

# BOARD MEETING

## JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

March 21, 2024



Prom Swap - "Shopping" Dates / Fechas de "Compras":



Great Decisions 2024 - Science Across Borders



Book Tasting



Kids' Club - Make Believe Maps



Jefferson County  
**PUBLIC LIBRARY**

## **APPROVAL OF AGENDA**

# BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

ITEM# / ACTION	<p><b>Thursday, March 21, 2024 – 5:30 pm – HYBRID MEETING</b></p> <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.	<p><b>Call to order &amp; attendance (4.5.8)</b>  <u>Call to order &amp; Attendance</u></p> <ul style="list-style-type: none"> <li>• Verbal roll call – Each Trustee announces their presence by stating their name.</li> </ul>
2.	<p><b>Pledge of Allegiance</b></p>
3. Agenda <b>Action</b>	<p><b>Approve Agenda</b>  <b>Chair: Call for motion and second</b></p>
4. Public Comment	<p>Public Comment</p> <p>The Board values public participation. Those who would like to address the Library Board can do so virtually, in-person, or online. The opportunity to address the Library Board does not include a question-and-answer session or response. Additionally, the Library Board does not respond to anonymous questions or comments. Comments will be acknowledged in the minutes of the meeting.</p> <p>If you choose to make a Public Comment virtually or in-person during a Board meeting, your name will be called in the order it was received, first for virtual guests then for in-person guests.</p> <p>To address the Library Board of Trustees during Public Comment:</p> <ol style="list-style-type: none"> <li>1. <u>In-person</u>: Must sign in on the form provided at the door.</li> <li>2. <u>Virtually during the public comment portion of the meeting</u>: Send a chat message to the meeting host with name and the comment topic</li> <li>3. <u>Online public comment form</u>: The online form is available at 5:30 pm the Thursday prior to the scheduled Library Board meeting and closes at 1:00 pm the day prior to the scheduled Library Board meeting.</li> <li>4. People who dial in will not be able to provide public comment during the meeting.</li> <li>5. Those who failed to sign up or submit the online form, or arrived late, may, at the discretion of the Chair, be allowed to address the Library Board.</li> <li>6. The Chair has authority to maintain the decorum of the meeting. Conduct or comments that are disruptive to the meeting or its participants are prohibited.</li> </ol> <p>For more information on public comment policy please refer to Board Governance Policy 4.3.7: <a href="https://www.jeffcolibrary.org/Board-Governance-Policy-Manual-January-18-2024">Board Governance Policy Manual - January 18 2024 (jeffcolibrary.org)</a></p>
5. CONSENT AGENDA <b>Action</b>	<p>Approval of Consent Agenda  <b>Chair: Call for motion and second</b></p> <ol style="list-style-type: none"> <li>A. Approve February 15, 2024 Board Meeting Minutes</li> <li>B. Adopt Policy Governance: Monitoring Reports 2.0 to 2.4</li> <li>C. Authorize Intergovernmental Memorandum of Understanding (MOU) with Jefferson County Schools –E materials, 4<sup>th</sup> Renewal</li> <li>D. Authorize Baker &amp; Taylor print materials contract renewal.</li> </ol>

# BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

6. Foundation	Foundation Update
7. Operational Updates <b>Action</b> as Needed	<p><b><u>Executive Director</u></b></p> <p>A. Executive Director Report            B. Strategic Planning Check In            C. South County Library Update            D. Northwest Jeffco Library Update            E. Naming Agreement JCLF</p> <p style="color: red;">Chair: Call for motion and second</p> <p><b>Business Strategy &amp; Finance</b></p> <p><b><u>Finance and Budget</u></b></p> <p>A. Financial Report (February)            B. Amendment to the Purchase and Sale Agreement between Jeffrey L. Nading as Trustee for the Jeffrey L. Nading Trust and the Jefferson County Public Library for the Northwest Jefferson County Library property.</p> <p><b>Facilities &amp; Construction Projects</b></p> <p>A. Evergreen Redesign Project Update</p>
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. Ends <b>Action</b> as Needed	Ends: No items.
11. Board Governance <b>Action</b> as Needed	<p><b>Board Governance:</b></p> <p>A. <u>Trustees Elect Officers:</u></p> <ul style="list-style-type: none"> <li>• Emelda Walker for Vice-Chair: One-year term April 2024 to March 2025</li> <li>• Stanley Harsha for Secretary: One-year term April 2024 to March 2025</li> </ul> <p style="color: red;">Call for motion and second</p> <p>B. <u>Bylaws Committee Status Update</u></p>
12. Suggest Agenda Items <b>Action</b> as Needed	<p>BOARD SCHEDULE – NEXT MEETINGS –</p> <p>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>2024 Board Meeting Schedule</u></p> <ul style="list-style-type: none"> <li>• April 11, 2024 – Study Session – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room</li> <li>• April 18, 2024 – Board Meeting – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room</li> <li>• May 9, 2024 – Study Session – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room</li> </ul>



# BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

	<ul style="list-style-type: none"> <li>• May 16, 2024 – 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)
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	<p><b>EXECUTIVE SESSION</b></p> <p><b>Call for Motion and Second:</b> To adjourn the regular meeting of the Library Board of Trustees and reconvene in executive session.</p> <p><b>Guests:</b> Kurt Behn and Eric Butler County Attorney’s Office</p> <p><b>EXECUTIVE SESSION:</b></p> <p>(1) Amendment to the Purchase and Sale Agreement between Jeffrey L. Nading as Trustee for the Jeffrey L. Nading Trust and the Jefferson County Public Library for the Northwest Jefferson County Library property. (2) Evergreen Real Estate Group Memorandum of Understanding (MOU) regarding the South County Library Expansion Project. Statutory citations authorizing an executive session for these topics are:</p> <ul style="list-style-type: none"> <li>• Pursuant to 24-6-402(4)(e)(I) for discussion of strategy and instructions to negotiators.</li> <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>• 24-6-402(4)(a) Concerning the purchase, acquisition, lease, transfer or sale of Property.</li> </ul> <p>(3) Collective Bargaining. Statutory citations authorizing an executive session for this topic are:</p> <ul style="list-style-type: none"> <li>• Pursuant to 24-6-402(4)(e)(I) for discussion of strategy and instructions to negotiators.</li> <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> </ul>
17. Reconvene Regular Meeting <b>Action as Needed</b>	<p><b>Executive Session Summary</b></p> <p><b>Action as needed.</b></p>
18. Adjournment	

## **CONSENT AGENDA**

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

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



Jefferson County  
**PUBLIC LIBRARY**

TO: Library Board of Trustees

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

DATE: March 14, 2024

RE: Consent Agenda for the March 21, 2024 Board Meeting

- A. Library Board of Trustees approve Minutes of the February 15, 2024 Board Meeting.
- B. Library Board of Trustees adopt Policy Governance: Monitoring Reports 2.0 to 2.4.
- C. Library Board of Trustees authorize Renewal of Intergovernmental Memorandum of Understanding (MOU) with Jefferson County Schools –E materials.
- D. Library Board of Trustees authorize Baker & Taylor Contract Renewal for Provision of Print Materials, Process, Cataloging and Selection Services.

**Minutes of the Regular Meeting of the  
JEFFERSON COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES**

February 15, 2024

**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 in the Lakewood Library meeting room on February 15, 2024. Library Board of Trustees Chair, Kim Johnson, called the meeting to order at 5:31 p.m.

Other Trustees present: Emelda Walker (Vice-Chair), Jill Fellman (Secretary), Pam Anderson, Jeanne Lomba and Charles Jones.

Trustees not present: Stanley Harsha.

**Staff present:** Donna Walker, Executive Director; Julianne Rist, Director of Public Services; Bernadette Berger, Director of Technology and Innovation; Matt Griffin, Director of Business Strategy and Finance; Lisa Smith, Director of People and Culture; Elise Penington, Director of Communications and Engagement; Jessica Paulsen, Assistant Director of Public Services for Customer Experience; Lizzie Gall, Assistant Director of Public Services for Resources and Programs; Amber Fisher, Executive Assistant, Office of the Executive Director; Katie O’Loughlin, Administrative Coordinator; and Joseph Grover, Technical Support Technician Senior.

There were additional Library staff members attending the meeting.

**APPROVAL OF AGENDA**

**MOTION:** Jill Fellman moved that the Library Board of Trustees approve the agenda as presented. Seconded by Emelda Walker 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 can do so virtually, in-person, or online. The opportunity to address the Library Board does not include a question and answer session or response. Additionally, the Library Board does not respond to anonymous questions or comments. Comments will be acknowledged in the minutes of the meeting.

There were two online form public comments regarding the South County Library and the Staff Safety Petition. Those online form public comments will be sent to the Board.

Christine Catramados and Sharon Sherman addressed the Board and provided public comment regarding the staff safety petition. The Chair expressed appreciation for the comments.

There were no further public comments, and the Chair closed the public comment portion of the meeting at 5:41 pm.

### **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.

#### Items on the Consent Agenda

- A. Approve Minutes of January 11, 2024 Study Session
- B. Approve Minutes of January 18, 2024 Board Meeting
- C. Authorize EBSCO Serial Subscription Contract

**MOTION:** Pam Anderson 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.

### **FOUNDATION UPDATE**

Jo Schantz, Foundation Executive Director, provided an update on the activities of the Foundation. The Books on Film event, a fundraiser for the Foundation is March 1, at the Harkins Arvada theater. A list of meetings Jo Schantz attended was included in the report. The Foundation has been nominated for nonprofit year by the Applewood Business Association and the winner will be announced on February 22. The Foundation is working to bring in more volunteers to staff the bookstores and considering extending the Belmar bookstore's lease for the next nine months. The Foundation hired three new employees and an intern. The Friends Annual meeting is April 19, at the Wheat Ridge Recreation Center. The online campaign, Library Giving Day, is on April 3. The Foundation is giving a special tour of its offices on February 22, and the invitation was extended to all Trustees.

In response to a question, the Board was advised that the three Foundation employees are new positions and not replacement positions.

### **EXECUTIVE DIRECTOR REPORT**

#### **A. Executive Director Report**

In response to a question, the Executive Director advised the Board that SB24-049 went dead in committee and a press release on its status is expected but has not yet been released. Julianne Rist, Director of Public Services, has been working on that and Senator Cutter is committed to the bill and making it work for school and public libraries.



The Executive Director introduced Elise Penington, JCPL's new Director of Communications and Engagement. Elise addressed the Board and noted that she is excited to join JCPL and that everyone has been kind and helpful in getting her acclimated. Elise comes to JCPL with experience working for a private government tech company and having worked for the town of Parker for 25 years. Elise noted that she is happy to be a part of JCPL's service to the community and her heart is in public service. The Board welcomed Elise to the Library.

The Executive Director advised the Board that Amber Fisher will be sending them an email with a survey link requesting feedback on the County's 2025 budget.

Jefferson County Representation Election ballots are due back and per the Official Notice of Election, ballots must be received and/or postmarked by February 23, 2024. Ballot counting is tentatively scheduled for March 7.

Nick Taylor, Teen Services Manager, and Arra Katona, Teen Services Coordinator, will be facilitating a positive youth development training for the Communities that Care Board. Padma Polepeddi, Assistant Director of Public Services for Community Outreach, is one of six nominees for the Public Library Association Board of Directors. The organization reached out to Padma and asked her to throw her hat in the ring. There was a recent article in the *Denver Post* and two of JCPL's frontline staff were interviewed. The article was also picked up in the *Urban Libraries Council Monthly Newsletter*. The digital literacy classes that our staff shared about with the Board in December kicked off. Bernadette Berger, Director of Technology and Innovation and Cheryl Murphy, Technology and Innovation Services Manager, reported that 43 people attended the first set of classes. 42 are new cardholders. Some participants shared why they are in the classes, including wanting to learn digital literacy to better themselves and help their children with schoolwork. Many participants have a goal to learn English. Participants include Spanish speaking immigrants from Mexico, Guatemala, Venezuela, and range from new arrivals to those living in the United States for 20 years. One of the participants, an immigrant mother of four children, is learning to read and write through Jeffco Adult Education classes and has no experience with computers. She is learning through our digital literacy classes.

The Executive Director informed the Board that the Library has reached agreement with a vendor for fundraising counsel to the Library. Bridget Beatty started this week with informing herself by reviewing the work performed so far, and another meeting is scheduled next week.

There were no further questions or comments about the Executive Director's report.

## **B. South County Library Update**

The Executive Director noted that Lizzie Gall, Assistant Director of Public Services for Resources and Programs will give an update on the February 12, 2024 South County Advisory Council meeting.

Lizzie Gall advised the Board that the South County Advisory Council meeting went very well with the amazing group of individuals. The group was introduced to the Express Library concept and Library Service Areas (LSA). The Executive Director joined the meeting to share the lessons learned from the first South County Library effort. The group transitioned to providing valuable feedback on draft talking points during an equitable and respectful discussion and she looks forward to continuing to work with the Advisory Council.

In response to a question, the Board was advised that the Council was also informed of the Library's alternative services including holds lockers and JCPL's work to bring the next full level of service to that area.

## **C. Northwest Jeffco Library Update**

The Executive Director advised the Board that Bryan Kratish, Northwest Jeffco manager, is involved with ongoing community engagement activities. JCPL is preparing for the neighborhood meeting which is a part of the City of Arvada's rezoning requirements. Invitations to a very specific group of people were sent out by Clara Ouko, Community and Engagement Manager. Part of that process included a signed affidavit that the invitations went out and met the indicated deadline. Trustee Jill Fellman will attend the neighborhood meeting. The meeting has a specific agenda and requirements the Library has to meet.

## **EXECUTIVE TEAM OPERATIONAL UPDATES**

### **Business Strategy & Finance**

#### **Finance and Budget – Monthly Financials**

##### **A. Financial Report (January)**

Matt Griffin, Director of Business Strategy and Finance, addressed the Board and provided information on the new table format for the January 2024 monthly financials. The intent of the new format is to be as clear and transparent as possible in reporting the Library's financials and truly understand the financial position month to month. The tables have been designed to offer a simplified view of the current year's spending versus budget, with a focus on enhancing transparency and ease of understanding for public consumption. The Library is seeking input from the Board on the new format and will continue to seek input over the coming months. The new format is open to change if there are items the Board wants to see in the financial tables. Tonight, the Library will review the new tables and key changes.

Table 1 is the highest level look at revenues and expenditures. Historical information has been removed and the focus is purely on the 2024 budget versus year-to-date actuals. Those two key figures, revenues and expenditures, are not blurred by historical information. The historical information will be reviewed during the budget process. Another key change is that percentage variance has been reversed and will now report 0% to 100%. Actuals are as expected for January as well as the small amount of revenue.

The percentage variance sliding scale is a visualization of where we are year-to-date. The biggest driver behind this visualization is that other than halfway through the year, it is hard to understand what the percentage variance meant. With this scale, the variance will represent throughout the year and will slide over to 100%. Operating expenditures will slide consistently, and revenues will jump close to 100% in October, when most of the revenues are received. While there are still some anomalies, this visual scale will show how the Library is trending on its budget.

On Table 2, Operating Expenditures, the biggest change is consolidation to have as few numbers as possible but still have visibility into where the Library's operating money is being spent. In the bottom half of the table, the Treasurer's fees used to be included in direct charges. Because those fees track directly against revenue, that line item was skewed as most of the revenues are received in October. Breaking out the Treasurer's fees line item helps clarify the information. That one line item will trend against revenue while direct charges are consistent throughout the year.

In response to a question, the Board was advised that the salaries line under Benefits and Salaries includes salaries, benefits, vacancy savings, temporary staff salaries and overtime pay.

Table 3 is the Library's Capital Improvement Projects. The two columns on the right, Total Project Actual Plus Encumbrances and Total Project Budget are two major additions. The project actual plus encumbrances column includes historical data; all money spent on that project. The other change the Library would like Board feedback on is that the only items included on the table are the ones that have activity in the budget or have reported actuals. The table currently excludes the Conifer opportunity and South County Express Library because they are part of the carryforward request and will show when that request is approved. In response to the question of whether or not to include those projects, the Board indicated that they would like those projects included in the table. Matt Griffin noted that request and advised the Board that they will be included on the next set of tables with zero amounts until the carryforward is approved and actuals will be reported when they occur.

Table 4, Grants, Funds and Donations is a new table and a great addition to the financial reporting. This table includes all monies coming into the Library that are not property

tax. This table represents private donations directly to the Library, grants that Library staff pursue and collect like E-rate reimbursements, ARPA funding, and laptop lending. Funds received from the Foundation is a separate line item in the table. The table does include historical information. The Library is still looking into whether or not the names of individuals making donations can or should be included. This table showcases the funds received due to Library staff efforts and private donations.

In response to a question of why the \$829,000 in Table 4 does not tie into the amount in Table 1, the Board was advised that the difference is that the \$463,500 digital equity American Rescue Plan funds do not flow into the Library fund. Those funds go into the County's fund and the Library is able to spend that money for our communities. In response to a request to see if that can be included somewhere so it ties into Table 1, Matt Griffin indicated that he will look into how that might be reflected.

The Chair expressed appreciation for all of the work Matt Griffin did on the new financial reporting tables.

#### **B. Carryforward Request for Fiscal Year 2024 Budget Amendment**

Matt Griffin addressed the Board and provided information on the new approach to carryforward requests. In the past, the approach involved carrying forward all funds from previous years, with the intention of ensuring comprehensive project coverage. However, this led to inflated and unrealistic budgets and would skew the Library's total capital expense in terms of the budget and what amount the Library expected to spend. This new approach refines the fiscal strategy and better aligns with the actual spending needs. The financial needs assessment and understanding of the money the Library needs in 2024 is included in the carryforward request and the rest will flow into the Library's fund balance for reallocation in coming years. For example, in the carryforward chart the South County Library has been excluded as the Library does not expect to spend \$25 million for that project in 2024.

The Chair noted that she has advised the Executive Director to include in the submittal to the County for the carryforward request, identification of those funds that the Library and the Board believe are still in the Library's fund balance. The Chair noted that this request is being made because written confirmation of that understanding from the County has not been received. The Library is a unique entity within the County and the Board wants to make sure to call out that understanding that those funds that are not included in the carryforward request will remain in the Library's fund balance.

**MOTION:** Pam Anderson moved that the Library Board of Trustees authorize the Executive Director to submit the carryforward budget amendment in the amount of \$4,693,821. Seconded by Jill Fellman the motion passed by unanimous vote of all Trustees present.

**C. Supplemental Budget Request – South County Express Library**

Matt Griffin advised the Board that information on the South County Express Library was presented to the Board last month. The Board was advised that items and processes would be coming to the Board including the supplemental budget request as the best way forward to fund the project.

Trustee Anderson noted that while she was not present for the discussion, she did read the minutes and the evaluation report on the Express Library in Arvada. JCPL’s unique and pioneering services to the community are being accessed by the residents of Jefferson County as well as the full service libraries. The community in South County will be well served by this project.

**MOTION:** Jeanne Lomba moved that the Library Board of Trustees authorize the Executive Director to submit a Supplemental budget request of \$650,000. Seconded by Emelda Walker the motion passed by unanimous vote of all Trustees present.

**D. 2023 End of Year Report**

Matt Griffin addressed the Board and presented the 2023 End of Year report. The report is a combination of everyone’s work at JCPL. The review will be high level and more detail and full level breakdown is included in the written report. All the information is based on 2023 accomplishments. Tonight’s high level review will begin with annual plan deliverables on a few of the strategic and critical projects and move on to the data used to identify trends and patterns and community use of the Library and its services including patron feedback.

**Strategic and Critical Project Accomplishments**

**Design a New Library in Northwest Jefferson County**

Major Deliverables	Other Completed Accomplishments
<ul style="list-style-type: none"> <li>• Site Proposed (Complete)</li> <li>• Site Acquired (In Progress)</li> <li>• Community Engagement Report (Not Started)</li> <li>• Program of Service Report (Not Started)</li> <li>• Library Design Initiated (Not Started)</li> </ul>	<ul style="list-style-type: none"> <li>• Purchase and Sale Agreement</li> <li>• Due Diligence Site Assessment</li> <li>• Submitted Pre-Application for Re-Zoning</li> <li>• Initiated Site Design for the Rezoning Application</li> </ul>

**Evergreen Library Redesign**

Major Deliverables	Other Completed Accomplishments
<ul style="list-style-type: none"> <li>• Finalize Library Design (Complete)</li> <li>• Complete Construction (In Progress)</li> </ul>	<ul style="list-style-type: none"> <li>• Opened Alternative Service Location</li> </ul>



## **Expand Offsite Services**

Major Deliverables
<ul style="list-style-type: none"><li>• Install Holds Lockers at 4<sup>th</sup> Location (In Progress)</li><li>• Create and Executive a Sustainability Plan for Offsite Services (Complete)</li></ul>

## **Conifer Opportunity**

Major Deliverables	Other Completed Accomplishments
<ul style="list-style-type: none"><li>• Market Analysis Report (Complete)</li><li>• Evaluation Plan (Complete)</li><li>• Community Engagement Report (Complete)</li><li>• Program of Service Report (Complete)</li><li>• Recommendation for Library Services (In Progress)</li><li>• Design for Library Services (Not Started)</li></ul>	<ul style="list-style-type: none"><li>• Engaged Realtor</li></ul>

## **2023 Success Measures**

JCPL measures how strategic priorities and initiatives meet the high-level, organizational goals set by the Board of Trustees. The data team evaluates the data and checks it against historical data to identify growth patterns and changes in how our services are being utilized by the community. Tonight the Library will review some of the data that is in the written report.

### **Circulation**

For the first time since the COVID-19 closures, total collection use in 2023 surpassed total collection use in 2019. In 2023, total collection use reached 9.98 million compared to 9.70 million in 2019. This materials-use indicator includes physical and digital materials being checked out and renewed, as well as information accessed through our databases.

### **Program Attendance**

JCPL had over 200,000 program attendees in 2023, a 42% increase in program attendance compared to 2022. We organized over 7,800 events in 2023 which is an 18% increase in the number of programs from 2022. The average attendance of each event is up 20% to approximately 26 attendees per live event, which indicates that our additional programs are meeting a rising demand for in-person community events and trending in the right direction.

### **In-Person Visits**

Visits rose 6.7% in 2023 compared to 2022. This use of physical library locations continues a pattern of consistent growth in visits we have seen since re-opening our library

locations after the closures due to COVID-19, though visits are still lower than what they were in 2019. Our community has shared its interest in the library as a 'third place' and the increase in visits demonstrates that JCPL is meeting that need.

### E-materials and Databases

As reflected in total collection use, 2023 saw a 12% increase in circulation of e-materials compared to 2022 and a 17% increase in the use of databases. We continue to see a trend of growing demand for digital materials and resources. In addition, the use of physical materials was stable from 2022 to 2023. Physical materials remain the dominant way our patrons access our collection, constituting 66% of total collection use. This is a trend to accommodate and one that is rapidly changing.

### Project Outcome

Project Outcome is a survey instrument used to help us understand the impact of services and programs for key outcomes; knowledge, confidence, application/new skills, and awareness of resources. These outcomes are measured across areas of engagement with the community; Early Childhood Literacy, Civic/Community Engagement, and Education/Lifelong Learning. Patrons were surveyed following Signature Events.

### Overview of Kate Quinn Author Event

The author event with Kate Quinn enjoyed a successful return to presenting the popular spring event in person. The strongest outcomes reported by those taking the survey showed that 94% learned something new and 87% felt more confident in what they had learned.

### 1000 Books Before Kindergarten

This ongoing program supports families with children ages 0-5 to introduce reading. The program is measured at the midpoint and conclusion for those who choose to participate in the survey. Participants in the 2023 Project Outcome survey reported spending more time engaging with their children and gaining a better understanding of the value of reading with their children. Over 96% of program finishers reported positive outcome.

### Patron Feedback

Matt Griffin shared some patron feedback from across the library as a whole.

- "...It's been a game-changer for my career and I'm really grateful for that!"
- "...the scanner has helped me tremendously with getting housing..."
- "The Librarians are always there to help and won't stop until you get what you came for..."
- "...Thank you for CARING. Awesome and creative and wonderfully on point with the recommendations. I loved this."

The Executive Director advised the Board that this reporting of the 2023 Annual Plan is part of the governance process. It was an ambitious plan of 10 projects with 33 deliverables – 28 of those were completed or in progress and 5 were not started. A highlight is being so close to 10 million in circulation; 6.5 million are physical items that require interaction with our staff, that's a lot of touches. The Book a Librarian services are 1:1 appointments to receive specialized help. There were 2,300 appointments in 2023. The holds lockers shared 31,000 items and there were 360,000 wireless sessions in 2023. There is so much going on behind the scenes including thousands of story times. Part of this reporting is to check in with the Board and get feedback on how JCPL met the 2023 plan.

The Chair noted that it is truly remarkable when you think about the number of people in the community that are touched by the library. Continue to tell JCPL's story so everyone understands what we have to offer. The 2023 plan is an incredible accomplishment and the Executive Director, and her team are to be commended for a fantastic year. You continue to demonstrate how important libraries are.

Trustee Anderson noted that she loves the report, and the annual as well as mid-year reports are the documents she references when someone asks her about JCPL. Telling the story has been challenging and how you position yourselves to the challenges on the horizon, your ambitious and collaborative goal setting have been remarkable. Congratulations on a great year.

## **Facilities & Construction Projects**

### **A. Evergreen Redesign Project Update**

Jessica Paulsen, Assistant Director of Public Services for Customer Experience, addressed the Board and provided an update on the Evergreen Redesign Project. There has been lots of fun progress made on the redesign. The big news is that the Library is working on inspections and wrapping up. The punch walk will happen soon, and the Library anticipates starting the move-in process before the next Board meeting. The fireplace is finished now, and bathroom accessories and tile is complete. Cabinets and flooring have been installed in the community room. Installation of the glass and carpet for the study rooms is complete. The project is on time and on budget.

In response to a question, the Board was advised that the front doors will be installed tomorrow.

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

No items were removed from the consent agenda.

## **EMERGING ISSUES**

No issues.

## ENDS

There were no items.

## BOARD GOVERNANCE

### A. Nominating Committee report to the Board: Proposed Slate of Officers

The nominating committee, Jill Fellman and Charles Jones, presented the following slate of officers for election at the March 21, 2024 Board Meeting:

The Vice-Chair and Secretary positions are up for election in 2024.

- Vice-Chair: Emelda (Bing) Walker, for the 1-year term (April 2024 to March 2025).
- Secretary: Stanley Harsha, for the 1-year term (April 2024 to March 2025)

### B. Bylaws Committee status update (Emelda Walker, Stanley Harsha)

There was no update from the Bylaws committee. The Chair asked for this item to be placed on the March Board meeting agenda to check in with the committee.

### C. Library Board of Trustees Review Policy Governance Monitoring Reports 2.0 to 2.4. Adoption will be on the consent agenda for the March 21, 2024 Board meeting unless otherwise instructed by the Board.

The Chair advised the Board to reach out if they have any comments or questions about the policies or the recommended adjustments. The Chair noted that unless otherwise instructed by the Board, the policies will be included on the consent agenda for the March 21, 2024 Library Board meeting.

## 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.

### 2024 Board Meeting Schedule

- March 14, 2024 – Study Session – 5:30 pm Hybrid: Virtual via ZOOM. In-Person  
Location: Lakewood Library Meeting Room
- March 21, 2024 – Board Meeting – 5:30 pm Hybrid: Virtual via ZOOM. In-Person  
Location: Lakewood Library Meeting Room
- April 11, 2024 – Study Session – 5:30 pm Hybrid: Virtual via ZOOM. In-Person  
Location: Lakewood Library Meeting Room
- April 18, 2024 – Board Meeting – 5:30 pm Hybrid: Virtual via ZOOM. In-Person  
Location: Lakewood Library Meeting Room

## ANNOUNCEMENTS/GENERAL INFORMATION SHARING

There were no announcements.

## **EXECUTIVE SESSION:**

At 6:43 pm, the Chair called for a motion to adjourn the regular meeting, reconvene in Executive Session regarding the possible collective bargaining unit and adjourn the regular Board meeting at the conclusion of the Executive Session.

**MOTION:** Pam Anderson moved to adjourn the regular meeting of the Library Board of Trustees, reconvene in Executive Session regarding the Possible Collective Bargaining Unit, AND adjourn the regular Board meeting at the conclusion of the Executive Session. Statutory citations authorizing an executive session for this topic are:

- 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.
- Pursuant to 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.

**Guests:** Eric Butler, County Attorney's Office and Tami Culkar, Fisher & Phillips LLP.

The Chair announced a 10 minute break to allow the Board and staff time to clear the room, leave the existing ZOOM meeting and then join the Executive Session at 6:55 pm.

The Chair called the Executive Session to order at 6:54 pm with the following Trustees present, Charles Jones, Jill Fellman, Jeanne Lomba, Pam Anderson and Emelda Walker. Also present were Donna Walker, Executive Director; Julianne Rist, Director of Public Services; Bernadette Berger, Director of Technology and Innovation; Eric Butler, County Attorney's Office; Tami Culkar, Fisher & Phillips LLP; Matt Griffin, Director of Business Strategy and Finance; Lisa Smith, Director of People and Culture; Elise Penington, Director of Communications and Engagement; and Amber Fisher, Executive Assistant, Office of the Executive Director.

It is noted that the session was recorded and that the recording will be retained for the required 90 days.

## **CALL FOR ADJOURNMENT OF EXECUTIVE SESSION AND REGULAR MEETING**

**MOTION:** At 7:56 pm Jeanne Lomba moved to adjourn the Executive Session and regular meeting of the Library Board. Seconded by Emelda Walker the motion passed by unanimous vote of all Trustees present.

It is noted that the Library Board of Trustees met in Executive Session for conferences with attorneys for the local public body for the purposes of receiving legal advice on



specific legal questions and discussion of strategy and instructions to negotiators with respect to the Possible Collective Bargaining Unit. The Trustees held those discussions, and this summary is provided as required by Colorado Statute.

Jill Fellman, Secretary

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

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**POLICY TYPE: MANAGEMENT LIMITATIONS**

**POLICY 2.0**


**POLICY TITLE: *GENERAL MANAGEMENT CONSTRAINT***

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*MANAGEMENT LIMITATIONS*

Initial Monitoring on **Policy 2.0: *GENERAL MANAGEMENT CONSTRAINT***

I hereby present my monitoring report on your Management Limitations policy 2.0 “General Management Constraint”, 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: March 21, 2024

**BROADEST POLICY PROVISION**

**The Executive Director shall not cause or allow any practice, activity, decision or organizational circumstance that is unlawful, imprudent, or in violation of commonly accepted professional ethics and best practices for public library management.**

**EXECUTIVE DIRECTOR’S INTERPRETATION:** I understand this constraint to include all operational activities that occur within the Library. It does not include activities or decisions occurring or made at the Board level.

I interpret “unlawful” to mean I will not fail to ensure that all operational activities are within legal requirements as imposed by all relevant governing bodies, including federal, state, county and city statutes and ordinances.

In matters of prudence and ethics, the Board has comprehensively interpreted these concerns throughout the “Management Limitations”. In areas where no specific Board policy exists; I will use the test of “reasonable and prudent” to evaluate the circumstances. In addition, I understand that “commonly accepted professional ethics and best practices for public library management” is an additional qualifier of the Board’s intentions. By this, if an issue arises which I believe my response would be judged ethical and prudent but for some reason inconsistent with common practices in public libraries; I would not necessarily have the authority to proceed.

**REPORT (COMPLIANT):** The implementation of the above measures is incorporated into specific monitoring reports provided to the Board on each of the other Management Limitations policies. I therefore am focusing this response on this policy provision proscribing against any “unlawful” actions or situations.

I can report compliance.

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

**POLICY TYPE: MANAGEMENT LIMITATIONS**  
**POLICY TITLE: *TREATMENT OF PATRONS***

**POLICY 2.1**

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*MANAGEMENT LIMITATIONS*

**Initial Monitoring on Policy 2.1: *TREATMENT OF PATRONS***

I hereby present my monitoring report on your Management Limitations policy 2.1 “Treatment of Patrons”, 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: March 21, 2024

**BROADEST POLICY PROVISION**

**With respect to interactions with patrons, the Executive Director shall not cause or allow conditions or procedures which are unfair, unsafe, disrespectful, unnecessarily intrusive, or which fail to provide confidentiality in use of facilities and resources, and which fail to provide a high level of customer service.**

**EXECUTIVE DIRECTOR’S INTERPRETATION:** I understand this to mean that the Library may not operate without having and enforcing specific policies that clarify patron rights and staff actions toward patrons. The Executive Director, staff and legal counsel review the policies as needed.

**REPORT:** The Library requires regular reporting from all units on these elements. Initial and follow-up reports are issued to Management for review or action.

- 1. I shall not elicit and maintain patron information for which there is no clear necessity.**

**EXECUTIVE DIRECTOR’S INTERPRETATION:** It is our responsibility to protect the patron’s privacy in their use of the library, its programs and services, neither requesting nor maintaining information (visual, written or otherwise) about our patrons beyond that either required by law or business necessity.

**REPORT (COMPLIANT):** We are committed to keeping information about an individual’s use of the library only as long as needed in order to provide Library services. Full and current guidelines for the public will be posted on the JCPL website and updated when and as conditions change.

Colorado State law (CRS 24-90-101 et seq.) requires that we treat as confidential information about materials users check out, information they access, and their use of the library. CRS 24-73-101, 102, 103 requires that we keep patron personally identifiable information secure and properly dispose of this information.

I can report compliance.

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

- 2. I shall not collect, review, transmit, store or destroy patron information in a manner that fails to protect against loss of or improper access to that information.**

**EXECUTIVE DIRECTOR’S INTERPRETATION:** It is my interpretation that we must ensure that the documents or online gathering of patron data are handled in a manner, from collection until destruction, that avoids inappropriate access or loss of such data.

**REPORT (COMPLIANT):** We are committed to keeping information about an individual’s use of the library only as long as needed in order to provide Library services. Full and current guidelines for the public will be posted on the JCPL website and updated when and as conditions change.

Colorado State law (CRS 24-90-101 et seq.) requires that we treat as confidential information about materials users check out, information they access, and their use of the library. CRS 24-73-101, 102, 103 requires that we keep patron personally identifiable information secure and properly dispose of this information.

I can report compliance.

- 3. I shall not fail to maintain facilities that provide a reasonable level of privacy, both aural and visual, and that are reasonably free from public distraction and disturbance.**

**EXECUTIVE DIRECTOR’S INTERPRETATION:** Our libraries are designed and managed to serve large populations of users at one time. As such, the library provides many venues for quiet reading and study, computer privacy, individual and group study space, etc. All libraries have spaces and/or equipment to assist with this and staff is instructed to assist patrons with finding a suitable work environment that meets their needs.

**REPORT (COMPLIANT):** Library programs and services are designed to ensure patron privacy in the use of the library. As new technologies and services are added to our program of service, operational activities are vetted between library staff and the Director of Public Services. When space limitations exist, every effort is made to ensure as much patron privacy as possible.

I can report compliance.

- 4. I shall not fail to maintain the confidentiality of a patron’s use of the JCPL and patron record except as required by law.**

**EXECUTIVE DIRECTOR’S INTERPRETATION:** Records of patrons’ usage of the Library will not be divulged except when necessary for normal library operations or as provided for in CRS 24-90-119, “Privacy of User Records.” I have been designated “Custodian of Library Records” by the Board and can make reasonable exception to this requirement.

**REPORT (COMPLIANT):** We are committed to keeping information about an individual’s use of the library only as long as needed in order to provide Library services. Full and current

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

guidelines for the public will be posted on the JCPL website and updated when and as conditions change.

Colorado State law (CRS 24-90-101 et seq.) requires that we treat as confidential information about materials users check out, information they access, and their use of the library. CRS 24-73-101, 102, 103 requires that we keep patron personally identifiable information secure and properly dispose of this information.

I can report compliance.

- 5. I shall not fail to ensure that patrons receive prompt, courteous service from competent, well-trained staff.**

**EXECUTIVE DIRECTOR'S INTERPRETATION:** Educational and training requirements for knowledge, skills and customer service are required and provided to effect useful and respectful service toward our patrons.

**REPORT (COMPLIANT):** The Library ensures that all hires possess the required education, training and experience for their jobs and have the training required to successfully fulfill their job requirements. Mechanisms are in place for patron complaints and compliments.

I can report compliance.

- 6. I shall not fail to set and convey the policies for the use and circulation of library materials; fines/charges for damaged or lost items; a fee schedule for non-basic Library services; and policies for the use of bulletin boards and meeting/study rooms.**

**EXECUTIVE DIRECTOR'S INTERPRETATION:** Policies are in place that effectively direct public use of materials, resources, and facilities, so that all patrons can use our libraries and resources in a reasonable and responsible manner. We inform patrons of these policies. Staff is also versed in the policies such that they can address and discuss them with patrons.

**REPORT (COMPLIANT):** All of the library policies regarding library use are reviewed and updated as needed.

I can report compliance.

- 7. I shall not fail to enforce clearly articulated policies regarding content and control standards for Internet use and safety.**

**EXECUTIVE DIRECTOR'S INTERPRETATION:** Internet use policies derive largely from state law, as interpreted by the Library and attorney. Access to internet sites complies with filtering as required by law and Board-directed library policy. Staff and the public are made aware of these policies so that user and staff expectations are clear. Staff is trained to recognize non-compliant use and intervene if necessary.

**REPORT (COMPLIANT):** Our principal responsibility is to be compliant with state statute and

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

Library Board direction within the limits of technology.

I can report compliance.

- 8. I shall not fail to convey that parents, guardians or caretakers are responsible for monitoring the activities and library use and controlling the behavior of children or other persons requiring supervision during their library visit.**

**EXECUTIVE DIRECTOR'S INTERPRETATION:** It is my understanding that we have a responsibility to inform parents/guardians/caretakers that it is their responsibility, not the Library's, to control use and provide reasonable supervision to their children or charges when visiting/using the library. Staff is directed to intervene when inappropriate or illegal behaviors/actions interfere with or disrupt others' use of the library and its resources.

**REPORT (COMPLIANT):** Norms and practices in the Library's Code of Conduct have been developed to assist staff in making these decisions. We also have our Code of Conduct posted on our website and will print it when asked by our public.

I can report compliance.

- 9. I shall not fail to inform patrons, when appropriate, of this policy, and to provide an open, accessible patron comment process.**

**EXECUTIVE DIRECTOR'S INTERPRETATION:** It is my understanding that we must inform patrons of library policies that concern and/or protect their use and rights in the library. As well, we must provide a patron comment process so that patrons have the opportunity to express their concerns to administration and management.

**REPORT (COMPLIANT):** The library uses several means by which to solicit and engage in patron comment including personal interactions with staff, electronic and print comment forms, an open-door process for the public to speak with management or administration, electronic and telephone communications and electronic options on the website. We also have our policies posted on our website and will print them when asked by our public.

I can report compliance.

- 10. I shall not fail to take appropriate steps to safeguard the safety of library patrons.**

**EXECUTIVE DIRECTOR'S INTERPRETATION:** I understand that this provision requires me to develop and implement policies and practices to ensure patron safety.

**REPORT (COMPLIANT):** We strive to maintain a high level of patron safety conditions. To confirm our safety standards, key staff along with local law enforcement conduct safety audits of public use areas. We also maintain and use safety/emergency mechanisms such as fire extinguishers and sprinklers, detection and alarm systems, AEDs and surveillance cameras. As well, each library establishes a working relationship with their local law enforcement agencies. The

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

library's Person-In-Charge program trains staff to assist with patron safety be it physical safety, threat or medical.

I can report compliance.

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

**POLICY TYPE: MANAGEMENT LIMITATIONS  
POLICY TITLE: *TREATMENT OF STAFF***

**POLICY 2.2**

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*MANAGEMENT LIMITATIONS*

**Initial Monitoring on Policy 2.2: *TREATMENT OF STAFF***

I hereby present my monitoring report on your Management Limitations policy 2.2 “Treatment of Staff”, 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: March 21, 2024

**BROADEST POLICY PROVISION**

**With respect to the treatment of staff and volunteers, the Executive Director shall not cause or allow conditions that are unfair, unsafe, disrespectful or inconsistent with the Jefferson County Personnel Rules, by which the Library abides.**

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

Accordingly, pertaining to staff, I shall not:

- 1. Operate without a written personnel manual, which clarifies personnel rules for staff.**

**EXECUTIVE DIRECTOR INTERPRETATION:** The Library must have in place a personnel manual that sets forth the rules and policies regarding employment with the Library.

**REPORT (COMPLIANT):** The Library uses the Jefferson County Personnel Rules for our personnel manual.

I can report compliance.

- 2. Fail to provide staff with avenues for non-disruptive, internal expression of opinions.**

**EXECUTIVE DIRECTOR INTERPRETATION:** I understand this policy to mean that staff must know and be allowed to freely express their support, opposition, and concerns with the Library’s policies and practices without fear of reprisal, ~~as long as their dissent is expressed internally, respectfully and in a manner that does not disrupt operations, and in accordance with the rules and regulations established in SB22-230.~~ **and in accordance with the rules and regulations established in SB22-230.**

**REPORT (COMPLIANT):** New Library staff members are made aware that open and honest communication is encouraged at Jefferson County Public Library during their orientation process, and long-standing staff members are aware of this through administrative and management messaging. Jefferson County Public Library is an Equal Opportunity Employer and does not tolerate discrimination and harassment. The Library recruits, hires, trains and promotes employees without regard to race, color, religion, sex, national origin, age, disability, sexual orientation or any



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

other status protected by Federal or State law. The Library will not tolerate retaliation for opposing discrimination and harassment. The Library adheres to a formal complaint process, which is available to staff, through Jefferson County Personnel Rules.

I can report compliance.

### 3. Fail to acquaint staff with these Federal, State and County laws and Library policies.

**EXECUTIVE DIRECTOR INTERPRETATION:** It is my responsibility to ensure that all staff is informed of these policies.

**REPORT (COMPLIANT):** These policies are available online, on the staff intranet or included in the personnel manual and staff has access to them.

I can report compliance.

### 4. Allow staff to be unprepared to deal with emergency situations.

**EXECUTIVE DIRECTOR INTERPRETATION:** I understand this to mean that staff will be informed and trained on emergency policies and practices and appropriate staff will be trained to deal with emergency situations.

**REPORT (COMPLIANT):** The Library schedules regular Person-In-Charge (PIC) trainings where staff receives additional training for emergency situations. In turn, all libraries have a trained “Person in Charge” (PIC) on duty during hours of operations. Director-level staff are available to serve as the Senior PIC where immediate assistance and direction is provided to the location/library PIC, staff and law enforcement. Further, all incidents are reported and evaluated, to improve future response. Additional support and training is provided by subject-matter experts as needed to prepare staff to respond to specific circumstances.

I can report compliance.

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

**POLICY TYPE: MANAGEMENT LIMITATIONS**

**POLICY 2.3**

**POLICY TITLE: *FINANCIAL CONDITION AND ACTIVITIES***

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*MANAGEMENT LIMITATIONS*

**Initial Monitoring on Policy 2.3: *FINANCIAL CONDITION AND ACTIVITIES***

I hereby present my monitoring report on your Management Limitations policy 2.3 “Financial Condition and Activities”, 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: March 21, 2024

**BROADEST POLICY PROVISION**

**With respect to financial condition and activities, the Executive Director shall not cause or allow the development of fiscal jeopardy, or a material deviation of actual expenditures from the Library Board’s Ends priorities.**

**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. Exceed the Library’s total expenditure authorization for operations or capital development.**

**EXECUTIVE DIRECTOR INTERPRETATION:** This requirement prohibits my spending on behalf of the library above the pre-set operations and/or capital development authorizations established by the Library Board and adopted by the Board of County Commissioners during the budget approval process. If circumstances arise where expenditure above the appropriated level is necessary, I must follow the budget transfer process or the supplemental appropriation process, outlined in the Library’s Budget Expenditure policy or the provisions of 4 below.

**REPORT (COMPLIANT):** The Library’s expenditure is reviewed monthly against the total amount authorized and reported in the financial statement. This report discloses year-to-date and projected expenses to the end of the year and is included in the monthly Board reports for informational and review purposes. It also includes any required requests and processes for budget transfers when circumstances arise that require expenditures above the appropriated amount.

I can report compliance.

- 2. Incur debt (with exception of procurement cards, which are to be paid in full when due).**

**EXECUTIVE DIRECTOR INTERPRETATION:** I understand that no library debt can be incurred without the approval of the Library Board other than short-term procurement card debt, which must always be paid when due. The Library Board can authorize debt as defined in the “Library Law,” or by entering into long-term capital debt by other means.

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

**REPORT (COMPLIANT):** Monthly financial statements issued by the Finance division demonstrate all outstanding obligations which would show any debt as part of the report. These reports are compiled and reviewed monthly by the Library Board.

I can report compliance.

### 3. Fail to get Library Board approval for:

#### A. Use of the Library Fund

**EXECUTIVE DIRECTOR INTERPRETATION:** Accordingly, expenditures that have not been approved by the Board cannot be made in advance.

**REPORT (COMPLIANT):** Monthly financial reports regularly report compliance with this limitation. Requests come before the Board when its approval is required for an expense change.

I can report compliance.

#### B. Use of Fund Balance

**EXECUTIVE DIRECTOR INTERPRETATION:** This limitation requires Board review and approval before any use of fund balance can take place, with the exception of automatic working capital drawdowns until tax collection proceeds are posted to our fund.

**REPORT (COMPLIANT):** All use of reserves (and requests for use of reserves) is shown on budget development plans or financial reports, which are reviewed and approved by the Board.

I can report compliance.

**C. Adding any salaried staff positions. This means that no new standard FTE positions beyond currently authorized positions can be added unless they are recommended by me and approved by the Library Board according to their authority under Colorado Library Law.**

**EXECUTIVE DIRECTOR INTERPRETATION:** This means that no new salaried positions can be added unless they are recommended by me and approved by the Library Board.

**REPORT (COMPLIANT):** I review and act upon all requests for staffing changes which are reported in my monthly reports and in the annual budgeting process.

I can report compliance.

### 4. Authorize transfers of greater than \$100,000 among line items and categories within the operational fund.

**EXECUTIVE DIRECTOR INTERPRETATION:** Budget transfers less than \$100,000 between expense lines are allowed without board approval but non-emergency transfers greater than

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

\$100,000 require Board authorization. The Executive Director may authorize transfers in excess of \$100,000 when an emergency situation exists and must inform the Board about all emergency transfers as soon as practical.

**REPORT (COMPLIANT):** All budget transfers follow the above guidelines, and any transfers are reported in the monthly financial statements.

I can report compliance.

## **5. Fail to settle payroll obligations and payables in a timely manner.**

**EXECUTIVE DIRECTOR INTERPRETATION:** This means that we must process all payables in as timely a manner as possible if not in accordance with the vendor's dictates. Payrolls are processed in accordance with County policy.

**REPORT (COMPLIANT):** Payables are processed in a timely manner, normally weekly. With regard to payroll, all staff is paid bi-weekly, pay periods end every other Saturday and paydays are every other Friday.

I can report compliance.

## **6. Allow payroll or other tax payments or other government ordered payments or filings to be overdue or inaccurately filed.**

**EXECUTIVE DIRECTOR INTERPRETATION:** The schedules of tax payments to other government units are strictly observed. The principal payment is payroll taxes.

**REPORT (COMPLIANT):** Payroll taxes are paid by the County as part of normal payroll practice and are reflected in our financial statements.

I can report compliance.

## **7. Expend more on a capital project than the amount previously authorized by the Board.**

**EXECUTIVE DIRECTOR INTERPRETATION:** This means that capital project expenditures greater than approved must not occur without Board approval. However, small transfers (being no more than 10% of the total cost of the project or \$100,000, whichever is less) between individual project funds may be necessary, as they are completed.

**REPORT (COMPLIANT):** Monthly capital projects reports show the comparison between budgeted and actual expense of each project.

I can report compliance.

## **8. Acquire, encumber, lease or dispose of real property.**

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

**EXECUTIVE DIRECTOR INTERPRETATION:** By statute, the Library Board is the only authority empowered to hold and acquire property. This means that all decisions regarding real property and buildings, whether owned or leased, must be reviewed and approved by the Board.

**REPORT (COMPLIANT):** The Library Board holds the authority for acquiring property. The Library Board approves all leases, disposals and acquisitions of real property. The Library Board also approves all issues of debt which could encumber real property.

I can report compliance.

## 9. Accept gifts or grants from sources that are not, in fact and appearance, legal and consistent with the mission and values of the library.

**EXECUTIVE DIRECTOR INTERPRETATION:** This means that the Library (nor I on behalf of the Library), cannot accept any gifts or grants when they appear to be inconsistent with our mission and role.

**REPORT (COMPLIANT):** Through the Agreement between the Library and the Jefferson County Library Foundation, ~~most~~ **some** gifts to the Library are processed through the Foundation. **These require Library review. ~~In so doing, we require a level of review and~~ Gifts or grants processed through the Library require executive director or designee review. The Library** retains the right to specify the disposition of any gift.

I can report compliance.

## 10. Fail to pursue material receivables after a reasonable grace period.

**EXECUTIVE DIRECTOR INTERPRETATION:** This means that we must take action to recover material receivables. Material receivables are defined as accounts with an accumulation of overdue payables in the amount greater than \$500.00 for over 28 days.

**REPORT (COMPLIANT):** Accounts over \$500.00 and over 60 days overdue are notified and informed of the need to submit payment. Accounts past due over 90 days may be sent to collection.

I can report compliance.

## 11. Fail to exercise adequate internal controls over receipts and disbursements to avoid unauthorized payments or material dissipation of assets.

**EXECUTIVE DIRECTOR INTERPRETATION:** This means that we must have in place a process of checks and balances to maintain accountability both for payments and for inventory control.

**REPORT (COMPLIANT):** All payments by the Library are subject to multiple reviews by staff so that payments are only made for goods and services that the library has decided upon. If there are discrepancies ~~in the paperwork~~, processing stops until a review can determine the validity of the claim. Inventories of equipment and supplies are carefully evaluated on a regular basis to ensure

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

proper disposition of those assets.

I can report compliance.

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

**POLICY TYPE: MANAGEMENT LIMITATIONS**  
**POLICY TITLE: *ASSET PROTECTION***

**POLICY 2.4**

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*MANAGEMENT LIMITATIONS*

Initial Monitoring on **Policy 2.4: *ASSET PROTECTION***

Signed: 

, Executive Director

Date: March 21, 2024

**BROADEST POLICY PROVISION**

**The Executive Director shall not allow the Library's assets to be unprotected, inadequately maintained or unnecessarily risked.**

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

- 1. I shall not fail to ensure against theft and casualty losses to at least replacement value, including coverage for Library materials, works of art, mechanical systems, computer equipment and systems, property while in transit, donated items, items not owned by the Library on exhibit/display and all Library facilities, including those buildings not open to the public (Administration, the Library Service Center and Support Services).**

**EXECUTIVE DIRECTOR INTERPRETATION:** I understand this provision to mean that the library must have in place, a means to ensure against significant loss as expressed in any of the manners above. As well, we must be responsive to the changing value of said items, to changing conditions of risk, and to changes in insurance practices and law.

**REPORT (COMPLIANT):** The library's insurance program is part of the County's Risk Management program and we contribute to the pool of coverages as specified by that Department. Some of those coverages are self-insured within the pool and some are purchased from agencies, as appropriate. The Library can direct our specific requirements. The Library periodically commissions an independent consulting assessment of our needs and adjusts the county pool coverages as necessary.

I can report compliance.

- 2. I shall not fail to ensure against loss or damage to library facilities by implementing a disaster response plan.**

**EXECUTIVE DIRECTOR INTERPRETATION:** I understand this provision to mean that we must maintain a comprehensive program of disaster response to ensure that the Library facilities are protected from significant loss from natural or man-made disasters.

**REPORT (COMPLIANT):** The Library has a Continuity of Operations (COOP) plan in place that identifies goals and objectives during emergency situations and clearly defines the roles and responsibilities of each director and each division within the organization during an emergency.

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

This plan ensures protection of the library's assets, continuity of operations as well as a rapid response and recovery. The plan identifies resources and establishes back-up systems required to maintain internal and external communications, business functions and library operations. The Continuity of Operations Plan (COOP) is updated as personnel changes require but no less than annually. Additionally, the Library is part of the County's Emergency Operations Center's plan.

This provision has one associated implication in Monitoring report 2.3 that establishes emergency spending limits in excess of \$100,000 for the executive director during a disaster.

I can report compliance.

- 3. I shall not fail to ensure against loss or damage to library computers, technology equipment and systems by implementing a security and replacement plan.**

**EXECUTIVE DIRECTOR INTERPRETATION:** In order to be compliant on this measure, we must have in place a security and replacement plan to ensure against loss or damage to the library's technological and communication resources and network.

**REPORT (COMPLIANT):** The Technology & Innovation division has addressed this in the Continuity of Operations Plan (COOP).

I can report compliance.

- 4. I shall not fail to ensure against liability losses to Library Board members, staff and the Library itself, including directors' and officers' liability and errors and omissions coverage, in an amount equal to or greater than the average for comparable organizations.**

**EXECUTIVE DIRECTOR INTERPRETATION:** This means maintaining a level of protection for Trustees and staff against liability claims while doing the work of the Library.

**REPORT (COMPLIANT):** Errors and Omissions coverage is a standard element in the Risk Management pool and provides protection for the Trustees and staff.

I can report compliance.

- 5. I shall not fail to ensure for general comprehensive on the Library's vehicles.**

**EXECUTIVE DIRECTOR INTERPRETATION:** I understand this to mean that we must have complete insurance protection for all vehicle operations.

**REPORT (COMPLIANT):** Complete vehicle operations insurance coverage is in place as part of the county pool and includes comprehensive, collision and liability coverage.

I can report compliance.

- 6. I shall not fail to ensure against employee theft and dishonesty.**



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

**EXECUTIVE DIRECTOR INTERPRETATION:** I understand this to mean that all library employees who handle cash or warrants must pass a sufficient background check prior to employment and that the library will maintain adequate internal controls to prevent or detect fraud.

**REPORT (COMPLIANT):** All employees who handle significant amounts of cash or warrants are covered under the County's crime policy which the Library participates in as part of the Risk Management pool. All library managers and finance staff are responsible for internal controls.

I can report compliance.

- 7. I shall not fail to maintain a system for the management of fixed and controlled assets that provides sufficient information for preparation of financial statements, ensures proper use, and provides for their maintenance, replacement and disposal.**

**EXECUTIVE DIRECTOR INTERPRETATION:** It is my understanding that this provision requires an asset management system that provides a high level of accountability and gives us the necessary information so that we can reflect an accurate value for fixed assets in our financial statements, track material controlled assets, dispose of fixed and controlled assets in conformance with CRS 24-90-109 (1) (i), and make good decisions about the use and management of library assets.

**REPORT (COMPLIANT):** The Library Finance division uses the County's procedure to track assets. Asset additions and inventory are reviewed annually with County staff. The Library disposes of assets in accordance with County policy. This requirement is covered under our asset management policy, Jefferson County asset valuation and inventory control practices, and CRS 24-90-109 (1) (i).

I can report compliance.

- 8. I shall not fail to maintain and utilize guidelines for the acquisition, lending and de-accession of art.**

**EXECUTIVE DIRECTOR INTERPRETATION:** It is my interpretation that the library must maintain art guidelines covering acquisition, de-accession, lending, maintenance and care.

**REPORT (COMPLIANT):** The Library's art guidelines recognize the special nature of the library's art collection. The Library maintains guidelines for art donations, acquisition, display, de-accession and lending of art.

I can report compliance.

- 9. I shall not fail to employ risk management practices to minimize exposure of the organization, its Board or staff to claims of liability.**

**EXECUTIVE DIRECTOR INTERPRETATION:** It is my interpretation that the library must maintain risk management practices that minimize and / or limit claims of liability against the library itself.

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

**REPORT (COMPLIANT):** Risk management practices that work to reduce liability are part of the service we receive from County Risk Management. We implement those as directed and appropriate.

I can report compliance.

10. **I shall not allow any purchase wherein normally prudent protection has not been given against conflict of interest.**

**EXECUTIVE DIRECTOR INTERPRETATION:** I take this to mean that we must have practices in place that guard against staff and board members personally profiting from a procurement decision in which they participated.

**REPORT (COMPLIANT):** The Library's procurement processes have oversight procedures to minimize the possibility of conflict of interest. Our procurement manual reflects this provision and it is posted on the Library's intranet. Also, Jefferson County has as part of the Personnel Rules, a "Conflict of Interest" policy which covers most significant issues of conflict and which is applicable to all library staff. The library's Policy Governance practices ensure this same oversight for board members.

I can report compliance.

11. **I shall not allow for procurement practices which do not serve the best interests of the Library and are not consistent with best practices and Jefferson County Purchasing Guidelines.**

**EXECUTIVE DIRECTOR INTERPRETATION:** This provision requires that significant procurement decisions be competitive or otherwise made in the best interest of the library. Each such decision must demonstrate, as part of the procurement documents, to have been compliant.

**REPORT (COMPLIANT):** All procurements and purchases conform to this requirement and are documented in the procurement paperwork.

I can report compliance.

12. **I shall not fail to store and preserve Library records in accordance with a Records Retention schedule and program under the direction of the Jefferson County Records Management department.**

**EXECUTIVE DIRECTOR INTERPRETATION:** The library, as part of its normal practices must carefully preserve its operational history as reflected in its files and records.

**REPORT (COMPLIANT):** The library works with the County's Records Management department to develop retention schedules that are consistent with applicable statute and good business practices.

I can report compliance.

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

**13. I shall not fail to protect intellectual property, information and files from loss, improper access or significant damage**

**EXECUTIVE DIRECTOR INTERPRETATION:** I understand this provision to mean that internal documents, files and other operational information must be carefully protected from loss or damage and that access is limited to the terms of public records' statutes and business practices of confidentiality.

**REPORT (COMPLIANT):** Operational materials, records and resources are managed under basic business practices of confidentiality and security using available means to do so including locked files, electronic controls, password protection, document and data destruction, etc. Confidential files are kept under careful limits of access. Statutes define much of this process for us and we maintain an active understanding of applicable law.

I can report compliance.

**14. I shall not receive, process or disburse funds under controls insufficient to meet the County appointed auditor's standards (as set forth in Management Letter and/or other correspondence).**

**EXECUTIVE DIRECTOR INTERPRETATION:** This means that our financial controls and practices must be conducted in a manner consistent with applicable standards of accountability as required by law and County practices.

**REPORT (COMPLIANT):** Our financial practices are directed by law and County practices and our Finance division and staff follows these structures accordingly.

I can report compliance.

**15. I shall not compromise the independence of the financial auditor or the Board's other external monitoring or advice, such as by engaging parties already chosen by the Board as consultants or advisors.**

**EXECUTIVE DIRECTOR INTERPRETATION:** This provision serves to prevent audit contractors from auditing their own work. This is a practice that can diminish the value and the accuracy of audits and other financial reports. I understand that I must make such financial reporting decisions in a way that ensures independent and accurate audits.

**REPORT (COMPLIANT):** The County selects our external auditor; auditors that then proceed to evaluate our financial practices under commonly accepted standards and the terms of their contract. We have, from time to time, requested County approval for additional auditing services from the auditors, to help us document the value of some of our practices or to provide the Board with additional information. These requests are made and handled to ensure independent and accurate audits and are not in conflict with this policy provision.

I can report compliance.

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

- 16. I shall not endanger the organization’s public image, its credibility, or its ability to accomplish Ends.**

**EXECUTIVE DIRECTOR INTERPRETATION:** The Library’s public image and credibility are among its most valuable assets. I understand that a significant part of my work is protecting that asset, taking into account all of our fiscal, technical, informational, service and public relations activities.

**REPORT (COMPLIANT):** Much thoughtful work goes into our processes of service and support for the goals the community sets for itself. We can point to service outputs, productive partnerships, invitations to participate and other measures that we promote and maintain a positive image in the community.

I can report compliance.

- 17. I shall not change the organization’s name or substantially alter its identity.**

**EXECUTIVE DIRECTOR INTERPRETATION:** The name of this organization is Jefferson County Public Library. In this provision, the Board has determined that identity changes to the name Jefferson County Public Library of any kind must be reviewed and approved by the Board. I further take this to mean that the naming of individual buildings or significant elements of buildings is the Board’s prerogative.

**REPORT (COMPLIANT):** We maintain a careful observance of Board-established names and identities, while investigating the value of selective name changes when such changes can enhance the community’s understanding and/or support of our role and our work. In all cases the Library adheres to the Board’s naming policy.

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: Lizzie Gall, Assistant Director for Public Services for Resources and Programs  
Franca C. Rosen, Collections Manager

DATE: March 14, 2024

RE: Intergovernmental Memorandum of Understanding (MOU) with Jefferson County Schools –  
E materials, 4<sup>th</sup> Renewal

**History of Contract:**

In 2020 JCPL entered into an Intergovernmental MOU with Jefferson County Schools to provide e-books and audiobooks to students through the school system’s library platform. Jefferson County Public School students have access through the Community Share portal to the e-materials that we purchase from Axis 360. The original MOU allows for four additional one-year renewals after the first year. We would like to continue the relationship with Jefferson County Public Schools and renew the MOU for an additional year. This will be the fourth and final renewal.

**Total Cost:**

There are no additional costs to the library related to the agreement as we are currently purchasing these materials for residents of the community.

**Next Actions:**

We request that the Library Board of Trustees authorize the Executive Director to sign the renewal of the Intergovernmental Memorandum of Understanding (MOU) with Jefferson County Public Schools to provide student access, through school computers, to JCPL e-books and audiobooks. **This item will be placed on the consent agenda for the March 21, 2024 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: Lizzie Gall, Assistant Director of Public Services for Resources & Programs  
Franca C. Rosen, Collections Manager

DATE: March 14, 2024

RE: Baker & Taylor, Print Materials, First Renewal

**History of Contract: Baker & Taylor - Primary Print Vendor**

In 2023 the Board of Trustees approved a contract with Baker & Taylor for print materials with the option for four additional one-year terms. Our current contract ends on June 19, 2024. Baker & Taylor is the primary vendor of print materials for Jefferson County Public Library. We are satisfied with Baker and Taylor's performance and would like to initiate the first renewal of the contract. The renewed contract period would be for a one-year term from June 20, 2024 through June 19, 2025. This will be the first of four potential renewals.

**Total Cost:**

The total budget for print materials from Baker & Taylor is \$2,350,000 which includes physical items and processing (MARC records, book jackets, barcode, RFID tag, spine label).

**Budget:**

This expenditure is within the approved 2024 Library Books and Materials budget.

**Next Actions:**

We request that the Library Board of Trustees authorize the Executive Director to sign a one-year contract renewal letter with Baker & Taylor for Provision of Print Materials, Process, Cataloging and Selection Services. **This item will be placed on the consent agenda for the March 21, 2024 board meeting unless otherwise instructed by the Board.**

## **Foundation Update**



■ MARCH 2024

# JCLF Executive Director Report

By Jo Schantz, MNM, CFRE, GPC

## JCLF HONORED AS NONPROFIT OF THE YEAR!

I'm very happy to report that the Jefferson County Library Foundation (JCLF) was selected as Nonprofit of the Year at the Applewood Business Association's Business Awards Celebration held on Thursday, Feb. 22, at the Marriott Denver West hotel in Golden.

More than 65 guests attended the evening's cocktail hour, dinner and awards presentation.

This was the first time that JCLF had been nominated for this honor. Additional awards were presented for the John Litz Community Impact Award, Business After Hours of the Year, Years of Service recognition, Recruiter of the Year, Leader of the Year, and Business of the Year.



ABA Board Member Peter Wolf and Jo Schantz

Applewood Business Association is a well-established and deeply rooted business association with over 200 members, focused on the greater Applewood community—including Golden, Lakewood and Wheat Ridge, Jefferson County and the West Denver Metro region.

## Library Giving Day

The 6th annual Library Giving Day is slated for Wednesday, April 3, 2024. Library Giving Day started as an idea generated by the Seattle Public Library Foundation. The concept was to create a national day of giving that public libraries would rally around and that the public would embrace. So, Seattle Public Library partnered with its strategic library fundraising partner, Carl Bloom Associates, to turn the idea into a reality.

Last year, JCLF garnered nearly \$10,000 from this one-day giving campaign. To schedule your contribution, visit our website at [www.jeffclf.org](http://www.jeffclf.org).

## 3rd Annual Books On Film Features Dune: Part Two

Our perennial fundraiser, Books On Film, will celebrate its third annual event on Friday, March 1, at Harkins 14 Theatres in Arvada. Doors will open at 6 p.m. and the film will begin at 6:30 p.m. This year, we are premiering the film Dune: Part Two.



Lisa Hidalgo

We are pleased that Lisa Hidalgo, meteorologist from Denver7, will again be this year's emcee. In addition, our guests will enjoy the film in a reserved theatre, munch on free popcorn and a soft drink, participate in a door prize drawing and compete in a Dune trivia game hosted by sci-fi buff John "Grizz" Deal.

Tickets are \$50 each. Event sponsors include: Sonny's Car Wash, Thrivent, Dream Books, High Point Financial Group, Sally Reed, Colorado Women's Day, IX Power Foundation and the Taurus Fund.



## **Operational Updates**

### **Executive Director Report**



# MARCH 2024 EXECUTIVE DIRECTOR REPORT

## 2024 Annual Plan Progress in March

### Portfolio: Service Point Development & Expansion

#### Program: New Construction

##### Project: South County Library

- Tour sites
- Continue community support development

##### Project: Northwest Jeffco Library

- Submit rezoning application
- Respond to City of Arvada comments
- Continue community support development

##### Project: South County – Express Library

- Submit supplemental request
- Tour short list sites

#### Program: Building Redesign

##### Project: Arvada Library

- Initiate Market Analysis
- Initiate community support development

##### Project: Evergreen Library

- Provide alternative services in leased space
- Inform community of construction progress
- Final building inspection
- Close alternative services

#### Program: Building Opportunities


##### Project: Conifer Opportunity


- Tour short list sites
- Inform community of progress

### Portfolio: Lifelong Learning & Literacy

#### Program: Advance Digital Equity & Inclusion

##### Project: Digital Literacy Collaboration (ARPA)

- Complete Phase 1 tasks
  - Initiate Phase 2 tasks
- 

- 
- Initiate community partnership outreach

## Portfolio: Building Inclusive Community

### **Program: Create a Radically Welcoming JCPL - Staff**

#### **Project: All Staff Compensation Strategy**

- Receive preliminary report from vendor

## Portfolio: Embracing Innovation & Change

### **Program: Artificial Intelligence Strategy**

- Initiate staff training for program development

### **Program: Fundraising Development**

- Schedule joint meeting with JCLF leadership
- Test fundraising goal and recommend target

## Portfolio: Continuous Process Improvement

### **Program: Accelerate our Building Program**

#### **Project: Design Standard**

- Finalize furniture design standard
- Finalize furniture ordering workflow

## Advocacy and Engagement Opportunity for Trustees

**Sexual Harassment Training:** Trustees are required to complete their annual sexual harassment training. You will receive links to the training by the end of March. Report completion to Amber by the end of April, please.

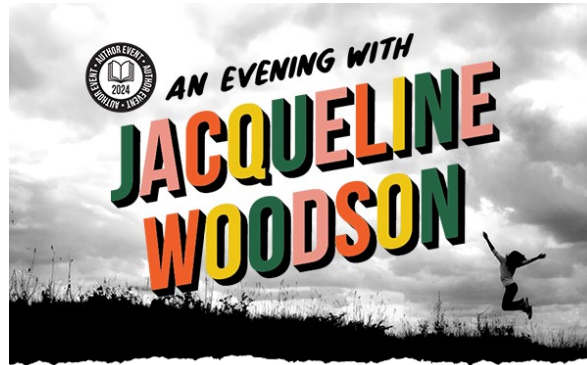
A **joint meeting with Board of County Commissioners** is being scheduled as a hybrid meeting on September 12 at 4:30 p.m. Please set aside this date. More information will be shared as it becomes available.

**CALCON 2024** September 4-6, 2024, Beaver Run, Breckenridge. Registration starts in May.



## SERVICE HIGHLIGHTS:

### Signature Author Event:



## Meet Jacqueline Woodson

Enjoy an [Evening with Jacqueline Woodson](#), a well-known author with a passion for telling stories!

As a kid, she would write on everything she could find, even paper bags, shoes, denim binders and sidewalks. Finally, a teacher took notice when she was in the fifth grade and the rest, as they say, is history. This was just the beginning of a journey where her words began to hold a different kind of magic, and Jacqueline remains an inspiration to young writers everywhere.


Don't miss the chance to be part of our Spring Author Event on April 5, and experience the world of words and stories that have shaped Woodson's creative adventure! [Register here.](#)

**Green Mountain Holds Locker** is now open! The new holds locker and returns bin can be conveniently found near the entrance of Green Mountain Village Preschool at the Lutheran Church of the Master.

## PROFESSIONAL ENGAGEMENT:

**Kelly Duran**, Manager of the Lakewood Library and Library 2 You Services, **Kat LeFevre**, Manager of Mountain Libraries, and **Robyn Lupa**, Manager of Kids & Families, participating in the Harwood Institute virtual Public Innovator Lab.

**Emily Miller**, Acquisitions & Collections Librarian, and **Rosalie Rodriguez**, Kids & Families Librarian, attending the CAT's Spring Workshop which is presented by youth services professionals from all across Colorado.



**Jill Hinn**, Kids & Families Outreach Librarian, presenting at the CAT's Spring Workshop, presenting, *Super-Charge! Effective Story Time Kit Planning, Creation, Use & Sustainability*.

**Joy Mackey**, Bilingual PX Associate, and **Christine McNamara**, PX Supervisor of Ambassadors and Substitutes, will be attending the Colorado Women's Day Conference.

**Robyn Lupa**, Manager of Kids & Families, and **Arra Katona**, Teen Services Coordinator, will be attending the Power Up Conference. They will be presenting on the topic, *Outreaching Together: Working Toward a Unified Approach*.

## **HIGHLIGHTS OF EXECUTIVE DIRECTOR COMMUNITY ACTIVITIES, MARCH 2024**

- Attend **Colorado Department of Labor and Employment** Collective Bargaining Representation Election vote count
- Meetings with Kim Johnson and Bing Walker, **Library Board of Trustees**
- Meeting with Stanley Harsha, **Library Board of Trustees**
- Hold **JCPL All Staff** Town Hall
- Meeting with Jo Schantz, **Jefferson County Library Foundation (JCLF)** executive director
- Meeting with Joe Kerby, **Jefferson County Manager**
- Meeting with **County Communications** staff
- Attend monthly meeting of the **Personnel Board** of the **Jefferson County Elected/Appointed Officials**
- Attend **Urban Libraries Council Directors** meeting
- Stakeholder meetings for Arvada Library Redesign
- Attend **JCLF Board of Directors** meeting
- Attend **Front Range Public Library Directors** meeting (virtual)



**JEFFERSON COUNTY PUBLIC LIBRARY  
DONATION AND NAME RECOGNITION AGREEMENT**

This Donation and Name Recognition Agreement (“Agreement”), dated for reference purposes only March 21, 2024, is between the donor, **Jefferson County Library Foundation, Inc.**, a Colorado non-profit corporation (the “Library Foundation”), and the **Jefferson County Public Library** (the “Library”). The Library Foundation, and Library are collectively referred to herein as the “parties”, and hereby agree as follows:

**RECITALS**

- A. The Donor desires to make a donation in the amount of \$5,000 (the “Donation”) in support of the Large Study Room at Evergreen Library (the “Project”); and
- B. The Library Foundation and the Library are proud to recognize the Donation by providing name recognition rights to the Donor at the Project, as more fully set forth herein.

**AGREEMENT**

NOW, THEREFORE, the parties hereto agree as follows:

- 1. The Donor pledges to make a Donation to the Library Foundation of \$5,000, payable in one lump sum on or before April 30, 2024, to aid funding of the Project.
- 2. Donation payments are to be payable to the Jefferson County Library Foundation, Inc., and mailed or hand delivered to the following address:

Jefferson County Library Foundation, Inc.  
10790 W 50<sup>th</sup> Ave., Suite 200  
Wheat Ridge CO 80033.
- 3. The Donor, Library Foundation, and Library agree that the Donation will be used for the Project, and as an expression of appreciation the name The Jefferson County Library Foundation (“Donor Name”) shall be displayed at the Project site.
- 4. The Donation may be invested, commingled, or merged with and become part of the general endowment funds and investment assets of the Library Foundation. Guidelines established by the Library Foundation Board of Trustees from time to time determine the investment, allocation of return on investment, and distribution of endowment funds and the allocation of income, loss, fees and expenses associated with endowment funds and securing and administering endowment funds. The Donation and all accounting of the Donation will be subject to these guidelines.

5. This Agreement is governed by Jefferson County Library's Guidelines for Naming and Name Recognition, which are incorporated herein. By entering into this Agreement, the Donor agrees to all of the terms and conditions contained therein, including the following:
  - a. Signage. The sign recognizing the donation will be placed in an appropriate location, and its design shall be consistent with the Library's image and building design requirements. The wording of the sign shall be mutually agreed upon by the Donor and the Executive Director of the Library.
  - b. Duration. These name recognition rights will last through March 21, 2029. Donor shall have a right of renewal at the end of the naming period to extend the naming rights for an additional donation and an additional period to be mutually determined by the parties.
  - c. Approvals.
    - (i) All naming acknowledgements will be approved by the Library Board of Trustees.
    - (ii) A re-approval process with input by the Donor shall be necessary in the following situations:
      - (a) Major renovation of the space;
      - (b) Sale, destruction, removal or abandonment of the facility; or
      - (c) A change in the name, business focus or viability of the Donor entity.
  - d. Standards of Conduct. Should the Donor violate acceptable standards of integrity and civic leadership, the Library, in its sole discretion, may elect to remove the Donor's name from the Library.
6. No items recognizing the Donation will be ordered until the full amount of the Donation has been received by the Library Foundation.
7. The Donation shall be nonrefundable unless the Library Board of Trustees does not approve the acknowledgement or the Library or Library Foundation are unable to fulfill their obligations due to some unforeseen circumstances.
8. If, in the opinion of the Library Board of Trustees or the Executive Director of the Library, all or part of the Donation cannot, in the future, be applied usefully to the purposes provided in this Agreement, it may be used for any related purpose which, in the opinion of the Executive Director of the Library will most nearly accomplish the wishes of the Donor as expressed herein.
9. No donations will be refunded for any reason unless the Library or Library Foundation is unable to fulfill its obligations due to unforeseen circumstances.
10. Miscellaneous Provisions.
  - a. Tax Consequences. Donor, and not the Library Foundation nor the Library, is solely responsible for determining the tax consequences to Donor of the within transaction

including, without limitation, any monetary value assigned to the naming right. No tax receipt will be provided for the Donation.

- b. Venue and Governing Law. Venue for any and all legal actions regarding this Agreement shall lie in the District Court in and for the County of Jefferson, State of Colorado, and this transaction shall be governed by the laws of the State of Colorado.
- c. Invalid Provisions. If any provision of this Agreement is held to be illegal, invalid or unenforceable under present or future laws, such provisions shall be fully severable; this Agreement shall be construed and enforced as if such illegal, invalid or unenforceable provision had never comprised a part of this Agreement; and the remaining provisions of this Agreement shall remain in full force and effect and shall not be affected by the illegal, invalid or unenforceable provision or by its severance from this Agreement. Furthermore, in lieu of such illegal, invalid or unenforceable provision, there shall be added automatically as a part of this Agreement a legal, valid, and enforceable provision as similar in terms to such illegal, invalid or unenforceable provision as may be possible.
- d. Amendments to Agreement. This written Agreement constitutes the entire Agreement of the parties. No representations, promises, terms, conditions or obligations regarding the subject matter of this Agreement, other than those expressly set forth herein, shall be of any force and effect. No modification, change or alteration of this Agreement shall be of any force or effect, unless in writing, signed by both parties.
- e. Further Acts. The parties agree to perform or cause to be performed such further acts as may be reasonably necessary to consummate the transaction contemplated hereby.
- f. Counterparts. This Agreement may be executed in two or more counterparts, each of which shall be deemed to be an original, and all of which counterparts together shall constitute but one and the same instrument.
- g. No Presumption Regarding Drafter. The parties acknowledge that they have each been advised by counsel in the drafting of this Agreement, and accordingly hereby agree neither party shall be deemed to be the drafter of this Agreement, and therefore no presumption for or against the drafter shall be applicable in interpreting or enforcing this Agreement.

*[SIGNATURES FOLLOW ON NEXT PAGE]*



IN WITNESS WHEREOF, the parties have executed this agreement this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**Donor:**

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

\_\_\_\_\_  
(Print Donor's Name)

Date: \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_

Assistant County Attorney

*[SIGNATURES CONTINUED NEXT PAGE]*

**Jefferson County Library Foundation**

\_\_\_\_\_  
By: Jo Schantz, Executive Director

Date: \_\_\_\_\_

**Jefferson County Public Library**

\_\_\_\_\_  
By: Donna Walker, Executive Director

Date: \_\_\_\_\_

## **Operational Updates**

### **Business Strategy and Finance**

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



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

To: Donna Walker, Executive Director  
From: Matt Griffin, Director of Business Strategy & Finance  
Re: Finance Monthly Report  
Date: March 21st, 2024

### **Budget to Actual Tables**

Please see the enclosed Budget to Actual Tables for February 2024.

In February, JCPL recorded \$19.3M in Real Property Tax revenue. Year-to-date, 32% of the budgeted collection has been received.

In February, the Library Foundation did not provide JCPL with funds. The Library contributed \$7,378 in-kind support in February. Year-to-date, the Library has received \$0 in funding and provided \$14,481 in-kind support to the Foundation at a ratio of 0.

A Year-to-Date (YTD) amount of \$(36,811) is noted in both the Grants, Funds & Donations line of Table 1 and the E-Rate Reimbursement line of Table 4. This discrepancy is attributed to an accounting error, which will be rectified in the March financial report, resulting in a net zero balance.

### **New Board Financial Tables - Updates**

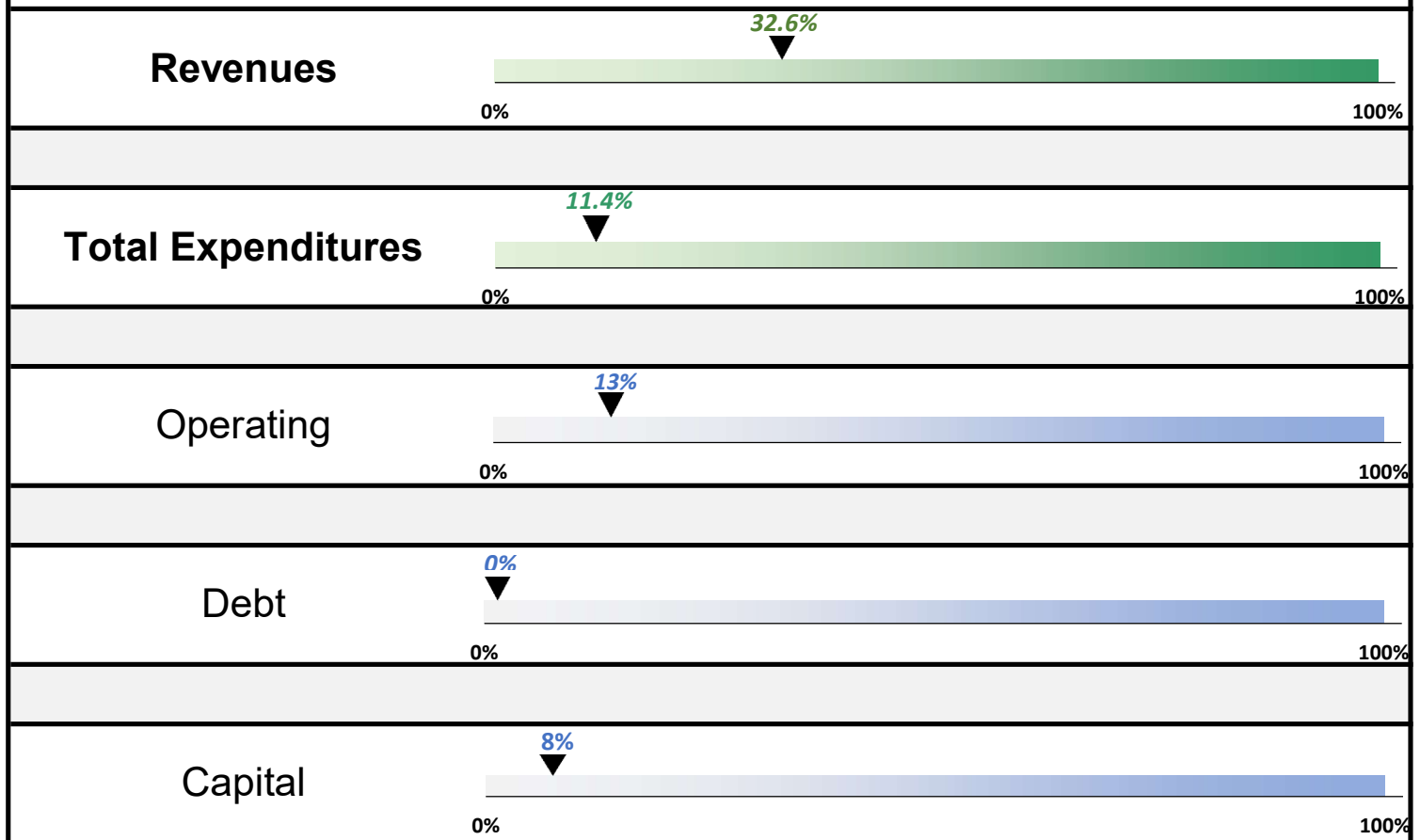
Based on input from the Board of Trustees regarding the revised Financial Tables, two modifications have been implemented:

- Table 3 – Capital Improvement Projects – now encompasses Capital Projects without allocated 2024 budgets. Budget allocation will occur post approval of carryforwards, fulfilling the Board's request for comprehensive project visibility.
- Table 4 – Grants, Funds & Donations – "Digital Equity – American Rescue Plan" has been relocated to the bottom of the table and is excluded from the "Totals" due to these funds being received outside of the Library Fund.

**TABLE 1  
JEFFERSON COUNTY PUBLIC LIBRARY  
REVENUE AND EXPENDITURE SUMMARY  
BUDGET TO ACTUAL**

Revenue and Expenditure	2024 Budget	YTD Actual 02/29/2024	\$ Variance 2024 Budget	% Variance 2024 Budget
<b>Revenues</b>				
Property Taxes (net adjustments)	56,936,719	19,531,722	37,404,997	34%
Grants, Funds & Donations	366,124	(36,811)	402,935	-10%
Investment Income	2,458,619	740	2,457,879	0%
Other Revenue	85,000	17,919	67,081	21%
<b>Total Revenue</b>	<b>\$ 59,846,462</b>	<b>\$ 19,513,570</b>	<b>\$ 40,332,892</b>	<b>32.6%</b>
<b>Expenditures</b>				
Operating	45,325,835	6,038,761	39,287,074	13%
Financing & Debt Service	623,700	-	623,700	0%
Capital Projects	19,995,273	1,505,457	18,489,816	8%
<b>Total Expenditures</b>	<b>\$ 65,944,808</b>	<b>\$ 7,544,218</b>	<b>\$ 58,400,590</b>	<b>11.4%</b>

**% Variance 2024 Budget**



**TABLE 2**  
**JEFFERSON COUNTY PUBLIC LIBRARY**  
**OPERATING EXPENDITURES**  
**BUDGET TO ACTUAL**

	2024 Budget	YTD Actual 02/29/2024	\$ Variance 2024 Budget	% Variance 2024 Budget
<b>Operating Expenditures</b>				
<b>Salaries &amp; Employee Benefits</b>				
Salaries	18,016,834	2,449,929	15,566,905	14%
Awards & Bonuses	180,000	20,544	159,456	11%
Other	6,817,727	1,144,548	5,673,179	17%
<b>Total Salaries &amp; Benefits</b>	<b>\$ 25,014,561</b>	<b>\$ 3,615,021</b>	<b>\$ 21,399,540</b>	<b>14.5%</b>
<b>Library Collections</b>				
Library Books & Materials	8,994,817	999,621	7,995,196	11%
Library Periodicals	215,000	33,342	181,658	16%
<b>Total Library Collections</b>	<b>\$ 9,209,817</b>	<b>\$ 1,032,963</b>	<b>\$ 8,176,854</b>	<b>11.2%</b>
<b>Supplies and Other</b>				
Supplies	1,680,455	150,827	1,529,628	9%
Services & Charges	6,340,729	922,728	5,418,001	15%
Interdepartmental Direct Charges	594,052	24,246	569,806	4%
Treasurers Fees	859,569	292,976	566,593	34.1%
Interdepartmental Indirect Charges	1,626,652	-	1,626,652	0%
<b>Total Supplies and Other</b>	<b>\$ 11,101,457</b>	<b>\$ 1,390,777</b>	<b>\$ 9,710,680</b>	<b>12.5%</b>
<b>Total Operating Expenditures</b>	<b>\$ 45,325,835</b>	<b>\$ 6,038,761</b>	<b>\$ 39,287,074</b>	<b>13.3%</b>

**TABLE 3**  
**JEFFERSON COUNTY PUBLIC LIBRARY**  
**CAPITAL IMPROVEMENT PROJECTS**  
**BUDGET TO ACTUAL**

	2024 Budget	YTD Actual 02/29/2024	YTD Encumbrances	YTD Total Actual + Enc	Remaining 2024 Budget	Total Project Actual + Encumbrances	Total Project Budget
<b>Capital Expenditures</b>							
<b>Annual Replacement &amp; Maintenance</b>							
ARM-01 Capital Maintenance	250,000	42,646	-	42,646	207,354	n/a	n/a
ARM-02 Furniture & Equipment	42,000	270	-	270	41,730	n/a	n/a
ARM-03 Computer Replacement Plan	479,200	161,885	-	161,885	317,315	n/a	n/a
ARM-04 Book Sorter Replacement	40,000	-	-	-	40,000	n/a	n/a
ARM-05 IT Infrastructure Replacement	295,000	5,770	-	5,770	289,230	n/a	n/a
<b>Capital Projects</b>							
Document Management System	-	-	14,000	14,000	(14,000)	128,201	160,000
Location Holds Lockers	52,600	3,388	-	3,388	49,212	185,883	205,000
Halo Vape Sensors	-	-	-	-	-	8,059	74,250
South County Library	5,772,052	-	-	-	5,772,052	73,996	30,849,540
Evergreen Library Redesign	983,626	1,279,463	584,313	1,863,776	(880,150)	4,153,422	5,200,048
Northwest County Library	11,280,795	12,035	-	12,035	11,268,760	111,911	25,970,270
Arvada Library Redesign	800,000	-	-	-	800,000	-	14,786,781
Conifer Library Opportunity	-	-	-	-	-	-	2,500,400
Data Warehouse	-	-	-	-	-	-	125,000
South County Express Library	-	-	-	-	-	-	650,000
<b>Total Capital Expenditures</b>	<b>\$ 19,995,273</b>	<b>\$ 1,505,457</b>	<b>\$ 598,313</b>	<b>\$ 2,103,770</b>	<b>\$ 17,891,503</b>		

**TABLE 4  
JEFFERSON COUNTY PUBLIC LIBRARY  
GRANTS, FUNDS & DONATIONS  
BUDGET TO ACTUAL**

	2021 Actual	2022 Actual	2023 Actual	2024 Budget	YTD Actual 02/29/2024	\$ Variance 2023 Budget	% Variance 2023 Budget
<b>JCPL Grants</b>							
Books & Materials - American Rescue Plan	-	181,757	-	-	-	-	
Books & Materials - State	226,169	195,797	140,462	144,996	-	144,996	0%
Car Charging Station - Evergreen	-	-	16,500	-	-	-	
Car Charging Station - Columbine	-	-	-	-	-	-	
Car Charging Station - Lakewood	-	-	-	-	-	-	
<b>Total JCPL Grants</b>	<b>\$ 226,169</b>	<b>\$ 377,554</b>	<b>\$ 156,962</b>	<b>\$ 144,996</b>	<b>-</b>	<b>\$ 144,996</b>	<b>0%</b>
<b>JCPL Private Donations</b>							
Private Donations up to \$200	-	340	-	-	-	-	
Private Donations \$201 - \$999	600	-	-	-	-	-	
Anonymous Donor	-	-	5,000	-	-	-	
Anonymous Donor	-	-	2,000	-	-	-	
Anonymous Donor	-	58,042	-	-	-	-	
Anonymous Donor	1,000	-	-	-	-	-	
Anonymous Donor	5,000	-	-	-	-	-	
<b>Total Private Donations</b>	<b>\$ 6,600</b>	<b>\$ 58,382</b>	<b>\$ 7,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Other Funds Received</b>							
Payroll Funding - American Rescue Plan	-	263,556	856,591	-	-	-	
E-Rate Reimbursement	283,030	2,602	149,901	121,128	(36,811)	157,939	-30%
Laptop Lending	87,598	100,145	183,427	-	-	-	
Stadium District Funding	-	-	-	-	-	-	
<b>Total Other Funds Received</b>	<b>\$ 370,628</b>	<b>\$ 366,303</b>	<b>\$ 1,189,919</b>	<b>\$ 121,128</b>	<b>\$ (36,811)</b>	<b>\$ 157,939</b>	<b>-30%</b>
<b>Jefferson County Library Foundation</b>							
	199,566	131,894	127,180	100,000	-	100,000	0%
<b>Total Jefferson County Library Foundation</b>	<b>\$ 199,566</b>	<b>\$ 131,894</b>	<b>\$ 127,180</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ 100,000</b>	<b>0%</b>
<b>Total Grants, Funds &amp; Donations</b>	<b>\$ 802,963</b>	<b>\$ 934,133</b>	<b>\$ 1,481,061</b>	<b>\$ 366,124</b>	<b>\$ (36,811)</b>	<b>\$ 402,935</b>	<b>-10%</b>
<b>Other Funds Received Outside of Library Fund</b>							
Digital Equity - American Rescue Plan	-	-	3,482	463,500	22,622	440,878	5%

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



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

To: Donna Walker, Executive Director  
From: Matt Griffin, Director of Business Strategy & Finance  
Re: Purchase and Sale Agreement - Amendment  
Date: March 21st, 2024

### **Background**

On July 21st, 2023, JCPL entered into a Purchase and Sale Agreement (PSA) with Jeffrey L. Nading Trust for the 9.4-acre property situated at Candelas Commercial Filing No. 2, Block 2, Lots 1 & 2, commonly known as Candelas Point. The PSA delineated the Due Diligence tasks necessary for JCPL to proceed to closing. One of these Due Diligence items was rezoning.

### **Cause for an Amendment**

The seller has expressed concern that JCPL might secure rezoning for the property and, under the current PSA terms, have the option to withdraw from the purchase without proceeding to closing. This would leave the seller with a property rezoned to a classification undesirable to them. JCPL acknowledges and understands this concern.

### **Details of Amendment**

The amendment stipulates that upon receiving rezoning approval, the Due Diligence Period concludes, and both parties endeavor to close within 17 days. An additional 7-day extension is permissible if the Title Company causes any delays. At this stage, the \$50,000 Earnest Money becomes non-refundable for the Buyer, though it continues to be credited towards the purchase, unless there is a default by the Seller.

### **Acknowledgement of Risk**

JCPL has assessed the known risk associated with relying on the Title Company's ability to adhere to the specified timelines. JCPL has verified with the Title Company that their turnaround time is shorter than the prescribed timeline. Nevertheless, since the Title Company is a third-party entity, there remains an inherent risk that must be acknowledged.

### **Summary & Action Required**

JCPL is in agreement with the proposed amendment, recognizing the concerns raised by the seller and the importance of addressing them promptly. To proceed, JCPL seeks authorization from the Board to execute the proposed amendment. Furthermore, based on the language contained within the amendment, JCPL requests authorization to proceed with the closing on the property without necessitating further review by the Board, with the understanding that it is required that Kim Johnson, Chair executes the closing documents.





Jefferson County  
**PUBLIC LIBRARY**

# Amendment to the Purchase and Sale Agreement

Board Meeting - March 21st, 2024

Matt Griffin

# Background & Cause



## Background

- JCPL executed PSA on July 21<sup>st</sup>, 2023
- To date, JCPL has completed necessary Due Diligence items, other than Rezoning

## Cause

- Concern around JCPL rezoning, and then withdrawing

# Amendment Details



- Clarification that parties intend to move to closing after JCPL receives rezoning approval
- Closing will occur within 17 days of rezoning approval with an additional 7 days if JCPL is not at fault for delay
  - At this stage, the \$50,000 Earnest Money becomes non-refundable, though it continues to be credited towards the purchase
- Replating & Development Application now excluded from PSA

# Action for the Board



- Executive session discussion
- Authorization for ED to execute the proposed amendment
- Authorization to proceed to closing
  - Resolution will be brought forward in April



# Discussion

## **Operational Updates**

### **Facilities & Construction Projects**

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## **Evergreen Library ReDesign – Construction Progress Reporting**

**DATE: March 2024**

### **I. PROJECT TEAM:**

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Jefferson County Public Library	Owner
EUA	Architect/Design Team
Fransen Pittman	General Contractor

### **II. PROJECT PROGRESS AS OF 3/6/2024:**

- 
- A. Final Cleaning
  - B. Received Fire Alarm & Sprinkler Final
  - C. Received Stock & Store permit for Moving in
  - D. Performed Punch walk
  - E. Completing Punch List items
  - F. Shelving installation
  - G. Furniture delivery
  - H. Construction Demobilized
  - I. Holds Lockers and Awning Installed

### **III. CURRENT PROJECT OPPORTUNITIES &/OR RISKS:**

- 
- A. Owner Move In tasks & timelines for Close out of Alternate space and Library Reopening

### **IV. MEETINGS:**

- 
- A. Weekly meetings terminated. Warranty period begins

### **V. MILESTONES PROJECTED FOR NEXT PERIOD:**

- 
- A. Final Inspections
  - B. Receive Occupancy permit
  - C. Complete Punch list items
  - D. Continue JCPL Move in

### **VI. CONSTRUCTION BUDGET STATUS: BELOW ALOTTED CONSTRUCTION BUDGET**

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General Contractor Guaranteed Maximum Amount	\$ 3,412,366.00
<u>Approved Changes</u>	<u>\$ -87,474.01</u>
Current Cost	\$ 3,324,891.99
Total Completed & Stored per Pay App2	\$ 3,081,305.26
Less 5% Retainage	\$ 154,065.27
<u>Total Earned Less Retainage</u>	<u>\$ 2,927,239.99</u>
Balance to Finish	\$ 397,652.00
Percent Complete	93%

**VII. CONSTRUCTION SCHEDULE STATUS: ON TIME**

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Estimated Construction Close Out date March, 2024  
Library Reopening April, 2024

**VIII. PROGRESS PHOTOS:**

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Fireplace





### Adult Stack area with Seating





## Children's Area





### Sorter Reinstalled



### Teen Area



## Front Entrance Sliding Doors



## Study Room





### Children's Area Entrance



## Workroom Area & Offices



## **Board Governance**

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

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Jefferson County  
**PUBLIC LIBRARY**

TO: Library Board of Trustees

FROM: Jill Fellman and Charles Jones, Nominating Committee

DATE: March 14, 2024

RE: Slate of Officers for Election at March 21, 2024 Board Meeting

The nominating committee presents the following slate of officers for election at the March 21, 2024 Board Meeting:

The Vice-Chair and Secretary positions are up for election in 2024.

- Vice-Chair: Emelda (Bing) Walker, for the 1-year term (April 2024 to March 2025).
- Secretary: Stanley Harsha, for the 1-year term (April 2024 to March 2025)