
ARAPAHOE LIBRARY DISTRICT

MEETING OF THE BOARD OF TRUSTEES

January 8, 2024

Virtual

MEMBERS PRESENT: Bill Shaw, Scott Bodfish, Theresa Mehringer, Steve Oliver, Katie Schroeder, Sally Daigle

MEMBERS ABSENT: Liz Nichols

PUBLIC:

OTHERS ATTENDING: Beth Dauer, Attorney

STAFF PRESENT: Oli Sanidas, Executive Director; Marie Greene, Executive Assistant; Jennifer Mahin, Director of Finance; Anthony White, Director of Innovation and Technology; Jessica Sidener, Director of Marketing Strategy and Community Relations; Caroline Heinselman, Director of People Services; Kim Collie, Director of the Project Management Office; Linda Speas, Director of Library Operations; Cynthia Kiyotake, Associate Director of Library Operations

Katie Schroeder opened the meeting at 12:05 p.m.

Katie opened the meeting to public comment. There was no public comment.

2024 BUDGET HEARING: Katie opened the public hearing on the budget at 12:08 p.m.

Jennifer Mahin reviewed the options for the 2024 budget with the board. She and Oli recommended option B. Theresa Mehringer, Katie Schroeder, and Steve Oliver stated they agreed with option B. Scott Bodfish asked about option E, which would have the greatest impact on spending the fund balance. Steve Oliver advised that since this is the first year of considering a reduction to the mill levy, option B would not impact operating expenses and would allow the board to see what the impact is and make additional changes to the mill levy in the future.

Bill Shaw explained his reasoning for preferring option A based on the current property tax concerns in the community and the unknown impacts of potential

default rates and the divided political climate, as well as the unknown perception of the community of reducing the mill levy. He noted that the board has not discussed the appropriate amount that should be maintained in the fund balance. Steve responded that when the possibility of reducing the mill levy was initially proposed some time ago, he was in agreement with not making any changes to how the budget is created. He added that he realized ALD has historically underspent the budget because the staff has not had the capacity to accomplish all of the projects planned. As he considered it further, he decided that it makes sense to tie the fund balance to what is actually spent. He noted that during his career in finance, he did research to try to determine an appropriate amount to keep as a fund balance. He concluded there are no guidelines that define an appropriate amount. Oli Sanidas responded that he recommends that ALD keep enough to cover the required amount by law, plus a rainy-day fund, plus the expenses for planned capital projects for the next 2-3 years. The amount that can be debated is how many months of operational expenses should be covered by the rainy-day fund.

Sally Daigle mentioned that her concern is that the building market has slowed significantly, which may indicate a bubble that could burst.

Beth asked what the reduction of the mill levy be if option B is approved. Jennifer Mahin responded that the total mill levy would be 5.413.

Katie Schroeder asked for a vote to approve the budget, appropriate the budgeted funds for 2024, and approve the budget resolution.

Katie Schroeder moved to approve the resolution to adopt option B of the 2024 budget, Steve Oliver seconded the motion and the motion passed 5 to 1.

CONSENT AGENDA:

- A. The approval of up to \$300,000 with Lyngsoe to refresh our locker inventory and expand our high use locations.
- B. The approval of up to \$158,200 with Employer's Council for continued work on Leadership Academy. This continues the project started last year to improve supervisory and management skills across the District.

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

- C. Fransen Pittman Construction estimated spending of \$9,393,578 related to the Admin Remodel project for 2024. \$11MM was previously approved for this project.
- D. UMR estimated spending of \$4,789,331 for Medical and Pharmacy claims and administrative fees for 2024.

- E. Overdrive estimated spending of \$2,359,770 for the purchase of library materials, including but not limited to books, subscriptions, audio visual and electronic materials for 2024.
- F. OneAmerica estimated spending of \$1,902,570 for payment of 401K contributions for eligible employees for 2024.
- G. Amazon estimated spending of \$900,000 for miscellaneous purchases to facilitate the operations of the organization, including office supplies and equipment for 2024.
- H. Baker-Taylor estimated spending of \$839,573 for the purchase of library materials, including but not limited to books, subscriptions, audio visual and electronic materials for 2024.
- I. Midwest Tape estimated spending of \$776,548 for the purchase of library materials, including but not limited to books, subscriptions, audio visual and electronic materials for 2024.
- J. 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.
- K. Thrive estimated spending of \$488,378 for Lifestyle Spending Contributions, as well as fees to administer the Lifestyle, Flex and COBRA activities for 2024.
- L. Southglenn Property Holdings estimated spending of \$498,766 related to the lease and commons area maintenance for the Southglenn facility for 2024.
- M. Gov Connection estimated spending of \$410,400 for software and hardware purchases and licenses across the district for 2024.
- N. The Key People estimated spending of \$425,000, which includes contracted janitorial cleaning districtwide (including the Bookmobile garage and bus) as well as emergency cleanings for 2024.
- O. Denver Commercial Property Service estimated spending of \$400,000 for snow removal services for 2024.
- P. 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.
- Q. 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.
- R. Truist Bank spending of \$351,563 for the loan on the Kelter Building in 2024.
- S. UMB Bank spending of \$321,883 for the 2008 certificate of participation for the Eloise May Library building for 2024.
- T. TechOps Specialty Vehicles spending of \$310,908 for the 2nd half payment on the new Mobile Event Vehicle in 2024.
- U. Xcel Energy estimated spending of \$269,500 for utility services throughout the district for 2024.


- V. Employer's Council estimated spending of \$256,290 for Learning Academy, payroll processing, a compensation study and staff training for 2024.
- W. EZ cater estimated spending of \$236,250 for staff lunches across the district in 2024.
- X. 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.
- Y. The Hartford estimated spending of \$198,812 for Life, Disability, and ADD insurance for 2024.
- Z. Lyngsoe Systems estimated spending of \$250,000 for Service Contracts, licenses and equipment related to the central sorter and other equipment across the district for 2024.
- AA. CDW Government estimated spending of \$190,318 for software and hardware purchases across the district for 2024.
- BB. Delta Dental estimated spending of \$177,296 for dental insurance for district employees for 2024.
- CC. Innovative Interfaces estimated spending of \$165,000 for Sierra Library Software for 2024.
- DD. 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.
- EE. 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.
- FF. Bibliocommons estimated spending of \$114,115 for ALD patron-facing website software and training for 2024.
- GG. M&C Communications estimated spending of \$160,500 for crisis communications, public relations and media support for 2024.
- HH. The Learning Source estimated spending of \$109,200 for English as a Second Language classes provided to patrons for 2024.
- II. Century Link/Lumen estimated spending of \$100,796 for Phone/Internet services for 2024.
- JJ. Oz Architecture estimated spending of \$150,000 for the balance of the work performed relating to the Admin Building Remodel drawings for 2024.
- KK. Paylocity estimated spending of \$100,000 for payroll processing fees for 2024.
- LL. Capital One spending of \$86,899 for the note on the adjoining property at the May location for 2024.
- MM. Approval of an estimated \$625,000 for a base adjustment to employee wages. Approval of an estimated \$1,286,000 for annual merit increases.

Sally Daigle moved to approve the Consent Agenda as presented. Theresa Mehringer seconded, and the motion passed.

There being no further business, Bill Shaw moved to adjourn, Sally Daigle seconded and Katie adjourned at 12:47 pm.

18/01/2024

Date Approved


Liz Nichols (Jan 18, 2024 11:36 MST)

Liz Nichols, Secretary






January 8, 2024 board minutes_TO BE SIGNED

Final Audit Report

2024-01-18

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