

BOARD MEETING

JEFFERSON COUNTY PUBLIC LIBRARY

BOARD OF TRUSTEES

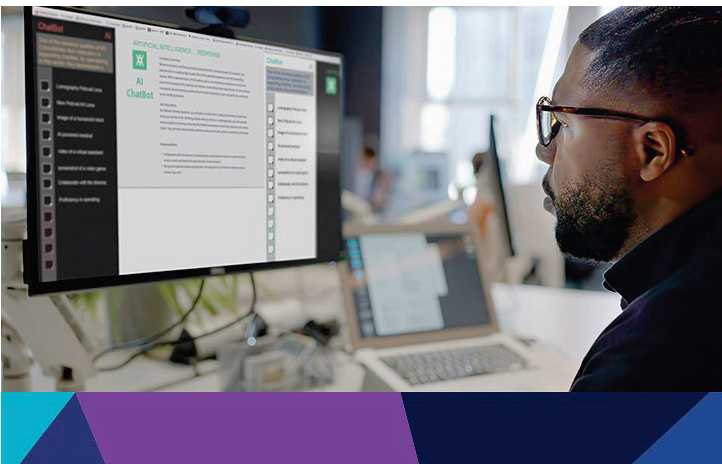
August 15, 2024



Countdown to Kindergarten!



Rooting for Growth - Wild Edibles & Medicinals



Active Minds Series - Artificial Intelligence



Red Feather Woman: Lakota/Assiniboine Singer & Storyteller performs for International Day of the World's Indigenous Peoples



Jefferson County
PUBLIC LIBRARY

APPROVAL OF AGENDA

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

ITEM# / ACTION	<p>Thursday, August 15, 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> A. Verbal roll call – Each Trustee announces their presence by stating their name.</p>
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. July 18, 2024 Board Meeting Minutes. B. Adopt Policy Governance Monitoring Reports: 2.5 – 2.9

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. Northwest Jeffco Library Update</p> <p>Business Strategy & Finance</p> <p><u>Business Strategy</u></p> <p>A. South County Library Property Recommendation and Purchase and Sale Agreement Chair: Call for motion and second</p> <p>B. Northwest Jeffco Library Community Engagement & Architectural Design Services Contract Notice to Proceed Chair: Call for motion and second</p> <p>C. 2024 Mid-year Report D. Long Term Strategic Planning Consultant Chair: Call for motion and second</p> <p><u>Finance and Budget</u></p> <p>A. Financial Report (July 2024)</p> <p>Technology & Innovation</p> <p>A. Digital Accessibility Program</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 –</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"> • September 12, 2024 – JOINT LIBRARY BOARD AND BCC – 4:30 pm Hybrid: Virtual via Webex. In-Person Location: BCC Board Room • September 12, 2024 – Study Session – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: To be determined based on Joint Library Board & BCC meeting. • September 19, 2024 – Board Meeting – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room

BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

	<ul style="list-style-type: none">• October 10, 2024– Study Session – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room. (Note: Shavuot ends nightfall no work permitted)• October 17, 2024 – Board Meeting – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room
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. Adjournment	ADJOURN REGULAR MEETING

CONSENT AGENDA

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



jeffcolibrary.org

TO: Library Board of Trustees

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

DATE: August 8, 2024

RE: Consent Agenda for the August 15, 2024 Board Meeting

- A. Library Board of Trustees Approve July 18, 2024 Board Meeting Minutes.
- B. Library Board of Trustees Adopt Policy Governance: Monitoring Reports 2.5 to 2.9.

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

July 18, 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 July 18, 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), Stanley Harsha (Secretary), Jill Fellman, and Jeanne Lomba.

Trustees not present: Pam Anderson and Charles Jones.

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; Bernadette Berger, Director of Technology and Innovation; 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; Amber Fisher, Executive Assistant, Office of the Executive Director; Katie O’Loughlin, Administrative Coordinator Supervisor; Ryan Turch, Technology and Innovation Operations Supervisor; and Aaron Cameron, 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 Jeanne Lomba the motion passed by unanimous vote of all Trustees present.

EXECUTIVE SESSION:

At 5:32 pm, the Chair called for a motion to adjourn the regular Board meeting and reconvene in Executive Session.

MOTION: Emelda Walker moved to adjourn the regular meeting of the Library Board of Trustees and reconvene in Executive Session regarding (1) Collective Bargaining and (2) Conifer Library Opportunity Lease. Statutory citations authorizing an executive session for these topics are:

- Pursuant to 24-6-402(4)(a) Concerning the purchase, acquisition, lease, transfer or sale of Property.
- 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 5 minute break to allow the Board and staff time to leave the existing ZOOM meeting and then join the Executive Session.

The Chair called the Executive Session to order at 5:36 pm with the following Trustees present, Jill Fellman, Stanley Harsha, Jeanne Lomba and Emelda Walker. Also present were 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; Bernadette Berger, Director of Technology and Innovation; 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 TO RECONVENE REGULAR BOARD MEETING

MOTION: At 6:07pm Jill Fellman 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.

At 6:11 p.m. the Chair reconvened the regular meeting with the following Trustees present: Emelda Walker (Vice-Chair), Stanley Harsha (Secretary), Jill Fellman, and Jeanne Lomba.

The Chair provided the following Executive Session Summary:

EXECUTIVE SESSION SUMMARY:

The Library Board of Trustees met in Executive Session regarding (1) Collective Bargaining and (2) Conifer Library Opportunity Lease concerning the discussion of strategy and instructions to negotiators and concerning the purchase, acquisition, lease, transfer or sale of Property. The Trustees held those discussions, and this summary is provided as required by Colorado Statute.

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.

Punky Kiefer addressed the Board and expressed appreciation to the Board and Library staff regarding the Conifer Library. The Chair expressed appreciation for the comments.

There were no further comments, and the Chair closed the public comment portion of the meeting at 6:16 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 June 13, 2024 Special Board Meeting Minutes
- B. Approve June 20, 2024 Board Meeting Minutes
- C. Authorize Midwest Tape Audio/Visual Contract Renewal

MOTION: Emelda Walker moved that the Library Board of Trustees approve the items on the consent agenda as presented. Seconded by Jill Fellman 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 Volunteer Appreciation lunch is tomorrow. The Foundation welcomed two new Foundation Board members, Jeannie Mann and Alli Mueller and a new employee Diane Major, Belmar bookstore manager. The Foundation hopes to increase volunteers at the Belmar bookstore and open 7 days per week. The Belmar bookstore has gross sales of \$54,000 since opening in October 2023. The Foundation will receive a percentage of sales from 240 Union restaurant on September 18. The Foundation's bookkeeper will be retiring, and the Foundation is looking for a replacement.

EXECUTIVE DIRECTOR REPORT

A. Executive Director Report

The Executive Director advised the Board that JCPL management continues to negotiate in good faith with AFSCME, the exclusive representation of staff in the collective bargaining unit. The Library is working with them on the remaining details for the first

negotiation meeting scheduled on July 24th. There are two engagement opportunities for the Board, the CALCON conference in Breckenridge in September and the ULC Annual Forum in October. Padma Polepeddi, Assistant Director of Public Services for Community Outreach developed an MOU for a music event in the evening hosted by Take Note Colorado at Standley Lake Library on August 18.

B. South County Library Update

The site search is ongoing, and JCPL is continuing conversations in the community about opportunities for a library location.

C. Northwest Jeffco Library Update

The Arvada City Council unanimously passed JCPL's request for rezoning and amendment to the comprehensive land use plan amendment for the property on Monday night. Kim Johnson, Library Board Chair, attended the meeting to speak on behalf of the Library. Closing documents have been signed by the Chair. There is some paperwork to complete the closing process within the next week. A robust internal and external communications plan will be activated at that time. An article is coming out in the Arvada Press next week. The Library is scheduling a photo opportunity on the property for Trustees and staff for Saturday, August 17 at 11:00 am. The Trustees were asked to hold this time on their calendars. The Executive Director expressed appreciation to the Board and staff for the tremendous effort to get to this point in the project. JCPL has acquired the land for the destination library in northwest Jefferson County: the data analysis, stakeholder engagement, site search and selection, negotiations, due diligence, project management, rezoning, closing activities, and decision-making all came together to create this historic moment in JCPL history. The Executive Director acknowledged the community support of the site selection.

D. Golden Library Opportunity Update

The Executive Director informed the Board about a decision the Library has made that typically would have come forward for Board consensus. JCPL has been in conversation with the City of Golden about a potential partnership where the library moves to a new location on the east end of Golden to be housed in the same location as a new city hall. The funding for this project is still in flux. City of Golden decisions about other development in the east and central corridors is also not decided yet. That plan is still being developed. In a meeting with the City of Golden staff last month the Library was asked for a commitment - yes or no – is the Library in or out of the City Hall project. The deadline for a decision was this month. This deadline for an immediate decision prompted the Library to assess the risks and opportunities and come to a decision. At this time, JCPL does not feel like it can move forward in partnership with this project.

- The project does not currently align with the Library’s spending plans for 2024 and 2025, and significant investment in design at this stage would be inconsistent with JCPL’s strategic financial plan.
- The Library does not have the time to conduct the usual community engagement that would typically be undertaken for a project that impacts the community to this degree. JCPL is committed to extensive community engagement and the current timing does not allow the Library to perform this process adequately.

The Library will be informing the Golden City Manager of this decision via email tomorrow. The Board is typically informed or consulted before a decision of this nature; however, the timing of the decision meant the Library needed to bring this forward as an information item rather than get Board consensus. The Executive Director asked the Board if they had any questions.

Trustee Fellman expressed appreciation to the Executive Director for being so wise and looking at the big picture. The Chair noted that the timeline for a decision and not having the opportunity for the due diligence process was the issue and not that the Library is not interested in a partnership.

There were no questions from the Board.

E. JCPL Fundraising Plan 2024-2025, Guest: Bridget Beatty

The Executive Director advised the Board that as part of JCPL's 2024 Annual Plan, the Library has a fundraising program with 5 major deliverables. The vision for this program is that JCPL is successful at raising outside funding beyond property tax revenue sources, focusing on opportunities in grant writing over \$25,000 and major gifts over \$5,000 in order to enhance library programs, projects, and services.

The Library’s vision is that this program will modernize JCPL practices by exploring and implementing a new structure, approach, and systems for raising outside funds. To that end, JCPL is executing specific fundraising activities to increase funds raised and decrease the indirect rate of fundraising.

One of the deliverables was to outsource fundraising counsel. Tonight the Board will hear from Bridget Beatty, the Library’s outside fundraising counsel. The presentation will demonstrate meeting three more of the plan’s deliverables:

- Create a 2-year fundraising plan
- Codify separate fundraising portfolios for JCPL and JCLF; and
- Pilot a foundation relation and grants program

Bridget Beatty addressed the aboard and provided information on JCPL’s fundraising plan for 2024-2025. The scope of this consulting position is fundraising to benefit JCPL.

Objectives

- Increase direct funding to the Library from philanthropic sources
- Enhance value for Jeffco residents

Parameters: Criteria for JCPL-led Fundraising

- Grants: The Library will take the lead on grant requests of \$25K or greater. JCLF will continue to pursue grants up to the \$25K threshold.
- Major Gifts: Solicitation of individual donors and corporate sponsorships is not included in the two-year 2024-2025 plan.
- JCLF as Fiscal Sponsor: When 501c3 status is required for eligibility. JCPL will take the lead and JCLF will submit on our behalf as fiscal agent.

Priorities: Targeted Funding - Greatest Areas of Need for Philanthropic Support

- Capital: Facilities, fixtures, technology and outdoor opportunities.
- Programs: Vision for JCPL - Continue to look at opportunities to support programming.

Fundraising Priorities: Fundraising will focus on enhancements that support additional opportunities for all generations to connect, discover and create.

- **Conifer Library:**
 - Enhance community access beyond staff hours. After-hours access (technology/security system).
 - Flexible community gathering spaces.
 - Funding to support design of internal spaces
- **Northwest Jeffco Library:**
 - Outdoor reading spaces, etc. and art fixtures
 - Educational garden
 - Early childhood outdoor literacy play space
- **Civic Engagement**
 - Family Leadership Training Institute – positive youth development
 - Hard Times Writers Workshops. Peer support group to find social connection and enhance literacy.
- **Literacy Building**
 - Summer Challenge
 - Family Place

Targets: Fundraising goals for 2024-2025

- **Target setting**
 - Identified gaps between JCPL wish list and Library Foundation fundraising.
 - Alignment of JCPL fundraising priorities with current funding opportunities.
 - Current capacity and manageable growth (meet reporting requirements, etc.)

Fundraising Goal

- 2024 – goal \$75k
- 2025 – goal \$150k

Prospects: High-focus funding sources

2024 Priority Prospects

- T-Mobile Hometown Grants (Conifer self-service extended hours access)
- El Pomar (Conifer or NW Jeffco)
- Boettcher Foundation (NW Jeffco)
- Fidelity Foundation (NW Jeffco)

Work includes starting relationships, and the prospect list is dynamic. The T-Mobile Home Town grant was submitted for a \$50k grant to support the Conifer Library focus on increasing community access, strengthening the site as a community hub, and the installation of technology to access the library after staffed hours. This accessibility was piloted at the Express Library in Arvada. This will not replace staff but increase hours beyond when the library is staffed and make meeting space available to support community connectiveness. The Library received community letters of support for this grant including from the Conifer Area Council and Chamber of Commerce.

2025 Priority Prospects

- Gates Foundation
- Anschutz Foundation
- Colorado Gives Foundation
- Great Outdoors CO

Possible funding requests

- NW Jeffco: Educational garden, public art or early literacy outdoor space.
- Family Leadership Training Institute
- Hard Times Writer Workshops

For 2025, the Library is looking at the Gates Foundation, Anschutz Foundation, Colorado Gives Foundation and Great Outdoors, CO. Colorado Gives Foundation just released some funding opportunities focused on supporting Jeffco communities.

Moving Forward

Work on the 2024-2025 fundraising plan has commenced and when new information is received, the plan will be adjusted accordingly.

Additional Plan Elements

- **Partnership**

- JCPL and the Library Foundation will share grant responsibilities when 501c3 is required for grant eligibility.
- Indirect rate of 5% included for the Library Foundation when serving as the fiscal sponsor, as allowed.
- **Government Funding**
 - 2024-2025 goals are focused on philanthropic grants. Library staff will continue to pursue public grants when applicable.
 - Fundraising counsel to explore elevation of JCPL in the County process for Congressionally Directed Spending funds.
- **Staff Time**
 - JCPL leadership committed to allocate staff time in support of grant applications and reporting requirements.
 - Grant budgets will include paid staff time whenever possible.

The 5% fiscal agent indirect rate will be built into the request when that is allowed by the funding source. Government funding is not currently the focus; however, Library staff is already versed in government funding grants. The fundraising counsel position might support those efforts but will not take lead. Elements of the plan include getting more engrained in the County process and congressionally directed funds and opportunities for legislators to advocate for their local communities. Staff time will be required for the success of the fundraising plan and JCPL leadership committed to allocating appropriate staff time for the many administrative activities. The Library will include paid staff time in grant requests when allowed. If there are JCPL employees facilitating a grant funded program, the Library would like to capture that cost. There are ways of tracking staff time that are not in place right now, but the intent is to capture costs that may not be included in the grant budget and continue to increase value.

The Chair expressed appreciation to Bridget and the Library for their work on the fundraising plan.

EXECUTIVE TEAM OPERATIONAL UPDATES

Business Strategy & Finance

Monthly Financials

A. Financial Report (June 2024)

Matt Griffin, Director of Business Strategy and Finance, addressed the Board and noted two items in the monthly financial tables. At this halfway point in the year, the Library is on track across all categories as expected and is in healthy financial position. On Table 1 revenue collection appears over budget showing 105%. However, two of the line items that feed into revenue are actually charges. Those charges of approximately \$3.0 million will come in and revenue will even out toward the end of the year. The Library is not projecting to end revenue above forecast.

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

Public Services & Facilities and Construction Projects

A. Conifer Library Lease Agreement and Location Presentation

The Executive Director introduced the topic and noted that in 2023, the Conifer Library Services opportunity was included as a new capital project in the Library's budget. One year later, after intensive community engagement, data analysis and site searching, the Library is bringing forward a location for those library services to the Board for decision this evening.

Julianne Rist, Director of Public Services, addressed the Board and noted that JCPL is very pleased to recommend a space to provide services to the Conifer community. Conifer Library is an existing location, so JCPL has data about how cardholders use this location as well as data from the market analysis and community input. JCPL is using the Conifer Library Service Area (LSA) as the defining boundaries for this project. JCPL does not anticipate a significant change in the population or household numbers for this LSA. Jefferson County's Conifer 285 Corridor Area plan also recommends to continue low density development.

JCPL learned of the change to Jeffco School hours which would decrease the number of open hours to the public at the high school. The Library accelerated the evaluation of library services for the area and Conifer became a 2023 capital project. The Conifer Opportunity project's purpose is to evaluate, plan and then implement that plan for library 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.

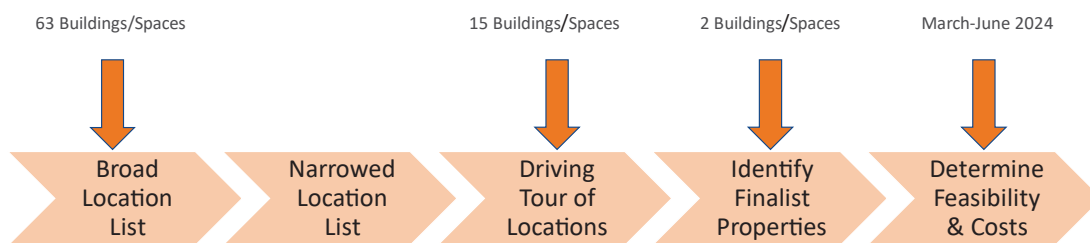
The following chart is a brief overview of the work and community engagement that previously occurred on this project. A market analysis was completed in April of 2023, and community engagement was conducted. What JCPL learned from this engagement became the recommendations for the service plan that was presented to the Board during the summer of 2023. The plan recommended looking for existing buildings and retail spaces. Part of what was 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. In March of 2024 the Library brought an update to the Board about the site search process.

Background



The Board was updated on the site search in March 2024. After hiring Crosbie Realty, the search began with casting a wide net for spaces that might meet the criteria. This included sharing staff and community suggestions with the realtor. Crosbie Realty also utilized their resources and connections to create a list of potential buildings and spaces that were in the library service area with visibility along HWY 285 and that were both on and off the market. The initial list of 63 was reduced to 15 buildings meeting criteria and were assessed by staff and the realtor on a driving tour. Of those 15 buildings, 2 spaces were deemed as possibilities. Staff and the realtor initially walked through these spaces in February. Since then, JCPL has evaluated its top space, and continued to monitor for potential new opportunities.

Site Selection Process

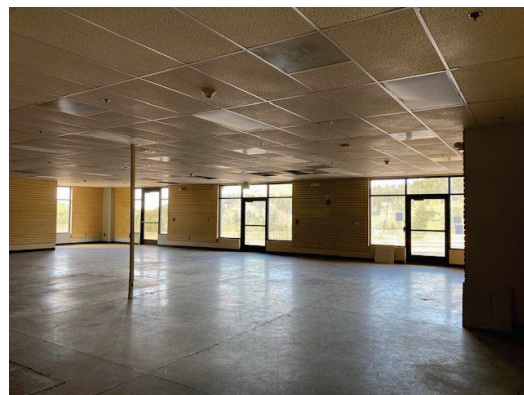


Recommendation

The site JCPL is recommending meets or exceeds pre-established criteria. It offers just over 5,500 square feet of continuous space. The space has large storefront windows across the length bringing in natural light. The location is within Jefferson County's Conifer 285 area plan activity center. It has easy access in both directions from Highway 285, as well as access to utilities and internet. Being part of an established retail center carries many positives such as:

- Located in an area where people are already going for everyday needs and errands.
- Both the retail center and the Library will benefit with more visibility to visitors. For instance the library will bring visitors to the center and the library will have higher visibility to people who come to the center for errands who may not already be library card holders.
- Size
 - Meets goal .5 to .6 square foot per capita for Conifer Library Service Area
 - One story, continuous space
 - Natural light
- Location
 - Within Conifer 285 Area Plan Activity Center
 - Convenient access north or south from Highway 285
 - Internet and utility access
- Convenience
 - Part of established retail center
 - Good visibility and parking

27122 Main St



Two of the main concerns the Library heard from the community were inconvenient hours and parking at the Conifer High School location. JCPL will be able to address both of these concerns at this location. The Library will be able to set hours to match the needs of the community and there is parking directly in front of the leased space. The Library will be leasing the entire first floor of the building, which will mean more parking than at the high school and spaces that are just a short walk to the doors of this future location.

Location and Lease Agreement

Steve Chestnut, Director of Facilities and Construction Projects, addressed the Board and provided information on the location and lease agreement. The address is 27122 Main St Unit 100-105 and 110-125, Conifer. This location is in the shopping center that has several anchors such as a Safeway with a Safeway gas station, Natural Grocer's, and several independent businesses. The lease agreement is for a 10-year term. The anticipated cost of the 10-year lease would be \$767,032. This estimated cost includes property tax abatement and a reduction of \$31,408 for 8 months of free base rent. As noted in the information packet, these costs are based upon the County Assessor abating the real estate tax burden for the square footage that the library would occupy. The Assessor's Office has stated that they will do so once JCPL provides them with a signed lease agreement.

Next Steps

JCPL will continue to make it a priority to keep the community informed about the status of this project. The Library will post an update to the Conifer project page on the website early next week, as well as sending an email to those who have signed up for updates either through the website or at the community input meetings. JCPL will continue to work with our partner, Conifer High School, on plans and timelines for the transition of how the library will move out. There is an item on the agenda for tonight to authorize an architect to begin the design of this new space. The Library wanted to bring both the lease agreement and architect to the Board tonight so that the Library can quickly begin the design process to convert this space into the new Conifer Library. With the new location the Library's goal continues to be ensuring 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.

In response to questions the Board was advised that:

- The Library will be as efficient as possible in developing the timeline for this project.
- The lease agreement will commence once it is approved and signed by all parties, most likely within 3-4 weeks, possibly sooner.

MOTION: Stanley Harsha moved that the Library Board of Trustees authorize the Executive Director to enter into the lease agreement with Khans & Nasir Co. LLC.

for the space located at 27122 Main St. Unit 100-105, 110-125, Conifer, CO 80433. Seconded by Jill Fellman the motion passed by unanimous vote of all Trustees present.

Business Strategy

A. Conifer Library Services Architect Design Contract Notice to Proceed

Amy Bentz, Assistant Director of Library Design Projects and Planning addressed the Board and provided information on the Conifer Library architect notice to proceed. The Board authorized JCPL to enter a contract with Eppstein Uhen Architects, Inc. (EUA) for the design of the South County Library in September 2021. This contract allows JCPL to use EUA's services for future projects by issuing a Notice to Proceed for each new project. Each Notice to Proceed must specify the scope of services, costs, and schedule for that project.

JCPL wishes to engage EUA for architectural design services for the Conifer Library project. The proposed cost for the architectural services is \$173,318. This fee aligns with the Library's budget expectations.

MOTION: Jill Fellman moved that the Library Board of Trustees authorize the Executive Director to issue a Notice to Proceed for architectural design services with Eppstein Uhen Architects, Inc. for the Conifer Library project at a cost of \$173,318. Seconded by Jeanne Lomba the motion passed by unanimous vote of all Trustees present.

B. Arvada Library Redesign Architect Contract Notice to Proceed

Amy Bentz addressed the Board and provided information on the Arvada Library Redesign architect notice to proceed. The Board authorized JCPL to enter a contract with Eppstein Uhen Architects, Inc. (EUA) for the design of the South County Library in September 2021. This contract allows JCPL to use EUA's services for future projects by issuing a Notice to Proceed for each new project. Each Notice to Proceed must specify the scope of services, costs, and schedule for that project.

JCPL wishes to engage EUA for architectural design services for the Arvada Library Redesign project. EUA has evaluated the project scope and provided a cost estimate and schedule. The proposed cost for the architectural design services is \$1,128,058.00. This fee aligns with the Library's budget expectations.

In response to questions, the Board was advised that:

- The scope of work includes community engagement which has already started, and includes the entire building, the basement and the surrounding area that is JCPL property.

- JCPL’s Arvada Library property on the north ends approximately two feet from the telephone building in that alley.

MOTION: Emelda Walker moved that the Library Board of Trustees authorize the Executive Director to issue a Notice to Proceed for architectural design services with Eppstein Uhen Architects, Inc. for the Arvada Library Redesign project at a cost of \$1,128,058.00. Seconded by Jeanne Lomba the motion passed by unanimous vote of all Trustees present.

ITEMS REMOVED FROM THE CONSENT AGENDA

No items were removed from the consent agenda.

EMERGING ISSUES

No issues.

ENDS

There were no items.

BOARD GOVERNANCE

No items.

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

- August 8, 2024 – Study Session – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room. (Note: Shavuot ends nightfall no work permitted)
- August 15, 2024 – Board Meeting – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room
- September 12, 2024 – JOINT LIBRARY BOARD AND BCC – 4:30 pm Hybrid: Virtual via Webex. In-Person Location: BCC Board Room
- September 19, 2024 – Board Meeting – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room

The Chair noted that the start time of the September 12, 2024 joint meeting with the BCC is 4:30 pm not 5:30 pm.

ANNOUNCEMENTS/GENERAL INFORMATION SHARING

The Chair advised the Board that she has officially heard from Jeanne Lomba that she will not be reapplying to stay on the Board. Applications are open until Monday, July 22. The Library would like to have South County representation.

ADJOURNMENT

The meeting was adjourned at 7:12 pm.

Stanley Harsha, Secretary

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

POLICY TYPE: MANAGEMENT LIMITATIONS

POLICY 2.5

POLICY TITLE: *FINANCIAL PLANNING/BUDGETING*

MANAGEMENT LIMITATIONS

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

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

Signed: _____, Executive Director

Date: August 18, 2024

BROADEST POLICY PROVISION

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

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

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

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

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

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

I can report compliance.

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

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

GOVERNING POLICY OF THE JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

REPORT (COMPLIANT): Monthly financial reports demonstrate compliance.

I can report compliance.

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

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

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

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

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

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

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

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

I can report compliance to the extent of available funding.

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

EXECUTIVE DIRECTOR INTERPRETATION: This means that we must plan for and monitor actual revenues and expenditures against our original budget estimates and adjust estimates

GOVERNING POLICY OF THE JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

as necessary for changes in conditions.

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

I can report compliance.

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

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

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

I can report compliance.

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

POLICY TYPE: MANAGEMENT LIMITATIONS **POLICY 2.6**
POLICY TITLE: *COMPENSATION AND BENEFITS*

MANAGEMENT LIMITATIONS

Initial Monitoring on *Policy 2.6: COMPENSATION AND BENEFITS*

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

Signed: _____, Executive Director

Date: August 18, 2024

BROADEST POLICY PROVISION

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

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

Accordingly, I shall not:

1. Change my own compensation or benefits.

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

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

I can report compliance.

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

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

GOVERNING POLICY OF THE JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

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

I can report compliance.

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

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

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

I can report compliance.

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

POLICY TYPE: MANAGEMENT LIMITATIONS

POLICY 2.7

POLICY TITLE: *EMERGENCY EXECUTIVE DIRECTOR SUCCESSION*

MANAGEMENT LIMITATIONS

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

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

Signed: _____, Executive Director

Date: August 18, 2024

BROADEST POLICY PROVISION

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

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

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

I can report compliance.

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

POLICY TYPE: MANAGEMENT LIMITATIONS

POLICY 2.8

POLICY TITLE: *BOARD AWARENESS AND SUPPORT*

MANAGEMENT LIMITATIONS

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

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

Signed: _____, Executive Director

Date: August 18, 2024

BROADEST POLICY PROVISION

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

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

Accordingly, I shall not:

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

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

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

I can report compliance.

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

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

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

I can report compliance.

GOVERNING POLICY OF THE JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

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

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

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

I can report compliance.

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

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

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

I can report compliance.

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

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

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

GOVERNING POLICY OF THE JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

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

I can report compliance.

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

A. Monitoring

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

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

I can report compliance.

B. Decision preparation (or “action item”)

EXECUTIVE DIRECTOR INTERPRETATION: Where the complexity of the decision preparation justifies an in-depth study session, the preparation may follow either process described in #5 above. Both of these processes are reflected in the agendas for each meeting.

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

I can report compliance.

C. Incidental/ “FYI.”

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

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

I can report compliance.

7. Fail to provide support for official Board, officer or committee communications and functions, including but not limited to orienting new Board members to Library operations

GOVERNING POLICY OF THE JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

and services.

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

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

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

A. Fulfilling individual requests for information

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

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

I can report compliance.

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

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

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

I can report compliance.

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

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

GOVERNING POLICY OF THE JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

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

I can report compliance.

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

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

POLICY 2.9

MANAGEMENT LIMITATIONS

Initial Monitoring on *Policy 2.9: MATERIALS SELECTION*

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

Signed: _____, Executive Director

Date: August 18, 2024

BROADEST POLICY PROVISION

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

EXECUTIVE DIRECTOR INTERPRETATION: I understand that this provision requires me to have in place written and implemented practices that continuously assess the value of our material collections and make item by item decisions about retention and preservation for long-term value **and in accordance with prevailing governing statutes related to Public libraries, standards for acquisition, retention, display, utilization, reconsideration of library resources, use of library facilities and employee protections and privacy of user records in Colorado Revised Statutes, 24-90-122 and 24-90-119. Amendments as a result of changes to a governing statute shall be automatic.**

Accordingly:

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

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

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

I can report compliance.

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

GOVERNING POLICY OF THE JEFFERSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

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

REPORT (COMPLIANT): We offer complete access to material and electronic resources both physically and digitally. In addition, we provide cataloging that conforms to current standards making our collection accessible. Daily delivery among our libraries provides timely access to requested materials

I can report compliance.

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

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

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

I can report compliance.

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

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

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

I can report compliance.

Foundation Update



AUGUST 2024

Executive Director Report

by Jo Schantz, MNM, CFRE, GPC

2024 SHRED-A-THON COMING AUGUST 17

This year marks the 3rd year in a row where JCLF has hosted a shred-a-thon as part of its annual fundraising efforts. On August 17, our Foundation will again provide this service to the public at our usual location -- the Bank of Colorado parking lot located at 275 Union Boulevard in Lakewood.

Although this event is free to the public, we ask that participants contribute at least \$20 per car/individual for this public event.

This year's shredding partner is Stericycle, and they will provide a shredding truck, equipment and staff members to receive paper items from participants and shred sensitive personal documents on site.

Although we previously announced this as a shredding event and a book drive, we are not actively seeking book donations at this year's event.

Our thanks go to Bank of Colorado and Stericycle for assistance with our 2024 shred-a-thon!

JCLF ADDS NEW EMPLOYEES!

Our Foundation is pleased to announce that we have two more new employees: Warehouse Assistant Xavier Campbell, and Kristi Mladenovic, our new bookkeeper. We are pleased to welcome these newcomers to JCLF!

FUNDING UPDATE

PENDING

- Gardner Family Foundation -- \$50,000 for Outdoor Reading Decks at Evergreen Library
- Colorado Gives Foundation -- \$25,000 for Early Literacy Programs

RECEIVED/APPROVED

- City of Wheat Ridge -- \$1,400 for art project at Wheat Ridge Library
- Golden Civic Foundation -- \$2,650 for Library Summer Challenge
 - Comcast -- \$5,000 for Friends Community Partnership
- Berkeley Partners -- \$1,000 for Friends Community Partnership

DENIED

- BOK Financial -- \$5,000 for 1000 Books Before Kindergarten

COMMUNITY CONNECTIONS

- July 8 – Teams meeting with Donna Walker from JCPL
- July 9 – Lakewood Foothills Rotary Club meeting
- July 10 – Meeting with Dale Abood from Ent Credit Union
- July 12 – Lunch meeting with Deborah Deal, JCLF Board President
- July 15 – Participated in CAG Board meeting (Christian Action Guild)
- July 16 – Lakewood Foothills Rotary Club meeting
- July 17 – Participated in Advisory Board meeting for CSU Extension in Jeffco
- July 19 – Hosted Volunteer Appreciation Luncheon at Wheat Ridge Rec Center in Wheat Ridge
- July 23 – Participated in JCLF monthly Finance Committee meeting
- July 24 – Participated in JCLF bi-monthly Board meeting
- July 26 – Breakfast meeting with President of Lakewood Foothills Rotary Club
- July 26 – Virtual meeting with Bridget Beatty from JCPL regarding grant preparations
- Aug. 12 -- Teams meeting with Donna Walker from JCPL
- Aug. 13 – Wheat Ridge Business Assn. breakfast meeting
- Aug. 13 – Lakewood Foothills Rotary Club meeting

Executive Director Report



AUGUST 2024 EXECUTIVE DIRECTOR REPORT

2024 Annual Plan Progress in August

Portfolio: Service Point Development & Expansion

Program: New Construction

Project: South County Library

- Recommend site
- Initiate due diligence
- Continue community support development
- Continue political will development

Project: Northwest Jeffco Library

- Contract with architect
- Continue community support development

Program: Building Redesign

Project: Arvada Library

- Continue community support development

Project: Evergreen Library

- Install audio visual equipment in meeting room
- Pending outdoor space grant

Program: Building Opportunities


Project: Conifer Opportunity

- Begin design development
- Request Location & Extent waiver
- Inform community of progress

Portfolio: Lifelong Learning & Literacy

Program: Advance Digital Equity & Inclusion

Project: Digital Literacy Collaboration (ARPA)

- Offer accelerated classes in Spanish at community partner locations
 - Provide information sessions to Title 1 schools
 - Create additional agreements with community partners
- 

Portfolio: Building Inclusive Community

Program: Digital Accessibility (NEW)

- Report to Board on progress

Portfolio: Embracing Innovation & Change

Program: Fundraising Development

- Grant development for Conifer Library Services
- Grant development for Hard Time Writers Workshop

SERVICE HIGHLIGHTS:

Action Center School Supply Distribution Event: JCPL participated in this event sponsored by our community partner at Everitt Middle School. Students from Kindergarten-Grade 12 received free backpacks full of school supplies and made connections with various community services like JCPL.



Our team made nearly 600 library cards at this outreach event.

Advocacy and Engagement Opportunity for Trustees

Take Note Event at the Standley Lake Library on Sunday, August 18 at 6 p.m. There will be a one hour, free, public music event. Trustees are invited to attend.

CALCON 2024 September 4-6, 2024, Beaver Run, Breckenridge. Please contact Amber to register.

ULC ANNUAL FORUM, October 23 - 25, 2024, Philadelphia, Pennsylvania. Please contact Amber to register.



PROFESSIONAL ENGAGEMENT:

Bernadette Berger, Director of Technology & Innovation, was a panelist at the Women in Tech event hosted by the County.


Bridget Kiely, Adult Services Coordinator, was invited to lecture for the Feed Your Curiosity Series as part of the University of Denver Enrichment Program this summer. The series is completely free for attendees, hosted entirely on Zoom, and the target audience is adults.

Leadership Jeffco: Three JCPL staff have been accepted into this Jeffco Economic Development Council program: **Clarice Ambler**, Community Resource Coordinator, **Amy Bentz**, Assistant Director Library Design Programs & Planning, and **Natalie Brecheisen**, Operations Supervisor

Colorado Association of Libraries Leadership Institute (CALLI): Two JCPL staff have been accepted into this program: **Sally Austin**, Adult Services Librarian, and **Gloria Perez-Alvarez**, Kids & Families Outreach Librarian

County Leadership Program: **Eleven JCPL staff** are participating in this program.

HIGHLIGHTS OF EXECUTIVE DIRECTOR COMMUNITY ACTIVITIES, AUGUST 2024

- Meetings with multiple Ken Caryl and south Jeffco stakeholders
 - Meeting with Chris O'Keefe, Director, **Jefferson County Planning Director**
 - Meeting with Jo Schantz, **Library Foundation** Executive Director
 - Meeting with Joe Kerby, **Jefferson County Manager**
 - Attend monthly meeting of the **Personnel Board** of the **Jefferson County Elected/Appointed Officials**
 - Meeting with **City of Arvada leadership team**
 - Meeting with Michelle Jeske, Executive Director, **Denver Public Library**
 - Meeting with Nicolle Davies, State Librarian, **Colorado Department of Education**
 - Meeting with Sharon Morris, Public Library Leadership Principal Consultant, **Colorado Department of Education**
 - Meeting with Dr. Story, **Jefferson County Public Health**
 - Attend meeting of **Jeffco Connections Board**
 - Attend meeting of **South County Advisory Council**
 - Present 2025 budget to **Jeffco County Commissioners**
 - Attend **Take Note** event
- 

Operational Updates

Business Strategy and Finance

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



jeffcolibrary.org

TO: Library Board of Trustees

FROM: Donna Walker, Executive Director and Matt Griffin, Director of Business Strategy & Finance

DATE: August 15, 2024

RE: South County Library Property Recommendation & Purchase and Sale Agreement

Recommendation: After extensive investigation, community engagement, and negotiation Jefferson County Public Library (JCPL) is pleased to recommend for purchase the property located at 11100 Bradford Road, Littleton, CO for the creation of a future new library in South Jefferson County. JCPL leadership presents this existing building to repurpose as the most convenient, affordable, and desirable location for Board consideration.

Background

JCPL has a capital project underway to create a new destination library in the south region to connect our underserved community to library services.

The South County Library project is a new construction project under our Service Point Development & Expansion portfolio. This project is budgeted for through the Library's 5-year Capital Improvement Plan.

In April 2023, JCPL brought to the Board a new strategy for the South County Library site acquisition. This new strategy focused on activating a full-fledged campaign to build public support and political will for a new library in this community.

In Fall 2023, JCPL undertook the following activities:

- Updated South County Market Analysis and presented it to the Board
- Hired a new manager for the South County location to focus on community outreach
- Recruited members for the South County Advisory Council
- Began process for selecting a realtor
- Held first South County Advisory Council meeting

From Winter 2023 - Spring 2024, JCPL undertook the following activities:

- Contracted with Genesee Commercial Group for the site search
- Continued monthly meetings with South County Advisory Council with reports to the Board
- Conducted extensive site search activities
- Advisory Council audit of five potential concepts

In the succeeding months, the Library provided updates in public meetings and executive sessions while continuing the site search and engagement with community leaders and negotiation with property owners.

Executive Summary of Recommendation:

Selected Site Meets or Exceeds Pre-established Criteria

Optimal Size allows for current needs as well as future expansion

- Exceeds original size requirements
- Building size 64,058 square feet
- Lot size 7.04 acres
- Allows for future expansion
- Has intuitive entry and parking

Optimal Location and Convenience maximizes community access and engagement within property search area

- Close proximity to residential areas and local schools
- Potential to be a community focal point
- Capacity for outdoor activities
- Adjacent to major throughfares
- Avoids passing through residential area
- Near other government services
- Size allows for potential co-location or partnership
- Flex Ride provides curb-to-curb service in the area Monday-Saturday

Optimal Technical Requirements to repurpose for library use

- Not in a flood plain
- Level lot with existing parking, fencing, and landscaping
- Adequate utility availability
- Sewer and storm are sufficient to support anticipated use and runoff needs

Optimal Sustainability and Stewardship for taxpayer investment

- Repurpose of an existing building
- Offers opportunity for taking advantage of renewable resources such as solar
- Building acquisition and construction costs ROM within budget
- Accelerated time to opening and launch

A new site search was implemented based on already established criteria but with a fresh perspective.

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Site Search Process

- Tours of area
- Engaged Genesee Commercial Group to act as buyer's agent
- Pursued sites using established real estate resources
- Pursued suggestions from the community and advisory council
- Ongoing conversations with community stakeholders
- Reviewed Jeffco Schools closure list
- Pursued leads for partnerships or sites not on the market
- Identified an inventory of 50 sites, 12 of which were sites not for sale

Site Selection Process

- Presented five concepts to Library Board for consideration
- Presented Library Board of Trustees with site options
- Engaged local elected officials, county staff, and other stakeholders
- Negotiated with owner of preferred site option
- Recommended preferred site to Library Board of Trustees
- Negotiated Purchase and Sale Agreement

Site Acquisition Process

- Complete Purchase and Sale Agreement
- Conduct formal due diligence
- Community engagement for Location & Extent process
- Location & Extent approval
- Closing & Transfer Ownership

Next Action:

Public comment on this recommendation will be available at the August 15 regular meeting of the Board. JCPL requests that the Library Board of Trustees authorize the Executive Director to enter into a purchase and sale agreement with JCA Bradford LLC.

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



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TO: Donna Walker, Executive Director

FROM: Matt Griffin, Director of Business Strategy and Finance
Amy Bentz, Assistant Director of Library Design and Planning

DATE: August 15, 2024

RE: Northwest Jeffco Library Community Engagement & Architectural Design Services - Contract

History:

The Northwest Jeffco Library project is a new construction project under our Service Point Development & Expansion portfolio. We are now ready to engage an architect for community engagement and design services. JCPL issued an RFP in May 2024 for these services. We received nine responses, interviewed three architects and evaluated them based on cost, schedule, experience, and understanding of JCPL design goals.

JCPL wishes to engage Anderson Hallas Architects for community engagement and architectural design services for this project. Anderson Hallas Architects has evaluated the project scope and provided a cost estimate and schedule.

Total Cost:

The cost for the community engagement and architectural design services is \$1,804,981. This fee aligns with our budget expectations. We anticipate that all services within scope will be completed by mid - 2027.

Next Actions:

JCPL requests that the Board of Trustees authorize the Executive Director to enter into a contract with Anderson Hallas Architects and issue a Notice to Proceed for community engagement and architectural design services for the Northwest Jeffco Library at a cost of \$1,804,981.



Jefferson County
PUBLIC LIBRARY

2024 MID-YEAR REPORT



Top Row: Crear un Alebrije kids camp at Belmar, 3-D printing demonstration from JCPL's Creative Tech team;
Second Row: Lunar New Year story time at Standley Lake, Language of African Drumming at Golden; Bottom
Row: Marissa Meyer Author Visit, Grand Re-Opening event at Evergreen Library.

ADMINISTRATION

10200 W. 20th Ave.
Lakewood, CO 80215
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Jefferson County
PUBLIC LIBRARY

To: Donna Walker, Executive Director
From: Matt Griffin, Director of Business Strategy & Finance
Re: 2024 Mid-Year Report
Date: August 2024

2024 JEFFERSON COUNTY PUBLIC LIBRARY MID-YEAR REPORT

As we reach the midpoint of 2024, I am pleased to present the 2024 Mid-Year Report for Jefferson County Public Library (JCPL). This report is designed to provide a detailed overview of the progress made on our strategic and critical projects during the period between January 1 and June 30, 2024. Additionally, it highlights the notable achievements across the organization that have significantly impacted our patrons' experiences.

This report focuses on concrete outcomes and tangible results, reflecting the efforts and dedication of our teams in driving forward our key initiatives. It presents a transparent assessment of our project milestones, emphasizing the successful execution of our strategic objectives. Furthermore, the report delves into the data analysis of patron usage and activities, enabling us to gain valuable insights into the changing trends and behaviors, particularly in light of the challenges posed by the pandemic years.



Left to right: Skulls, Tracks & Skat program for Summer Challenge, Pride month Kaleidoscope Orchestra event with Arvada Center, Story Time in the new Evergreen Library Children's area.

2024 STRATEGIC PROJECTS

Jefferson County Public Library's priorities and multi-year initiatives guide our decision-making about strategic projects for organizational focus.

PROGRAM

NEW CONSTRUCTION

PROJECT

SOUTH COUNTY LIBRARY

2024 MAJOR DELIVERABLES

1. Engage realtor to identify suitable sites
2. Identify short list of sites
3. Recommend site to Board of Trustees

MID-YEAR ACHIEVEMENTS

- *Realtor engaged*
- *Short list of sites identified*

PROGRAM

NEW CONSTRUCTION

PROJECT

NORTHWEST JEFFCO LIBRARY

2024 MAJOR DELIVERABLES

1. Submit rezoning application
2. Select architect
3. Facilitated community engagement
4. Acquire site
5. Program of service
6. Design development

MID-YEAR ACHIEVEMENTS

- *Rezoning application submitted*
- *Interviewed architects*

PROGRAM

EXPAND OFFSITE SERVICES

PROJECT

4TH HOLD PICK-UP LOCATION

2024 MAJOR DELIVERABLES

1. Complete installation of offsite holds lockers

MID-YEAR ACHIEVEMENTS

- *Completed installation of offsite holds lockers (Green Mountain location)*

PROGRAM

EXPAND OFFSITE SERVICES

PROJECT

SOUTH COUNTY EXPRESS LIBRARY

2024 MAJOR DELIVERABLES

1. Secure funding
2. Identify site location
3. Tenant finish

MID-YEAR ACHIEVEMENTS

- *Secured funding*

PROGRAM

BUILDING REDESIGN

PROJECT

ARVADA LIBRARY

2024 MAJOR DELIVERABLES

1. Facilitated community engagement
2. Program of service
3. Design development
4. Identify alternative services location

MID-YEAR ACHIEVEMENTS

- *Facilitated community engagement scheduled*
- *Extensive marketing efforts completed*

PROGRAM

BUILDING REDESIGN

PROJECT

EVERGREEN LIBRARY

2024 MAJOR DELIVERABLES

1. Complete construction
2. Move in
3. Reopen to the public

MID-YEAR ACHIEVEMENTS

- *Construction completed*
- *Library move-in complete*
- *Reopened to the public with grand opening celebration*

PROGRAM

BUILDING OPPORTUNITIES

PROJECT

CONIFER LIBRARY

2024 MAJOR DELIVERABLES

1. Acquire or lease location
2. Program of service
3. Design development

MID-YEAR ACHIEVEMENTS

- *Completed program of service*

PROGRAM

ACCELERATE OUR BUILDING PROGRAM

PROJECT

DESIGN STANDARD

2024 MAJOR DELIVERABLES

1. Finalize design standard
2. Revise program of service
3. Integrate design standard and program of service
4. Operationalize design standard

MID-YEAR ACHIEVEMENTS

- *Finalized design standard*
- *Operationalized design standard, including website and resources*

PROGRAM

CREATE RADICALLY WELCOMING JCPL— STAFF

PROJECT

TALENT PIPELINE DEVELOPMENT

2024 MAJOR DELIVERABLES

1. DEI training to JCPL leadership teams
2. Deliver JCPL leadership academy
3. Create a leadership book club
4. Leadership lunch and learn
5. Conduct a talent pipeline assessment with Director Team

MID-YEAR ACHIEVEMENTS

- *DEI training to leadership teams completed*
- *Leadership academy in process*
- *Launched leadership book club*
- *Rolled out leadership lunch and learn*
- *Talent pipeline assessment underway*

PROGRAM

CREATE RADICALLY WELCOMING JCPL— STAFF

PROJECT

ALL STAFF COMPENSATION STRATEGY

2024 MAJOR DELIVERABLES

1. Compensation philosophy and policy for JCPL
2. Complete the compensation analysis
3. Apply findings to the 2025 salary budget

MID-YEAR ACHIEVEMENTS

- *Development of compensation philosophy and policy underway*
- *Completed compensation analysis*
- *Findings have been applied to 2025 budget; further market analysis underway*

PROGRAM

CREATE RADICALLY WELCOMING JCPL— PUBLIC

PROJECT

NEW COLLECTION DEVELOPMENT POLICY

2024 MAJOR DELIVERABLES

1. Research report – library policy comparative study
2. Revise collection development policy
3. Revise material reconsideration request

MID-YEAR ACHIEVEMENTS

- *Completed the research report and comparative study*
- *Drafted revised collection development policy for review*
- *Revised material reconsideration request draft under review*

PROGRAM

ADVANCE COMMUNITY LITERACY

PROJECT

IMAGINATION LIBRARY

2024 MAJOR DELIVERABLES

1. Determine fiscal agent
2. Identify zip codes and supportive organizations
3. Strategy for long-term organizations
4. Recommend JCPL involvement and resources
5. Initiate pilot program

MID-YEAR ACHIEVEMENTS

- *Progress made towards determining fiscal agent*

PROGRAM

ARTIFICIAL INTELLIGENCE STRATEGY

PROJECT

ARTIFICIAL INTELLIGENCE POLICY

2024 MAJOR DELIVERABLES

1. Develop AI staff and patron policies and guidelines
2. Feasibility study for implementing AI solutions
3. AI pilot program

MID-YEAR ACHIEVEMENTS

- *Research into project scope*

PROGRAM

ADVANCE DIGITAL EQUITY AND INCLUSION

PROJECT

DIGITAL LITERACY COLLABORATION (ARPA)

2024 MAJOR DELIVERABLES

1. Complete phases 1-3
 - Order equipment
 - Conduct school and community training
 - Produce reporting
 - Evaluation plan
 - Conduct and present evaluation
2. Final accounting and reporting requirement

MID-YEAR ACHIEVEMENTS

- *Ordered and received equipment*
- *Developed community partnerships and completed classes*
- *Started Chromebook distribution to qualified students who completed classes*
- *Initiated PowerOn marketing and communication plans*

PROGRAM

FUNDRAISING AND DEVELOPMENT

2024 MAJOR DELIVERABLES

1. Outsource fundraising counsel
2. Two-year fundraising plan
3. Codify separate fundraising portfolios for JCPL and JCLF
4. Pilot foundation relations and grants program
5. Fundraising evaluation

MID-YEAR ACHIEVEMENTS

- *Contracted with external counsel*
- *Designed two-year fundraising plan*
- *Outlined separate fundraising portfolios and goals for JCPL and JCLF*

PROGRAM

DIGITAL ACCESSIBILITY

2024 MAJOR DELIVERABLES

1. Update accessibility web page
2. Publish accessibility statement
3. Create accessibility guidance for content creation
4. Create web content development training for staff
5. Create Board update plan

MID-YEAR ACHIEVEMENTS

- *Created internal / external Digital Accessibility web pages*
- *Launched Digital Accessibility Remediation and Management Plan*
- *Issued preliminary staff training*
- *Initial Progress Report created*

TRACKING PROGRESS: 2024 MID-YEAR METRICS AND INSIGHTS

JCPL aims to measure its success by evaluating the library's performance in meeting community needs. We use performance metrics to analyze trends and patterns, gain valuable insights into how the community is using the library, and to adjust our approach to stay aligned with our goals. The following highlights and insights consider the library's performance from mid-year 2023 to mid-year 2024 to help understand our progress year over year.

HIGHLIGHTS AND INSIGHTS:

In-Person Visits: At the halfway point in 2024, JCPL continues on a positive, though slowing, trajectory in terms of recovery from the pandemic's impact. We saw a 6% increase for in-person visits from mid-year 2023 to mid-year 2024 compared to a 10% increase for the same period from 2022-2023. Both years were impacted by location closures- the Arvada Library for mid-year 2023 and the movement of Evergreen Library to a temporary location in 2024. While the effects of these events on visits are different, the impact of both events was a reduction to the overall visits in their respective years.

Market Penetration: JCPL's market penetration- the percentage of households in Jefferson County that have an active library card- continues to grow. At 39%, our reach continues to be 5-10 percentage points higher than the median of the peers in our budget and population categories. JCPL's 2024 market penetration is an increase over mid-year 2023 when it was 37.9%.

Program Attendance: Program attendance at mid-year has grown by approximately 28%. This is a strong indication that the library's programming is meeting community demand. Such recovery requires popular programs well-suited to our community to sustain it. 2024 saw our highest-attended program on record, "An Evening With Jacqueline Woodson," which attracted over 900 attendees in person and over 21,000 attendees online over two events on the same day.

Shift to Digital Collection Use: Digital circulation has seen a growth rate of 11.26% compared to the previous year, and database use has increased 13.25%. The increased use of digital formats offsets the 4.9% decrease in physical format use for a 0.68% increase in total collection use. This trend indicates that patrons continue to embrace digital formats as we move further from the pandemic.



2024 MID-YEAR SUCCESS MEASURES

JCPL saw growth in several key success measures in 2024 compared to 2023, including the following observations:

- Increase in Program Attendance
- Increase in Digital Circulation and Database Use
- Increase in Visits
- Increase in Active Cardholders



MID-YEAR REPORT	MID-YEAR 2023	MID-YEAR 2024	UNIT CHANGE	PERCENT CHANGE
Active Households	91,317	93,701	2,384	2.61%
Active Cardholders	125,173	131,793	6,620	5.29%
Market Penetration (% of total Jeffco households)	37.90%	39.00%	1.1%	2.90%
Net Promoter Score	84	84	0	0%
Program Attendance	108,100	138,219	30,119	27.86%
Total Collection Use	4,968,442	5,002,212	33,770	0.68%
Physical Circulation	3,327,753	3,164,531	-163,222	-4.90%
Digital Circulation	1,028,115	1,143,912	115,797	11.26%
Database Use	612,574	693,769	81,195	13.25%
Visits	927,289*	983,613	56,324	6.07%

**In 2023, The Arvada Library was closed for 57 days. Between mid-year 2023 and 2024 the Evergreen Library operated from a smaller, temporary location for 6.5 months. The impacts of these events are reflected in total visits.*

CONCLUSION

JCPL’s mid-year data shows overall moderate growth in some categories, and trends to watch in program attendance and circulation of both our physical and digital collections. These data-driven insights inform Library staff as decisions are made to provide leading edge services, meet community needs and continue to positively impact the Jefferson County Community. The regular monitoring of performance and trends supports JCPL’s progress toward its annual plan.

ADDITIONAL HIGHLIGHTS

GREEN MOUNTAIN HOLDS LOCKERS

The Green Mountain Holds Locker and Returns Bin opened in February 2024 with a goal of improving access to library services in a location with a distance barrier to a full-service library. In the first five months of service, this Holds Locker is already the most utilized with 1,488 visits, 3,607 items checked out and 5,447 items returned.

EXPANSION OF EXPRESS LIBRARY HOURS

Express Library West Arvada expanded its hours by 45 hours per week and is now open from 5 a.m. to 10 p.m. daily, including all holidays. These changes have led to 142 additional visits and 307 checkouts on holidays like Easter, Memorial Day, Juneteenth and July 4.

SOUTH COUNTY ADVISORY COUNCIL

The South County Advisory Council, made up of volunteer community leaders, was formed in December 2023 to provide long-term guidance during the development of a South County Library. During their monthly meetings, the council has offered valuable advice and feedback on site selection, service needs and additional areas throughout the project.

LEADERSHIP ACADEMY EXPANSION

JCPL's second year-long Leadership Academy kicked off in January with 14 supervisors and managers in the cohort. Six completed classes have covered topics such as leadership roles, emotional intelligence and EDI. Supplementing the academy are lunch-and-learns, book studies and the Enneagram, aiding in communication, conflict management and feedback.



ADDITIONAL HIGHLIGHTS

CONTINUED

SPRING AUTHOR EVENT

Held in April, the Spring Author Event at Jefferson Jr/Sr High was a resounding success, with over 20,000 attendees in-person and via livestream. Jacqueline Woodson's presentations, tailored for different audiences, were made possible by Stadium District funds and in collaboration with with Jeffco Schools, student participation and JCPL teamwork.

GROWTH IN TEEN VOLUNTEERS

JCPL's new drop-in volunteer program for teens saw nearly 80 participants earning more than 212 volunteer service hours. In addition, Summer Challenge volunteer participation grew, with 254 teens logging nearly 2,400 hours, up from 157 teens and 1,666 hours previously. This successful program will continue into Fall 2024.

FEEDBACK

JACQUELINE WOODSON SPRING AUTHOR EVENT

"Loved her, loved the panel questions, and it was nice to have this event sponsored outside of what our school budgets can afford! Thank you for providing the opportunity!"

- THIRD GRADE TEACHER

"The organization ahead of time and communication was fantastic. Sharing books with all the schools was amazing. I was able to promote the event with my students and we read so many of her books together this semester. Thank you for this opportunity to engage students with an author and open the possibility of a writing career for our students with this passion."

- JEFFCO PUBLIC SCHOOLS TEACHER





FEEDBACK CONTINUED

PRIDE MONTH

"I am so happy to see how many Pride-related events you have going on, and so happy you are promoting them, when a lot of organizations have taken a step back this year. As a member of the LGBTQIA community and a member of your library, it makes me so happy to feel seen and cared about by the library. Thank you for showing up for the community this Pride Month!!"

- LIBRARY PATRON

NET PROMOTOR SCORE SURVEY RESPONSES

"Me agrada pasar tiempo en la biblioteca con mi familia, cada quien investiga lo que necesita y pasamos tiempos agradable"

"I like to spend time in the Library with my family, everybody searches for the things they need, and we have a great time."

- LIBRARY PATRON

"No hay otro lugar como la biblioteca en donde me siento bienvenida."

"There is no other place like the Library, I feel welcome there."

- LIBRARY PATRON

"Almost all of my TV watching is compliments of the Standley Lake Library by way of DVDs, and I regularly reserve books-on-tape for my daily walks. The library is a resource that really works for me! Thank you!!!"

- LIBRARY PATRON

"Having been a patron for 27 years, I'm impressed with how JCPL has kept up with the times, incorporating new electronic media. I'm also pleased that the children's programs have continued to attract enthusiastic young patrons and their families."

- LIBRARY PATRON

"Your outreach to the community is exceptional as are the services you provide for those of us who read a LOT of nonfiction material. I honestly don't mind paying my taxes to Jefferson County because I get such value from the library."

-LIBRARY PATRON

"My kids love the kids' activities they have, like the scavenger hunts and crafts. I love the shelves in the entry way: the staff picks and lifestyle books (home, cooking, self-help). The way the staff display them always piques my interest and I usually always find something fun on those entry way shelves."

- LIBRARY PATRON

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 and Finance

DATE: August 15, 2024

RE: Long Term Strategic Planning Consultant

History

As we approach the final year of our 2020-2025 Strategic Plan, JCPL is preparing to develop a new long-term strategic plan for 2026 and beyond. This strategic plan will help us define our future direction, align our resources, and address emerging opportunities and challenges.

To assist with this, we propose engaging Government Performance Solutions, Inc (GPS). Their expertise will help align our goals with future needs and opportunities. They have provided a cost estimate and schedule for the project.

The Director of Business Strategy & Finance will lead this project, with support from GPS. We will use an existing pricing agreement through the cooperative sourcing program, to streamline the procurement process and ensure compliance with policy and best practices.

The project is expected to run from August 2024 to October 2025. The Board of Trustees will have an important role in the strategic planning process, though the exact details of their involvement will be defined as we move into the planning phase.

Total Cost:

We anticipate spending \$45,000 in 2024 and \$75,000 in 2025. This estimate is subject to change based on the specifics of the planning phase and any adjustments to the project scope. The costs for these services have already been included in the 2024 and 2025 budgets. All engagements and deliverables will be conducted in accordance with JCPL's standard Terms and Conditions.

Next Actions:

JCPL requests that the Board of Trustees authorize the Executive Director to move forward with engaging GPS to support the development of our new long-term strategic plan with a final cost in the amount of \$120,000.

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

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Jefferson County
PUBLIC LIBRARY

To: Donna Walker, Executive Director
From: Matt Griffin, Director of Business Strategy & Finance
Re: Finance Monthly Report
Date: August 15, 2024

Budget to Actual Tables

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

The Real Property Tax revenue for July has not yet been posted to the accounts. Year-to-date, 99.9% of the budgeted collection has been received.

JCPL is on track with its budget, and there are no areas of concern. Our financial performance remains steady, and in line with expectations.

In July, the Library Foundation provided funding of \$11,282 to JCPL. The Library contributed \$3,522 in-kind support in July. Year-to-date, the library has received \$46,133 in funding and provided \$47,618 in-kind support to the Foundation, with a ratio of 0.97

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

Revenue and Expenditure	2024 Budget	YTD Actual 07/31/2024	\$ Variance 2024 Budget	% Variance 2024 Budget
Revenues				
Property Taxes (net adjustments)	56,936,719	59,748,722	(2,812,003)	105%
Grants, Funds & Donations	458,474	42,591	415,883	9%
Investment Income	2,458,619	1,806,205	652,414	73%
Other Revenue	85,000	88,340	(3,340)	104%
Total Revenues	\$ 59,938,812	\$ 61,685,858	\$ (1,747,046)	102.9%
Expenditures				
Operating	45,473,185	24,044,765	21,428,420	53%
Financing & Debt Service	623,700	7,279	616,421	1%
Capital Projects	25,191,744	6,693,140	18,498,604	27%
Total Expenditures	\$ 71,288,629	\$ 30,745,184	\$ 40,543,445	43.1%

% Variance 2024 Budget

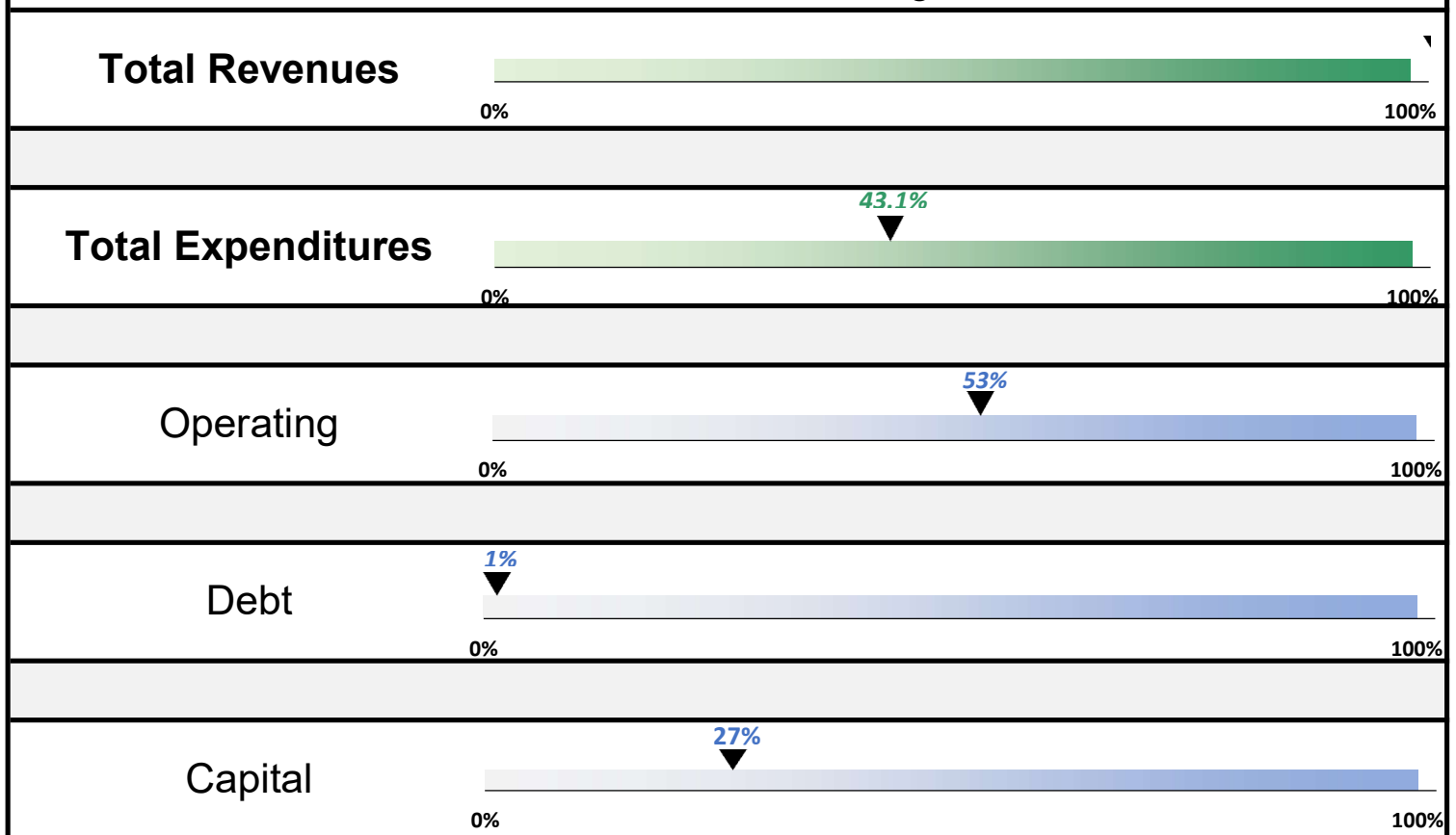


TABLE 2
JEFFERSON COUNTY PUBLIC LIBRARY
OPERATING EXPENDITURES
BUDGET TO ACTUAL

	2024 Budget	YTD Actual 07/31/2024	\$ Variance 2024 Budget	% Variance 2024 Budget
Operating Expenditures				
Salaries & Employee Benefits				
Salaries	18,016,834	9,550,982	8,465,852	53%
Awards & Bonuses	180,000	28,890	151,110	16%
Other	6,817,727	4,311,612	2,506,115	63%
Total Salaries & Benefits	\$ 25,014,561	\$ 13,891,484	\$ 11,123,077	56%
Library Collections				
Library Books & Materials	9,049,817	3,923,898	5,125,919	43%
Library Periodicals	215,000	122,182	92,818	57%
Total Library Collections	\$ 9,264,817	\$ 4,046,080	\$ 5,218,737	44%
Supplies and Other				
Supplies	1,680,455	850,059	830,396	51%
Services & Charges	6,433,079	3,091,192	3,341,887	48%
Interdepartmental Direct Charges	594,052	320,839	273,213	54%
Treasurers Fees	859,569	896,231	(36,662)	104%
Interdepartmental Indirect Charges	1,626,652	948,880	677,772	58%
Total Supplies and Other	\$ 11,193,807	\$ 6,107,201	\$ 5,086,606	55%
Total Operating Expenditures	\$ 45,473,185	\$ 24,044,765	\$ 21,428,420	52.9%

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

	2024 Budget	YTD Actual 07/31/2024	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	271,842	-	271,842	(21,842)	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	202,600	-	202,600	276,600	n/a	n/a
ARM-04 Book Sorter Replacement	40,000	6,326	-	6,326	33,674	n/a	n/a
ARM-05 IT Infrastructure Replacement	295,000	129,022	-	129,022	165,978	n/a	n/a
Capital Projects							
Document Management System	45,801	1,138	14,000	15,138	30,663	129,339	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	10,800	-	10,800	5,761,252	84,796	30,849,540
Evergreen Library Redesign	2,913,896	2,196,418	117,065	2,313,483	600,413	4,606,029	5,200,048
Evergreen Library Roof Repair	-	-	56,646	56,646	(56,646)	56,646	
Columbine Library Roof Repair	-	241,536	289,384	530,920	(530,920)	530,920	
Northwest County Library	11,280,795	3,625,120	-	3,625,120	7,655,675	3,724,996	25,970,270
Arvada Library Redesign	800,000	536	1,128,058	1,128,594	(328,594)	1,128,594	14,895,781
Conifer Library Opportunity	2,500,400	-	-	-	2,500,400	-	2,500,400
Data Warehouse	125,000	-	-	-	125,000	-	125,000
South County Express Library	595,000	-	-	-	595,000	-	595,000
Total Capital Expenditures	\$ 25,191,744	\$ 6,693,140	\$ 1,605,153	\$ 8,298,293	\$ 16,893,451		

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

	2021 Actual	2022 Actual	2023 Actual	2024 Budget	YTD Actual 07/31/2024	\$ Variance 2024 Budget	% Variance 2024 Budget
JCPL Grants							
Books & Materials - American Rescue Plan	-	181,757	-	-	-	-	
Books & Materials - State	226,169	195,797	140,462	144,996	5,002	139,994	3%
Car Charging Station - Evergreen	-	-	16,500	-	1,984	(1,984)	
Car Charging Station - Columbine	-	-	-	-	-	-	
Car Charging Station - Lakewood	-	-	-	-	-	-	
Total JCPL Grants	\$ 226,169	\$ 377,554	\$ 156,962	\$ 144,996	\$ 6,986	\$ 138,010	5%
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	-	-	-	-	-	
JCLF - Evergreen Library - Naming Rights	-	-	-	-	5,000	(5,000)	
Total Private Donations	\$ 6,600	\$ 58,382	\$ 7,000	\$ -	\$ 5,000	\$ (5,000)	
Other Funds Received							
Payroll Funding - American Rescue Plan	-	263,556	856,591	-	-	-	
E-Rate Reimbursement	283,030	2,602	149,901	121,128	(15,528)	136,656	-13%
Laptop Lending	87,598	100,145	183,427	-	-	-	
Stadium Funds - Imagination Library	-	-	-	50,000	-	50,000	0%
Stadium Funds - Young Authors	-	-	-	42,350	-	42,350	0%
Total Other Funds Received	\$ 370,628	\$ 366,303	\$ 1,189,919	\$ 213,478	\$ (15,528)	\$ 229,006	-7%
Jefferson County Library Foundation							
	199,566	131,894	127,180	100,000	46,133	53,867	46%
Total Jefferson County Library Foundation	\$ 199,566	\$ 131,894	\$ 127,180	\$ 100,000	\$ 46,133	\$ 53,867	46%
Total Grants, Funds & Donations	\$ 802,963	\$ 934,133	\$ 1,481,061	\$ 458,474	\$ 42,591	\$ 415,883	9%
Other Funds Received Outside of Library Fund							
Digital Equity - American Rescue Plan	-	-	3,482	840,745	116,419	724,326	14%

Operational Updates

Technology & Innovation

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



jeffcolibrary.org

TO: Donna Walker, Executive Director

FROM: Bernadette Berger, Director of Technology & Innovation

DATE: August 15, 2024

RE: Digital Accessibility Program

Background

Colorado was the first state in the U.S. to legally mandate that state and local public entities meet established accessibility standards for their websites and digital services in Colorado House Bill 21-1110 (HB21-1110), passed in July 2021. At Jefferson County Public Library (JCPL), we strive to be an essential destination for everyone of all ages, backgrounds, and abilities. As part of our ongoing efforts to meet our community where they are, we are committed to making library resources as accessible as possible, from our buildings and programs to our digital services and beyond.

Current Status:

Our library is actively evaluating and implementing accessibility enhancements across our digital platforms because a user-friendly experience benefits everyone, regardless of ability. By July 1, JCPL has achieved several milestones:

- The Digital Accessibility Program was added to the JCPL 2024 Portfolio, Building Inclusive Community.
- Conducted an audit of digital services
- Updated accessibility web page
- Published accessibility statement and request form

Next Steps:

JCPL is here for our staff and patrons. This program will include several projects, and these are some of the next steps for these projects:

- Create Board update plan
- Build accessibility guidance for content creation
- Develop web content development training for staff

The digital accessibility topic will be presented to the Board for further information and engagement at the August 15, 2024 Board Meeting.