

BOARD MEETING

JEFFERSON COUNTY PUBLIC LIBRARY

BOARD OF TRUSTEES

April 18, 2024



Kids as Chefs / Mini Chefs



An Evening with Jacqueline Woodson



**Combining the Worlds of Music and Poetry:
A Performance-Based Workshop**



Teen After Hours – Murder Mystery Night



Jefferson County

PUBLIC LIBRARY

APPROVAL OF AGENDA

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

ITEM# / ACTION	<p>Thursday, April 18, 2024 – 5:30 pm – HYBRID MEETING</p> <ul style="list-style-type: none"> • <u>ONLINE MEETING VIA ZOOM</u> • <u>IN-PERSON MEETING AT LAKEWOOD LIBRARY MEETING ROOM</u>
1.	<p>Call to order & attendance (4.5.8) <u>Call to order & Attendance</u></p> <ul style="list-style-type: none"> • Verbal roll call – Each Trustee announces their presence by stating their name.
2.	<p>Pledge of Allegiance</p>
3. Agenda Action	<p>Approve Agenda Chair: Call for motion and second</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"> 1. <u>In-person</u>: Must sign in on the form provided at the door. 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 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. 4. People who dial in will not be able to provide public comment during the meeting. 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. 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. <p>For more information on public comment policy please refer to Board Governance Policy 4.3.7: Board Governance Policy Manual (jeffcolibrary.org)</p>
5. CONSENT AGENDA Action	<p>Approval of Consent Agenda Chair: Call for motion and second</p> <ol style="list-style-type: none"> A. Approve March 14, 2024 Special Meeting Minutes B. Approve March 21, 2024 Board Meeting Minutes C. Adopt Bylaws for the Jefferson County Public Library Board of Trustees D. Kleen-Tech Carpet Cleaning Contract Authorization

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

6. Foundation	Foundation Update
7. Operational Updates Action as Needed	<p><u>Executive Director</u></p> <p>A. Executive Director Report B. South County Library Update C. Northwest Jeffco Library Update D. Naming Agreement – Evergreen Library Chair: Call for motion and second</p> <p><u>Business Strategy & Finance</u></p> <p><u>Finance and Budget</u></p> <p>A. Financial Report (March) B. Resolution Regarding Purchase of Candelas Point Property Chair: Call for motion and second</p> <p><u>Public Service</u></p> <p>A. Signature Author Event Presentation</p>
8. Action 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 Action as Needed	
10. Ends Action as Needed	Ends: No items.
11. Board Governance Action as Needed	Board Governance: No items.
12. Suggest Agenda Items Action as Needed	<p>BOARD SCHEDULE – NEXT MEETINGS – Location of meetings of the Library Board of Trustees are being determined in cooperation with guidelines from Jefferson County. Information on meeting location will be posted at least one week prior to the scheduled meeting date. <u>2024 Board Meeting Schedule</u></p> <ul style="list-style-type: none"> • May 9, 2024 – Study Session – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room • May 16, 2024 – Board Meeting – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room • June 13, 2024 – Study Session – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room. (Note: Shavuot ends nightfall no work permitted) • June 20, 2024 – Board Meeting – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room <p>Note: The joint meeting of the Library Board and Board of County Commissioners has been scheduled for September 12, 2024 – 4:30-5:30pm. Hybrid: Virtual via Webex. In-Person Location: BCC Board Room</p>

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

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">• Report of the Chair – Correspondence, Other• Other Announcements
16. EXECUTIVE SESSION WITH ADJOURNMENT OF REGULAR MEETING	<p>EXECUTIVE SESSION</p> <p>Call for Motion and Second: To adjourn the regular meeting of the Library Board of Trustees and reconvene in executive session <u>AND</u> adjourn the regular Board meeting at the conclusion of the Executive Session.</p> <p>Guests: Eric Butler County Attorney’s Office</p> <p>EXECUTIVE SESSION:</p> <p>(1) Collective Bargaining and (2) Correspondence to the Board regarding safety. Statutory citations authorizing an executive session for these topics are:</p> <ul style="list-style-type: none">• Pursuant to 24-6-402(4)(e)(I) for discussion of strategy and instructions to negotiators.• 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.

CONSENT AGENDA

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

jeffcolibrary.org



Jefferson County
PUBLIC LIBRARY

TO: Library Board of Trustees

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

DATE: April 11, 2024

RE: Consent Agenda for the April 18, 2024 Board Meeting

- A. Library Board of Trustees Approve March 14, 2024 Special Board Meeting Minutes
- B. Library Board of Trustees Approve March 21, 2024 Board Meeting Minutes
- C. Library Board of Trustees Adopt Bylaws of the Jefferson County Public Library Board of Trustees
- D. Library Board of Trustees Authorize the Kleen-Tech Carpet Cleaning and Upholstery Contract

**Minutes of the SPECIAL Meeting of the
JEFFERSON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
March 14, 2024**

CALL TO ORDER – SPECIAL MEETING

The special meeting of the Jefferson County Public Library Board of Trustees was held online via ZOOM on March 14, 2024. Library Board of Trustees Chair, Kim Johnson, called the meeting to order at 5:39 p.m.

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

Trustees not present: All Trustees were present.

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; Steve Chestnut, Director of Facilities and Construction Projects; Amy Bentz, Assistant Director of Library Design Projects and Planning; Padma Polepeddi, Assistant Director of Public Services for Community Outreach; 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 Supervisor; and Ryan Turch, Technology and Innovation Operations Supervisor .

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 Stanley Harsha the motion passed by unanimous vote of all Trustees present.

OPERATIONAL UPDATES

Board Governance – Strategy - 2020-2025 Strategic Plan Update

Trends Exercise

The Executive Director introduced the topic and advised the Board that there are two things this time of year that the Library does with the Board during the course of the strategic planning process. One is to bring the Board into the conversation regarding trends and the second is to review the update to the Facility Master Plan. The Library

brings these items to the Board ahead of budget development to hear from Trustees on library service direction.

Lisa Smith, Director of People and Culture, addressed the Board and presented information on trends. As part of the 5-year strategic planning process, JCPL invites input from leadership to examine trends in our community that may influence library services in 2025. The Library will be presenting the trends and patterns identified by JCPL staff and will be asking the Trustees to share insights and comments as well.

Trends and Patterns

A trend is a general direction into which something is changing, developing, or veering toward. A pattern is created when different trends share some commonalities. Individual trends can be discounted. Patterns are many trends that cross multiple domains or industries and affect change in society. JCPL wouldn't want to build the future on a single trend. Instead, the Library wants to find patterns in several trends. The Library wants to look for any patterns that can be identified in the trends the Trustees will share with the group. Patterns are wide, all encompassing, they may disrupt or challenge current assumptions, or they may confirm assumptions, but they are made up of many trends.

Patterns Identified

- Serving Diverse Community Needs
- Technological Advancements
- Social Connection and Isolation
- Data Literacy and Privacy
- Sustainability and Accessibility
- Workforce Trends
- Mental Health & Community Building

These are the list of patterns identified by JCPL staff. Some trends fit more than one pattern, and some patterns are interrelated. Seven different patterns were identified. Most patterns have several trends identified that fit within it. After a preliminary glance, you will notice substantial impact from advancing technology, increasingly diverse community demographics, and the need to adapt to a changing workforce. Next are the patterns and some of the trends they share:

Serving Diverse Community Needs

- A notable shift in demographics among homeschoolers, with 41% being non-white, highlights the need for libraries to evaluate and include diverse perspectives in their materials.
- Incorporating an Equity, Diversity, and Inclusion (EDI) lens in evaluating story times is mentioned, emphasizing the importance of representing different voices and stories.

Technological Advancements

- The rapid pace of change in AI and augmented reality demands attention, indicating a need for staff training and the development of new competencies.
- Microsoft's use of virtual staff meetings with avatars reflects the integration of augmented reality into work environments, suggesting potential applications for libraries in providing immersive experiences.

Social Connection and Isolation

- Libraries are positioned as a key player in reducing social isolation and polarization, emphasizing the role they can play in fostering civil discussions and community connections.
- The "Lonely Project" book underscores the societal concern of isolation, aligning with the library's role in building community and addressing social issues.

Data Literacy and Privacy

- The rise of AI in applications calls for a focus on information literacy, helping patrons evaluate sources for reliability and navigate the vast amounts of available information.
- Concerns about privacy indicate a need for libraries to address this issue proactively in the digital age.

Sustainability and Accessibility

- Libraries are encouraged to adopt sustainable practices, both in terms of physical spaces and resource management, aligning with the broader push for sustainability.
- Addressing accessibility, both physically and neurologically, underscores the importance of making library services inclusive for all patrons.

Workforce Trends

- Anticipating a wave of retirements and adapting to a changing workforce, including generational shifts and remote work, emphasizes the need for flexible policies, skill development, and adaptability.
- Workforce activism which includes coordinated, collective actions employees take to advocate for social change. These actions may include promoting or countering change in their organization or using the organization as a platform to bring attention to an issue in society at large.

Mental Health and Community Building

- Recognizing mental health as a priority in the workplace and community is acknowledged, emphasizing the role of libraries in creating a community of care and addressing shared trauma.

These are the things that stood out to JCPL staff members. The Library wanted to share these as a prompt for the Trustees to think about where they are seeing different patterns and trends. The Trustees were invited to take some time to share their ideas and what trends they are seeing that may be unique and don't relate to the identified patterns but may have impacts to the Library. The Library will take the Trustees input, synthesize and add them to the trends identified by staff.

The Trustees were asked:

- What trends are you seeing that might relate to the identified patterns?
- What trends are you seeing that are unique and do not relate to the identified patterns?
- What impacts to the library do you see?

The Trustees shared the following thoughts:

- Incorporating Equity, Diversity, and Inclusion (EDI). Be more inclusive and accessible to all of our patrons.
- The technology piece - the technology is an engaging piece and I appreciate that when I'm at the library.
- An increasing trend over last couple years is the library on a policy level, that also applies at the Board level, is the political polarization resulting in libraries being at the crossroad for targeted agendas. From social justice to collections and book banning and on and on. Being that space that action and activity is at the forefront.
- Mental health identified as a trend or pattern – one of our society's most important issues. The Library plays a key role in terms of information and discussion, a safe places to seek out information and reduce the stigma and helping people get access to mental health care.
- Trends that are similar between libraries and schools. Diverse community needs and rapid change in AI technology. The library and social connection and isolation. The key role the library plays and even more deeply in the last four years. People still turn to the library when they don't have other connections and guidance and the best way for the library to address and continue to play that role in societal support and manage all those demands on the system.
- Data literacy, privacy and security. It's important to me and others that your information is being held in secure way.

Lisa Smith expressed appreciation to the Trustees for their engagement with the process, input and candor. She noted that if they have any more thoughts in the coming days, to please send them our way. This information is used to help JCPL plan for 2025 with budget development and focus.

Updated Facility Master Plan (FMP)

Steve Chestnut, Director of Facilities and Construction Projects, addressed the Board and provided background information and an update on the Facility Master Plan (FMP). In 2017 JCPL commissioned Group 4 Architecture to prepare a Facilities Master Plan (FMP) to guide planning, decision-making, and capital investment in its facilities over the next two decades. Three years later, the Board authorized the Library to contract again with Group 4 to confirm data, including population. One of the recommendations of the study was that the plan be reviewed regularly for opportunities and changing conditions and be updated on a yearly basis to reflect those changes to verify if the Library is still on the right path forward. The Board is updated annually, and the plan is re-evaluated for any changes and Board input will be used in the development of the five-year capital plan and 2025 budget. The FMP is a flexible, living document to accommodate changes in needs and opportunities.

Where Are We Now?

The following chart shows where we are today with the existing FMP.

Where Are We Now?



Completed	Underway in 2024
<ul style="list-style-type: none"> • Edgewater Library expansion • Belmar Library Redesign • Ridge Recreation Center Offsite Services • Conifer Mountain Resource Center Offsite Services • Candelas Parkview Offsite Services • Express Library in Arvada • Location holds lockers in 6 locations • Green Mountain Offsite Services 	<ul style="list-style-type: none"> • Evergreen Library Redesign (Opening in April) • 30,000 sq. ft. destination library in NW Jeffco • 40,000 sq. ft. destination library in South County • Conifer Opportunity – property search • Express Library South County – property search

Findings and Recommendations

Findings & Recommendations



• Staying the Same

- 0.5-0.6 sq ft per capita space planning goal
- Increase branch capacity in the south and northern portion of the County
- Destination Library model
- Consolidation of operations (moved out)

• Updated

- New Express library in South County

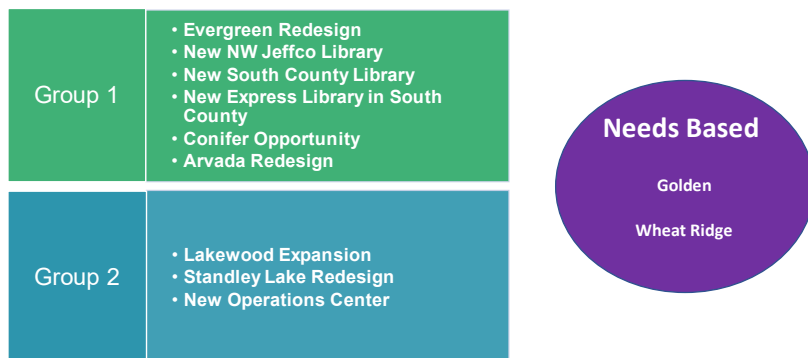


The 2018 plan had several key findings and recommendations. The 2022 update performed by Group 4 verified that most of the original findings and recommendations were still valid guideposts for JCPL.

2023 Priorities



2024 Priority Recommendation Update



In 2024, what’s changed is Conifer moved out of the needs group into Group 1. The new Express Library in South County was added, and the Arvada Library Redesign moved to 2024. Group 2 includes the Lakewood expansion, and we understand before that the Library will work on how we’re going to develop the Operations Center if administration moves. The Standley Lake redesign was moved to Group 2 due to the NW Jeffco project. JCPL will continue to plan expansions using our destination library service model for facilities other than redesigns and/or expansions of existing services. We will also continue to augment underserved areas with offsite services such as hold lockers, material returns, van and bookmobile services to ensure equitable access to library services for all of Jefferson County residents. For the Operations Center, JCPL will continue to recommend engaging a consultant to address the value proposition, including financial analysis and alternative scenarios to determine what makes the most sense.

The Chair advised the Board that this is one of the steps in the 2025 budget and is the start of that capital budget for next year. When evaluating the Facility Master Plan she asked the Trustees to think about it in those terms. The Trustees can always ask more questions next week.

In response to questions, the Board was advised that:

- A specific property for South County has not been located yet.
- With respect to the projects in Group 1, the Library has had conversations about resources and the potential need to have outside consultants like owner’s representatives depending on when projects get started. Additionally, when the Board asked the Library to accelerate the building program, the Library added some

resources and implemented a library design standard. JCPL has developed lots of efficiencies and is considering what additional resources may be needed depending on the timing of the projects in Group 1.

- The Library will bring back information on the 5-10 year financial schedule and timing for the Operations Center.

Public Services

Conifer Opportunity Update

Julianne Rist, Director of Public Services, addressed the Board and shared information on the process and where JCPL is in the site search for Conifer. When JCPL learned of the change to Jeffco Public School district hours, which would decrease the number of hours the Conifer Library could be open to the public, the Library accelerated the need to evaluate library services for the area and Conifer became a 2023 capital project. The Conifer Opportunity project's purpose is to evaluate and plan library services for the Conifer area. The project will then implement the planned services. This project will ensure that JCPL services meet the needs of the Conifer community by providing equal access to information and opportunities, and being the essential destination where all generations connect, discover, and create. We have completed several milestones for the Conifer Opportunity.

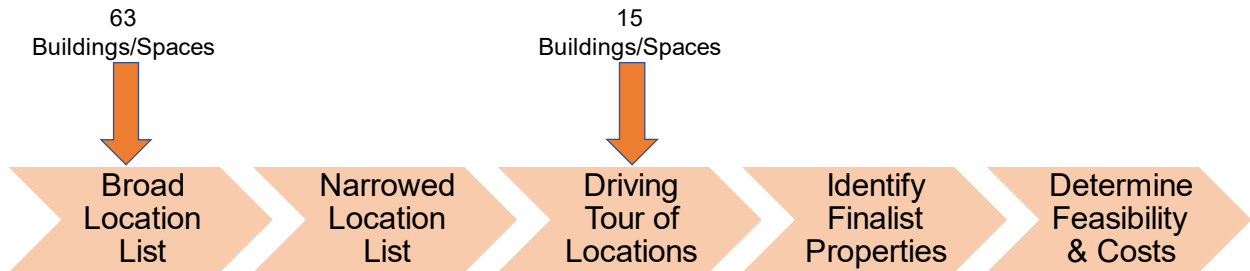
Library Service Area (LSA)

Conifer is an area of unincorporated Jefferson County. As a result, the boundaries of Conifer can be difficult to define and are often interpreted differently by different groups. Conifer Library is also an existing location, so JCPL has data about how cardholders use this location as well as utilizing data from the market analysis and community input. JCPL is using the Conifer LSA as the defining boundaries for this project. We do not anticipate a significant change in the population or household numbers for this LSA. Jefferson County's Conifer 285 Corridor Area plan recommends for the area to continue low density development. The plan presented to the Board recommended looking for existing buildings and retail spaces. Part of what JCPL used to guide the site search area was based on the comments from the community input and the County's Conifer 285 Corridor Area Plan. Both support the idea that a location along the 285 Conifer Activity center corridor would be more convenient and visible.

Site Selection Process

In December 2023 JCPL began the official search for a new library space and engaged the services of Crosbie Real Estate. This slide shows the general process of how the Library gathered a large list of potential sites, and then narrowed it down. We will next take a look at what happened in each of these steps.

Site Selection Process



JCPL shared with Crosbie Real Estate all the community suggestions which had been sent to us, which included both buildings and land. Crosbie Real Estate created an inventory of potential buildings, both on and off the market, and then evaluated each one. The results were:

- 63 possibilities on the complete inventory
- 48 were eliminated due to factors such as location, size, condition, multi-level, not interested in selling, spaces were already in a long-term lease, etc.
- 15 buildings were assessed by staff & the realtor on a driving tour
- 2 building spaces were deemed possibilities
- 2 spaces were walked through by staff and the realtor in February

Next Steps

The Library is now undergoing a more thorough evaluation to determine feasibility and costs to design space for library services. The Library will bring another update to the Board after this detailed information has been gathered.

The Chair expressed appreciation to the staff for the update and noted that the Board looks forward to the next update.

People and Culture

All Staff Compensation Study

Lisa Smith, Director of People and Culture, addressed the Board and provided information on the All Staff Compensation Study. As part of JCPL's 2024 strategic plan one of JCPL's projects is the compensation study.

Portfolio: Building Inclusive Community
Program: Create a Radically Welcoming JCPL - Staff
Project: All Staff Compensation Strategy

Deliverables:

- Compensation philosophy and policy for JCPL
- Complete the compensation analysis
- Apply findings to the 2025 salary budget



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JCPL created a strategic project for 2024 to complete a comprehensive market analysis to ensure JCPL is able to attract, retain, and motivate its employees. FutureSense, an Alliant company, was chosen to review JCPL jobs and conduct benchmarking and market pricing analysis for roughly 75 unique positions. There are about 450 total employees in these positions.

Benchmarking and market pricing analysis is completed annually by the County and is used to set pay grades for existing and new employees. JCPL looked for an independent, third-party expert to assist with a more comprehensive review. Seven companies were interviewed and FutureSense was chosen for their expertise and ability to meet the timeline.

The project kicked off in February and preliminary results will be available to leadership by April 1, 2024. Comparisons will be made with current County pay grades. The Library will work with County on potential changes to pay grades and incorporate changes as needed especially as we enter budget development season in April. JCPL wants to see how library specific jobs match with the data. JCPL will look for gaps and try to close those during the 2025 budget development. The Library will bring more information to the Board in the next couple of months.

In response to a question the Board was advised that the Library's 2023 turnover rate was 12.26%, and for comparison in a non-profit like the library an annual turnover average would be 9% to 10%.

Executive Director

Collective Bargaining

The Executive Director addressed the Board and noted that the Library wanted the Board to be informed of the All Staff Compensation Study project ahead of budget time and as a companion piece as we head into collective bargaining.

A portion of the agenda is to educate the board on collective bargaining in general and specifically around JCPL. This information was shared with staff during the town hall Monday morning and the Library found it helpful to go through this educational piece as we move through the process.

COBCA: Collective Bargaining by County Employees Act - Senate Bill 22-230:

Creates a statutory framework that recognizes the rights of county employees to join organizations of their own choosing, to be represented by those organizations, and to collectively bargain with their employer over wages, hours, and other terms and conditions of their employment.

Collective Bargaining Election

The results from the vote count on March 7, 2024 indicate that Jefferson County Public Library employees included in the collective bargaining unit have chosen the American Federation of State, County and Municipal Employees (or AFSCME) as their exclusive representative. There is a 7 day challenge period from the date of certification.

There are about 345 staff in the collective bargaining unit, and that number can shift as people come and go. There were 275 valid ballots which was an awesome turnout. 213 voted in favor with 62 votes opposed.

General Composition of Collective Bargaining Unit

The Collective Bargaining Unit is not all of JCPL staff, but it is most of the staff. JCPL has about 450 staff at any given time. The collective bargaining unit of about 345 employees represents about 80% of our total staff. Of that 345 almost 90% are public services staff, our front line staff serving the public. About 12% are staff in other divisions. There is only one position in People and Culture in the bargaining unit. These numbers give us a sense of which employees are included in this exclusive representation and which are not and the general make up of that unit. Understanding these numbers helps us begin to understand the potential organizational impacts of this successful vote for exclusive representation.

What is Exclusive Representation?

- A union that has the exclusive right to negotiate with an employer on behalf of a group of employees.
- Other organizations and groups may not negotiate on behalf of that same group of employees.
- JCPL employees in the collective bargaining unit have chosen exclusive representation by American Federation of State, County and Municipal Employees (or AFSCME).

This means that AFSCME is the exclusive union for the Library and there won't be another union in the Library. Other organizations may not negotiate on behalf of that group of library employees. There may be other unions in the County.

Six Key Obligations of Jefferson County

JCPL has 6 key obligations based on COBCA. This information is being fleshed out and has been condensed for this presentation, but these are the basics as JCPL understands them.

1. Annually inform employees of their rights re: exclusive representation
2. Implement this right
3. Give AFSCME reasonable access to employees at work
4. Provide specific information to AFSCME quarterly about the employees in this unit
5. Provide AFSCME the opportunity to meet with new employees within 30 days
6. Make authorized payroll deductions on behalf of employees

The Library has a list of information that has to be provided quarterly and Lisa Smith is working with the County on a process for how to do that. AFSCME will have the opportunity to meet with new employees within 30 days of being onboarded. JCPL may authorize payroll deductions on behalf of employees if the employee pays dues and the Library will have to facilitate that process through the system.

Next Steps

- Create an FAQ for all staff
- Work with County on training
- Follow the rules of the law

The Library is working on a FAQ for all staff on what we've heard so far. There were no questions from staff during the town hall on Monday. The FAQ is under review with the County Attorney's Office. The Library feels that training is needed for those of us administering this and for supervisors. There is a lot the Library doesn't know right now. JCPL will follow the rules of the law, is committed to working in good faith with AFSCME and to maintain the culture of team JCPL. The Library wants to keep our culture and continue serving our patrons together.

The Chair expressed appreciation for the information and noted that it was helpful. There were no questions from the Board.

EMERGING ISSUES

No issues.

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 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
- May 9, 2024 – Study Session – 5:30 pm Hybrid: Virtual via ZOOM. In-Person
Location: Lakewood Library Meeting Room
- May 16, 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 6:32 pm, the Chair called for a motion to adjourn the special meeting, reconvene in Executive Session regarding Collective Bargaining and adjourn the special board meeting at the conclusion of the Executive Session.

MOTION: Pam Anderson moved to adjourn the special meeting of the Library Board of Trustees, reconvene in Executive Session regarding Collective Bargaining, AND adjourn the special meeting at the conclusion of the Executive Session. Statutory citation authorizing an executive session for this topic is:

- 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.

The Chair announced a 10 minute break to allow the Board and staff time to leave the existing ZOOM meeting and then join the Executive Session at 6:45 pm.

The Chair called the Executive Session to order at 6:44 pm with the following Trustees present, Charles Jones, Jill Fellman, Stanley Harsha, Pam Anderson, Jeanne Lomba and Emelda Walker. Also present were 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; Steve Chestnut, Director of Facilities and Construction Projects 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 SPECIAL MEETING

MOTION: At 7:26 pm Pam Anderson moved to adjourn the Executive Session and special meeting of the Library Board. Seconded by Jill Fellman the motion passed by unanimous vote of all Trustees present.

It is noted that the Library Board of Trustees met in Executive Session for discussion of strategy and instructions to negotiators with respect to Collective Bargaining. The Trustees held those discussions, and this summary is provided as required by Colorado Statute.

Jill Fellman, Secretary

**Minutes of the Regular Meeting of the
JEFFERSON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
March 21, 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 March 21, 2024. Library Board of Trustees Chair, Kim Johnson, called the meeting to order at 5:30 p.m.

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

Trustees not present: All Trustees were present with Pam Anderson joining the meeting at 6:05 pm as noted in the minutes below.

Staff present: Donna Walker, Executive Director; Julianne Rist, Director of Public Services; Matt Griffin, Director of Business Strategy and Finance; Lisa Smith, Director of People and Culture; Elise Penington, Director of Communications and Engagement; Steve Chestnut, Director of Facilities and Construction Projects; Jessica Paulsen, Assistant Director of Public Services for Customer Experience; Lizzie Gall, Assistant Director of Public Services for Resources and Programs; Padma Polepeddi, Assistant Director of Public Services for Community Outreach; Amy Bentz, Assistant Director of Library Design Projects and Planning; Perri Gardner, Construction Project Manager, Amber Fisher, Executive Assistant, Office of the Executive Director; Katie O’Loughlin, Administrative Coordinator Supervisor; and Ryan Turch, Technology and Innovation Operations Supervisor.

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 Jeanne Lomba 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. The Chair provided public comment instructions.

There were no online form public comments submitted. Christine Catramados addressed the Board and provided public comment regarding the staff safety petition and Marilyn Saltzman addressed the Board and provided public comment regarding the Conifer Library. 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 5:37 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. 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.

MOTION: Jill Fellman moved that the Library Board of Trustees approve the items on the consent agenda as presented. Seconded by Stanley Harsha 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. JCLF was honored as nonprofit of year by the Applewood Business Association on February 22. Library Giving day is April 3 and Library Giving Week is April 1-5. The Foundation held its 3rd annual Books on Film with 60 people in attendance.

The chair congratulated Jo Schantz on the nonprofit of the year award.

EXECUTIVE DIRECTOR REPORT

A. Executive Director Report

The Executive Director advised the Board that the Evergreen Library soft opening is on April 1, with fun events planned during that week including tours by community groups. The grand reopening is April 13 and invitations to the VIP reception were sent to the Trustees.

The spring author event featuring Jacqueline Woodson is April 5, 5:30-7:00 pm. The Board was encouraged to register, and the Library has a reserved area for Trustees. Trustee Jill Fellman and Commissioner Dahlkemper are attending. The Belmar and Standley Lake libraries were voting locations for the presidential primary and were the locations with the most votes cast in-person in Jefferson County. The Green Mountain holds locker is now JCPL's official busiest locker in the community. Stakeholder interviews with the City of Arvada are being scheduled and a Trustee from that area, either Charles Jones, Jill Fellman or Kim Johnson, will be asked to join the Executive Director in meetings with elected officials. The Digital Literacy winter class sessions wrapped up with 43 Chromebooks distributed. The spring session starts next week, and 49 people have already signed up with 31 of those being new library card holders.

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

B. Strategic Planning Check In

The Executive Director asked the Trustees if they had any new trends or patterns to bring forward or additional thoughts around the updated Facility Master Plan. The inputs will be used in the development of the 2025 budget that kicks off next week.

There were no further inputs from the Trustees. The Chair noted that she is looking forward to starting the 2025 budget discussions.

C. 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 South County Advisory Council. Lizzie Gall addressed the Board and noted that there were 11 participants at the last meeting and a new facilitator, Scott Fister. The primary activity included an introduction to three potential concepts that may come forward for the destination library; repurpose industrial; repurpose a school or place of worship; and partnering with housing developers. Initial reflection back was across the gamut. The input continues to help with communication with the community at large. One thing heard clearly was storytelling and why we need the library and JCPL is integrating that input into early draft messaging.

D. Northwest Jeffco Library Update

The Executive Director advised the Board that the rezoning application was submitted, and the Library is waiting to hear back. Community support efforts continue.

E. Naming Agreement JCLF

The Executive Director advised the Board that she had good conversations with Jo Schantz on the proposed JCLF Board naming agreement for the large study room at the Evergreen Library for a \$5,000 donation. The Executive Director confirmed with Jo

Schantz that the naming agreement donation is on top of JCLF's goal amount for 2024 donations to the Library.

MOTION: Jeann Lomba moved that the Library Board of Trustees approve the naming agreement between Jefferson County Library Foundation and Jefferson County Public Library for the large study room at the Evergreen Library.

Seconded by Jill Fellman the motion passed by unanimous vote of all Trustees present.

EXECUTIVE TEAM OPERATIONAL UPDATES

Business Strategy & Finance

Finance and Budget – Monthly Financials

A. Financial Report (February)

Matt Griffin, Director of Business Strategy and Finance, addressed the Board and presented information on the February financial tables. He noted that this is the second month with the new tables and welcomed any further comments, changes or requests.

Table 1 shows a negative \$36,000 in grants, funds and donations which is an accounting error that will be corrected and will be zero in next month's financials. The second item to note is the property tax revenue received in February. It looks like it is skewing in terms of revenue and operating expenses, but it is in line with previous years.

Table 2 is on track with what would be expected. Table 3 includes a change based on Board feedback. Originally this table included only projects with budgets. Now all 2024 projects are included and when the carry forwards come through in May, those projects will show those amounts. This change increases visibility into the annual plan.

Additionally, the Evergreen Library project looks like it is over budget, however, that item is waiting on the carryforward and when it is received that project will show that it is not over budget. Table 4 also shows that negative \$36,000 and will also be zeroed out when that accounting error is corrected. The other change based on Board feedback, is pulling out digital equity and funds received. That number will be kept in. Those funds do not flow into the Library fund, they flow into the County grant program.

In response to a question, it was confirmed that the Library expects the carryforward funds to come through after approval by the Board of County Commissioners sometime in May.

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.

Matt Griffin provided background information on the Purchase and Sale Agreement and the proposed amendment. In July 2023, with approval from the Board, JCPL executed the Purchase and Sale Agreement for that land. From that time to now, the Library has worked through the due diligence items and is working to complete the rezoning.

The cause for the amendment is the seller's concern that it is possible for JCPL to rezone the property and still withdraw from the purchase and the seller would be left with a property that the Library rezoned. The Library, seller and legal counsel for both parties met jointly and worked over many weeks on how best to approach the issue. A proposed amendment was brought forward with clarifying language that JCPL intends to close after rezoning, which was always the intent, and is now put in writing in the amendment. Additionally, when the Library receives verbal approval from the City of Arvada, the closing will take place within 17 days. If there is a delay that is not the fault of the Library, there are an additional 7 days. The \$50,000 in escrow would become non-refundable, but still continue toward the purchase price. The title company has been consulted and they have no concerns with the timeline. The amendment is relatively short and clarifies the Library's intent.

The Board was advised that in April, the Library will bring forward a resolution that is part of the closing documents giving the Chair authorization to close on the property.

Facilities & Construction Projects

A. Evergreen Redesign Project Update

Perri Gardner, Construction Project Manager addressed the Board and provided an update on the Evergreen Redesign Project. At this point in the project there are not many line items. There are a lot of teams on site performing detailed work including installing computers, sorter, signage and furniture and collections are on the shelves. The project is on track for opening and under budget.

The Chair reminded the Board to hold the date for the April 12 opening event and noted that she would like to see everyone there.

The Executive Director acknowledged that Jo Schantz and the Foundation are funding the refreshments at the April 12 reception.

ITEMS REMOVED FROM THE CONSENT AGENDA

No items were removed from the consent agenda.

EMERGING ISSUES

No issues.

ENDS

There were no items.

Note: Trustee Pam Anderson joined the Board meeting at 6:05 pm.

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:

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)

MOTION: Jill Fellman moved that the Library Board of Trustees elect Emelda Walker for Vice-Chair and Stanley Harsha for Secretary for one year terms April 2024 to March 2025. Seconded by Jeanne Lomba the motion passed by unanimous vote of all Trustees present.

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

Bylaws committee members, Emelda Walker and Stanley Harsha, advised the Board that the committee reviewed the Bylaws and there are no recommendations for changes. It is noted that the Bylaws will be brought to the April Board meeting for adoption on the consent agenda.

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

- 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
- May 9, 2024 – Study Session – 5:30 pm Hybrid: Virtual via ZOOM. In-Person
Location: Lakewood Library Meeting Room
- May 16, 2024 – Board Meeting – 5:30 pm Hybrid: Virtual via ZOOM. In-Person
Location: Lakewood Library Meeting Room

The Chair noted that as the budget season begins attendance at the meetings becomes very important.

ANNOUNCEMENTS/GENERAL INFORMATION SHARING

There were no announcements.

EXECUTIVE SESSION:

At 6:07 pm, the Chair called for a motion to adjourn the regular meeting AND reconvene in Executive Session.

MOTION: Stanley Harsha moved to adjourn the regular meeting of the Library Board of Trustees and reconvene in Executive Session regarding:

(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:

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

(3) Collective Bargaining. Statutory citations authorizing an executive session for this topic are:

- Pursuant to 24-6-402(4)(e)(I) for discussion of strategy and instructions to negotiators.
- 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.

Seconded by Jill Fellman the motion passed by unanimous vote of all Trustees present.

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 6:20 pm.

The Chair called the Executive Session to order at 6:18 pm with the following Trustees present, Charles Jones, Jill Fellman, Jeanne Lomba, Stanley Harsha, Pam Anderson and Emelda Walker. Also present were Donna Walker, Executive Director; Bernadette Berger, Director of Technology and Innovation; and Amber Fisher, Executive Assistant, Office of the Executive Director.

In addition to the Trustees and staff noted above representatives from the County Attorney's office and Library leadership were in attendance for specific topics as noted below:

- (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. In attendance, Kurt Behn,

County Attorney's office; Matt Griffin, Director of Business Strategy and Finance; and Steve Chestnut, Director of Facilities and Construction Projects.

(2) Evergreen Real Estate Group Memorandum of Understanding (MOU) regarding the South County Library Expansion Project. In attendance, Julianne Rist, Director of Public Services; Kurt Behn, County Attorney's Office; Matt Griffin, Director of Business Strategy and Finance; Elise Penington, Director of Communications and Engagement; and Steve Chestnut, Director of Facilities and Construction Projects.

(3) Collective Bargaining. In attendance, Eric Butler, County Attorney's Office; and Lisa Smith, Director of People and Culture.

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 RECONVENE REGULAR MEETING

MOTION: At 8:10 pm Jeanne Lomba moved to adjourn the Executive Session and reconvene the regular meeting of the Library Board. Seconded by Emelda Walker the motion passed by unanimous vote of all Trustees present.

The Chair noted that the Library Board of Trustees met in Executive Session regarding (1) An 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; and (3) Collective Bargaining. The Trustees held those discussions, and this summary is provided as required by Colorado Statute.

The Chair called for a motion regarding the Amendment to the Purchase and Sale Agreement for the Northwest Jefferson County property.

MOTION: Emelda Walker moved that the Library Board of Trustees authorize the Executive Director to sign the 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 and authorize staff to take all necessary actions to proceed to closing as provided in that amendment with the understanding that it is required that Kim Johnson, Chair executes the closing documents. Seconded by Jeanne Lomba the motion passed by unanimous vote of all Trustees present.

The regular Board meeting was Adjourned at 8:16 pm

Jill Fellman, Secretary

Bylaws for the Jefferson County Public Library Board of Trustees
Adopted: April 18, 2024

ARTICLE I: NAME

The name of this organization shall be the Jefferson County Public Library Board of Trustees, (Library Board) and existing by virtue of the provisions of the “Colorado Library Law”, Section 24-90-101 et. Seq. C.R.S., and, established by the action of the Jefferson County Board of County Commissioners (Board of County Commissioners).

ARTICLE II: PURPOSE

The purpose of the Library Board shall be to govern the affairs of the Jefferson County Public Library according to the applicable statutes and laws, and the duties assigned by the Board of County Commissioners to “establish policies, employ an Executive Director, adopt a strategic plan, recommend a budget and dispense funds, and acquire and oversee libraries and library assets.”

ARTICLE III: LIBRARY BOARD

Section 1. Trustees of the Library Board are those who have been duly appointed by the Board of County Commissioners.

Section 2. Ethics. Trustees shall observe these Bylaws, and the Governing Policies of the Library Board, which shall address expectations as to conduct and ethics of the Board.

Section 3. Terms and Reappointments. Length of term and number of terms shall be determined by the Board of County Commissioners.

Section 4. Vacancies. Vacancies shall be filled pursuant to the Colorado Library Law and the policies of the Board of County Commissioners.

Section 5. Removal. A Trustee may be removed only by a majority vote of the Board of County Commissioners and only upon a showing of good cause. Good cause shall include, but not be limited to: Failure to attend, without justification, three consecutive Regular monthly meetings of the Board, or violating the Library Board’s Governing Policies.

ARTICLE IV: OFFICERS

Section 1. Number of Officers. The officers of the Library Board shall be a Chair, Vice Chair, and a Secretary.

ARTICLE V: ELECTION OF OFFICERS

Section 1. Date of Election. The officers shall be elected annually at the regularly scheduled Library Board meeting in March by a majority vote of attending Trustees. The nominating committee will be appointed at the January Board meeting, and present a slate of officers at the February Board meeting.

Section 2. Term of Office. The Vice Chair and Secretary shall assume their duties upon election and shall serve for terms of one year or until their successors are elected. The Chair shall assume their duties upon election and shall serve for a term of two years or until their successor is elected.

Section 3. Number of Terms of Office. A trustee shall not be eligible to serve more than two consecutive terms in the same officer position, except by an affirmative majority vote of attending Trustees at the meeting at which the election is held.

Section 4. Vacancies. A vacancy occurring in the office of Chair shall be filled for the unexpired term by the Vice Chair. A vacancy occurring in the office of Vice Chair or Secretary shall be filled for the unexpired term by a trustee elected at a Regular meeting, notice of such election having been given five days in advance of the meeting by the highest-ranking officer.

Section 5. Removal of Officer. Any officer may be removed from office for failure to discharge his/her duties by an affirmative majority vote of attending Trustees at a Regular meeting. The Trustees seeking such action shall give written notice to the officer 5 days prior to voting on such issue at a Regular meeting.

ARTICLE VI: DUTIES OF THE OFFICERS

Section 1. Chair. The Chair of the Library Board shall be its chief governing officer. The Chair shall preside at all meetings of the Library Board and shall fulfill other responsibilities as may be designated from time to time by the Library Board. The Chair shall be the representative of the Library Board to other governmental units on such matters as have been approved and designated by the Library Board; shall submit the annual budget prepared by the Library Board to the Jefferson County Board of

County Commissioners; shall submit an annual report to the Jefferson County Board of County Commissioners.

Section 2. Vice Chair. In the absence of the Chair, or in event of the Chair's inability or refusal to act, the Vice-Chair shall perform the duties of the Chair and when so acting, shall have all the powers of the Chair and shall be subject to all the restrictions upon the Chair. The Vice-Chair shall perform any other duties as may be prescribed by the Library Board.

Section 3. Secretary. The Secretary shall record, or cause to be recorded, the minutes of all meetings of the Library Board and shall perform such other duties as may be delegated by the Library Board, such as acting as temporary Chair in the absence of the Chair and Vice chair.

Section 4. General Duties. All officers shall perform the duties as prescribed in these Bylaws, and as may be further enumerated in the Library Board's Governing Policies.

ARTICLE VII: MEETINGS

Section 1. Regular Meetings. Regular meetings of the Library Board shall be held at least once a month online and/or at a place within Jefferson County. The Library Board establishes its schedule of Regular meetings annually. The Regular meeting schedule, meeting notices and agendas will be posted on the Library's public website. The date, time and place of any Regular meeting of the Library Board may be set or changed by a majority vote of attending Trustees at a Regular meeting. The Library Board may cancel a Regular meeting if no pressing issues warrant a meeting, or in the event of an unforeseen circumstance.

The Chair shall set the agenda in advance for each Regular meeting of the Library Board, adhering to the adopted Governing Policies. A copy will be sent to each Trustee in advance of the Regular meeting. Minutes from previous meetings and documentation supporting agenda items will be sent to each Trustee as part of the agenda packet.

All meetings, votes, and deliberations of the Library Board shall be open to the public, unless otherwise provided by law. The Library Board may determine to hold additional meetings and study sessions. These meetings will be governed by these Bylaws and the Library Board's Governing Policies. All proceedings and records, including meeting minutes taken at each Library Board meeting will be recorded and made available to the public unless otherwise provided by law.

Section 2. Special Meetings. The Chair, or any three (3) Trustees, may call a Special meeting of the Library Board at any time with no less than 24 hours notice to all Trustees and with adequate advance notice to allow for the public posting of the meeting notice in compliance with CRS 24-6-402(2)(c) full and timely notice to the public. The date, time and place of any Special-meeting of the Library Board may be set or changed by a majority vote of attending Trustees at a Regular meeting. The Library Board may cancel a Special meeting if no pressing issues warrant a meeting, or in the event of an unforeseen circumstance.

Section 3. Quorum, Regular Meeting. Four Trustees shall constitute a quorum for the transaction of business at any Regular meeting. Proxy votes will not be allowed.

Section 4. Quorum, Special Meeting. Four Trustees shall constitute a quorum at any Special meeting. Proxy votes will not be allowed.

Section 5. Votes on Motions. Votes on motions shall be recorded in the minutes as approved or disapproved by voice vote or by roll call when requested by a Trustee. All Trustees, including the Chair, may vote on motions.

Section 6. Public Participation. In addition, there will be an agenda item at each Regular Library Board meeting for the public to address the Library Board. 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. For Special meetings, an agenda item for the public to address the Library Board may be included when appropriate or required. Participation/Public Comment at Regular or Special meetings will be governed by relevant statutes, these Bylaws and the Library Board's Governing Policies.

ARTICLE VIII: BOARD COMMITTEES

The Library Board may establish such committees as deemed necessary to assist in its work. The resolution establishing any such committees shall state the purpose, timeline, composition and authority of each such committee. The adopted Governing Policies will guide the establishment and work of all committees. In the absence of any other method of selection in the resolution, the Chair shall make appointments to any committee.

ARTICLE IX: PARLIAMENTARY AUTHORITY

Robert's Rules of Order, revised, latest edition may be invoked by majority vote of a quorum present at a Library Board meeting, or by the Chair.

ARTICLE X: EXECUTIVE DIRECTOR AND STAFF

Section 1. Executive Director. The Library Board shall employ an Executive Director to serve as chief executive officer of the Jefferson County Public Library. The Executive Director shall supervise the Library's day-to-day operations in accordance with these Bylaws and the Library Board's Governing Policies then in effect. The selection, removal, determination of salary and other terms of employment of the Executive Director shall require the affirmative vote of a majority of the Library Board. The Executive Director shall serve as a non-voting member of the Library Board.

Section 2. Staff. As specified in CRS 24-90-109 (1)(c), and the Personnel Rules of Jefferson County, all other Library employees shall be appointed by the Executive Director, in accordance with approved personnel rules and budgeted staffing plans.

ARTICLE XI: POLICIES AND ADMINISTRATION

Section 1. Governing Policies. The Library Board shall adopt and revise, at any Regular meeting, Governing Policies to set forth additional guidelines and values for the Library Board's own conduct, and to govern the Executive Director in conducting the operational affairs of the Jefferson County Public Library. These policies shall be available to the public.

ARTICLE XII: FINANCES

Section 1: Budget Approval and Management. The Library Board's Governing Policies shall direct the Executive Director to prepare an annual budget proposal that is consistent with the guidelines adopted by the Board of County Commissioners, and consistent with the objectives and guidelines adopted by the Library Board. The proposed budget schedule will provide for public input and Library Board review and revision, for the Library Board's resolution. Library Board approval of the proposed budget is required prior to submittal to the Board of County Commissioners. Library Board adoption is required prior to the beginning of a fiscal year.

ARTICLE XIII: AMENDMENTS

Section 1. The Bylaws shall be reviewed annually by a committee appointed by the Chair. Proposed changes will be presented to the Library Board at a Regular, scheduled meeting.

Section 2. Amendment by Vote. The Bylaws may be amended by an affirmative vote of a majority of the Library Board of Trustees. Amendments to these Bylaws shall be submitted to the Trustees at least 14 days prior to their proposed adoption.

Section 3. Automatic Amendment. The Bylaws shall conform to the prevailing governing statutes. Amendments as a result of changes to a governing statute shall be automatic, and the subsequent changes shall be given to the Trustees, in writing, as soon as possible.

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



jeffcolibrary.org

TO: Donna Walker, Executive Director

FROM: Steve Chestnut, Director of Facilities and Construction

DATE: April 18, 2024

RE: Carpet and Upholstery Cleaning Services, Kleen-Tech Services Corporation, 3rd Renewal

History of Contract: Kleen-Tech Services Corporation – Carpet and Upholstery Cleaning Services

JCPL is currently under contract with Kleen-Tech Services Corporation to provide carpet and upholstery-cleaning services for all JCPL owned properties through May 31, 2024. The Board authorized a one-year contract in 2021, with the option to renew the contract for four additional one-year terms with Board approval. We have been happy with the services provided and would like to renew the contract for an additional year. This will be our third renewal.

Budget:

The base amount for carpet and upholstery cleaning services through Kleen-Tech Services is \$124,799.01, and the Library has the ability to request additional services if needed. The total cost to the Library will be within the budgeted amount for janitorial services in 2024 of \$825,000.

Next Actions:

I would like to ask the Board of Trustees to authorize the Library Executive Director to renew our contract with Kleen-Tech Services Corporation for carpet and upholstery cleaning services for one year. **This item will be placed on the consent agenda for the April 18, 2024 Library Board meeting unless otherwise instructed by the Board.**

Foundation Update



APRIL 2024

Executive Director Report

by Jo Schantz, MNM, CFRE, GPC

UPCOMING SPECIAL EVENTS

FRIENDS ANNUAL MEETING

JCLF will host its 2024 Friends Annual Meeting on Friday, April 19, from 11:30 am to 1 pm at the Wheat Ridge Rec Center, 4005 Kipling St., in Wheat Ridge. Lunch is included.

Our author presenter is the award winning writer Erika Krouse whose books will be available for sale and signing.

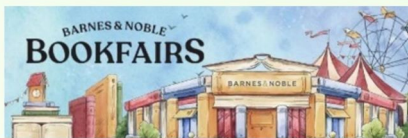
Tickets are \$35 for Friends members, \$45 for non-members, and for \$50 guests can purchase an event ticket and a one-year Friends membership.

Visit www.jeffclf.org to purchase tickets or call 303-403-5075.

DINE & DONATE AT 240 UNION RESTAURANT

This is for all you hungry donors! JCLF will be participating in a Dine & Donate fundraiser at 240 Union restaurant in Lakewood. The event takes place on Wednesday, September 18, and our Foundation will receive 25% of all food purchases on that date! A similar event last year netted us more than \$2,100!

BARNES & NOBLE BOOKFAIR COMING SOON!



On Saturday, September 28, JCLF will benefit from a Bookfair held at Barnes & Noble Booksellers in Denver West Village, Golden. Our organization will receive a portion of the day's book sales when shoppers present a voucher along with their purchases at checkout.

FUNDING UPDATE

REQUESTS PENDING

- City of Lakewood -- \$19,589 for Create Space at Belmar Library
- Applewood Community Foundation -- \$4,000 for Library Summer Challenge

FUNDS RECEIVED OR CONFIRMED

- Dr. Jackie O'Beirne -- \$250 for Friends Annual Meeting
- Foothills Vision Center -- \$250 for Friends Annual Meeting
- FirstBank -- \$1,000 for Library Summer Challenge

COMMUNITY CONNECTIONS

- March 22 – meeting with Trustee Stan Harsha and representatives from Conifer re: funding & naming rights for Conifer Library
- March 26 – lunch with major donor Allison Brigham
- March 26 -- JCLF Finance Committee meeting
- March 26 – Lakewood Foothills Rotary Club meeting
- March 27 – JCLF Board meeting
- April 2 – Lakewood Foothills Rotary Club meeting
- April 4 -- PEO meeting
- April 8 – monthly Teams meeting with Donna Walker
- April 9 – Lakewood Foothills Rotary Club meeting
- April 11 – Applewood Business Assn. luncheon
- April 15 – JCPL/JCLF joint meeting
- April 16 – Good News Breakfast
- April 17 – Colo. State University Extension Advisory Board meeting

WWW.JEFFCLF.ORG

Operational Updates

Executive Director Report



APRIL 2024 EXECUTIVE DIRECTOR REPORT

2024 Annual Plan Progress in April

Portfolio: Service Point Development & Expansion

Program: New Construction

Project: South County Library

- Investigate site opportunities
- Continue community support development

Project: Northwest Jeffco Library

- Respond to City of Arvada comments
- Continue community support development

Project: South County – Express Library

- Tour short list sites

Program: Building Redesign

Project: Arvada Library

- Contract for design and community engagement facilitation services
- Continue community support development

Project: Evergreen Library

- Reopen library
- Hold reopening events
- Complete punch list items

Program: Building Opportunities


Project: Conifer Opportunity

- Negotiate lease terms
- Inform community of progress

Portfolio: Lifelong Learning & Literacy

Program: Advance Digital Equity & Inclusion

Project: Digital Literacy Collaboration (ARPA)

- Continue Phase 2 tasks
 - Continue community partnership tasks
- 



Portfolio: Building Inclusive Community

Program: Create a Radically Welcoming JCPL - Staff

Project: All Staff Compensation Strategy

- Review and test draft recommendations

Portfolio: Embracing Innovation & Change

Program: Artificial Intelligence Strategy

- Continue program development

Program: Fundraising Development

- Hold joint meeting with JCLF leadership
- Recommend 2024 target
- Assess costs and target for 2025 budgeting

Portfolio: Continuous Process Improvement

Program: Accelerate our Building Program

Project: Design Standard

- Onboard design consultant
- Assign palette to each JCPL location
- Test FF&E process


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 April. Report completion to Amber by the end of May, 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.

ULC ANNUAL FORUM, WEDNESDAY, OCTOBER 23 - 25, 2024, Philadelphia, Pennsylvania



SERVICE HIGHLIGHTS:

SIGNATURE AUTHOR EVENT FEATURING JACQUELINE WOODSON was a huge success. Staff will share statistics and stories at the Board meeting.



EVERGREEN LIBRARY REOPENING: Staff opened the doors to the redesigned Evergreen Library on April 1st. Over 500 people came in that first day. It was a haven for people without power during the windstorms as well. Tours and Grand Opening events taking place the 2nd week of April. Electric vehicle charging is live.



View from front entry



Family Place™



PROFESSIONAL ENGAGEMENT:

Padma Polepeddi, assistant director of Public Services, has been elected to the Public Library Association Board of Directors. She will serve as a director-at-large for a three-year term.

Robyn Lupa, manager of Services to Kids & Families has been selected as the Vice Chair of the [Healthy Jeffco Alliance](#).

Janell Kerski, **Terri Faulkner**, and **Sandi Erickson** are nominated for the Triad Children's Champion Awards. All nominees will be recognized, and award winners will be announced, at the Children's Champion Awards luncheon.

JCPL sent 20 staff members and one trustee to the Public Library Association (PLA) Conference in Ohio.

Lizzie Gall, Assistant Director of Public Services, **Rene Yaws**, Public Services Manager, South County, **Julianna Sipeki**, Public Services Manager, Golden Library, and **Lisa Smith**, Director of People and Culture, presented on the topic- *Embrace Flexibility: Create a Radically Welcoming Work Environment*.


Paola Vilaxa, DEI and Arvada Library Manager, **Cheryl Murphy**, Technology and Innovation Services Manager, and **Bernadette Berger**, Director of Technology and Innovation, presented on the topic- *Implementing a Flexible Digital Equity Model*.

Julianne Rist, director of Public Services, was on a panel *How to Weather the Turbulence of a Video Auditor*.

Seven Public Services staff will the annual CO Teen Literature Conference.

Michelle McConnell, DEI Coordinator, will attend DEI, The Power of Juntos Conference.

HIGHLIGHTS OF EXECUTIVE DIRECTOR COMMUNITY ACTIVITIES, APRIL 2024

- Attend the **Public Library Association** National Conference
 - Attend the **JCPL Signature Author Event**
 - Meeting with Kelly Dunkin, **Colorado Gives Foundation**
 - Attend and speak at the **Board of County Commissioners** Hearing
 - Meeting with Jo Schantz, **Jefferson County Library Foundation (JCLF)** executive director
 - Attend joint meeting with **JCPL and JCLF executive board leadership**
 - Meeting with Joe Kerby, **Jefferson County Manager**
 - Attend monthly meeting of the **Personnel Board of the Jefferson County Elected/Appointed Officials**
 - Meetings with libraries with historical and current public private partnerships
- 

- Attend **Jeffco Connections Board** meeting
- Attend **Evergreen Library reopening** events
- Attend **Urban Libraries Council Directors funders** meeting
- Attend the **JCLF Friends Annual** meeting
- Attend the **BCC carryforward briefing**
- Stakeholder meetings for Arvada Library Redesign with trustee support:
Congresswoman Brittany Pettersen's staff and **Commissioner Kraft-Tharp**

The **County Commissioners** declared April 7-13, 2024 as **National Library Week** in Jefferson County and presented JCPL with a proclamation at their hearing on April 9th.



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

This Donation and Name Recognition Agreement (“Agreement”), dated for reference purposes only April 18, 2024, is between Jimmy Haver (the “Donor”), the **Jefferson County Library Foundation, Inc.**, a Colorado non-profit corporation (the “Library Foundation”), and the **Jefferson County Public Library** (the “Library”). The Donor, 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 \$ 1,000 (the “Donation”) in support of the self-serve kiosk in Children’s area 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 \$ 1,000, 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 50th 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 Jimmy Haver (“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 April 30, 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



Jefferson County
PUBLIC LIBRARY

jeffcolibrary.org

To: Donna Walker, Executive Director
From: Matt Griffin, Director of Business Strategy & Finance
Re: Finance Monthly Report
Date: April 18th, 2024

Budget to Actual Tables

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

In March, JCPL recorded \$5.3M in Real Property Tax revenue. Year-to-date, 41.6% of the budgeted collection has been received.

In March, the Library Foundation provided \$7,732 in funds to JCPL. The Library contributed \$7,573 in-kind support in March. Year-to-date, the Library has received \$7,732 in funding and provided \$22,045 in-kind support to the Foundation at a ratio of 0.35

As of the end of Q1 2024, JCPL's financial performance remains in line with both expenditure and revenue expectations.

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

Revenue and Expenditure	2024 Budget	YTD Actual 03/31/2024	\$ Variance 2024 Budget	% Variance 2024 Budget
Revenues				
Property Taxes (net adjustments)	56,936,719	24,853,528	32,083,191	44%
Grants, Funds & Donations	366,124	7,732	358,392	2%
Investment Income	2,458,619	1,114	2,457,505	0%
Other Revenue	85,000	38,897	46,103	46%
Total Revenues	\$ 59,846,462	\$ 24,901,271	\$ 34,945,191	41.6%
Expenditures				
Operating	45,325,835	9,125,396	36,200,439	20%
Financing & Debt Service	623,700	-	623,700	0%
Capital Projects	19,995,273	2,165,383	17,829,890	11%
Total Expenditures	\$ 65,944,808	\$ 11,290,779	\$ 54,654,029	17.1%

% Variance 2024 Budget

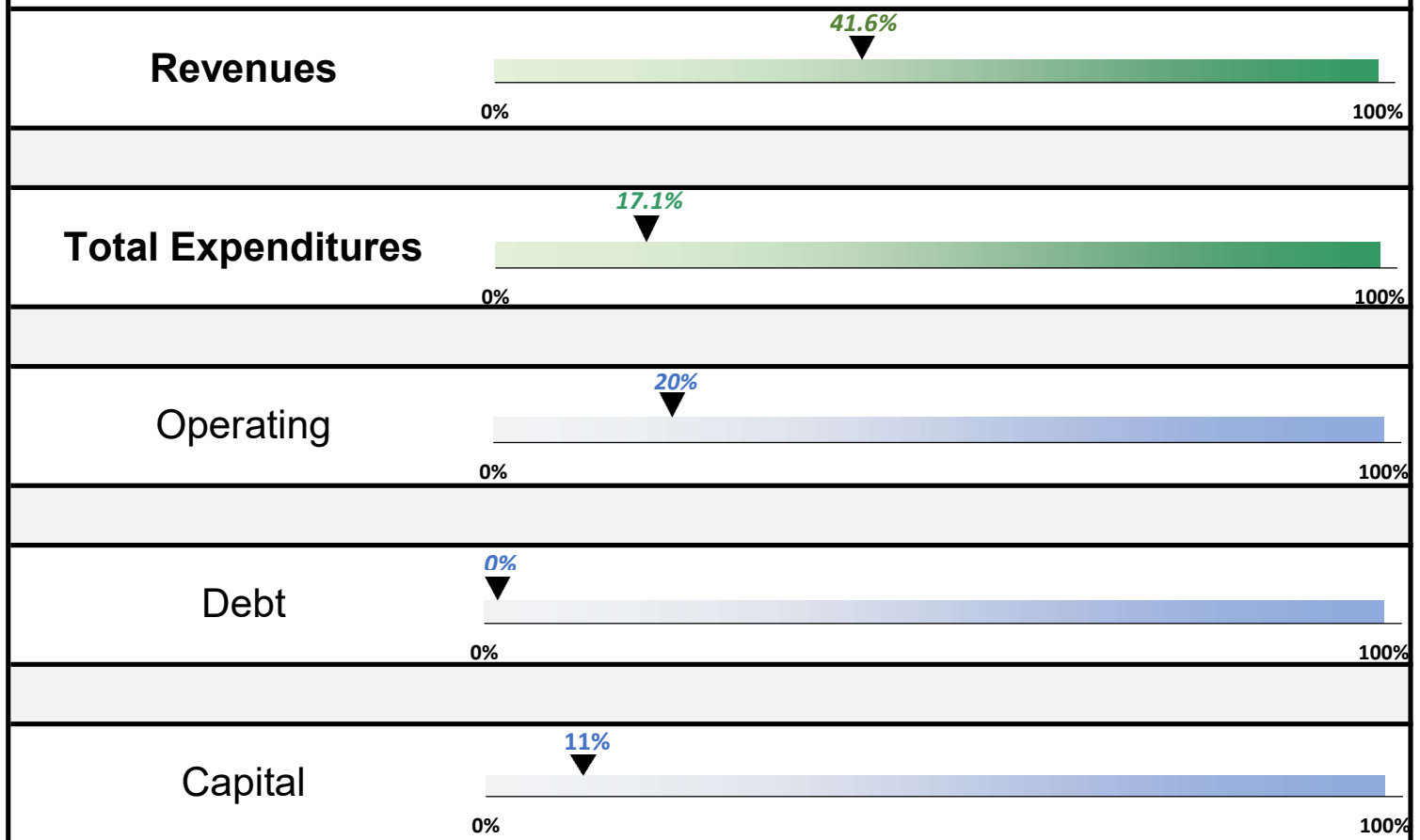


TABLE 2
JEFFERSON COUNTY PUBLIC LIBRARY
OPERATING EXPENDITURES
BUDGET TO ACTUAL

	2024 Budget	YTD Actual 03/31/2024	\$ Variance 2024 Budget	% Variance 2024 Budget
Operating Expenditures				
Salaries & Employee Benefits				
Salaries	18,016,834	3,725,854	14,290,980	21%
Awards & Bonuses	180,000	20,613	159,387	11%
Other	6,817,727	1,736,000	5,081,727	25%
Total Salaries & Benefits	\$ 25,014,561	\$ 5,482,467	\$ 19,532,094	21.9%
Library Collections				
Library Books & Materials	8,994,817	1,571,947	7,422,870	17%
Library Periodicals	215,000	50,013	164,987	23%
Total Library Collections	\$ 9,209,817	\$ 1,621,960	\$ 7,587,857	17.6%
Supplies and Other				
Supplies	1,680,455	278,413	1,402,042	17%
Services & Charges	6,340,729	1,330,218	5,010,511	21%
Interdepartmental Direct Charges	594,052	39,535	554,517	7%
Treasurers Fees	859,569	372,803	486,766	43.4%
Interdepartmental Indirect Charges	1,626,652	-	1,626,652	0%
Total Supplies and Other	\$ 11,101,457	\$ 2,020,969	\$ 9,080,488	18.2%
Total Operating Expenditures	\$ 45,325,835	\$ 9,125,396	\$ 36,200,439	20.1%

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

	2024 Budget	YTD Actual 03/31/2024	YTD Encumbrances	YTD Total Actual + Enc	Remaining 2024 Budget	Total Project Actual + Encumbrances	Total Project Budget
Capital Expenditures							
Annual Replacement & Maintenance							
ARM-01 Capital Maintenance	250,000	65,365	-	65,365	184,635	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	165,660	-	165,660	313,540	n/a	n/a
ARM-04 Book Sorter Replacement	40,000	-	-	-	40,000	n/a	n/a
ARM-05 IT Infrastructure Replacement	295,000	24,159	-	24,159	270,841	n/a	n/a
Capital Projects							
Document Management System	-	1,050	14,000	15,050	(15,050)	129,251	160,000
Location Holds Lockers	52,600	7,532	-	7,532	45,068	190,027	205,000
Halo Vape Sensors	-	-	-	-	-	8,059	74,250
South County Library	5,772,052	-	-	-	5,772,052	74,412	30,849,540
Evergreen Library Redesign	983,626	1,880,899	115,724	1,996,623	(1,012,997)	4,289,169	5,200,048
Northwest County Library	11,280,795	20,448	-	20,448	11,260,347	120,324	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
Total Capital Expenditures	\$ 19,995,273	\$ 2,165,383	\$ 129,724	\$ 2,295,107	\$ 17,700,166		

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

	2021 Actual	2022 Actual	2023 Actual	2024 Budget	YTD Actual 03/31/2024	\$ Variance 2023 Budget	% Variance 2023 Budget
JCPL Grants							
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	-	-	-	-	-	-	
Total JCPL Grants	\$ 226,169	\$ 377,554	\$ 156,962	\$ 144,996	-	\$ 144,996	0%
JCPL Private Donations							
Private Donations up to \$200	-	340	-	-	-	-	
Private Donations \$201 - \$999	600	-	-	-	-	-	
Colorado Gives - Naumer Family Fund EV Remodel	-	-	5,000	-	-	-	
Anonymous Donor	-	-	2,000	-	-	-	
Anonymous Donor	-	58,042	-	-	-	-	
Anonymous Donor	1,000	-	-	-	-	-	
Anonymous Donor	5,000	-	-	-	-	-	
Total Private Donations	\$ 6,600	\$ 58,382	\$ 7,000	\$ -	\$ -	\$ -	
Other Funds Received							
Payroll Funding - American Rescue Plan	-	263,556	856,591	-	-	-	
E-Rate Reimbursement	283,030	2,602	149,901	121,128	-	121,128	0%
Laptop Lending	87,598	100,145	183,427	-	-	-	
Stadium District Funding	-	-	-	-	-	-	
Total Other Funds Received	\$ 370,628	\$ 366,303	\$ 1,189,919	\$ 121,128	\$ -	\$ 121,128	0%
Jefferson County Library Foundation							
	199,566	131,894	127,180	100,000	7,732.00	92,268	8%
Total Jefferson County Library Foundation	\$ 199,566	\$ 131,894	\$ 127,180	\$ 100,000	\$ 7,732	\$ 92,268	8%
Total Grants, Funds & Donations							
	\$ 802,963	\$ 934,133	\$ 1,481,061	\$ 366,124	\$ 7,732	\$ 358,392	2%
Other Funds Received Outside of Library Fund							
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

To: Donna Walker, Executive Director
From: Matt Griffin, Director of Business Strategy & Finance
Re: Resolution Regarding Purchase of Candelas Point Property
Date: April 9th, 2024

Resolution No.: LB-04-18-24

Please find attached Resolution No.: LB-04-18-24 concerning the purchase of land for the new Northwest Jeffco Library.

This resolution acknowledges the following key points:

- The execution of a Purchase and Sale Agreement between the JEFFREY L. NADING TRUST and the Jefferson County Public Library (JCPL) for the acquisition of the property known as Candelas Point.
- The subsequent First Amendment to Purchase and Sale Agreement, which clarifies our intent to proceed to Closing post the rezoning approval.
- The requirement by Fidelity National Title Company for a certified Resolution authorizing necessary document execution for Closing.

Summary:

Resolution No.: LB-04-18-24 serves as a mandatory requirement from Fidelity National Title Company. It authorizes Kim Johnson, Chair of the Board of Trustees, to execute all Closing documents on behalf of the JCPL Board of Trustees.

BEFORE THE BOARD OF TRUSTEES
OF THE JEFFERSON COUNTY PUBLIC LIBRARY
RESOLUTION NO.: LB-04-18-24

WHEREAS, the Board of Trustees of the Jefferson County Public Library desires to purchase land in order to build a new Northwest County Library; and

WHEREAS, a Purchase and Sale Agreement between the JEFFREY L. NADING TRUST dated March 2, 2005, and JEFFERSON COUNTY PUBLIC LIBRARY (“JCPL”) was executed on July 21, 2023, for the purchase of the Land commonly known as Candelas Point; and

WHEREAS, a First Amendment to Purchase and Sale Agreement was executed on March 22, 2024, to clarify that the parties intend to proceed to Closing after JCPL has received rezoning approval; and

WHEREAS, Fidelity National Title Company requires a certified copy of a Resolution by the Board of Trustees of the Jefferson County Public Library authorizing the execution of necessary documents and stating who is authorized to sign said documents in order to facilitate Closing;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Jefferson County Public Library approves and ratifies the Amendment to the Purchase and Sale Agreement, and authorizes Kim Johnson, Chair of the Board of Trustees of the Jefferson County Public Library to execute all documents necessary to Closing in a form approved by the County Attorney.

Date: April 18, 2024