

# BOARD MEETING

## JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

August 11, 2022



Teen Stop Motion Animation Camp



Star Parties: Outdoor Stargazing



Computer Class Practice Session



Digital Media Studio



Jefferson County  
**PUBLIC LIBRARY**

## **APPROVAL OF AGENDA**

# BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

ITEM# / ACTION	<b>Thursday, August 11, 2022 – 5:30 pm – HYBRID MEETING</b> <ul style="list-style-type: none"><li>• <u>ONLINE MEETING VIA ZOOM</u></li><li>• <u>IN-PERSON MEETING AT LAKEWOOD LIBRARY MEETING ROOM</u></li></ul>
1.	<b>Call to order &amp; attendance (4.5.8)</b> Verbal roll call – Each Trustee announces their presence by stating their name.
2.	<b>Pledge of Allegiance</b>
3. Agenda <b>Action</b>	<b>Approve Agenda</b> <b>Chair: Call for motion and second</b>
4. Public Comment	<b>Public Comment</b> The Board values public participation. Those who would like to address the Library Board must sign on the form provided at the door, or for virtual public comment, submit the online public comment form on the Board of Trustees webpage. Comments will be acknowledged in the minutes of the meeting.
5. CONSENT AGENDA <b>Action</b>	Approval of Consent Agenda <b>Chair: Call for motion and second</b> <ul style="list-style-type: none"><li>A. Library Board of Trustees approve the July 21, 2022 Board Meeting Minutes.</li><li>B. Library Board of Trustees adopt the following Policy Governance Monitoring Reports:<ul style="list-style-type: none"><li>1) 2.5 Financial Planning, Budgeting</li><li>2) 2.6 Compensation and Benefits</li><li>3) 2.7 Emergency Executive Director Succession</li><li>4) 2.8 Board Awareness and Support</li><li>5) 2.9 Materials Selection</li></ul></li><li>C. Library Board of Trustees authorize the Executive Director to sign the Bear Creek Landscape Snow Removal Renewal Contract.</li><li>D. Library Board of Trustees authorize the Executive Director to sign the CoCal Landscape Snow Removal Renewal Contract.</li><li>E. Library Board of Trustees authorize the Executive Director to sign the Eppstein Uhen Architects, Inc. (EUA) contract amendment to support the community engagement process for the new library in Northwest Jefferson County.</li><li>F. Library Board of Trustees authorize the Executive Director to enter into the easement agreement with Public Service Company of Colorado for the property at Evergreen Library, 5000 Highway 73, Evergreen Colorado 80439, for purposes defined by the agreement.</li><li>G. Library Board of Trustees authorize the Executive Director to enter into an IGA with the City of Arvada, granting the City of Arvada permission to install one exterior camera at the 7525 W. 57<sup>th</sup> Ave property.</li></ul>

# BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

6. Operational Updates <b>Action</b> as Needed	<p><b><u>Business Strategy &amp; Finance</u></b> A. 2022 Mid-year Report</p> <p><b><u>Communications &amp; Engagement</u></b> A. Develop a New Concept in Philanthropy Strategy</p> <p><b><u>Executive Director</u></b> A. Executive Director Report B. South County Expansion Project</p> <p><b><u>Business Strategy &amp; Finance</u></b> <u>Monthly Financials</u> A. Financial Review (June) B. Financial Report (July)</p>
7. Foundation Report	Foundation Report – Jo Schantz, Executive Director
8. <b>Action</b> as Needed	Items Removed From Consent Agenda (4.3.4) The Board may address and/or vote on any items that were removed from the Consent Agenda
9. Emerging Issues <b>Action</b> as Needed	
10. <b>Action</b> as Needed	Ends. No items.
11. <b>Action</b> as Needed	<b>Board Governance</b> No items.
12. Suggest Agenda Items <b>Action</b> as Needed	<p>BOARD SCHEDULE – NEXT MEETINGS – Location of meetings of the Library Board of Trustees are being determined in cooperation with guidelines from Jefferson County. Information on meeting location will be posted at least one week prior to the scheduled meeting date.</p> <p><u>2022 Board Meeting Schedule</u></p> <ul style="list-style-type: none"> <li>• September 8, 2022 – Study Session - 5:30 pm (Hybrid) Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room</li> <li>• September 15, 2022 - Board Meeting – 5:30 pm (Hybrid) Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room</li> <li>• October 13, 2022 – Study Session – 5:30 pm (Hybrid) Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room</li> <li>• October 20, 2022 – Board Meeting – 5:30 pm (Hybrid) Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room</li> </ul>
13. Discussion	Board Questions or Comments Related to Items on the Meeting Agenda
14. Discussion	Evaluate Board Meeting (4.1.9)

# BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

15. Information	Announcements/General Information Sharing <ul style="list-style-type: none"><li>• Report of the Chair – Correspondence, Other</li><li>• Other Announcements</li></ul>
16. EXECUTIVE SESSION Action	<b>EXECUTIVE SESSION:</b> Guest: Kurt Behn, County Attorney's Office <b>Call for Motion and Second:</b> To adjourn the special meeting of the Library Board of Trustees and reconvene in Executive Session: <b><u>EXECUTIVE SESSION</u></b> South County Library Expansion Project. Statutory citations authorizing an executive session for this topic are: <ul style="list-style-type: none"><li>• Pursuant to 24-6-402(4)(b) Conferences with an attorney for the local public body for the purposes of receiving legal advice on specific legal questions.</li><li>• Pursuant to 24-6-402(4)(a) Concerning the purchase, acquisition, lease, transfer or sale of Property.</li><li>• Pursuant to 24-6-402(4)(e)(I) for discussion of strategy and instructions to negotiators.</li></ul>
17. Adjournment	

## **CONSENT AGENDA**

TO: Library Board of Trustees

FROM: Kim Johnson, Chair and Donna Walker, Executive Director

DATE: August 2, 2022

RE: Consent Agenda for the August 11, 2022 Board Meeting

- A. Library Board of Trustees approve the July 21, 2022 Board Meeting Minutes.
- B. Library Board of Trustees adopt the following Policy Governance Monitoring Reports:
  - 1) 2.5 Financial Planning, Budgeting
  - 2) 2.6 Compensation and Benefits
  - 3) 2.7 Emergency Executive Director Succession
  - 4) 2.8 Board Awareness and Support
  - 5) 2.9 Materials Selection
- C. Library Board of Trustees authorize the Executive Director to sign the Bear Creek Landscape Snow Removal Renewal Contract.
- D. Library Board of Trustees authorize the Executive Director to sign the CoCal Landscape Snow Removal Renewal Contract.
- E. Library Board of Trustees authorize the Executive Director to sign the Eppstein Uhen Architects, Inc. (EUA) contract amendment to support the community engagement process for the new library in Northwest Jefferson County.
- F. Library Board of Trustees authorize the Executive Director to enter into the easement agreement with Public Service Company of Colorado for the property at Evergreen Library, 5000 Highway 73, Evergreen Colorado 80439, for purposes defined by the agreement.
- G. Library Board of Trustees authorize the Executive Director to enter into an IGA with the City of Arvada, granting the City of Arvada permission to install one exterior camera at the 7525 W. 57<sup>th</sup> Ave property.

**Minutes of the Regular Meeting of the**  
**JEFFERSON COUNTY PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
July 21, 2022

**CALL TO ORDER – REGULAR MEETING**

The regular meeting of the Jefferson County Public Library Board of Trustees was held online via ZOOM and in-person at the Lakewood Library meeting room on July 21, 2022. Library Board of Trustees Chair, Kim Johnson, called the meeting to order at 5:30 p.m. Other Trustees present: Pam Anderson (Vice-Chair), Jill Fellman (Secretary), Jeanne Lomba and Charles Naumer.

Trustees not present: German Zarate-Bohorquez.

**Staff present:** Donna Walker, Executive Director; Julianne Rist, Director of Public Services; Steve Chestnut, Director of Facilities and Construction Projects; Bernadette Berger, Director of Technology and Innovation; Kim McGrigg, Director of Communications and Engagement; Dan Wells, Director of Business Strategy and Finance; Lisa Smith, Director of People and Engagement; Padma Polepeddi, Assistant Director of Library Experience; Amy Bentz, Assistant Director of Library Design Projects and Planning; Lizzie Gall, Assistant Director of Library Experience; Amber Fisher, Executive Assistant, Office of the Executive Director; and Katie O'Loughlin, Administrative Coordinator.

There were additional Library staff members attending the meeting.

**APPROVAL OF AGENDA**

**MOTION:** Pam Anderson moved that the Library Board of Trustees approve the agenda as presented. Seconded by Jill Fellman the motion passed by unanimous vote of all Trustees present.

**PUBLIC COMMENT**

The Board values public participation. Those who would like to address the Library Board must sign on the form provided at the door, or for virtual public comment, submit the online public comment form on the Board of Trustees webpage. Comments will be acknowledged in the minutes of the meeting.

There were no public comments.

**APPROVAL OF CONSENT AGENDA**

The Chair asked the Trustees if any of the items should be removed from the consent agenda. There were no requests for items to be removed.



**MOTION:** Charles Naumer moved that the Library Board of Trustees approve the items on the consent agenda as presented. Seconded by Jeanne Lomba the motion passed by unanimous vote of all Trustees present.

Items on the Consent Agenda

- A. Library Board of Trustees approve the June 9, 2022 Board Study Session Minutes.
- B. Library Board of Trustees approve the June 16, 2022 Board Meeting Minutes.
- C. Library Board of Trustees authorize the Executive Director to sign the Second Renewal of the Sentinel Technologies, Inc. Master Services Agreement for IT Consulting and Professional Services.
- D. Library Board of Trustees authorize the Executive Director to Amend the Eppstein Uhen Architects, Inc. contract to include the design scope of services for the Evergreen redesign project at a base cost of \$301,970.

**FOUNDATION UPDATE**

Jo Schantz provided an update on the activities of the Foundation. The June Whale Sale finished with gross income of \$59,353, and a net of \$25,443. There was a good turnout with just over 2,000 people attending. Whales Tale bookstore had a gross end of May at just over \$56,000. End of June gross was \$10,543 and a net of \$5,600. There will be a Dine & Donate event on September 20, and JCLF will receive 25% of revenue from food purchases from 240 Union restaurant. Jo is getting out in the community more doing presentations to Rotary Clubs and Kiwanis group and meeting with major donors and potential partners and collaborators. There will be a book drive and shred-a-thon on August 13.

The Chair expressed appreciation for the Foundation’s work to support the Library.

**EXECUTIVE DIRECTOR REPORT**

A. Executive Director Report

The Executive Director addressed the Board and expressed appreciation for their approval of the Evergreen design contract. The Trustees were advised of the Colorado Association of Libraries 2022 Conference (CALCON) coming up in September. Trustee Jeanne Lomba will be attending, and the Trustees can reach out to Amber Fisher for registration assistance if they are interested in attending the conference.

B. Strategic Projects – Initiate a New Library in Northwest Jefferson County

- Library Service Area
- Site search boundaries
- Site search criteria

The Executive Director addressed the Board and introduced the topic. Julianne Rist, Director of Public Services and Steve Chestnut, Director of Facilities and Construction Projects will present data and charts on the Northwest Jefferson County project. This topic will take some time and

the Library is hoping for a back and forth conversation with the Board. For each item, the Library will check in for Board consensus and bring back items at the August 11, regular meeting if the Board is not ready to reach consensus.

Julianne Rist addressed the Board and provided information on Northwest Jefferson County strategic project. Information will be presented on the Proposed Library Service Area, Proposed Property Search Area and the Proposed Site Selection Criteria.

### **Library Service Area – Northwest Jefferson County**

Our preliminary data and observations told us that Northwest Jefferson County was an underserved area in our community. The original 2018 Facility Master Plan (FMP) identified both the southern region and northwest region of the county as areas that were underserved and recommended additional library services in both of these regions. In 2020 when the Board asked the library to accelerate the FMP, we moved up adding a library location in Northwest Jeffco. Knowing that a building project would take some time, these two areas also became a focus for offsite services. The Northwest Jeffco project is currently a 2022 strategic project in our plan and tonight we are taking the first steps for deliverables 1 and 3 for this project. In 2019 & 2020 when planning for the offsite services of hold pick up lockers and the express library, staff spent a lot of time looking at this area. We have built on that work by doing a market analysis of this region of the County and tonight we will be talking about current conditions and recommendations to expand library services to this area of the County.

#### **Initiate a New Library in Northwest Arvada**

The purpose of this project is to identify the need to build a new destination library in the northwest region to connect our underserved community to library services. This expansion will provide additional access to information and opportunities for all generations and will be adaptable for future growth and economic development.

#### **2022 MAJOR DELIVERABLES**

1. Validate need
2. Engage community
3. Acquire site

Over the past several weeks, JCPL has engaged in market analysis with the aim of identifying what the new Northwest Jefferson County Library Service Area (LSA) will look like, and where we think we should look for property within that new LSA. We've used that input and our previous experience with South County to develop our site selection criteria. Our next step is to inform the Board and get a consensus on the LSA, property search area, and site search criteria.

Tonight's work will help us refine these recommendations in order to find the most suitable properties for creating our new library. Our experience tells us that communicating clearly about the LSA and our site selection criteria at the outset helps set expectations with the public at each stage of the project. These criteria are the guideposts for our decision-making and what our public will hold us accountable to.

### Current Library Services and Needs

First, we'll talk about the library service area of JCPL, how it is defined, where we get that data, and how it was utilized in our recommendation for Northwest Jeffco.

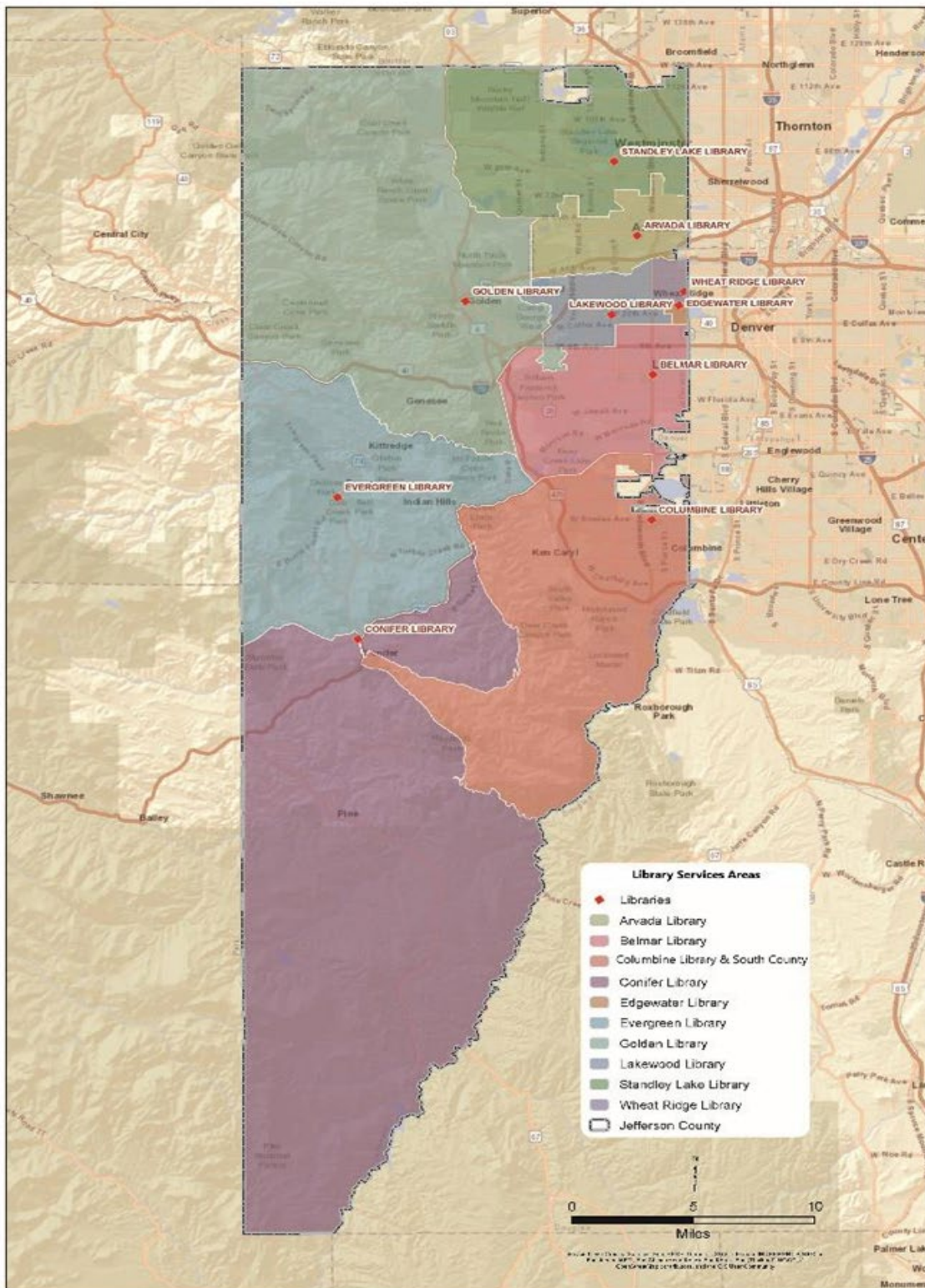
### Library Service Areas

Some of you might recognize the following map from the Study session on April 14 2022. The State's definition of a Library Service Area is the geographic area for which a public library has been established. For JCPL this is all of Jefferson County and our population includes all residents of Jefferson County.

JCPL designates individual Library Service Areas within the county. These individual Library Service Areas are defined by where card holders live and the library that they use. Each JCPL designated LSA is a different color. The LSA is used to guide the operations of each location. We use the LSA to understand market engagement, where there are opportunities for new cardholders and what services are needed based on who is using the library. We utilize data from Savannah software to inform us about the current use of the library by our residents. For instance, the area in green at the top of the map shows where people live who use the Standley Lake library. This information is pulled from current use data in our systems. Next, we'll take a closer look at the data that is utilized in creating the Library Service Area.

- Based on census tracts
- Based on patron's last active location
- Based on home location

Each library location is assigned a unique Library Service Area (LSA). LSAs are created by assigning census tracts to each library location based on where people live and what location they use. This is based on the last location used by an active patron (someone who has used the library in the last 12 months) and where they live. If someone has not used the library in the last 12 months, it is based on their home location which is usually where they got their library card. By basing the assignment on census tracts, we can also use census data for demographics and a deeper dive into community characteristics captured by the census and compare that to the type of use we are seeing at a location. A census tract can only be assigned to one location. So, it is based on the majority of cardholders and the library they use. Now let's take a closer look at the current LSA's in the northern region of the County.



### Current Library Service Areas for Northwest Jefferson County

Currently JCPL has three LSA's serving the northern areas of the Country. The red dots on the map are the locations of GN, SL, & AR. When you look at the map you will see there is a very large area of the county which does not have a dot. Julianne noted that she does not think any of us would say that the Golden library is located in the northern region of Jefferson County, however this is how far people travel in order to utilize a JPCL location. We expect that the new

LSA for the new location will pull residents from all three of the existing LSA's so once the new location is built and we begin gathering data this map will look quite different a year after the new library opens. This is similar to South County in that the LSA for Columbine will look quite different after the new South County library opens. We will look closer at this area as we talk about the proposed LSA for the new location. We are talking about households instead of population as we look at the data. A household could have one person, or a household could have more. We will be using these red dots that show the physical locations of GN, AR, & SL as reference points in all of our maps tonight.

#### Households

- Golden 19,072 Households
- Arvada 30,227 Households
- Standley Lake 41,528 Households
- Total Households for these LSAs: 90,827 Households

#### Market Engagement

- Overall JCPL Market Engagement: 45%
- Golden Market Engagement: 49%
- Arvada Market Engagement: 44%
- Standley Lake Market Engagement: 38%

Market engagement is the percentage of households who have an active library card. A household number is different than the number of cardholders. A household may have one cardholder, such as a parent who checks everything out on their card for the family or a household may have multiple cards where each member of the family checks out items on their own card. The average for Golden is higher than the overall JCPL average, while Arvada is almost equal, and Standley Lake is lower. While Golden has a very large geographic area, a good portion of that is rural or green space, so their users are really concentrated in the city of Golden. Standley Lake, which has a lower market engagement, is also a location that has a large developed geographic area. These percentages tell us that there is potential to increase both active households and new library households if there were more convenient access to library services.

- Measured by household rather than individual to account for families and varied use of library cards.
- Cardholders are the number of individual residents who have a card.

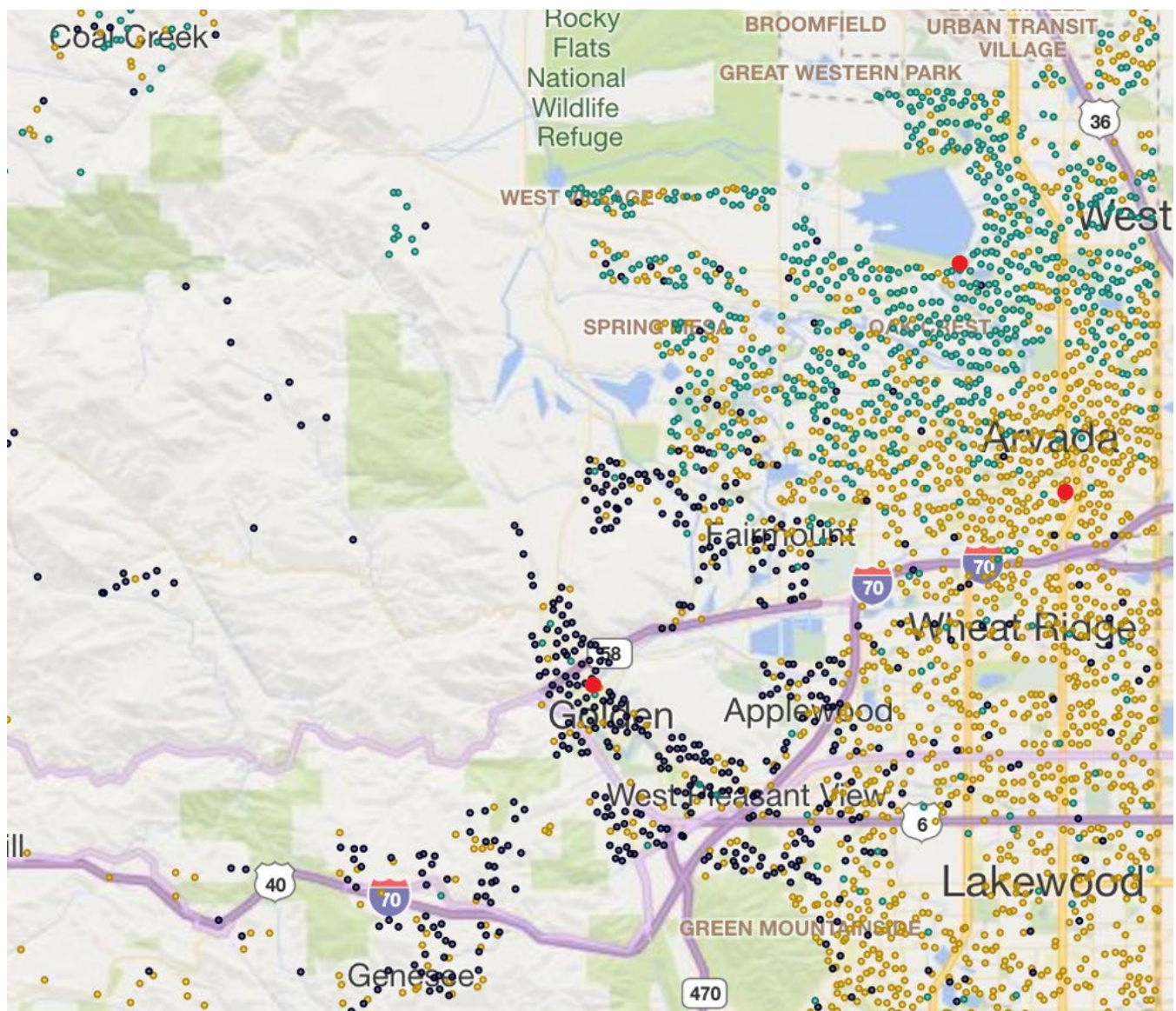
#### Active Households

- Golden 9,323
- Arvada 13,276
- Standley Lake 15,938
- Total Active Households: 38,537



This next map shows where all the active households are for Arvada (yellow), Golden (black), and Standley Lake (green). As you look at the map the red dots are back to show the physical branch locations. And you will notice that as you get closer to the branch location active households become more uniform in color. You can notice that around Golden there is a concentration of the black and up by Standley Lake there is a concentration of green and Arvada has a concentration of yellow. But as you move west and to the north from these existing locations there is a mix of all 3 colors. This tells us that there is not a convenient location so people living in the same areas use a variety of all 3 libraries, more than likely based on where they work or shop. It also gives a visual of the concentration of existing households with active cards.

### Active Households



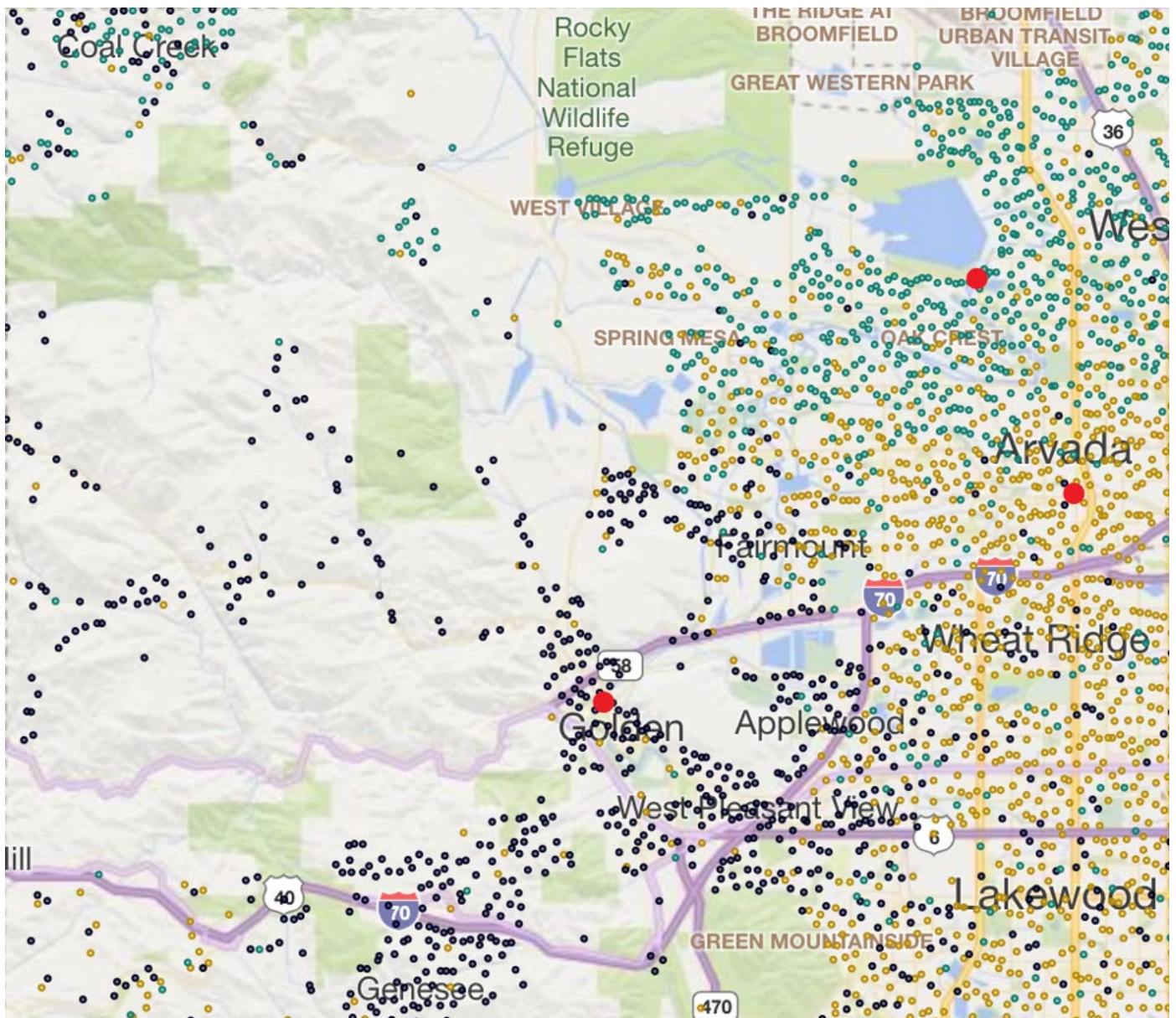


### Inactive Households

- Golden 4,074
- Arvada 8,683
- Standley Lake 7,556
- Total Inactive Households: 20,323

The next map shows the inactive households. Here we can see a concentration of dots along highway 93, near Coal Creek Canyon, south and west of Standley Lake and west and north of Arvada. This tells us that we have the potential for increasing not only active households but also increasing the number of households with library cards by adding more convenient access to library services .

### **Inactive Households**

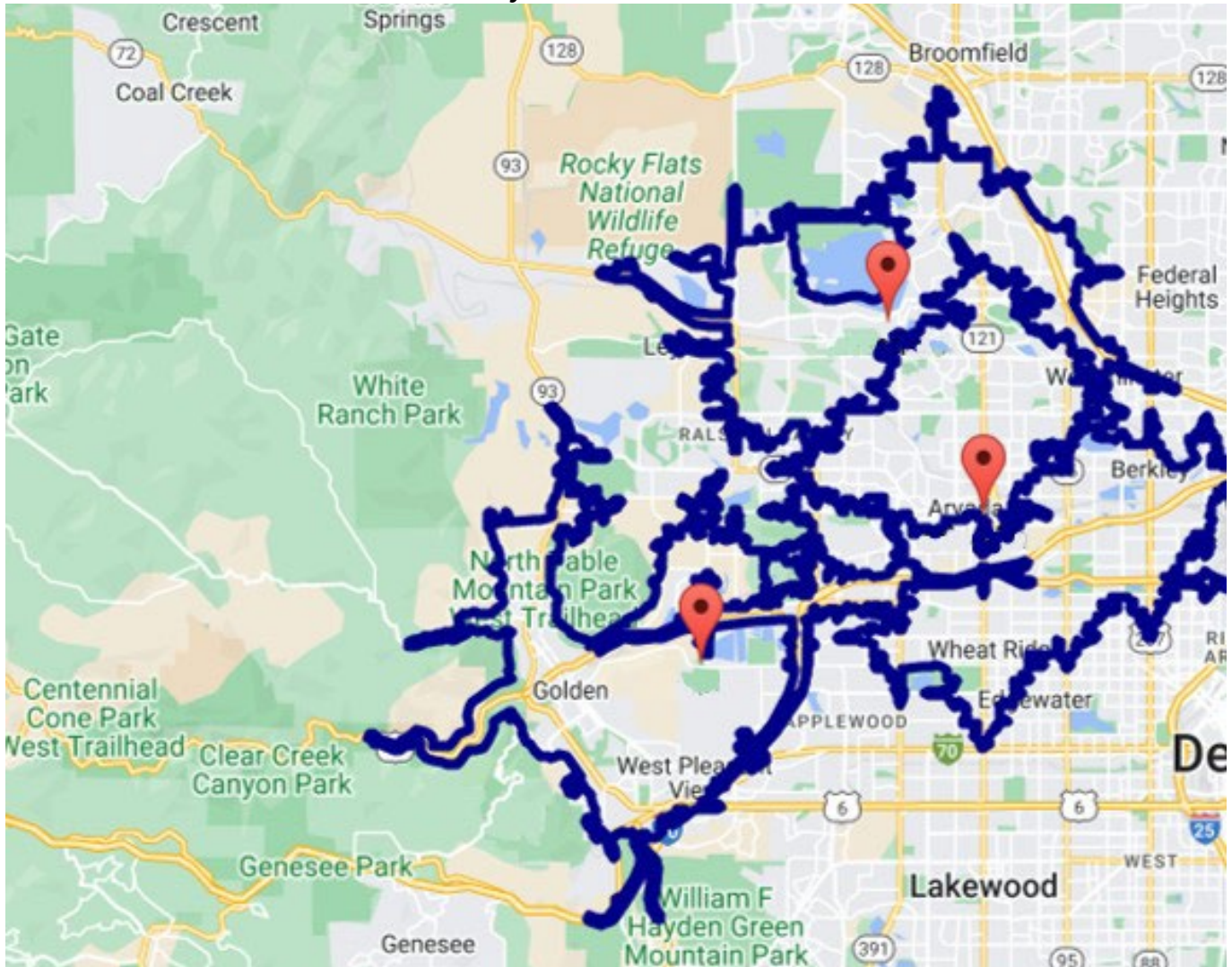




### Current Library Locations and Drive Times

The next map shows the locations of Golden, Standley Lake and Arvada, with the blue lines being a 10 minute drive time from each of these libraries. You will again notice the large area of the County to the north and west that is not in the drive time outline for any of these three locations.

### **Current Library Locations and Drive Times**



### Expected Growth in Northwest Jefferson County

Projected Household Growth Trend 2021 to 2026:

- NW Jefferson County 17.8%
- Jefferson County 4.3%

In response to questions, the Board was advised that:

- Inactive households have not used the library in the last 12 months but have used the library in the last 3 years.



- Market Engagement is a calculation of the Library's active reach throughout the community. It is the percentage of households in the LSA that have at least one active library card.
- Active library use includes digital use.

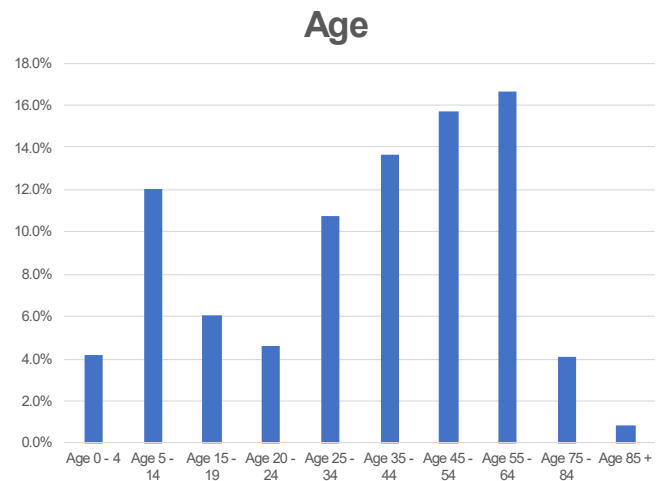
## Community Demographics

# Community Demographics

## Race & Ethnicity

- White 93.1%
- Asian 2.6%
- Multi-Race 2.2%
- Other 1.2%
- Black 0.6%
- American Indian, Eskimo, Aleut 0.4%

Retrieved from Demographics Now,  
July 6, 2022




This is the only area in which we talk about population instead of households. This slide shows some demographics of the population in the proposed LSA. While the top three age categories are 35 and above. The fourth highest age category is ages 5-14.


## Proposed Northwest Jefferson County LSA

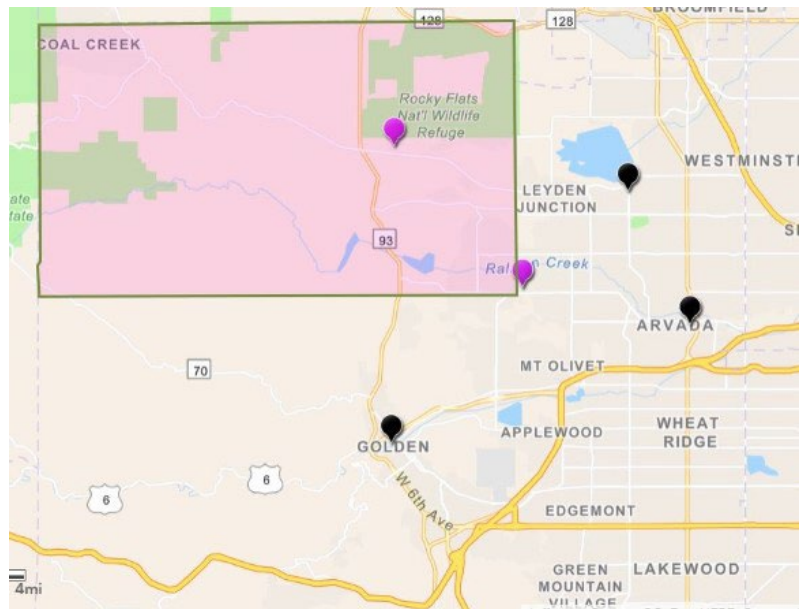
In the next slide, the pink rectangle is the proposed LSA. You will notice that the only offsite services in the proposed LSA is the Candelas Hold Lockers. The Express library is just outside the proposed area. The boundaries for the new Northwest location LSA are on the west, it's the County line, on the north, it's the County line. The east boundary is Indiana Street, the south boundary is 64<sup>th</sup> Ave/Parkway. In a moment we will zoom in a little closer and have a first look at the proposed property search area. But let's stay here for a moment and just talk about the Library Service Area.

# Proposed NW Jeffco LSA

-  **Alternative Service Points**
  - Express Library
  - Candelas Holds Locker

-  **JCPL Libraries**
  - Standley Lake
  - Golden
  - Arvada

 Proposed LSA



## Understanding the Library Service Area

- Large geographic area that lacks convenient library locations
- Offsite Services
  - Hold lockers within proposed Library Service Area
- Growing faster than the rest of Jeffco
- Estimated additional 2,323 households by 2026
- Boundaries: major thoroughfares and county lines
  - 64<sup>th</sup> Ave & Indiana St. to the County lines

The Executive Director advised the Board that when Julianne Rist presented this information, the leadership team decided to switch the name of the project to Northwest Jefferson County. In response to a questions, the Board was advised that data on the Express Library since its opening to today is: 4,800 visits; 5,800 items circulated and around 1,700 patrons registered to use the Express Library.

## Northwest Jefferson County Library Service Area – Board Consensus

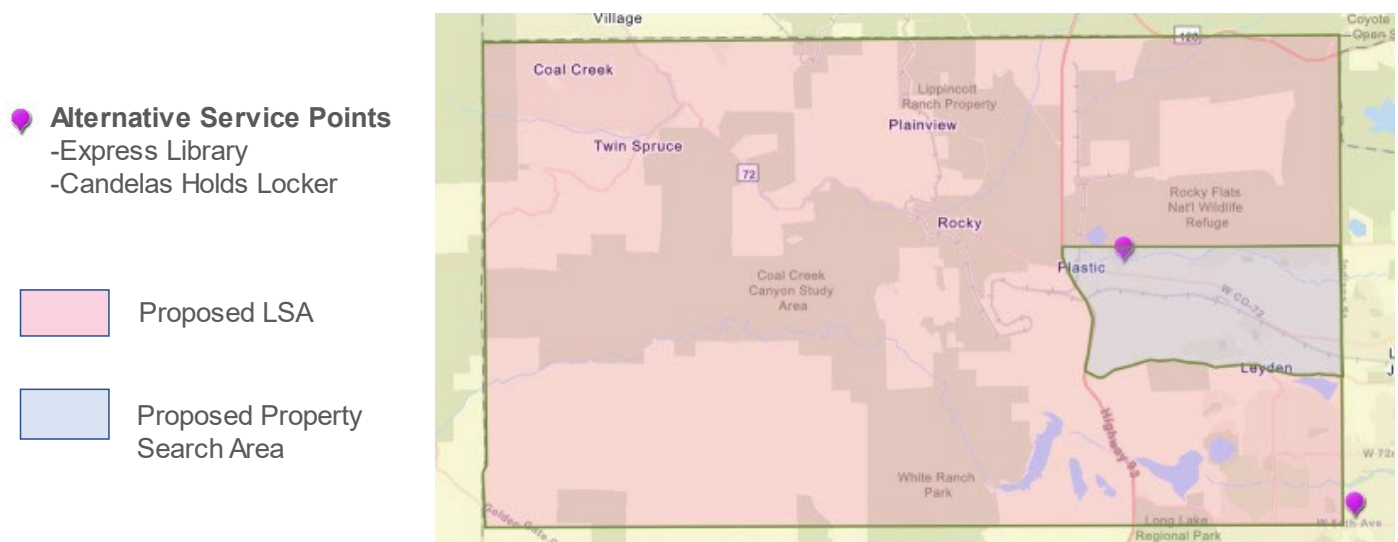
The Executive Director asked for and received Board consensus on the Northwest Jefferson County Library Service Area.

## Property Search Area – Northwest Jefferson County

In the next slide, we zoom in on the pink rectangle of the proposed LSA and the blue area is the proposed property search area. Julianne provided a description and the characteristics of the geographic area. At the southeast corner of 64<sup>th</sup> Avenue and Indiana Street there are established

suburban neighborhoods. As you move north on Indiana the lots get larger and become a combination of rural and larger lots with acreage and larger homes until you get to the blue property search area. The intersection of Highway 72 and Indiana begins with what people call Candelas. This intersection has established commercial development, with a King Soopers grocery store, strip malls, fast food and other shopping destinations. Further north where the blue and pink meet is the border of Rocky Flats National Wildlife Refuge which goes to the County line. The west border for the property search area is Highway 93. You may notice the darker shaded areas like Rocky Flats which are open space areas or parks, so west of Highway 93 quickly becomes less developed. In the far northwest corner of the pink LSA portion you can see Coal Creek Canyon where there is another concentration of households. You may also notice that there are not a lot of roads in this view. Let's talk about that as we zoom in on the property search area.

## Proposed Property Search Area



On the following slide, the first thing you may notice is there are not a lot of streets. What this means for us are a couple of things. First, we will want to be along the established main arteries that people already use for travel. This means we will want to concentrate on Highway 93 or Indiana street as the main north south roads. West of Highway 93 it is mainly rural or open space and Indiana St is the east boundary of the LSA. There are really two east west roads that connect Highway 93 and Indiana. One is 80th/82nd Avenue, which is the southern border of the property search area. This road is two lanes and has no commercial development. Highway 72 cuts a diagonal through the middle of the property search area and is a main four lane road

with commercial development on it. At the northern boundary of Rocky Flats there is not a road that goes through connecting Indiana and Highway 93.

The second thing to note is that there is open land, so unlike South County where just about everything was already developed, there are still opportunities to find land. Julianne noted that she has been driving through the area the last two years as we looked for hold locker locations and then the Express Library location, and now for the LSA and property search for Northwest Jefferson County. Each time she does this type of drive there are new retail strip centers, housing developments or roadwork going in. In fact, when she drove this area a month ago, they were putting in a water line along Indiana north of Highway 96 and land was being developed for a new strip mall on the east side of Indiana across from the King Soopers shopping area. Just yesterday, there was an article about a new housing development called Trailstone near Highway 72 and Candelas Parkway that is expected to have 675 house and will be selling lots in 2023. We will have better opportunities to find the type of land we are looking for now than if we wait to purchase land later.

## Proposed Property Search Area

- North/South travel corridors are Indiana St and 93
- Limited East-West roads that span between Indiana and 93



### Understanding the Property Search Area

- Centrally located to the existing developed area
- Areas of undeveloped land that are available now but may not be in the future
- Leverages existing traffic patterns
  - Positioned to have easy access along the two major north/south routes
  - Positioned to have easy access along the main east/west routes
  - Takes into consideration existing planned commercial development

In response to questions, the Board was advised that:

- The holds lockers are very adaptable and can be moved.
- The Library will investigate potential partnerships related to the project

#### Northwest Jefferson County Property Search Area – Board Consensus

The Executive Director asked for and received Board consensus on the Northwest Jefferson County Property Search Area.

#### Site Selection Criteria

Steve Chestnut, Director of Facilities and Construction Projects addressed the Board and provided information on the site selection criteria for the Northwest Jefferson County project. The site selection criteria will guide the property search and refine it to help us find the most suitable properties for creating our new library. These criteria are the guideposts for our decision-making and what the Board and our public will hold us accountable to.

Some of these criteria may look familiar to the Board because they are the building blocks for finding a property that fits the needs of the library and allows flexibility to bring services in the years to come.

- Size
- Location
- Sustainability and Stewardship
- Convenience

#### Size

We've budgeted for a 45,000 square foot building in Northwest Jefferson County. Based upon our experience with our other large destination libraries, we also know that a size below 5 acres becomes a little constricted for parking and outdoor activity connections. As a point of reference Columbine is 4.1 acres and Belmar is just over 5 acres. Standley Lake is our largest tract at 9.9 acres. The advantage to that larger size lot is that it gives opportunity for future expansion if that becomes a need or desire. Of course, final costs will be a major consideration but if we can find a larger piece of land that is within our budget that would be a great opportunity to "future proof" this library.

- A new build with space for outdoor learning environments, technology and innovation needs, indoor programs, and with sufficient parking to support larger events and programs.
- Building size of approximately 45,000 square feet.
- 5-acre minimum lot size, larger lot of up to 10 acres desired to support future growth and use

#### Location

- Location and design should provide for easy access and promote accessibility for all.
- Inclusive and safe, accessible to walking and cycling routes, and easy to access
- High visibility from main thoroughfares

Another criteria we would look for is location. Each site's safety, inclusiveness and visibility will be assessed when doing our search. We will, of course, consider many other potential issues like flood plains, delivery truck access, pre-existing conditions and geography in our search.

### Sustainability and Stewardship

- Good value at or below area comps
- Renewable or energy efficient systems
- Fosters environmental stewardship
- Impact of building the location

One of our strategic initiatives is to design our service points to meet the sustainability challenges of the future. We are looking for a site that promotes an outdoor connection. The site should allow us to take advantage of renewable or energy efficient systems and fosters environmental stewardship or has potential to allow for it. As good stewards of our community and environment we'll consider the impacts of building on the location, the potential for renewable energy sources and any restrictions that the local municipalities may have on development of those sources. Site should have potential and municipality clearances for taking advantage of resources we may wish to consider such as wind, solar and geothermal possibilities.

### Convenience

- Location should provide convenient options for accessing the site
- Location should be accessible by multiple modes of transit along popular transportation routes

Another key ingredient in our search will be the convenience of the location. We want it to be easy to get to from main arterials. We desire a location that is along popular routes used for shopping, school transportation or frequently accessed services. The property should be conducive to having a drive-up return to add to the convenience. These elements will all be incorporated into our search for a library location.

### Understanding the Site Criteria

- Size - Space to support a new building, outdoor connection, programs, sufficient parking, larger events and programs
- Location - The location and design of the site should provide for easy access and promote accessibility for all
- Sustainability & Stewardship - A site with good value, take advantage of renewable energy or energy efficiency, fosters environmental stewardship
- Convenience - Convenient options for accessing the site and visibility for the future library users

In response to questions, the Board was advised that:

- There are no mass transit/bus routes as of yet
- The Library is aware of the proposed northwest parkway

- The Library always looks for potential partnerships

The Executive Director advised the Board that the Library does have more detailed criteria for realtors.

### **Northwest Jefferson County Site Criteria – Board Consensus**

The Executive Director asked for and received Board consensus on the Northwest Jefferson County Site Criteria.

### **Next Steps**

- Begin Property Search
- Begin Community Engagement

## **EXECUTIVE TEAM OPERATIONAL UPDATES**

### **Business Strategy & Finance**

#### **Finance and Budget – Financial Report - June**

Dan Wells, Director of Business Strategy and Finance, addressed the Board and provided an overview of the June financials. Property tax revenue of just over \$36.8M represents receipts through May 2022. The library's June property tax revenue is not posted yet, but the Treasurer's office reported that 97% of all property tax revenue has been received. Through the end of June, the Library received funding of \$104,747 from the Library Foundation. In-kind support provided to the Foundation by the Library in 2022 through June is valued at \$42,595 (Ratio of 2.46). Operating expenses are unremarkable for this time of year and capital projects continue to move forward.

There were no questions from the Board on the June financials.

### **Public Services**

#### **Midwest Tape Audiovisual Materials Contract Authorization**

Julianne Rist addressed the Board and provided information on the Midwest Tape contract. The Board approved the last contract renewal with Midwest Tape. The Library put out an RFP for subscription services. JCPL is one of largest purchasers of materials. Our Collections Department wrote the RFP with stringent requirements for what JCPL needs. While the Library expected three bids, we only received one from Midwest Tape. JCPL is familiar with Midwest Tape and happy with their work. Additionally, the pricing has not changed.

**MOTION:** Jeanne Lomba moved that the Library Board of Trustees authorize the Executive Director to sign a one-year contract with Midwest Tape as our primary physical audiovisual materials vendor in the approved budgeted amount. Seconded by Pam Anderson the motion passed by unanimous vote of all Trustees present.

## **ITEMS REMOVED FROM THE CONSENT AGENDA**

No items were removed from the consent agenda.

## **EMERGING ISSUES**

There were no emerging issues.

## **ENDS**

There were no items.

## **BOARD GOVERNANCE**

### Adopt 2023 Board Meeting Schedule.

As requested by the Board at the last meeting, the May 2023 Study Session and Board Meeting were moved up by one week (Study Session May 4, 2023 and Board Meeting May 11, 2023).

**MOTION:** Charles Naumer moved that the Library Board of Trustees adopt the 2023 Board Meeting Schedule. Seconded by Jill Fellman the motion passed by unanimous vote of all Trustees present.

## **BOARD SCHEDULE – NEXT MEETINGS**

Location of meetings of the Library Board of Trustees are being determined in cooperation with guidelines from Jefferson County. Information on meeting location will be posted at least one week prior to the scheduled meeting date.

### 2022 Board Meeting Schedule

- August 11, 2022 – Study Session – CANCELLED
- August 11, 2022 – Board Meeting – 5:30 pm (Hybrid) Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room
- September 8, 2022 – Study Session - 5:30 pm (Hybrid) Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room
- September 15, 2022 - Board Meeting – 5:30 pm (Hybrid) Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room

## **ANNOUNCEMENTS/GENERAL INFORMATION SHARING**

No announcements or correspondence.

## **EXECUTIVE SESSION:**

At 6:33 pm, the Chair called for a motion to adjourn the regular meeting and reconvene in Executive Session.

**MOTION:** Pam Anderson moved to adjourn the regular meeting of the Library Board of Trustees and reconvene in Executive Session regarding the South County Library Expansion Project pursuant to:

- Pursuant to 24-6-402(4)(b) Conferences with an attorney for the local public body for the purposes of receiving legal advice on specific legal questions.



- 24-6-402(4)(a) Concerning the purchase, acquisition, lease, transfer, or sale of Property.
- 24-6-402(4)(e)(I) for discussion of strategy and instructions to negotiators.

Seconded by Jeanne Lomba the motion passed by unanimous vote of all Trustees present.

The Chair announced a five minute break to allow the Board and staff time to clear the room, leave the existing ZOOM meeting and then join the Executive Session.

The Chair called the Executive Session to order at 6:40 pm with the following Trustees present, Jeanne Lomba, Charles Naumer, Jill Fellman and Pam Anderson. Also present were Donna Walker, Executive Director; Julianne Rist, Director of Public Services; Steve Chestnut, Director of Facilities and Construction Projects; Kim McGrigg, Director of Communications and Engagement; Dan Wells, Director of Business Strategy and Finance; Bernadette Berger, Director of Technology and Innovation; and Amber Fisher, Executive Assistant, Office of the Executive Director.

The Chair noted that the session would be recorded and that the recording would be retained for the required 90 days.

## **CALL FOR ADJOURNMENT OF EXECUTIVE SESSION AND TO RECONVENE THE REGULAR MEETING**

**MOTION:** At 7:19 pm Jeanne Lomba moved to adjourn the Executive Session and reconvene the regular meeting. Seconded by Jill Fellman the motion passed by unanimous vote of all Trustees present.

At 7:22 p.m. the Chair reconvened the regular meeting with the following Trustees present: Pam Anderson, Charles Naumer, Jeanne Lomba, and Jill Fellman. Also, present were Donna Walker, Executive Director; Julianne Rist, Director of Public Services; Steve Chestnut, Director of Facilities and Construction Projects; Bernadette Berger, Director of Technology and Innovation; Dan Wells, Director of Business Strategy and Finance; Kim McGrigg, Director of Communications and Engagement; Amber Fisher, Executive Assistant, Office of the Executive Director; and Katie O'Loughlin, Administrative Coordinator.

The Chair provided the following Executive Session Summary:

The Library Board of Trustees met in Executive Session concerning the purchase, acquisition, lease, transfer or sale of property and discussion of strategy and instructions to negotiators with respect to the South County Library Expansion Project. The Trustees held those discussions, and this summary is provided as required by Colorado Statute.

**MOTION:** Pam Anderson moved that the Library Board of Trustees delegate authority to the Executive Director to sign documents necessary for furthering negotiations on potential real estate transactions for the development of a library in the south County, provided:

- In the Executive Director's opinion, any such documents are consistent with instructions and advice that have been provided to the Executive Director at an executive session pursuant to C.R.S. 24-6-402(4)(e)(I) (advice to negotiators);
- The documents do not create a binding interest in real property, which shall not include any limited license or access agreements;
- The documents have been reviewed by relevant staff, including but not limited to legal counsel.

This delegation of signature authority shall expire in one year. Seconded by Jeanne Lomba the motion passed by unanimous vote of all Trustees present.

## **ADJOURNMENT**

The Board meeting was adjourned at 7:24 pm.

Jill Fellman, Secretary

# GOVERNING POLICY OF THE JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

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I	CATEGORY: ENDS	Page	Review Date	Adoption/Revision/ Review
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II	CATEGORY: MANAGEMENT LIMITATIONS			
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2.5	Financial Planning/Budgeting		Annually - August	August 2021
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III	CATEGORY: BOARD-MANAGEMENT DELEGATION			
3.0	Governance-Management Connection		As Needed	July 2008
3.1	Unity of Control		As Needed	July 2008
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IV	CATEGORY: GOVERNANCE PROCESS			
4.0	Governance Commitment		As Needed	May 2005
4.1	Governing Style and Values		As Needed	May 2016
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4.4	Chair's Role		As Needed	July 2008
4.5	Board Members' Code of Conduct		As Needed	July 2008
4.6	Board Committee Principles		As Needed	July 2008
4.7	Board Committee Structure		As Needed	July 2008
4.8	Governance Budget		As Needed	May 2006
4.9	Policies, Statements and Guidelines		As Needed	Adopted March 2021.
4.9.1	Board of Trustees Budget Cover Letter to BCC		As Needed	Adopted March 2021.
4.9.2	Capital & Controlled Asset Management Policy		As Needed	Adopted March 2021.
4.9.3	Library Fund Reserve Policy		As Needed	Adopted March 2021.
4.9.4	Capital Project Funding Internal Guideline		As Needed	Adopted March 2021.
4.9.5	Library Books & Materials Budget Policy		As Needed	Adopted March 2021.

# GOVERNING POLICY OF THE JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

**POLICY TYPE: MANAGEMENT LIMITATIONS**  
**POLICY TITLE: *FINANCIAL PLANNING/BUDGETING***

**POLICY 2.5**

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## *MANAGEMENT LIMITATIONS*

Initial Monitoring on **Policy 2.5: *FINANCIAL PLANNING/BUDGETING***

I hereby present my monitoring report on your Management Limitations policy 2.5 “Financial Planning/Budgeting”, in accordance with the monitoring schedule set forth in Board policy. I certify that the information contained in this report is true.

Signed: \_\_\_\_\_, Executive Director

Date: August 11, 2022

### **BROADEST POLICY PROVISION**

**Financial planning for any fiscal year or the remaining part of any fiscal year may not deviate materially from the Board’s Ends priorities, risk financial jeopardy, or fail to be derived from multi-year facilities and operating plans.**

**EXECUTIVE DIRECTOR INTERPRETATION:** The Library presents a 5-year capital plan and a 10-year financial forecast for purposes of cash flow projections as part of our annual budget development. These projections are made to ensure our ability to meet operational objectives and Ends in the short term and in future years. As well, I may revise the budget as the fiscal year proceeds within the parameters established by Board policy.

Accordingly, the Executive Director shall not present to the Board for approval, nor operate with, a budget plan that:

1. **Does not conform to the County Commissioners’ budget development guidelines or fails to be derived from fiscally responsible five-year revenue projections, including those revenues projected by the County.**

**EXECUTIVE DIRECTOR INTERPRETATION:** Budget development is governed by the Library Trustees’ and the Board of County Commissioners’ annual guidelines. Short-term (5-year) revenue projections do not differ from those developed by the County Budget Office and the Library finance models, unless desired by the Library Trustees.

**REPORT (COMPLIANT):** The budget development process proceeds in accordance with County Budget Office guidelines.

I can report compliance.

2. **Risks incurring those situations or conditions described as unacceptable in the “Financial Conditions and Activities” Board policy, policy 2.3.**

**EXECUTIVE DIRECTOR INTERPRETATION:** I understand this to mean that the Library must operate within the established annual budget and in compliance with the other financial management policies described in Section 2.3.

**REPORT (COMPLIANT):** Monthly financial reports demonstrate compliance.

# GOVERNING POLICY OF THE JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

I can report compliance.

3. **Omits credible projection of revenues and expenses, separation of capital and operational items and disclosure of planning assumptions.**

**EXECUTIVE DIRECTOR INTERPRETATION:** The Library's fiscal planning and management must have adequate data to support the credibility of its projections. This data takes the form of a 5-year cash flow projection based on County revenue and expense projections. This reporting is regularly reviewed by staff and the Trustees. Planning assumptions will be included in those reports and special report summaries are developed as necessary.

Library budgeting separates capital and operational expense as required by the County. The Library Board of Trustees' adopted Reserve Policy recognizes the financial importance of a stable and sufficient level of fund balance. Also, Trustee policy regarding the use of capital reserves (2.3.3B) limits capital project expense.

**REPORT (COMPLIANT):** Projections and assumptions that make up these types of fiscal reporting are reviewed regularly. The Trustees use these reports for budget development and oversight.

I can report compliance in developing projections and communicating and also in maintaining the Board approved Reserve policy.

4. **The Executive Director may not fail to ensure that the capital budget provides for the achievement of long-term Ends regarding library service within the County, as well as for construction, maintenance, replacement and financing of facilities.**

**EXECUTIVE DIRECTOR INTERPRETATION:** Capital planning for library service, construction, maintenance, replacement and financing of facilities is an ongoing activity that is reflected in the annual budget, in the Library's annual strategic priorities and in the five-year capital plan.

**REPORT (COMPLIANT):** Ends Statements and Five-Year Strategic Priorities assume the existence and implementation of a capital plan, revised and updated annually in accordance with the Library Board of Trustees' direction and the Board of County Commissioners' policy. Also, the library regularly updates its 5 and 10 year financial plan to reflect changes in conditions and priorities.

I can report compliance to the extent of available funding.

5. **Plans the expenditure for operations and debt service in any fiscal year according to the actual revenue amount projected to be received in the fiscal year.**

**EXECUTIVE DIRECTOR INTERPRETATION:** This means that we must plan for and monitor actual revenues and expenditures against our original budget estimates and adjust estimates as necessary for changes in conditions.

# GOVERNING POLICY OF THE JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

**REPORT (COMPLIANT):** Monthly and annual reports compare actual results with the budget. Transfers or supplemental appropriations are made when necessary per “Financial Conditions and Activities” Board policy 2.3.

I can report compliance.

6. **Provides less for Board activities during the year than is set forth in the Governance Budget policy (*see policy in Governance Process – 4.8*).**

**EXECUTIVE DIRECTOR INTERPRETATION:** I understand this to mean that the Board establishes its budget for what it believes is important to invest in its own governance. The annual budget for the library allocates the amount stated in the Cost of Governance policy for Board functions.

**REPORT (COMPLIANT):** The Board determines its “Governance Budget” for each fiscal year and that amount is incorporated into each year’s budget.

I can report compliance.

# GOVERNING POLICY OF THE JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

**POLICY TYPE: MANAGEMENT LIMITATIONS**  
**POLICY TITLE: *COMPENSATION AND BENEFITS***

**POLICY 2.6**

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## *MANAGEMENT LIMITATIONS*

### Initial Monitoring on **Policy 2.6: *COMPENSATION AND BENEFITS***

I hereby present my monitoring report on your Management Limitations policy 2.6 “Compensation and Benefits”, in accordance with the monitoring schedule set forth in Board policy. I certify that the information contained in this report is true.

Signed: \_\_\_\_\_, Executive Director

Date: August 11, 2022

### **BROADEST POLICY PROVISION**

The Executive Director will not cause or allow jeopardy to the organization’s fiscal integrity or public image when dealing with employment, compensation and benefits for employees, consultants or contractors.

**EXECUTIVE DIRECTOR INTERPRETATION:** The Board has comprehensively interpreted this policy in the provisions below. My interpretations and reporting data are appended below.

Accordingly, I shall not:

**1. Change my own compensation or benefits.**

**EXECUTIVE DIRECTOR INTERPRETATION:** I understand this to mean that I cannot nor shall not attempt to change my compensation or benefits. All such changes and /or recommendations for change must be reviewed and approved by the Library Board, per policy 4.3.6.

**REPORT (COMPLIANT):** On my employment anniversary date the Board annually sets my compensation upon review of my response and adherence to the previous year's monitoring reports and my performance in the direction and leadership of the library. The Jefferson County Personnel Board sets the benefits for all county employees and mine are as established for Executive Officers / appointed and elected officials within the meaning of Jefferson County Government. These benefits can be changed only by the Personnel Board or the Board of County Commissioners. Any such change is overseen by the library’s and county’s Human Resources departments.

I can report compliance.

**2. Unilaterally propose or establish a unique compensation and benefit practice and program that deviate from the library's established compensation practice.**

**EXECUTIVE DIRECTOR INTERPRETATION:** I understand this to mean that I cannot nor shall not attempt to change the compensation or benefits of library staff without either a change in the library's established compensation philosophy and/or Trustee approval.

# GOVERNING POLICY OF THE JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

**REPORT (COMPLIANT):** Any and all changes to staff compensation or benefits are in accordance with the library's established compensation practice, state and federal regulations, and County Personnel Rules. They are reviewed and approved by the Library Board when required by statute or policy.

I can report compliance.

3. **Pertaining to consultants and contract vendors, create obligations over a longer term than revenues can be safely projected, in no event longer than one year.**

**EXECUTIVE DIRECTOR INTERPRETATION:** I understand this to mean that we must maintain control over our use of consultants and contract vendors by ensuring that expected revenue meets the financial obligations of any contractual services and by contractually limiting obligations for payments to the current fiscal year.

**REPORT (COMPLIANT):** All contract language includes the financial abilities and obligations of the library and the duration of service.-In practice, when it is in the library's interest to enter into agreements that last longer than the current year, our contracts provide for termination without any cause within a specified number of days or upon a circumstance of non-appropriation. ~~and that they have been approved by the County Attorney.~~ **Contract language is drafted or reviewed by the County Attorney's Office when appropriate to ensure adequate controls are established.**

I can report compliance.



# GOVERNING POLICY OF THE JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

**POLICY TYPE: MANAGEMENT LIMITATIONS**

**POLICY 2.7**

**POLICY TITLE: *EMERGENCY EXECUTIVE DIRECTOR SUCCESSION***

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## *MANAGEMENT LIMITATIONS*

**Initial Monitoring on Policy 2.7: *EMERGENCY EXECUTIVE DIRECTOR SUCCESSION***

I hereby present my monitoring report on your Management Limitations policy 2.7 “Emergency Executive Director Succession”, in accordance with the monitoring schedule set forth in Board policy. I certify that the information contained in this report is true.

Signed: \_\_\_\_\_, Executive Director

Date: August 11, 2022

## **BROADEST POLICY PROVISION**

In order to protect the Board from sudden loss of the Executive Director’s services, the Executive Director shall not fail to ensure that at least two (2) other members of the management team are sufficiently familiar with Board and Executive Director issues and processes to take over with reasonable proficiency as an interim successor.

**EXECUTIVE DIRECTOR INTERPRETATION:** I understand this provision to mean that there are at least two management team members prepared to act in an interim capacity as Executive Director if I am not available so that library operations may continue until I return to work or a permanent replacement is named.

**REPORT (COMPLIANT):** In response to this provision, the positions of Director of **Libraries Public Services** and Director of Business Strategy and Finance are empowered and qualified to assist with the day-to-day operations and strategic projects of the library as well as to serve as, and perform the duties and responsibilities of the Executive Director in the absence of the Executive Director.

I can report compliance.

# GOVERNING POLICY OF THE JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

**POLICY TYPE: MANAGEMENT LIMITATIONS**  
**POLICY TITLE: *BOARD AWARENESS AND SUPPORT***

**POLICY 2.8**

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## *MANAGEMENT LIMITATIONS*

Initial Monitoring on **Policy 2.8: *BOARD AWARENESS AND SUPPORT***

I hereby present my monitoring report on your Management Limitations policy 2.8 “Board Awareness and Support”, in accordance with the monitoring schedule set forth in Board policy. I certify that the information contained in this report is true.

Signed: \_\_\_\_\_, Executive Director

Date: August 11, 2022

### **BROADEST POLICY PROVISION**

The Executive Director shall not cause or allow the Board to be uninformed or unsupported in its work.

**EXECUTIVE DIRECTOR INTERPRETATION:** The Board has comprehensively interpreted this policy in the provisions below. My interpretations and reporting data are appended below.

Accordingly, I shall not:

1. **Fail to report in a timely manner an actual or anticipated noncompliance with any policy of the Board.**

**EXECUTIVE DIRECTOR INTERPRETATION:** I interpret this provision to mean that issues of non-compliance are to be regarded by me as matters of priority. I will judge each issue as it arises and report as appropriate. Some will require immediate attention and some may wait for the filing of a formal monitoring report. In any case, non-compliance must always be known by the Board.

**REPORT (*COMPLIANT*):** Monitoring reports are submitted annually with reporting of compliance or non-compliance. Matters of immediate attention are made known to the Library Board accordingly.

I can report compliance.

2. **Neglect to submit monitoring data required by the Board (see policy on Monitoring Executive Director Performance in *Board-Management Delegation*) in a timely, accurate and understandable fashion, directly addressing provisions of Board policies being monitored.**

**EXECUTIVE DIRECTOR INTERPRETATION:** This provision requires that monitoring reports will be submitted to the Board on their approved schedule and in a form that provides the Board with the necessary data.

**REPORT (*COMPLIANT*):** The review calendar has been established and is updated regularly and on schedule. Monitoring data and interpretation is provided according to the calendar schedule.

I can report compliance.

# GOVERNING POLICY OF THE JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

3. **Let the Board be unaware of significant incidental information, such as anticipated adverse media coverage, threatened or pending lawsuits, or material external and internal changes. Notification of planned internal changes is to be provided in advance, when feasible.**

**EXECUTIVE DIRECTOR INTERPRETATION:** This provision requires timely notification from me to the Board when issues have arisen that significantly affect the Library. Since many such issues arise between normal Board reporting sessions, such as Board meetings, I must implement a process of notification to the Board as these occur.

**REPORT (COMPLIANT):** We have implemented a direct reporting process to the Board, via e-mail, that informs them as quickly as necessary on vital issues. The Library's Executive Director manages the communications process and delegates to the Director of Communications and Engagement, and other staff when appropriate. Such messages will be followed up in the regular meeting support reports, as necessary.

I can report compliance.

4. **Fail to advise the Board if, in the Executive Director's opinion, the Board is not in compliance with its own policies (*Governance Process and Board-Management Delegation*), particularly in the case of Board or Board member behavior that is detrimental to the work relationship between the Board and the Executive Director.**

**EXECUTIVE DIRECTOR INTERPRETATION:** I understand that I am required by this provision, to monitor all Board processes to ensure they conform to established policies. In addition, I will be aware to the extent possible, of individual Board members' activity for compliance with the Board's policies. My reporting of such issues will be to the Board Chair, unless it is a matter of an individual member. In such cases, I may choose to talk directly to the individual or to the Chair, as appropriate.

**REPORT (COMPLIANT):** When I or other Library staff become aware of activity that appears to be out of compliance, I take necessary action.

I can report compliance.

5. **Neglect to submit objective decision information required periodically by the Board, or let the Board be unaware of relevant trends.**

**EXECUTIVE DIRECTOR INTERPRETATION:** I understand that this provision requires me to provide all relevant information to the Board in support of their decision-making to ensure their objectivity. Further, I must have in place an information process that heightens the Board's ability to understand fundamental library issues and trends.

**REPORT (COMPLIANT):** Where the complexity of a topic justifies a special study session, we have implemented a two-stage process to provide the Board with background information and more focused information leading to decision-making. The current practice is to provide the background information at these study sessions, primarily in reports from senior managers. The Board then

# GOVERNING POLICY OF THE JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

questions and debates these issues, and revisions are prepared for the consent agenda at the regular Board meeting, in support of a necessary decision. The Board then has the choice of deciding its course of action at that time or to defer its decision to the consent agenda at the next regularly scheduled Library Board meeting. **Providing detailed information in the regular meeting packet and providing time for full discussion may be used as an alternative method.**

I can report compliance.

6. **Present information in unnecessarily complex or lengthy form, or in a form that fails to differentiate among information of three types:**

A. **Monitoring**

**EXECUTIVE DIRECTOR INTERPRETATION:** Monitoring reports must be delivered to the Board according to the annual report schedule established by the Board and in a distinctive format and structure that is easily followed and understood.

**REPORT (COMPLIANT):** The monitoring report formats are established.

I can report compliance.

B. **Decision preparation (or “action item”)**

**EXECUTIVE DIRECTOR INTERPRETATION:** Where the complexity of the decision preparation justifies an in-depth study session, the preparation **may** follow **either process** ~~the two step~~ described in #5 above. ~~(background information at study sessions and final decision support at the regular meeting.)~~ **Both of these processes are reflected in the agendas for each meeting.**

**REPORT (COMPLIANT):** Study sessions **and regular meetings** are used to provide background and additional information that is requested or needed.

I can report compliance.

C. **Incidental/ “FYI.”**

**EXECUTIVE DIRECTOR INTERPRETATION:** I understand that this reporting, typically of items not needing an immediate decision, may be presented verbally by me or others during, after meeting adjournment or outside of scheduled meetings if necessary. If a reported issue later rises to the level of a required action, the procedures outlined in #5 above must be followed.

**REPORT (COMPLIANT):** We have implemented this reporting process and I regard it as effective, primarily in giving the Board the opportunity to discuss incidental issues without making a decision based on what could be insufficient information.

I can report compliance.

7. **Fail to provide support for official Board, officer or committee communications and**

# **GOVERNING POLICY OF THE JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES**

**functions, including but not limited to orienting new Board members to Library operations and services.**

**EXECUTIVE DIRECTOR INTERPRETATION:** This provision requires me to provide a high level of communications support to official Board activities and functions as the Board goes about its governance business. I must also assist the Board as it develops its new member orientation program. Further, I must prepare and implement an operational orientation program that is consistent with the Board's own process.

**REPORT (COMPLIANT):** The Chair manages support for official Board communications and the required new member orientation program is in place.

**8. Fail, when addressing official Board business, to deal with the Board as a whole except when:**

**A. Fulfilling individual requests for information**

**EXECUTIVE DIRECTOR INTERPRETATION:** I understand this provision to require me to address official Board business with the Board as a whole. When reasonable requests for information come from individual Board members, I will respond according to my best judgment.

**REPORT (COMPLIANT):** Current practice has been for me to keep all members informed equally, unless it is a matter that involves an individual need. I have in the past, and expect in the future, to fulfill most such requests, refer them to the Chair, or supply an individual's request to the entire Board.

I can report compliance.

**B. Responding to officers, committees or individuals duly charged by the Board**

**EXECUTIVE DIRECTOR INTERPRETATION:** This important provision is in place as a key element in my work as the Executive Director. As the Board proceeds with its governance work, either as a committee as a whole or through such delegations as the Board may determine, it is my task to provide the most useful information and resources available.

**REPORT (COMPLIANT):** Processes are in place for the Executive Director and other staff members to supply information as needed or requested.

I can report compliance.

**9. Fail to supply for the Board's consent agenda, along with applicable monitoring information, all decisions delegated to the Executive Director yet required by law, regulation or contract to be Board-approved.**

**EXECUTIVE DIRECTOR INTERPRETATION:** I take this to mean that all decisions delegated to me that may be governed by Board policy, Jefferson County policy or state statute be referred to the Board for their action, via the consent agenda.

# **GOVERNING POLICY OF THE JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES**

**REPORT (COMPLIANT):** Processes are in place to bring before the Board, regular decisions that must be reviewed by the Board. An updated copy will be given to the Board after being evaluated by my office or other staff for compliance.

I can report compliance.

# GOVERNING POLICY OF THE JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

**POLICY TYPE: MANAGEMENT LIMITATIONS**  
**POLICY TITLE: *MATERIALS SELECTION***

**POLICY 2.9**

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## *MANAGEMENT LIMITATIONS*

### Initial Monitoring on **Policy 2.9: *MATERIALS SELECTION***

I hereby present my monitoring report on your Management Limitations policy 2.9 “Materials Selection”, in accordance with the monitoring schedule set forth in Board policy. I certify that the information contained in this report is true.

Signed: \_\_\_\_\_, Executive Director

Date: August 11, 2022

### **BROADEST POLICY PROVISION**

To ensure the retention and preservation of materials with long-term value, the Executive Director shall not fail to ensure continual assessment and evaluation of the Library’s collection.

**EXECUTIVE DIRECTOR INTERPRETATION:** I understand that this provision requires me to have in place written and implemented practices that continuously assess the value of our material collections and make item by item decisions about retention and preservation for long-term value.

Accordingly:

1. **The Executive Director shall not fail to ensure that the Library collection: Reflects the full spectrum of political, religious and cultural beliefs and practices of the residents of Jefferson County.**

**EXECUTIVE DIRECTOR INTERPRETATION:** Decisions about acquisition, deaccession and retention must be directed by a written set of guidelines, the implementation of which will ensure that the library’s materials will reflect a wide range of community interests, readership and intellectual endeavor. These guidelines further ensure that staff decisions will be supported when selection and retention decisions are made in terms of these guidelines.

**REPORT (COMPLIANT):** We have in place comprehensive guidelines to address these issues. They are managed by the library’s Collections Manager. I regard our collection management practices to be fully compliant with demonstrated success through multiple industry-approved data points.

I can report compliance.

2. **Offers all library users in the community access to materials and resources that contribute to the free expression of ideas.**

**EXECUTIVE DIRECTOR INTERPRETATION:** I understand that equitable access to resources is the key element in having a materials collection. This means that all resources must be equitably available to all users and that effective systems are in place to ensure efficient and reliable access.

**REPORT (COMPLIANT):** We offer complete access to material and electronic resources both

# GOVERNING POLICY OF THE JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

physically and digitally. In addition, we provide cataloging that conforms to current standards making our collection accessible. Daily delivery among our libraries provides timely access to requested materials

I can report compliance.

3. **Is offered in those formats that best meet the needs of various ages, reading levels, languages, cultural, informational, and educational interests in the community.**

**EXECUTIVE DIRECTOR INTERPRETATION:** This provision requires me to have in place written and implemented guidelines to ensure that collection development practices will seek the best format(s) for any item added to the collection.

**REPORT (COMPLIANT):** Our collection development guidelines, managed by the Collections Manager, are implemented to guarantee that all material formats are represented in the collection, as appropriate. A careful balance is maintained among formats so that print, media, digital and other formats support the complete range of library use and users.

I can report compliance.

4. **Supports the principles of intellectual freedom and avoidance of censorship.**

**EXECUTIVE DIRECTOR INTERPRETATION:** I understand this to mean that the materials collection, taken together, supports the range of subject, content and format that is appropriate to the communities we serve. Each item added is a conscious decision regarding the principles of intellectual freedom. Related to that concept is the practice of applying the same principles to a request for removal of an item.

**REPORT (COMPLIANT):** We have policies in place, as part of our materials selection practices and binding upon all staff who participate in selection, to ensure that material selection decisions satisfy the standards of intellectual freedom. We will consider a request for removal or relocation but I require that the basic principles be observed and that intimations of censorship not be a factor in selection or requests for reconsideration.

I can report compliance.



**ADMINISTRATION**  
10200 W. 20th Ave.  
Lakewood, CO 80215  
303.235.5275



[jeffcolibrary.org](http://jeffcolibrary.org)

TO: Donna Walker, Executive Director

FROM: Steve Chestnut, Director of Facilities and Construction

DATE: August 2, 2022

RE: 2022-2023 Snow Mitigation Services, Bear Creek Landscape Co, 3rd Renewal

**History of Contract: Bear Creek Landscape Co**

The Board authorized the Executive Director to contract with Bear Creek Landscape Co. in October 2019. Bear Creek Landscape Co. provides snow removal services at the Evergreen Library location. The Board's authorization allowed the option to renew the contract for up to four additional one-year terms with their approval. We have been happy with the services provided by the vendor, and would like to renew our contract for another year. This will be the third renewal for the contract.

**Budget:**

The projected contract cost for the 2022-2023 snow season is \$50,000 and would provide for snow removal through September 30, 2023. The total annual cost to the Library is anticipated to be within the budgeted amount for snow removal of \$200,000.

**Next Actions:**

I would like to ask the Board to authorize the Executive Director to renew our contract with Bear Creek Landscape Co. for snow mitigation services at Evergreen Library. **This item will be placed on the consent agenda for the August 11, 2022 Library Board meeting unless otherwise instructed by the Board.**

**ADMINISTRATION**  
10200 W. 20th Ave.  
Lakewood, CO 80215  
303.235.5275



[jeffcolibrary.org](http://jeffcolibrary.org)

TO: Donna Walker, Executive Director

FROM: Steve Chestnut, Director of Facilities and Construction

DATE: August 2, 2022

RE: 2022-2023 Snow Mitigation Services, CoCal Landscape Services, Inc, 3rd Renewal

**History of Contract: CoCal Landscape Services, Inc.**

The Board authorized the Executive Director to contract with CoCal Landscape Services, Inc. in October 2019. CoCal Landscape Services Inc. provides snow removal services at all library locations except for Evergreen. The Board's authorization allowed the option to renew the contract for up to four additional one-year terms with their approval. We have been happy with the services provided by the vendor, and would like to renew our contract for an additional year. This will be the third renewal for this contract.

**Budget:**

The projected contract cost for the 2022-2023 snow season is \$150,000 and would provide for snow removal through September 30, 2023. The total annual cost to the Library is anticipated to be within the budgeted amount for snow removal of \$200,000.

**Next Actions:**

I would like to ask the Board to authorize the Executive Director to renew our contract with CoCal Landscape Services Inc. for snow mitigation services at all locations other than Evergreen. **This item will be placed on the consent agenda for the August 11, 2022 Library Board meeting unless otherwise instructed by the Board.**

[jeffcolibrary.org](http://jeffcolibrary.org)

TO: Donna Walker, Executive Director

FROM: Kim McGrigg, Director of Communication and Engagement  
Steve Chestnut, Director of Facilities and Construction

DATE: August 1, 2022

RE: Contract Amendment, Eppstein Uhen Architects, Inc.  
Northwest Jefferson County Community Engagement

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**History:**

In September of 2021 the Board authorized JCPL to enter into a contract with Eppstein Uhen Architects, Inc. (EUA) for the design services for South County. The contract also provided JCPL with the option of utilizing EUA for additional projects as determined by JCPL. Scope of Services "D" of the original contract provides the means for EUA to provide consulting and/or design services, at the discretion of the library, for additional projects.

**Request:**

It is the desire of JCPL to utilize EUA to support the community engagement process for the new library in Northwest Jefferson County.

The contract will require an amendment that includes a not-to-exceed cost and schedule. EUA evaluated the scope, provided the cost and schedule, and has included the deliverables desired by JCPL in that proposal.

**Cost and Budget:**

The cost for the community engagement work is \$78,560. This cost is consistent with similar work and is within the budget estimate for the project's design services.

**Next Actions:**

We would like to ask the Board of Trustees to authorize the Executive Director to amend the above referenced contract to include community engagement for Northwest Jefferson County at a base cost of \$78,560. **This item will be placed on the consent agenda for the August 11, 2022 Library Board meeting unless otherwise instructed by the Board.**

**ADMINISTRATION**  
10200 W. 20th Ave.  
Lakewood, CO 80215  
303.235.5275



[jeffcolibrary.org](http://jeffcolibrary.org)

TO: Donna Walker, Executive Director

FROM: Steve Chestnut, Director of Facilities & Construction

DATE: August 11, 2022

RE: Jefferson County Public Library Easement Agreement with Public Service Company of Colorado

**History:**

Xcel has been implementing a program to improve their facilities to make them more resistant to wildfire and high wind threats. Their program team determined that the existing overhead line that crosses the Evergreen Library property should be improved. We were contacted by Xcel in July 2022 with a request to enter into an easement agreement to facilitate these planned improvements. They supplied a copy of their easement request at that time for our review. JCPL Facilities staff reviewed the easement request to confirm that the proposed usage was for our property, and that the relocation would not substantively impact the Library's ability to use the Evergreen property. Staff did not identify any items of concern. The easement would grant access to a continuous strip of land approximately 10 feet in width running near the creek on the western edge of our property. This area is next to the interior border of the easement area that the Board approved in April 2022. We recommend that the Library enter into the easement agreement.

**Total Cost:**

The Library will not have any costs associated with this agreement.

**Next Actions:**

I request the Board of Trustees authorize the Executive Director to enter into the easement agreement with Public Service Company of Colorado (Attachment A) for the property at Evergreen Library, 5000 Highway 73, Evergreen Colorado 80439, for purposes defined by the agreement. **This item will be placed on the consent agenda for the August 11, 2022 Library Board meeting unless otherwise instructed by the Board.**

Attachment A: Public Service Company of Colorado Easement Agreement

Attachment B: Evergreen Library Easement Exhibit Map

S-T-R: 10-5S-71W	Grantor: Jefferson County Library	Doc No: 534843
County: Jefferson	Address/Intersection: 5000 Hwy. 73	ROW Agent: Robert Lerche
Division-City/Town: Front Range	DIST/TRANS: Distribution	Descript/Author: Monte Sudbeck
LAT & LONG GPS: 39°37'31.26"N 105°19'24.85"W	Reception No.:	

PUBLIC SERVICE COMPANY OF COLORADO EASEMENT

The undersigned Grantor hereby acknowledges receipt of good and valuable consideration from PUBLIC SERVICE COMPANY OF COLORADO (Company), 1800 Larimer Street, Suite 1100, Denver, Colorado, 80202, in consideration of which Grantor(s) hereby grants unto said Company, its successors and assigns, a non-exclusive easement to construct, operate, maintain, repair, and replace utility lines and all fixtures and devices, used or useful in the operation of said lines, through, over, under, across, and along a course as said lines may be hereafter constructed in that Tract of land described in that certain Warranty Deed, recorded at reception F2068573, Jefferson County Records, located in the S1/2 of Section 10, Township 5 South, Range 71 West of the 6th Principal Meridian in the County of Jefferson, State of Colorado, the easement being described as follows:

See Exhibit A, attached hereto and made a part hereof.

The easement is 10 feet in width. The side boundary lines of the easement shall be lengthened and shortened as necessary to encompass a continuous strip of not less than the above width at all points on Grantor's property crossed by the above described easement and extending to the boundaries of adjacent properties.

Together with the right to enter upon said premises, to survey, construct, maintain, operate, repair, replace, control, and use said utility lines and related fixtures and devices, and to remove objects interfering therewith, including the trimming or felling of trees and bushes, and together with the right to use so much of the adjoining premises of Grantor during surveying, construction, maintenance, repair, removal, or replacement of said utility lines and related fixtures and devices as may be required to permit the operation of standard utility construction or repair machinery. The Grantor reserves the right to use and occupy the easement for any purpose consistent with the rights and privileges above granted and which will not interfere with or endanger any of the said Company's facilities therein or use thereof. Such reservations by Grantor shall in no event include the right to erect or cause to be erected any buildings or structures upon the easement granted or to locate any mobile home or trailer units thereon. In case of the permanent abandonment of the easement, all right, privilege, and interest granted shall terminate.

The work of installing and maintaining said lines and fixtures shall be done with care; the surface along the easement shall be restored substantially to its original level and condition.

Signed this \_\_\_\_\_ day of \_\_\_\_\_,2022.

(Type or print name below each signature line with official title if corporation, partnership, etc.):

GRANTOR: Board of Trustees of the Jefferson County Public Library

By:\_\_\_\_\_ Its:\_\_\_\_\_

STATE OF \_\_\_\_\_ )  
 )ss.  
COUNTY OF \_\_\_\_\_ )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_,20\_\_\_\_ by [Grantor name(s) from above]:

Witness my hand and official seal.

My commission Expires \_\_\_\_\_ Notary Public



**EXHIBIT A – 5000 HWY 73  
PARCEL A**

A parcel of land lying in the south one-half (S1/2) of Section 10, Township 5 South, Range 71 West, of the 6th Principal Meridian, County of Jefferson, State of Colorado, being a portion of that Tract of land described in Reception Number F2068573, Jefferson County Records, described as follows:

A 10 foot wide strip of land lying 5 feet on each side of the following described line:

Beginning on the west line of said Tract, from which the south one-quarter corner of said Section 10 bears S07°53'01"E, 233.11 feet;

thence N69°45'04"E, 53.93 feet;

thence N58°39'33"E, 180.06 feet, to Point A;

thence N14°01'52"E, 71.92 feet;

thence N71°38'27"W, 71.29;

thence N60°42'18"W, 43.24 feet, to the southeast line of that 10 foot wide PSCo Easement as described in Reception Number 2022052886, Jefferson County Records, the Point of Terminus.

The sidelines of said 10 foot wide strip are to be lengthened or shortened to terminate on said west and southeast lines.

TOGETHER WITH a 10 foot wide strip of land lying 5 feet on each side of the following described line:

Beginning at said Point A;

thence S44°38'00"E, 10.00 feet, to the Point of Terminus.

All together containing 4,260 square feet (0.098 acres) more or less.

As shown and described on Exhibit A Sheet 2 of 2 attached hereto and made a part hereof.

All lineal distance units are represented in U.S. Survey Feet.

For the purpose of this description, bearings are based on the north line of said Reception Number F2068573, which is assumed to bear S69°46'27"W.

The author of this description is Monte L. Sudbeck, PLS 38503, prepared on behalf of SEH, 2000 S Colorado Blvd, Suite 6000, Denver, CO 80222, on July 6, 2022, under Job No. 158576-38.0, for Public Service Company of Colorado, and is not to be construed as representing a monumented land survey.

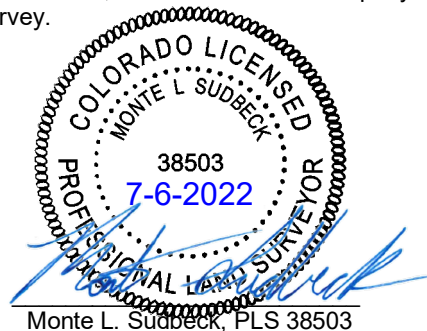


EXHIBIT A - 5000 HWY 73  
PARCEL A

SHEET 2 OF 2

BASIS OF BEARINGS:  
N LINE, REC. NO. F2068573  
(S69°46'27"W)

S1/2,  
SEC. 10,  
T5S, R71W

10' PSCO ESMT (REC. NO. 202052886)

REC. NO. F2068573

PARCEL A  
4,260 S.F. (0.098 AC) M/L

POINT A

N 60°42'18" W  
43.24

N 71°38'27" W  
71.29

N 14°01'52" E  
71.92

S 44°38'00" E  
10.00

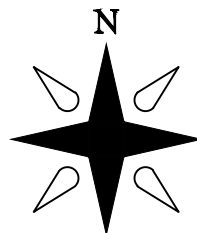
N 58°39'33" E  
180.06

N 69°45'04" E  
53.93

POINT OF  
BEGINNING

S 07°53'01" E  
233.11

S1/4 COR, SEC. 10  
"GALLAHER 1980"



50 0 50  
scale 1"=50' feet



2000 S. Colorado Blvd  
Suite 6000  
Denver, Colorado 80222  
Phone: 303-586-5800  
FAX: 303-586-5801  
www.sehinc.com

X:\PT\IPSCOC\158576\38.0 Hwy 73 1%\9-survey\92-CAD\10-C3d\Hwy 73 1%.dwg

**ADMINISTRATION**  
10200 W. 20th Ave.  
Lakewood, CO 80215  
303.235.5275



[jeffcolibrary.org](http://jeffcolibrary.org)

TO: Donna Walker, Executive Director

FROM: Bernadette Berger, Director of Technology & Innovation  
Steve Chestnut, Director of Facilities & Construction

DATE: August 3, 2022

RE: IGA with the City of Arvada

**History of Contract:**

The City of Arvada (City) contacted Jefferson County Public Library (JCPL) in May 2022, with a request to install a camera on the outside of the Arvada Library (7525 W. 57<sup>th</sup> Ave Arvada, CO). The City was previously leasing a building with an exterior camera next to the Arvada Library but will be losing that lease space. They need an alternative camera location so they can continue to have camera views in that section of Old Town Arvada. Their request is for a physical location to place the camera, and space in an onsite closet to secure the operating equipment necessary for the camera. Our network systems would remain independent, and the City would not have any access to our network systems. The City camera view would exclude people exiting or entering the Arvada Library.

JCPL Facilities staff and Technology and Innovation staff are working with the City to develop an IGA. The next steps will be for the Library, County Legal, and the City of Arvada to review and approve the IGA before signing. The IGA will formalize a partnership whereby safety equipment will be installed and utilized which will indirectly benefit JCPL.

**Total Cost:**

The Library will not have any costs associated with this agreement.

**Next Actions:**

We request the Board of Trustees authorize the Executive Director to enter an IGA with the City of Arvada, granting the City of Arvada permission to install one exterior camera at our 7525 W. 57<sup>th</sup> Ave property. We also request that the Board approve the installation of the camera prior to the finalized IGA being developed, with the understanding that the Library may give notice to revoke this partnership at any time before or after the IGA is finalized. **This item will be placed on the consent agenda for the August 11, 2022 Library Board meeting unless otherwise instructed by the Board.**



**Operational Updates**

**Business Strategy and Finance**



Jefferson County  
**PUBLIC LIBRARY**

## 2022 MID-YEAR REPORT



Top Row: Pride Parade and crafts at Arvada Library; Second Row: Summer Challenge: Dive Deep kick off parties; Bottom Row: Express Library West Arvada, New Bookmobile delivery.

**ADMINISTRATION**  
10200 W. 20th Ave.  
Lakewood, CO 80215  
303.235.5275

[jeffcolibrary.org](http://jeffcolibrary.org)



To: Donna Walker, Executive Director

From: Dan Wells, Director of Business Strategy & Finance

Re: 2022 Mid-Year Report

Date: August 11, 2022

## 2022 JEFFERSON COUNTY PUBLIC LIBRARY MID-YEAR REPORT

2022 is off to an exciting start for Jefferson County Public Library (JCPL), with the first half of the year bringing many accomplishments along with significant groundwork activities necessary to meet 2022 target objectives. As public health restrictions continue to ease, JCPL is actively embracing changes to community needs and trends with the adoption of new access opportunities and technology capabilities. 2022 promises to be a critical year in achieving the vision established in the 2020-2025 JCPL Strategic Plan.

This report specifically discusses the progress made and work completed by the JCPL team from January 1 through June 30, 2022 towards meeting the ten strategic projects in the annual plan authorized by the Board. In addition to highlighting project activity, this report captures advancement of our success benchmark measures to quantify how our strategic priorities and initiatives meet the broad organizational goals set by our Board of Trustees to provide equity of access, maximize value, create place, and provide leading-edge services.



## STRATEGIC PROJECTS

### ACCELERATE OUR BUILDING PROGRAM

- **Finalized updated Facility Master Plan**
- **Initialized concurrent building project management**

- Hired Assistant Director of Library Design Projects & Planning
- Secured approval of an accelerated 5-year Capital Improvement Plan (CIP)
- Published the design consultant RFP to support development of a JCPL Design Standard

#### Year End Target

*Create new design standard for JCPL*

### DESIGN A NEW LIBRARY IN SOUTHWEST JEFFERSON COUNTY

- Pivoted to acquiring land
- Initiated site selection activities

#### Year End Target

- *Acquire site*
- *Design space*
- *Engage community*

### INITIATE A NEW LIBRARY IN NORTHWEST JEFFERSON COUNTY

- Researched and drafted Library Service Area, Site Search Boundaries, and Site Search Criteria

#### Year End Target

- *Validate need*
- *Engage community*
- *Acquire site*

### DEVELOP A NEW CONCEPT IN PHILANTHROPY STRATEGY

- Identified grant opportunities with Colorado-based foundations
- Conducted corporate philanthropic search
- Produced grants calendar with well-matched funding opportunities and developed timeline for outreach

#### Year End Target

- *Create a JCPL fundraising plan*
- *Codify new roles and responsibilities for fundraising between JCPL and JCLF (MOU)*
- *Begin execution of JCPL fundraising plan*

## STRATEGIC PROJECTS

CONTINUED

### REDESIGN EVERGREEN LIBRARY

- **Conducted community engagement**
- **Created Program of Service**

#### Year End Target

- *Create and finalize design*

### ASSESS ORGANIZATIONAL STAFFING

- Contracted with GPS (consulting service)
- Developed and reviewed communication and execution plan with leadership and stakeholders
- Communicated project update with staff

#### Year End Target

- *Identify and plan for current and future positions*
- *Evaluate pay levels*
- *Conduct market study to analyze competitiveness of pay in the industry*
- *Update performance management process*

### CREATE A RADICALLY WELCOMING JCPL

- Initiated hybrid work environment project
- Gathered/documented remote and onsite eligibility by job classification
- Adoption of hybrid work approach by leadership

#### Year End Target

- *Formalize and implement hybrid work environment*
- *Integrate Diversity, Equity, and Inclusion (DEI) strategy for staffing with outward DEI initiatives*
- *Create a new vision for serving the public with specific training, expectations, and evaluation tools to support*

### EXPAND OFFSITE SERVICES

- **Opened Express Library location**
- **Complete Construction of new Bookmobile**

#### Year End Target

- *Identify 4th location for offsite hold pick up lockers*
- *Create plan for sustainable offsite self-services*



## STRATEGIC PROJECTS

CONTINUED

ADVANCE DIGITAL EQUITY AND INCLUSION	INTEGRATE EMERGING TECHNOLOGY
<ul style="list-style-type: none"><li>• Initiated Cohesive Creative Technologies project</li><li>• Launched new library app (MyJCPL)</li></ul> <ul style="list-style-type: none"><li>○ Leveraged Embedding Evaluation methodology in the relaunch of the Digital Media Studio</li></ul> <p><u>Year End Target</u></p> <ul style="list-style-type: none"><li>• Offer Digital Literacy programming in Spanish</li><li>• Create new programming in Workforce Readiness &amp; Financial Literacy for job seekers and entrepreneurs</li></ul>	<ul style="list-style-type: none"><li>• Deployed MS Exchange to all staff</li><li>• Completed cybersecurity evaluation</li></ul> <ul style="list-style-type: none"><li>○ Initiated phone system upgrade</li></ul> <p><u>Year End Target</u></p> <ul style="list-style-type: none"><li>• Configure and deploy M-Files to all divisions</li><li>• Develop Document Management System</li><li>• Deploy SharePoint Online to all staff members</li><li>• Address identified JCPL cybersecurity gaps</li></ul>

## LIBRARY BENCHMARK EXCELLENCE AND OPERATIONAL MEASURES

JCPL measures the ways in which strategic priorities and initiatives meet the high-level, organizational goals set by the Board of Trustees. One of the ways we use public library benchmarking and public library outcome measures is to determine how JCPL compares with peer libraries. We also use these benchmarks to determine how we are meeting the Board's stated ends to provide equity of access, maximize value, create place, and provide leading-edge services.

2022 Mid-Year Benchmark scores continue to improve compared to the prior two years as public health restrictions are reduced allowing hours, capacity, and in-person usage to return to pre-pandemic levels.

The following mid-year evaluation compares the halfway point of our 2022 Library operations with the previous year. While we measure the same time frame, January through June, the scenarios under which JCPL operated during the prior year were very different. Although Q1 and Q2 of 2021 returned to continuous operations with all Library buildings open to the public, capacity and hours were still reduced, and programming was still limited.

## 2022 MID-YEAR SUCCESS MEASURES

As access and availability returns to pre-pandemic levels, and people become more comfortable being in-person in public settings, activity and usage patterns begin to resume.

- Increase in active households
- Increase in visits
- Decrease in curbside services
- Increase in program attendance
- Decrease in recorded views

Library Benchmark Measures				
Mid-Year Report	Mid-Year 2021	Mid-Year 2022	Change Mid-Year 2021-2022	%Change Mid-Year 2021-2022
Active households	107,828	110,721	2,893	3%
Active households (in % of total Jeffco households)	43.4%	44.5%	1.2%	3%
Active cardholders	149,742	146,820	(2,922)	-2%
Net Promoter Score	82.6	83.2	0.6	1%
Program attendance	11,514	69,313	57,799	502%
Recorded views (Jan-Jun Weekly Views)	4,033	994	(3,039)	-75%
Total collection use	4,957,302	4,812,707	(144,595)	-3%
Physical circulation	3,381,429	3,310,269	(71,160)	-2%
Digital circulation	902,936	920,239	17,303	2%
Database use	672,937	582,205	(90,732)	-13%
Visits	509,917	830,199	320,282	63%
Curbside patrons served	44,631	6,190	(38,441)	-86%

## CONCLUSION

Our mission, vision, values, ends statements, and strategic priorities continue to guide us as we serve the public and work to realize our 2020-2025 Strategic Plan. Each and every day the JCPL team remains focused on helping build an educated and vibrant community by providing equal access to information and opportunities.

## PATRON FEEDBACK

### MYJCPL APP

*"I love the new library app. I downloaded it yesterday after you mentioned it at the EO meeting...and it's an easy shortcut to checking on books (vs. of logging into the website). Great idea!" – Commissioner Lesley Dahlkemper*

### PRIDE PROGRAMMING

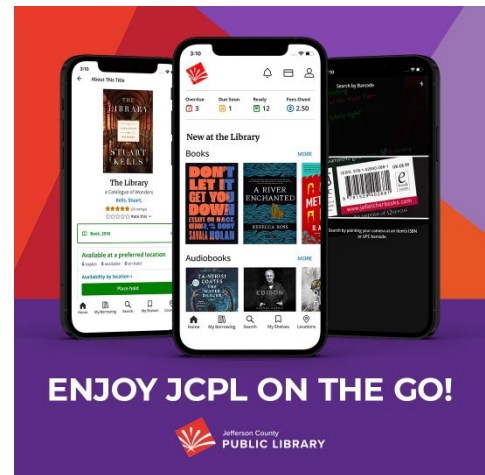
*"I am a GSA leader at a local school, and also a queer person and a parent of a queer person. I volunteered at last night's Teen Pride night at Standley Lake library, and I wanted all of you to know how wonderful and successful it was!" – Library Patron*

### ANIME PROM

*"My two nieces attended last night's festivities and thoroughly enjoyed themselves. This morning, I was given a full report about the dessert sushi bar, dancing so much they broke out in a sweat, being "kidnapped", making buttons, winning prizes, and most importantly making new friends. Please know, to be provided with more than just one-word answers from teenagers is quite the accomplishment and is a true testament to the joy they really had for the evening.*

*"On a side note, not only did my nieces have fun, but you all also helped a struggling single Dad who works hard in providing just the basics for his girls. Even though he only drove them to and from the event, he had a moment of happiness seeing their happiness. Seeing that they had enjoyed themselves and it "didn't break the bank" is more appreciated than you could know."*

*– Library Patron*





## PATRON FEEDBACK

CONTINUED

### EXPRESS LIBRARY

*"It's great I can return books and pickup books I have on hold at this new location. I was also pleasantly surprised to see the collection of new videos and books that were available to check out." – Library Patron*

*"It took less than 10 minutes for me to walk to the library from my house vs the normal 25 minutes it takes for me to drive to the Golden Library." – Library Patron*

*"I applaud your trying new things like the Express Library - you are clearly not standing still. Everything tried may not be a smashing success but investing in change is a good investment of tax dollars - in my opinion." – Library Patron*

*"I wanted to tell you that 2 of my boys & I used the express library in West Arvada for the first time today. We had a wonderful experience. My oldest attends a math class nearby but it's just a little too far to drive home. The express library solved all of our problems. I read a ton of books with my 3 year old while my 6 year old sat at a table and worked on a workbook. This is a great addition to the neighborhood." – Library Patron*



## **Operational Updates**

## **Communications and Engagement**



Jefferson County  
**PUBLIC LIBRARY**

# Strategic Philanthropy Project Update

August 2022

Kim McGrigg, Director of Communication & Engagement

# 2022 Project Deliverables



- **Create a JCPL fundraising plan**
- **Funder and grant opportunity research**
- **Begin execution of JCPL fundraising plan**
- Codify new roles and responsibilities for fundraising between JCPL and JCLF

# 2022 JCPL Fundraising Plan



## AUDIT

### Manage JCPL Funding Requests

### Provide Resources to the Foundation

- Copy, Images, Budgets, Statistics

### Develop System to Track Grants

- Reporting, Recognition

## ASSESS

### Research Potential Funders

- General Operating
- RFP Specific or Invite Only Grants
- Capital Grants

### Identify JCPL Priority Grantors and Develop Timeline

# JCPL Priority Grantors



**Buell Foundation** (General Operating/Program)

Boettcher Foundation (General Operating/Program & Capital)

The Denver Foundation (General Operating/Program & Capital)

Gates Family Foundation (General Operating/Program & Capital)

The Anschutz Foundation (General Operating/Program & Capital)

El Pomar Foundation (General Operating/Program & Capital)

Bank of America Charitable Foundation ((General Operating/Program)

Peierls Foundation (Invite Only)



# 2023 JCPL Fundraising Plan



## ACTION



**Partner with Foundation on Major Gift Requests**

**Create Major (Over \$20,000) Capital Grant Template**

**Hire community engagement coordinator to build (or strengthen) relationships with major grantors**

**Provide Additional Communication Support to Foundation**

- *Why Donate* landing page
- Donor recognition plan
- Added communication support for Foundation events and campaigns (social media, eConnect, The Buzz)



# Questions & Discussion

## **Operational Updates**

### **Executive Director Report**



# AUGUST 2022 EXECUTIVE DIRECTOR REPORT

## Third Quarter Focus:

### Accelerate our Building Program:

In August, the Library is focusing on,

- Selecting a library design consultant
- Interviewing for General Contractor for Master Contract

### Design a New Library in South County:

In August, the Library is focusing on,

- Taking next steps with potential acquisition
- Conducting community engagement
- Initiating some due diligence tasks

### Initiate a New Library in Northwest Jefferson County

In August, the Library is focusing on,

- Initiating site search
- Engaging realtor
- Drafting fact sheet
- Contracting for community engagement
- Initiating community engagement plan

### Develop a New Concept in Philanthropy Strategy

In August, the Library is focusing on,

- Reporting progress to Library Board of Trustees


### Redesign Evergreen Library

In August, the Library is focusing on,

- Initiating and finalizing conceptual design
- Interviewing for General Contractor

## TRUSTEE ENGAGEMENT OPPORTUNITIES

**CALCON 2022**: The Colorado Association of Libraries' Annual Conference is Colorado's premier event for staff from libraries of all types throughout the state. Attendees learn from one another and hear from current experts in trending fields. Sept 8-10. Please let Amber know if you'd like to attend.



**All Staff Conference:** This annual all staff event is our first in-person large event since 2019. It is scheduled for October 3<sup>rd</sup>, 8 a.m. – 4 p.m. at the Denver Marriott West. Throughout the day we have speakers lined up and breakout sessions—plus snacks and lunch. The new Bookmobile will be onsite for tours, there will be a Whole Person (wellness) Fair, awards, and the ever-popular lightning rounds!

Information and registration will be sent out about the third week in August. Through an app called WHOVA you will have an option to access details via your cellphone or online. More information to follow in September.

## JCPL SERVICE HIGHLIGHTS

**Library Summer Challenge** completed with our community reaching 30,090,027 points, surpassing our community goal of 25 million. Since we met our challenge goal, we are donating \$500 to Jeffco Eats! thanks to support from JCLF.



**Patrons are enjoying our stargazing events which continue into August.**

**Lactation-friendly Workplace Certification:** In collaboration with our partners at Jefferson County Public Health, JCPL has recently completed lactation-friendly workplace certification for 12 of our buildings. This means JCPL staff are supported in any feeding needs they may have while at work. We are happy to announce that we have a hospital-grade breast pump available for staff members to check out for use while working and a lactation tent available for outdoor events.



## PATRON IMPACT STATEMENTS:

### ABOUT THE EXPRESS LIBRARY:

*I wanted to tell you that 2 of my boys & I used the express library in West Arvada for the first time today. We had a wonderful experience. My oldest attends a math class nearby but it's just a little too far to drive home. The express library solved all of our problems. I read a ton of books with my 3 year old while my 6 year old sat at a table and worked on a workbook. This is a great addition to the neighborhood.*

## HIGHLIGHTS OF EXECUTIVE DIRECTOR COMMUNITY ACTIVITIES, AUGUST 2022

- Meeting with entities and legal counsel re: South County land potential site acquisition
- Attend **Golden City Council** meeting
- Attend **Jeffco Connections Board** meeting
- Monthly meeting with **Jefferson County Library Foundation (JCLF)** executive director
- Monthly meeting with **Jefferson County Elected/Appointed Officials**
- **Colorado Association of Libraries (CAL)** Mentorship Interest Group
- 1:1 meetings with **JCPL Trustees**
- Meeting with **Front Range Public Library Directors**
- Meeting with **Board of County Commissioners** for trustee application review





**Operational Updates**  
**Business Strategy & Finance**  
**(Monthly Financials)**



**MEMORANDUM**

TO: Donna Walker, Executive Director

FROM: Dan Wells, Business Strategy & Finance Director

RE: Finance Monthly Report

DATE: August 2022

**July 2022 Financial Tables**

Based on the timing of the August Board Meeting, the Budget to Actual Tables for July and August will be forwarded before the September meeting and will include the analysis discussion.

The library's June property tax revenue that had not yet been posted in time for the July 2022 Board Meeting has now been recorded. The library's June property tax revenue was recorded at \$13.7M bringing the Year-to-Date property tax revenue to \$50.5M, or 96.4% of the budgeted amount. The property tax revenue is within target at this point in the year.

## Foundation Update



# AUGUST 2022

## Executive Director Report

by Jo Schantz, MNM, CFRE, GPC

### BOOKS ON FILM FUNDRAISER

JCLF was pleased to launch its newest fundraiser, Books On Film, on Friday, July 22, at Regal UA Cinemas in Colorado Mills Mall.

The event featured a screening of the film "Where the Crawdads Sing," and nearly 60 guests enjoyed the movie, the door prize drawing and the post-film audience discussion.



We were especially pleased that Denver7 KMGH-TV morning news anchor Nicole Brady served as our event emcee and presided over the audience discussion.

Many thanks to our event sponsors for supporting this event: Allstream Communications, Carla Knight Homes/Coldwell Banker, American Family Insurance/Tawnya Clark Agency, Bank of Colorado, IX Power Foundation and the Taurus Fund.



### Fall 2022 Whale of a Used Book Sale

JCLF is gearing up for its next Whale of a Used Book Sale!

This will be held October 20-23 at the Jeffco Fairgrounds. Visit [www.jeffclf.org](http://www.jeffclf.org) for details!



### UPCOMING EVENTS



Please mark your calendars, because JCLF has several big events slated for the rest of 2022!

First off is our book drive and shred-a-thon that will be hosted in the parking lot at Bank of Colorado's Lakewood branch (275 Union Blvd.) on Saturday, August 13, from 9 a.m. to noon. Thanks to our partnership with Altitude Docushred, individuals from our community will have an opportunity to shred sensitive personal documents at no cost, with only a request for a \$10 contribution per person.

We are grateful to Golden Realty for the loan of its box truck where our JCLF staff and volunteers will be collecting book donations from the public at the same time and in the same parking lot. Besides books, we are looking for contributions of CDs, DVDs and vinyl records.

Heading into September, JCLF will be participating in a Dine & Donate event at 240 Union restaurant in Lakewood. The event takes place on Tuesday, September 20, and our Foundation will receive 25% of all food purchases on that date!

On Saturday, Oct. 1, JCLF will be part of a Bookfair at Barnes & Noble in Denver West Village in Golden. We are once again teaming with acclaimed author Carter Wilson, who will be available at the event for book signing and selling. Our organization will receive a portion of the day's book sales from Barnes & Noble.

[WWW.JEFFCLF.ORG](http://WWW.JEFFCLF.ORG)





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Volunteer Appreciation Picnic 2022

Our Foundation was pleased to honor the following outstanding volunteers at our recent Volunteer Appreciation Picnic held on Friday, July 29, at Anderson Park Pavilion in Wheat Ridge:

- Voluneer of the Year -- Richard Chenard
- Volunteer Leader -- Anita Wilson
- Elena Joyce Grissom Lifetime Achievement -- Ardis Guzy
- Linda Abbott Award for Volunteer Excellence -- Janelle Acevedo

This year, our annual picnic took on a Latin American theme with a burrito buffet from Bonfire Burritos, and dance entertainment provided by Baila Conmigo International Dance.

Community Contacts

- Lakewood Foothills Rotary Club -- July 26
- Literacy Coalition of Colorado -- Board meeting , July 25
- Discuss 2023 JCPL funding opportunities with Kim McGrigg -- Aug. 3
- Rose Community Foundation Open House -- Aug. 9
- Philantoropic Educational Organization (PEO) meeting -- Aug. 10

