

**ARAPAHOE LIBRARY DISTRICT BOARD OF TRUSTEES MEETING**

January 21, 2025 @ 5:45 p.m.

**SOUTHGLENN LIBRARY  
6972 S VINE ST  
CENTENNIAL, 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. 2 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. 2 min <b>APPROVAL OF MINUTES Nos. 849, 850 and 851</b>		X
6. 10 min <b>CONSENT AGENDA</b>		X

At the end of 2024, the following vendors unexpectedly exceeded the amount spent vs what was previously communicated in November by a significant margin:

- A. Oz Architecture: Total 2024 estimated spend \$211,119, previously communicated \$131,000. Permit delays related to the Administration Building Remodel caused a significant jump in Architectural fees. The amount was not finalized until Jan 2025. Not expected to exceed \$100,000 in 2025.
- B. M&C Communications: Total 2024 estimated spend \$110,100, previously communicated \$90,000. Previous estimate did not account for Media Training.
- C. Spending with Overdrive, Baker-Taylor, Midwest Tape, Ingram and Playaway Products on Library Books and Subscriptions: Total estimated 2024 spend 5,069,276, previously communicated \$4,870,283. Additional purchases of materials at year-end to reduce load during Administration Building construction and take advantage of lower prices.
- D. Haynes Mechanical: Total 2024 estimated spend \$502,140, previously communicated \$455,000. Additional projects entered into at the end of the year for mechanical equipment as budget allowed.
- E. APCO Electric: Total 2024 estimated spend \$160,682.13, previously communicated nothing, as expected to be under \$100,000. APCO was chosen as the District-wide Electrical Contractor via RFP in 2024. This resulted in all work funneling through this vendor, vs multiple vendors in prior years. Not expected to exceed \$100,000 in 2025.
- F. Seter & Vander Wall: 2024 estimated spend \$109,106.17, previously communicated nothing, as expected to be under \$100,000. This is the first year where legal fees have topped the \$100,000 mark. Additional work due to contract review and advice. Not expected to be over \$100,000 in 2025.

At the end of 2024, Fransen-Pittman did not spend the amount they had estimated on

demolition due to timing delays. This results in the movement of these dollars to 2025, thus an increase to \$6,609,235.

New projects:

- G. Approval of \$150,000 to install a dedicated switch and box in each library to align with code changes related to the new copy machines and printers. Vendor has yet to be determined.
- H. Approval of Learning Source as the vendor to provide English as a second language classes in the amount of \$170,503 for 2025. The previous estimate reported for 2025 was \$255,000 while vendor selection was underway.

7.	6:15	<b>FINANCIAL REPORT</b>		X
8.	10 min	<b>BOARD PRESIDENT REPORT</b>	X	
9.	10 min	<b>EXECUTIVE DIRECTOR REPORT</b>	X	
10.	5 min	<b>LEGAL STATUS REPORT</b>		X
		A. Consider Annual Administrative Resolution		
11.	5 min	<b>STRATEGIC PLAN REPORT</b>	X	
12.	7:00	<b>ADJOURN</b>		X