
ARAPAHOE LIBRARY DISTRICT

MEETING OF THE BOARD OF TRUSTEES

November 18, 2025

Koelbel Library
5955 S Holly St
Centennial, CO

MEMBERS PRESENT: Bill Shaw, Theresa Mehringer, Steve Oliver, Liz Nichols, Katie Schroeder, Sally Daigle, Sarah Grazier

MEMBERS ABSENT:

PUBLIC: Rhonda Livingston, Jon Copeland, Morgan Gowans, Ann Roman

OTHERS ATTENDING: Beth Dauer, Attorney

STAFF PRESENT: Oli Sanidas, Executive Director; Marie Greene, Executive Assistant; Jennifer Mahin, Finance, Facilities and Safety Director; Linda Speas, 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; Lindsay Heinzerling, Associate Director of Library Operations; Zamara Loftis, Library Manager; Mollie Lancaster, Collection Development Librarian; Jen McKelvy, Youth Reference Librarian

Katie Schroeder opened the meeting at 5:45 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.

Ann Roman spoke as a member of the public. She stated she is a former volunteer with The Friends of Arapahoe Libraries. She and 20 other volunteers resigned in 2024 due to the new Memorandum of Understanding (MOU). She listed what she feels have been unusual experiences with her attempts to communicate with the board. She requested some specific information, including the amount of money that was raised at the 2025 Koelbel book sale compared to the 2024 book sale; which grant requests were funded in 2025; a copy of the recruitment plan for The Friends; and a copy of the MOU if it was extended after the term expiration in October.

Morgan Gowans spoke as a member of the public. She expressed frustration with the length of time that some materials have been on hold. She stated that she currently has 10 holds with ALD and there are quite a few that have been on hold for several months. She mentioned that she checked with some other library districts, and they seem to have those materials available.

2026 BUDGET HEARING: Katie Schroder opened the public hearing on the budget at 5:58 p.m.

Jennifer Mahin, Finance Director, reviewed the adjustments made to the draft budget that was presented at the October board meeting. She notes there will be an increase in healthcare costs and Caroline Heinselman explained the increase is due to increased enrollment in the plan.

Katie opened the floor to public comment on the budget at 6:20 pm.

Ann Roman inquired about the projected budget and operational expenses for The Friends of Arapahoe Libraries. Oli responded that the projected donation from The Friends to ALD in 2026 is \$50,000.00 and that the donation was \$50,000.00 in 2025 and \$100,000.00 in 2024. Ann asked for information about The Friends budget and expenses. Katie Schroeder responded that The Friends

budget is separate from ALD's budget and is not included in the ALD budget being discussed at the meeting.

Katie closed the public comment at 6:23 pm.

Sarah Grazier moved to approve the resolutions to adopt the 2026 budget, appropriate funds, and certify the mill levy. Sally Daigle seconded and the motion passed.

APPROVAL OF MINUTES No. 867: Bill Shaw moved to approve the minutes from the October 21, 2025 regular meeting of the board. Theresa Mehringer proposed changing the phrase "dip into the fund balance" to "spend down the fund balance" during the preliminary budget discussion. Liz Nichols seconded, and the motion carried.

CONSENT AGENDA:

- A. Estimated approval of \$5.3M for the May Annex project. Some vendor amounts are still to be determined but the estimates as of now are:
 - o Accenture-\$201,345 of which \$196,000 was previously approved.
 - o Studiotrope \$1,089,355-previous board approval of \$1,010,690 which includes an increase of \$78,665 for design changes.
- B. UMR estimated spending of \$4,253,191 for Medical and Pharmacy claims and administrative fees for 2026.
- C. Delta Dental estimated spending of \$216,737 for dental insurance for district employees for 2026.
- D. The Hartford estimated spending of \$216,733 for Life, Disability, and ADD insurance for 2026.
- E. Employers Council estimated spending of \$150,000 for continued work on Leadership Academy in 2026.
- F. Estimated spending of \$280,000 for Staff Community Day, vendors to be determined, in 2026.
- G. Overdrive estimated spending of \$3,000,000 for the purchase of library materials, including but not limited to books, subscriptions, audio visual and electronic materials for 2026.
- H. Haynes Mechanical Systems estimated spending of \$2,500,000 for energy services and mechanical agreement, and previously approved replacement of rooftop units at Koelbel and Southglenn in 2026.
- I. Voya estimated spending of \$2,207,131 for payment of retirement contributions for eligible employees in 2026.

- J. Ingram Library Service estimated spending of \$1,300,000 for the purchase of library materials, including but not limited to books, subscriptions, audio visual and electronic materials for 2026.
- K. Midwest Tape estimated spending of \$825,000 for the purchase of library materials, including but not limited to books, subscriptions, audio visual and electronic materials for 2026.
- L. Amazon estimated spending of \$750,000 for miscellaneous purchases to facilitate the operations of the organization including office supplies, high demand books and equipment for 2026.
- M. Gov Connection estimated spending of \$600,000 for software and hardware purchases and licenses across the district for 2026.
- N. Estimated spending of \$600,000, previously approved for plumbing repair at Castlewood, vendor to be decided by RFP in 2026.
- O. Thrive estimated spending of \$492,350 for Lifestyle Spending Contributions, as well as fees to administer the Lifestyle, Flex and COBRA activities for 2026.
- P. Southglenn Property Holdings estimated spending of \$463,797 related to the lease and commons area maintenance for the Southglenn facility for 2026.
- Q. Truist Bank spending of \$416,345 for the loan on the Kelver Building in 2026.
- R. BPT II Arapahoe, LLC/Rising Realty Partners estimated spending of \$405,330 on 62-month lease for additional storage and prep space for Events previously approved.
- S. Denver Commercial Property Service estimated spending of \$400,000 for snow removal services for 2026.
- T. Specialized Elevator Corp estimated spending of \$340,000 for monthly elevator maintenance and previously approved modernization of both elevators at Koelbel in 2026.
- U. Xcel Energy estimated spending of \$275,000 for utility services throughout the district for 2026.
- V. UMB Bank spending of \$324339 for the 2008 certificate of participation for the Eloise May Library building for 2026.
- W. Zurich North America Insurance estimated spending of \$290,000 for Commercial, Auto and Umbrella coverage for 2026.
- X. CDW Government estimated spending of \$260,000 for software and hardware purchases across the district for 2026.
- Y. Lyngsoe Systems estimated spending of \$260,000 for Service Contracts, licenses and equipment related to the central sorter and other equipment across the district for 2026.
- Z. Seter and Vander Wall estimated spending of \$200,000 for legal services in 2026.
- AA. M&C Communications estimated spending of \$178,000 for crisis communications, public relations and media support for 2026.

- BB. EZ cater estimated spending of \$176,000 for staff lunches across the district in 2026.
- CC. Brown and Brown Insurance Services, Inc. estimated spending of \$172,000 for payment of property, casualty, cyber and other insurance coverage, as well as administration of our benefit plans for 2026.
- DD. Bibliocommons estimated spending of \$160,000 for ALD patron-facing website software and training for 2026.
- EE. Innovative Interfaces estimated spending of \$160,000 for Sierra Library Software for 2026.
- FF. EBSCO estimated spending of \$145,000 for the purchase of library materials, including but not limited to books, subscriptions, audio visual and electronic materials for 2026.
- GG. Cascade Solar estimated spending of \$132,151.20 for new solar panels on the remodeled Administration building in 2026. First half of the spending occurred in 2024.
- HH. 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 2026.
- II. Konica Minolta Business estimated spending of \$120,000 for printers/copiers, monthly lease and supplies and maintenance in 2026.
- JJ. Century Link/Lumen estimated spending of \$110,000 for Phone/Internet services for 2026.
- KK. Paylocity estimated spending of \$110,000 for payroll processing fees for 2026.
- LL. OCLC, Inc estimated spending of \$105,000 for library materials cataloging resources and interlibrary loan system in 2026.
- MM. Core Electric Coop estimated spending for utilities at Smoky Hill and Kelver in 2026.
- NN. Playaway Products estimated spending of \$100,000 for the purchase of library materials, including but not limited to books, subscriptions, audio visual and electronic materials for 2026.
- OO. Capital One spending of \$86,899 for the note on the adjoining property at the May location for 2026.
- PP. Approval of \$40,000 to the Colorado Smart Cities Alliance to facilitate the 2027 Library Innovation Challenge process for Arapahoe Libraries.
- QQ. The Learning Source estimated spending of \$170,503 for English as a Second Language courses for patrons in 2026.

Sally Daigle made a motion to approve the consent agenda as presented. Liz Nichols seconded and the motion passed.

FINANCIALS: Jennifer Mahin reviewed the financials with the trustees.

Katie Schroeder 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 she will send out an email to the board regarding the Executive Director evaluation.

Katie also announced that the application process for the upcoming board vacancy will open tomorrow. Due to the timing of the recruiting process, the new trustee will be confirmed in March. Steve Oliver has agreed to seek reappointment until the new trustee begins.

Katie announced that Sally Daigle was elected Mayor of Sheridan.

EXECUTIVE DIRECTOR REPORT: Oli Sanidas reviewed the End of Year report. He noted that, while the report is a massive summary of ALD's activities for the year, it includes only select highlights from each department and there are many accomplishments that are not listed in the report.

Oli also gave an overview of the data strategy spreadsheet. He noted that it is a work in progress and will be revised and refined as it gets reviewed at each board meeting. Sarah Grazier suggested that a board governance strategy or board support strategy be identified and tracked on the spreadsheet as well.

LEGAL STATUS REPORT: Attorney Beth Dauer asked the board if there were any questions related to the legal report. There were none.

STRATEGIC PLAN AND DATA REPORT: Anthony White, Director of Innovation and Technology, highlighted the Touchpoint Score report in the board packet. Anthony explained that a central data hub has been developed for staff to evaluate data that is being tracked.

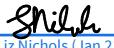
Anthony also discussed the Library Innovation Challenge which has been running two pilots within the district, one at Eloise May Library and the other at Smoky Hill Library. He gave an overview of the data that has been collected from the two pilot projects. At the end of the year, ALD will decide which of the two projects will be brought to scale throughout the district.

OTHER BUSINESS: No other business was brought before the Board.

Sally Daigle moved to adjourn, Liz Nichols seconded and the meeting was adjourned at 7:32 pm.

01/21/26

Date Approved


Liz Nichols (Jan 21, 2026 11:26:09 MST)

Liz Nichols, Secretary

November 18, 2025 Meeting Minutes_TO BE SIGNED

Final Audit Report

2026-01-21

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