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TO: Donna Walker, Executive Director
FROM: Julianne Rist, Director of Public Services
DATE: August 17, 2023
RE: Conifer Library Services Plan

Background

The Conifer Opportunity critical project's purpose is to evaluate and plan library services for the Conifer area. The project will then implement the planned services. This project will ensure that JCPL services meet the needs of the Conifer community by providing equal access to information and opportunities, and being the essential destination where all generations connect, discover, and create.

So far JCPL has completed the following major deliverables for the project:

- Market Analysis Report
- Stakeholder Engagement Report
- Evaluation Plan
- Community Engagement Report
- Program of Service Report

The next deliverable is the plan for library services.

Planning for Library Services

After substantial research, stakeholder engagement, community input and evaluation, we have identified opportunities to improve library services in the Conifer area. In addition, JCPL has been in conversation with leadership at Conifer High School and the Jeffco School District about how public library services are delivered. Our analysis leads us to the conclusion that while current library services in Conifer may be convenient for many people, they are not welcoming to all residents.

Some of these improvements can be addressed in the current location such as:

- Improved visibility and better signage
- Re-evaluating & focusing the physical collection to meet the needs of all ages

There are also several pain points for Conifer Library Service that are problematic to address at the current library location within Conifer High School such as:

- Ability to provide weekday daytime open hours
- Easier physical access to the building
- Increased opportunity for programming for all ages
- Addressing shared physical space such as staff workspace & meeting room space

We are taking the approach in planning for Conifer Library services to plan for the long term of how we would like to provide access to library resources, while at the same time recognizing that there is an

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immediate impact to services with the change in the high school hours which took effect earlier this week. While JCPL has had a successful partnership with the school since 1996 and values this partnership, the needs of the community have shifted, and the time has come for us to transition away from a shared location. As a result, JCPL will be looking for other existing spaces to provide equitable library services to the Conifer community.

Long Term Plans – Create an Independent Physical Space for Conifer Library Services

Initiate September 2023

After hearing Board input, JCPL will begin working on long term plans for this transition in service in September. We have learned from other building projects that a concrete timeline cannot be put on finding the right location, so we will be evaluating each stage as we gather more information.

- Begin research to look for an existing building or retail space to become an independent physical space for the Conifer Library.
- Continue the organizational structure of shared staffing for Conifer and Evergreen. This is a structure the works well in both instances that JCPL employs it.

Short Term Plans – Address Improvements at Current Location & Begin Transition Conversations

Initiate August 2023

The following items are steps that JCPL can take now or have already started to address some of the pain points expressed by the community.

- Beginning this week JCPL will pilot reestablishing Friday evening hours, which would include an evaluation of the patron use of this time frame.
- Increase visibility by improving signage to find both the entrance and parking for the library.
- Evaluate the collection at this location to ensure it meets community needs.
- Work with Conifer High School leadership and Jeffco Schools on the implications of the library moving out of Conifer High School

Conclusion

We look forward to hearing Board input on the merits of this plan at the August 2023 Board meeting. As we continue the work of this project, we will be coming back to the Board to report on progress and for decision-making as required by policy governance.