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## ARAPAHOE LIBRARY DISTRICT

### MEETING OF THE BOARD OF TRUSTEES

November 19, 2024

Koelbel Library  
5955 S Holly St  
Centennial, CO

**MEMBERS PRESENT:** Scott Bodfish, Steve Oliver, Katie Schroeder, Liz Nichols, Sally Daigle, Bill Shaw,

**MEMBERS ABSENT:** Theresa Mehringer

**PUBLIC:** Eric Jung, Freedom United, Rebecca Elsser, Amy Goldberg, Ofer Meoded, Evelinda Urman, Michael Exman, Gabe Reed, Nancy Bernstein, John Singer, Jeremy Singer, Karin Fischer, Hadar Niv

**OTHERS ATTENDING:** Beth Dauer, Attorney; Courtney Intara, Attorney

**STAFF PRESENT:** Marie Greene, Executive Assistant; Jennifer Mahin, Director of Finance; Cynthia Kiyotake, Associate Director of Library Operations; Caroline Heinselman, Director of People Services; Anthony White, Director of Innovation and Technology; Kim Collie, Director of the Project Management Office; Mollie Lancaster, Collection Librarian; Ginger Mattson, Manager Marketing and Website; Kipp Entzel, Safety and Security Supervisor; Paula Langsam, Library Manager; Holly Whelan, Manager of Strategic Events

Katie Schroeder opened the meeting at 5:47 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.

Patron Rebecca Elsser read a statement expressing concern about the library's stance on allowing staff to wear a keffiyeh to work, which has an antisemitic connotation. She stated that when meeting with ALD leadership, the Jewish community's concerns were dismissed, yet ALD Leadership has considered renaming one of the library branches because of the Native American community's concerns regarding the association with General Sheridan. She stated that this is a double standard and other groups have been given preferential treatment in alignment with ALD's woke agenda. She noted that ALD staff wear the keffiyeh as a political statement and not for religious reasons. She asked that the Jewish community be given equal consideration as other minority groups and suggested that ALD review all policies to ensure consistency around treatment of minority groups, the implementation of sensitivity training around Jewish cultural awareness, and enforcement of a neutral dress code.

Evelinda Urman explained the historic background of the keffiyeh, stating that it is a symbol of hate equivalent to the white hoods worn by the KKK.

Patron Gabe Reed shared an experience he had with his children at the library. His seven-year-old daughter showed him a graphic novel with a pink cover that had caught her eye as they were checking out with a picture of two women lying in bed naked in a sexual embrace. He stated that the graphic novel had been placed at eye level of his young daughter and in close proximity to the kids' section. He noted that he does not object to the material itself, but asked what policies the board would develop regarding placement of materials within the library to protect children's innocence.

**2025 BUDGET HEARING:** Katie Schroder opened the public hearing on the budget at 6:00 p.m.

Jennifer Mahin, Finance Director, reviewed the adjustments made to the draft budget that was presented at the October board meeting.

Scott Bodfish asked if the decline in the Friends contributions is an indicator of declining support from the community. Jennifer Mahin explained that the focus of The Friends of Arapahoe Libraries has recently been changed to increasing membership and part of that focus means there will be fewer book sales next year, which equates to a smaller contribution from The Friends.

Katie Schroeder asked for a vote to approve the budget, certify the mill levy and appropriate the budgeted funds for 2025, and approve the budget resolution.

Scott Bodfish moved to approve the resolution to adopt the 2025 budget, Sally Daigle seconded the motion and the motion passed unanimously.

Bill Shaw asked why the budget for the self-insurance fund is significantly higher than the projected budget for 2024. Jennifer Mahin responded that ALD is expected to come in under the projected budget. Caroline Heinselman, Director of People Services, explained that ALD is expecting a modest increase in employee participation in the healthcare plan.

**APPROVAL OF MINUTES No. 848:** Sally Daigle moved to approve the minutes from the October 15, 2024 regular board meeting. Scott Bodfish seconded and the motion passed.

**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.

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 Kelper 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 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.

Bill Shaw moved to approve the Consent Agenda as presented. Steve Oliver seconded, and the motion passed.

Katie Schroeder asked whether the item related to the Eloise May Annex project means that the project will move forward next year. Jennifer Mahin responded that ALD has hired an owner's rep and has gone under contract with the additional plot of land.

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

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

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

**BOARD PRESIDENT REPORT:** Katie Schroeder reported that the board will meet to evaluate the Executive Director in December.

Katie also stated that she would like to stick with the board's standard timeline of replacing Scott Bodfish as a board member who will be moving out of state. The board will start the recruiting process in January.

**EXECUTIVE DIRECTOR REPORT:** Caroline Heinselman reported in Oli Sanidas's absence. She explained that his report includes accomplishments from the year for each of the departments as well as the statistics from the summer reading program.

**LEGAL STATUS REPORT:** Attorney Beth Dauer introduced a new associate at the law firm, Courtney Intara.

Bill asked for Beth's opinion on the impacts of HB24-1302. Beth responded that it will be challenging especially this first year as there is a lot that goes with the bill and there are a lot of historical details with the mill levy that will need to be sifted through. There is a form that will be filled out and turned into the county with the mill levy certification.

**STRATEGIC PLAN REPORT:** Cynthia Kiyotake, Associate Director of Library Operations highlighted a couple of recent events, including a murder mystery event as well as a trunk or treat event.

Scott Bodfish asked about the big increase in web engagements. Anthony White, Director of Innovation and Technology explained that is primarily attributed to a change in reporting from Google Analytics.

Bill Shaw asked how the board plans to discuss the public comments presented at the beginning of the meeting. Attorney Beth Dauer responded that there are legal issues with these matters so board discussions qualify for an executive session. Bill stated he would like information from ALD regarding policies that are in place for how materials are placed throughout the library.

There being no further business, Liz Nichols moved to adjourn, Scott Bodfish seconded and the meeting was adjourned at 6:43 pm.

01/24/25

Date Approved

*Liz Nichols*

Liz Nichols (Jan 24, 2025 19:46 MST)

Liz Nichols, Secretary






# November 19, 2024 board minutes\_TO BE SIGNED

Final Audit Report

2025-01-25

Created:	2025-01-23
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