

ARAPAHOE LIBRARY DISTRICT BOARD OF TRUSTEES MEETING

November 19, 2024 @ 5:45 p.m.

**KOELBEL LIBRARY
5955 S HOLLY ST
CENTENNIAL, CO**

VISION: A LITERATE, INFORMED AND FULFILLED COMMUNITY.

AGENDA

	<u>Informational</u>	<u>Action</u>
1. 5:45 CALL TO ORDER		
2. 1 min UPCOMING MEETINGS AND EVENTS	X	
3. 2 min ADDITIONS OR CORRECTIONS TO THE AGENDA		X
4. 10 min PUBLIC INTRODUCTIONS AND COMMENT (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. 20 min 2025 BUDGET HEARING A. Approval of the resolutions to adopt the 2025 budget, B. Appropriate funds, and certify the mill levy C. Public comment concerning the budget		X
6. 2 min APPROVAL OF MINUTES No. 848		X
7. 10 min CONSENT AGENDA Approval of the following estimated expenditures related to 2024 which were not previously reported or increased significantly above prior communicated amounts. Note that none of these are causing an overspend to overall budget: A. Estimated ThrivePass, Inc. full year spending of \$580,000. Previously reported \$488,378. In July of 2024, Arapahoe Library District increased the Employee Lifestyle Savings Account Reimbursements from \$100/mo to \$200/mo. B. Estimated Haynes Mechanical Systems full year spending of \$455,000. Previously reported \$380,000. Increase due to more HVAC projects across the district. Spending varies widely year to year. C. Estimated CDW full year spending of \$285,000. Previously reported \$190,318. Increase due to additional PC purchases. D. Estimated Fire Team Security full year spending of \$210,000. This vendor performed security upgrades across the District, including new FOB readers, card access, etc. More work was able to be completed than originally planned. E. Estimated AP Mountain States full year spending of \$223,100. This vendor completed construction work on the Eloise May Bathrooms, as well as other projects.	X	

Approval of the following estimated expenditures related to 2025 which are included in the 2025 proposed budget numbers:

- F. Fransen Pittman Construction estimated spending of \$6,300,000 related to the Admin Remodel project for 2025. \$11MM previously approved for this project.

- G. UMR estimated spending of \$5,797,693 for Medical and Pharmacy claims and Administrative fees for 2025.
- H. Construction costs estimated at \$5,000,000 related to the Eloise May Annex project for 2025. Contractor has not yet been determined.
- I. Overdrive estimated spending of \$2,847,945 for the purchase of library materials, including but not limited to books, subscriptions, audio visual and electronic materials for 2025.
- J. OneAmerica estimated spending of \$1,891,464 for payment of retirement contributions for eligible employees for 2025.
- K. Baker-Taylor estimated spending of \$996,934 for the purchase of library materials, including but not limited to books, subscriptions, audio visual and electronic materials for 2025.
- L. Midwest Tape estimated spending of \$826,601 for the purchase of library materials, including but not limited to books, subscriptions, audio visual and electronic materials for 2025.
- M. Ingram Library Service estimated spending of \$649,050 for the purchase of library materials, including but not limited to books, subscriptions, audio visual and electronic materials for 2025.
- N. Amazon estimated spending of \$485,995 for miscellaneous purchases to facilitate the operations of the organization, including office supplies and equipment for 2025.
- O. Thrive estimated spending of \$476,410 for Lifestyle Spending Contributions, as well as fees to administer the Lifestyle, Flex and COBRA activities for 2025.
- P. Southglenn Property Holdings estimated spending of \$463,797 related to the lease and commons area maintenance for the Southglenn facility for 2025.
- Q. The Key People estimated spending of \$442,750, which includes contracted janitorial cleaning districtwide (including the Bookmobile garage and bus) as well as emergency cleanings for 2025.
- R. Gov Connection estimated spending of \$420,000 for software and hardware purchases and licenses across the district for 2025.
- S. Denver Commercial Property Service estimated spending of \$400,000 for snow removal services for 2025.
- T. Brown and Brown Insurance Services, Inc. estimated spending of \$391,019 for payment of property, casualty, automobile, cyber and other insurance coverage, as well as administration of our benefit plans for 2025.
- U. Truist Bank spending of \$351,563.30 for the loan on the Kever Building in 2025.
- V. UMB Bank spending of \$325,910 for the 2008 certificate of participation for the Eloise May Library building for 2025.
- W. Xcel Energy estimated spending of \$275,000 for utility services throughout the district for 2025.
- X. CDW Government estimated spending of \$260,000 for software and hardware purchases across the district for 2025.
- Y. Spending not to exceed \$260,000 for Staff Day 2025. Various vendors will be used, which have not yet been determined.
- Z. Teammates estimated spending of \$250,000 for Furniture in 2025 related to the remodel of the Administrative Building.
- AA. Haynes Mechanical Systems, Inc. estimated spending of \$225,000 for the energy services and mechanical agreement, which includes preventative maintenance, inspections, cleaning, etc., as well as spending on other mechanical projects for 2025.
- BB. 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 2025.
- CC. Estimated spending of \$255,000 for English as a Second Language classes provided to patrons for 2025. Vendor has yet to be determined.

- DD. Keesen Landscape Management, Inc. estimated spending of \$200,000 related to lawn maintenance and landscaping projects for 2025.
- EE. The Hartford estimated spending of \$199,002 for Life, Disability, and ADD insurance for 2025.
- FF. Delta Dental estimated spending of \$183,131 for dental insurance for district employees for 2025.
- GG. Lyngsoe Systems estimated spending of \$180,000 for Service Contracts, licenses and equipment related to the central sorter and other equipment across the district for 2025.
- HH. EZ cater estimated spending of \$168,000 for staff lunches across the district in 2025.
- II. M&C Communications estimated spending of \$162,000 for crisis communications, public relations and media support for 2025.
- JJ. Innovative Interfaces estimated spending of \$160,000 for Sierra Library Software for 2025.
- KK. TechOps Specialty Vehicles estimated spending of \$155,454 for the 2nd half payment on the new Mobile Event Vehicle in 2025.
- LL. Mile High Elevator estimated spending of \$136,720 for a new elevator in the Administration building as part of the remodel and monthly elevator maintenance in 2025.
- MM. Cascade Solar estimated spending of \$132,151.20 for new solar panels on the remodeled Administration building in 2025. First half spending occurred in 2024.
- NN. Playaway Products estimated spending of \$126,000 for the purchase of library materials, including but not limited to books, subscriptions, audio visual and electronic materials for 2025.
- OO. EBSCO estimated spending of \$126,000 for the purchase of library materials, including but not limited to books, subscriptions, audio visual and electronic materials for 2025.
- PP. Cengage Gale estimated spending of \$120,750 for the purchase of library materials, including but not limited to books, subscriptions, audio visual and electronic materials for 2025.
- QQ. Bibliocommons estimated spending of \$120,000 for ALD patron-facing website software and training for 2025.
- RR. Century Link/Lumen estimated spending of \$110,000 for Phone/Internet services for 2025.
- SS. Paylocity estimated spending of \$105,000 for payroll processing fees for 2025.
- TT. Pinnacol Assurance estimated spending of \$101,294 for State Compensation Insurance for 2025.
- UU. Encore Electric estimated spending of \$100,000 for Audio Visual and Electrical work in 2025.
- VV. Capital One spending of \$86,899 for the note on the adjoining property at the May location for 2025.

8.	10 min	FINANCIAL REPORT		X
9.	6:45	BOARD PRESIDENT REPORT	X	
10.	10 min	EXECUTIVE DIRECTOR REPORT	X	
11.	5 min	LEGAL STATUS REPORT	X	
12.	5 min	STRATEGIC PLAN REPORT	X	
13.	7:15	ADJOURN		X