Infinity Park to City Hall.

She also noted the Southglenn Library lease extension has been completed.

**STRATEGIC PLAN REPORT:** Caroline Heinselman, Director of People Services, highlighted that ALD's website was chosen by BiblioCommons as best library website for 2023 as well as first Spotlight Library website.

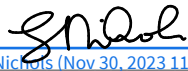
Scott Bodfish asked what can be contributed to the increase in Events attendance on the statistics report. Linda Speas stated that ALD is continuing to

rebound from COVID and are offering more in-person events. Linda also pointed out that ALD is seeing a consistent increase in patron traffic across all branches.

There being no further business, Bill Shaw moved to adjourn, Liz Nichols seconded and Theresa Mehringer adjourned at 6:50 pm.

**Nov 30, 2023**

Date Approved

  
[Liz Nichols \(Nov 30, 2023 11:27 MST\)](#)

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Liz Nichols, Secretary







# October 17, 2023 board minutes\_TO BE SIGNED

Final Audit Report

2023-11-30

Created:	2023-11-30
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-  Signer lhpiazza@gmail.com entered name at signing as Liz Nichols  
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